

VEER NARMAD SOUTH GUJARAT UNIVERSITY¹
PAMPHLET OF ORDINANCES
(As amended upto 30-06-2023)

(1) LIBRARY COMMITTEE

- O.1:** The Library Committee shall consist of....
- (i) The Vice - Chancellor
 - (ii) The Pro-Vice-Chancellor
 - (iii) Registrar
 - (iv) Deans of Faculties
 - (v) Heads of the University Post - Graduate Departments
 - (vi) Director/ Head of the Approved/ Recognised Institutions
 - (vii) Three members to be nominated by the Syndicate
 - (viii) One Professor-in-charge of the Post - Graduate centers appointed by the Syndicate.
 - (ix) One Research Scholar undergoing Ph.D. studies to be nominated by the Vice - Chancellor.
 - (x) University Librarian (Secretary)
- O.2:** The Vice - Chancellor, and in his absence the Pro-Vice -Chancellor², or in the absence of both, a member elected by the meeting shall preside at the meeting of the Committee. The oldest amongst the Deans Present shall take the Chair for and until such election only.
- O.3:** The members of the committee shall hold office for three years and may be reappointed. The office of a member of the Library Committee shall be vacated by death, resignation, or by the member being absent from four consecutive meetings. Any vacancy on the Committee shall be filled up by the Syndicate.
- O.4:** The Committee shall meet twice in every term, some time in July, October, December and March and at other times when convened by the Chairman or in his absence, by the senior most member of the Committee. But the Chairman shall, on the requisition of not less than six members of the Committee, convene a meeting within fifteen days of the receipt of the requisition.
- O.5:** Seven members of the Committee shall form quorum.
- O.6:** All questions shall be decided by majority of votes of the members present. The Chairman shall have a vote, and in the case of an equality of votes, he shall have second or casting vote.
- O.7:** (i) The Library Committee shall, subject to the control of the Syndicate, manage the Library and advise the Syndicate on any matter connected with the Library referred to it by the Syndicate. In particular and without prejudice to the generality of the foregoing power, the committee shall have power to make recommendations to the Syndicate about —
- (a) the administration of the Funds set apart for the Library;
 - (b) any matter connected with the Library.

- (ii) The Committee shall report to the Syndicate, for information, on the purchase of books and disposal of such books as, in the opinion of the Committee, are either worthless, unserviceable or otherwise useless. For the purpose of the Ordinance, books shall include manuscripts and periodicals.
 - (iii) The Library Committee shall have the power to make rules governing the use of the Library from time to time, and to amend them.
- O.8:** The Library Committee shall maintain accounts of all funds provided for the Library and forward a statement of such accounts to the Registrar, for submission to the Syndicate every three months.
- O.9:** There shall be account in the Bank under the name of "Library Account."
- O.10:** All bills in respect of books purchased for the Library shall be verified and checked by the Librarian.
- O.11:** All cheques shall be signed by the Registrar after he has satisfied himself that the amounts entered in them are as they are in the bills.

(2) UNIVERSITY CAMPUS DEVELOPMENT.

- O.12:** The University Campus Development and Building Committee shall consist of the following members:
- (1) The Vice-Chancellor;
 - (2) The Pro-Vice-Chancellor ;
 - (3) One Professor of Civil or Structural Engineering appointed by the Syndicate;
 - (4) Superintending Engineer (R. & B.), Surat ;
 - (5) Three or more members nominated by the Syndicate;
 - (6) Registrar (Member - Secretary).
- O.13:** The Committee shall meet once a year before the annual convocation, and at other times when convened by the Vice-Chancellor.
- O.14:** The Vice - Chancellor or in his absence the Pro-Vice-Chancellor² shall preside at all meetings of the Committee, and in the absence of both, members shall elect the Chairman.
- O.14-A:** "Four members of the Committee shall constitute the quorum."
- O.15:** The committee shall consider matters connected with the development and maintenance of the University campus, with its physical infra-structure, the University Buildings, their services and allied physical facilities, and shall advise and recommend to the Syndicate on all matters pertaining thereto.

(3) GRANTS UTILISATION COMMITTEE.

- O.16:** The Grants Utilisation Committee shall consist of
- (i) The Vice - Chancellor;
 - (ii) The Pro-Vice-Chancellor ;
 - (iii) Five members to be nominated by the Syndicate for a period of three years,

- 0.17:** The Committee shall meet once a year after the annual convocation and at other times when convened by the Vice -Chancellor or the Pro-Vice-Chancellor or in the absence of both by the senior member of the Committee.
- 0.18:** The Vice - Chancellor, or in his absence the Pro-Vice-Chancellor shall preside at all meetings of the Committee and in the absence of both, the senior most member of the Committee shall preside.
- 0.19:** Three members of the Committee shall form quorum.
- 0.20:** The Committee shall consider all applications for Grant except those that come under "Publication Grants" and make its recommendations to the syndicate.

(4) COMMITTEE FOR THE UNIVERSITY INFORMATION BUREAU

0.21 to 0. 27 DELETED

(5) COMMITTEE FOR THE UNIVERSITY EMPLOYMENT

0. 28 to 0. 32 DELETED

(6) FINANCE COMMITTEE:

- 0.33:** The members of the Finance Committee shall be...
- (1) The Vice - Chancellor (Chairman):
 - (2) The Pro - Vice – Chancellor,
 - (3) Not more than seven other persons appointed by the Syndicate from amongst its members.
- 0.34:** The functions of the Finance Committee shall be —
- (1) To sanction all expenditure up to Rs. 10,000/- on behalf of the Syndicate.
 - (2) To dispose of quotations and tenders received for the purchase of materials, dead stocks, execution of work, excepting that pertaining to University Building up to Rs. 40,000/- and for the works of University Building and other related works pertaining to Estate Rs. 50,000/- and make recommendations to the Syndicate for disposal of all quotations and tenders for incurring respective expenditure exceeding Rs. 40,000/- and Rs. 50,000/-.
- 0.35:** A member elected, nominated or appointed on the committee of the Syndicate mentioned above shall cease to be a member of the committee of which he is a member, if he fails to attend three consecutive meetings of the committee as the case may be.

O.36 :

1.	Vice Chancellor	<p>(1) In case of each administrative departments (sections), various types of cells, centres, post-graduate departments, library on the University campus shall have the power to sanction an expenditure upto Rs. 1,00,000/- and Rs. 5,00,000/- per annum in each of the above cases.</p> <p>(2) Purchase of furniture/equipment materials/electrical items: Within the limit of Rs. 12,00,000/- per annum (not exceeding Rs. 1,00,000/- in each case)</p> <p>(3) For all other purchases: Full power to sanction an expenditure where a rate contract or annual maintenance contract is in place (except construction (civil work)).</p> <p>(4) Maintenance and purchases for maintenance: Within the limit of Rs. 40,00,000/- per annum (not exceeding Rs. 1,50,000/- in each case)</p> <p>(5) Power for payment of bills received from Government/Semi-Government agency (like property tax, water supply, electricity, telephone, internet service, post, taxes, insurance etc.) : Full power beyond Rs. 1,00,000/-</p> <p>(6) Power to sanction a payment at a prescribed rate as may be approved by the authority (e.g. remuneration of examination, remuneration of teachers, remuneration of Post Graduate Centres, etc.) and such other expenditures as approved by the authority: beyond Rs. 70,000</p> <p>(7) Power to sanction an expenditure upto Rs. 5,00,000/- for each fortuitous or instantly determined program other than those approved by the authority.</p> <p>(8) Full power for the expenditure (including salary and remuneration) for research work-related activities of each research project (for purchase Rs. 5,000/- per month). Principal Investigator: within the limit of Rs. 10,000/- (excluding purchase), Registrar: within the limit of Rs. 70,000/- (excluding purchase) and beyond that the power of Vice Chancellor.</p> <p>(9) Power to spend Rs. 2,00,000/- for each activities related sports/ co-curricular</p> <p>(10) Power to spend up to Rs. 1,00,000 for travel and ancillary facilities amenities in connection with Government / University / Government Institution programs / training as well as attending functions / occasions.</p> <p>(11) Full power to spend in the case where regular grants likely to lapse by calling an urgent meeting of respective authority</p>
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2.	Registrar	<p>(1) In case of each administrative departments (sections), various types of cells, centres, post-graduate departments, library on the University campus shall have the power to sanction an expenditure upto Rs. 70,000/- and Rs. 3,00,000/- per annum in each of the above cases.</p> <p>(2) Purchase of furniture/equipment materials/electrical items: Within the limit of Rs. 5,00,000/- per annum (not exceeding Rs. 50,000/- in each case)</p> <p>(3) For all other purchases: Power to sanction an expenditure upto Rs. 70,000/- where a rate contract or annual maintenance contract is in place.</p> <p>(4) Maintenance and purchases for maintenance: Within the limit of Rs. 15,00,000/- per annum (not exceeding Rs. 70,000/- in each case).</p> <p>(5) Power of payment of bills received from Government/Semi-Government agency (like property tax, water supply, electricity, telephone, internet service, post, taxes, insurance etc.) : Power up to Rs. 1,00,000.</p> <p>(6) Power to sanction a payment at a prescribed rate as may be approved by the authority (e.g. remuneration of examination, remuneration of teachers, remuneration of Post Graduate Centres, etc.) and such other expenditures as approved by the authority: up to Rs. 70,000</p> <p>(7) Power to sanction an expenditure upto Rs. 2,00,000/- for each fortuitous or instantly determined program other than those approved by the authority.</p> <p>(8) Power to spend Rs. 1,00,000/- for each activities related sports/ co-curricular.</p> <p>(9) Power to spend up to Rs. 70,000 for travel and ancillary facilities amenities in connection with Government / University / Government Institution Programs / training as well as attending functions / occasions.</p>
3.	Controller of Examinations	<p>(1) Power to sanction an expenditure upto Rs. 1,00,000/- regarding the examination section where a rate contract or annual maintenance contract is in place.</p> <p>(2) Power to sanction a payment of the prescribed rate which is sanctioned by the authority (e.g. remuneration like remuneration of examination) or such expenditure which is sanctioned by the authority: upto Rs. 1,00,000/-</p> <p>(3) Apart from above, power to spend Rs. 15,000 per month (except Furniture Equipment).</p>

4.	Dean CDC/ Chief Accounts Officer/ Deputy Registrar/ Librarian/ Asst. Registrar/NS S Co - Ordinator/ Director of Physical Education/ System Manager/ Placement Officer		Power to spend Rs. 15,000/- per month (except Furniture Equipment).
5.	University Engineer		Power to spend Rs. 25,000/- per month (except Furniture Equipment).
6.	Heads of University Departments	(1) (2)	Power to spend Rs. 50,000/- per month (except Furniture Equipment). Power to spend upto Rs. 1,50,000/- per year (including furniture equipment, in each case expenditure should not exceed Rs. 20,000/-).
7.	Co-ordinator (Self-Finance, GIA Courses)	(1) (2)	Power to spend Rs. 20,000 per month (except Furniture Equipment). Power to spend upto Rs. 75,000/- per year (including furniture equipment, in each case expenditure should not exceed Rs. 20,000/-).
8.	Rector/ Warden (University Hostel)		Power to spend Rs. 20,000/- per month (except Furniture Equipment).
9.	Finance Committee / Construction Committee		Power to sanction an expenditure up to Rs. 5,00,000/- by inviting quotations. Power to sanction an expenditure above Rs. 5,00,000/- and maximum upto Rs. 10,00,000/- by inviting tender or e-tender.

Note:

- (1) To purchase and expenditures are subject to the norms and availability of funds in budget set by the University.
- (2) Before incurring repair and maintenance charges, ensure that the free repair warranty (warranty/guarantee) provided by the vendor/manufacturer is availed.
- (3) All expenditures shall be incurred as per the prescribed norms of the University.
- (4) To give a public notice on the University website and in the newspapers when tender / e-tender is invited and in above, para no. 9, the finance and building committee, when the tender process is undertaken, and only one tender is received, re-tendering is to be done for the second time and if during the second time of process of tendering, only one tender is received, work to be assigned to that party.
- (5) If no tender is received from any party even after re-tendering for the second time, in such a case, procedure to be done by inviting quotations.
- (6) Wherever expenditure is to be incurred by inviting quotations, in such case quotations are to be invited from at least three parties from the available panel and if less than three quotations are received in the first attempt, the procedure is to be carried out by inviting quotations second time and also if less than three quotations are received, among the quotations, the work to be assigned to L-1 party. If no tenders/quotations are received by any party even after the completion of process of inviting tenders and quotations, the purchase is to be done directly at the market price.
- (7) When the work is to be assigned by inviting quotations and a quotation is received from less than two parties and such item has a monopoly or is a sole manufacturer and no other such party is available in the market, the work is to be assigned to such party on the basis of the quotation.
- (8) Power to meet expenditures of various committees, members attending meetings, officers and employees of the concerned departments of the University.

Tea, breakfast : concern members of the meeting / invitee and employees involved in the arrangement – Maximum of Rs. 100 (one time).

Food : concern members of the meeting / invitee and employees involved in the arrangement – Maximum of Rs. 250 (one time).

(7) UNIVERSITY SERVICE COMMISSION

O.37: SELECTION COMMITTEES:

(i) FOR TEACHERS IN THE UNIVERSITY DEPARTMENTS:

The members of the Committee shall be ...

- (1) The Vice-Chancellor, Ex-Officio Chairman.
- (2) The Pro-Vice-Chancellor ², if any.
- (3) Dean of the appropriate Faculty.
- (4) Head of the University Department in the subject provided that the selection is not for a post higher than the one he holds.
- (5) Three experts in subject to be appointed by the Syndicate.
- (6) An Academician who is the nominee of the Chancellor.
- (7) A representative of S.C./ S.T. Women and Physically Handicapped should be in the Selection Committee, whenever the post is reserves for persons of any of the above categories (S.C./ S.T. Women, Physically Handicapped). The persons(s) should be appointed by the Syndicate. At least four members including two outside experts, must constitute the quorum. For the post of Reader and Professor reprints of three major publications of candidate must be assessed before the interview by the same three external experts who are to be invited to interview the candidate. The Selection Committee for the promotion (Career Advancement) to Professor / Reader should be same as that for direct recruitment to the post of Professor / Reader given above.

(ii) FOR COLLEGE TEACHERS:

The members of the Selection Committee shall be...

- (1) Chair person of the governing body or his/her nominee, Ex-Officio Chairman.
- (2) The Principal of the College.
- (3) Head of the Department (Concerned Subject)
- (4) Two nominees of the Vice-Chancellor of whom one should be a subject expert.
- (5) Two Subject expert not connected with College to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice-Chancellor. The quorum for the meeting should be five of which at least two must be (from out of three) subject experts.

(iii) FOR COLLEGE PRINCIPAL:

The members of the Selection Committee shall be...

- (1) Chairperson of the governing body, Ex-Officio Chairman.
- (2) One members of the governing body to be nominated by the Chairperson.
- (3) Two nominee of the Vice-Chancellor of whom one should be an expert.
- (4) Three experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor to be nominated by the governing body out a panel of experts approved by the Vice-Chancellor. At least four members including two experts should constitute the quorum.

(iv) FOR ADMINISTRATIVE POSTS IN THE UNIVERSITY:

Selection Committee for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education, Registrars, Deputy Registrars, Assistant Registrars, Librarians, Deputy Librarians, Assistant Librarians shall be same as that of Professor, Reader and Lecturer respectively given in (i) except members mentioned in (3) (4) and that the concerned experts in Physical Education or Administration or Library Science as the case may be shall be associated with the Selection Committee.

0.37-A: The following shall be scales of salaries for the various posts in the Post - Graduate Schools / Departments of the University:

- | | | |
|-----|-----------|-------------------------------|
| (1) | Director | --- |
| (2) | Professor | Rs. 16400-450-20900-500-22400 |
| (3) | Reader | Rs. 12000-420-18300 |
| (4) | Lecturer | Rs. 8000-275-13500 |

The revised pay scales are inclusive of Dearness Allowance, Dearness Pay and Interim Relief that were admissible to teachers according to the approved rates as on 31-12-95 In addition, the teachers will be entitled to get the Dearness Allowance at the rates sanctioned by the State Government for its employees drawing pay in the GCS (R of P) Rules, 1975 from 1-1-1996. They shall also be entitled to get House Rent Allowance and C.L.A. at rates admissible to Government employees stationed at Surat. They shall be eligible to the benefits of Provident Fund, Leave, Gratuity and such other benefits as may be prescribed by the University from time to time.

"Provided that it shall be competent for the University to pay any arrears of pay and allowances which may become due to the teachers of the Post - Graduate Schools / Departments to enable the University to implement the above pay-scales and allowances with retrospective effect from 1-1-1996.

0.37-B: RECRUITMENT AND QUALIFICATIONS:

- (1) The minimum qualifications required for the Post of Lecturers, Readers, Professors, Principals, Directors, Deputy Directors and Assistant Directors of Physical Education, Librarians, Deputy Librarians and Assistant Librarians, Registrars, Deputy Registrars and Assistant Registrars will be those prescribed by the University Grants Commission and approved by the State Government from time to time.
- (2) The minimum requirements of good academic record, 55% of marks at Master's level and qualifying in NET or SET shall remain for the appointment of Lecturers. This provision of qualifying in NET or SET will be applicable after One year of the First result of SET examination of Gujarat State. However Ph.D. holders are exempted from NET or SET. A relaxation of 5% from 55% to 50% is allowed for S.C. / S.T. Category 'B' in the 7 point scale of A, B, C, D, E and F shall be regarded as equivalent of 55% wherever grading system is followed. The conversion from grading system to percentage system is to be done as per U.G.C.'s conversion table (Appendix-1). A relaxation of 5% may be provided from 55% to 50% of marks to the Ph. D. degree holders who have passed Master's degree prior to 19th September-1991.
- (3) Ph.D. would be a compulsory requirements for the designation of Reader. However, for Registrars, Librarians and Physical Education Directors, the Ph. D. should be a desirable and not an essential qualification.

- (4) For career advancement qualifications, length of service and other procedures will be those prescribed by the University Grants Commission and approved by the State Government from time to time.

O.37-C :(i) There shall be a Head of the Department for each Department to be appointed by the Syndicate as per the Provisions made in Statute - 293.

- (ii)** For the purpose of appointment, the seniority shall be counted on the basis of the Date of Joining as a Reader or Professor, as the case may be irrespective of whether the appointment is made under Direct Recruitment of Career Advancement Scheme.

- (iii)** This Ordinance shall be applicable forthwith. The Syndicate shall make necessary changes/ alterations in the appointments made earlier in order to give effect of this provision.

O:37-D: APPOINTMENT OF IN CHARGE PRINCIPAL IN AFFILIATED COLLEGE;

Every College must appoint a full-time qualified approved Principal as a head of the college. In case of permanent vacancy of the Principal caused by the death, retirement, resignation, termination of services or vacancy due to any other reason, the College Management shall appoint In-Charge Principal with the permission and approval from University from amongst the approved teachers, subject to the following conditions:

1. Such appointment shall be made from amongst the three senior most approved teachers who possess the required qualifications for the post of Principal subject to approval from the University based on the conditions and criteria mentioned as follow.
2. In case no teacher possesses the required qualification for the post of Principal, in such cases appointment of incharge principal must be granted as per following criteria and conditions.

- (i)** The eligibility of a teacher to consider in the list of top three senior teacher must be prepared considering the top three permanent, full time, University approved teachers having Ph.D. degree. This seniority list will be prepared based on their joining date in the college considering their academic experience.

- (ii)** For the purpose of considering the teaching and academic work experience of teacher, circulars by the university in these regards must be considered.

- (iii)** If any of the listed senior teacher is not willing to accept the responsibility as incharge principal, the teacher is required to submit rejection letter to the registrar of the university. The next senior faculty among the seniority list of the college who fulfil the criteria and conditions will be considered to include in the list of top three teachers.

- (iv)** For the selection of incharge principal, the college will prepare the list of top three teachers based on criteria mentioned in 2(i), 2(ii) and 2(iii) and submit to the University for Further Process for the appointment of Incharge principal with request letter.

- (v)** On receiving the application from the college, the selection committee for incharge principal will be formed by the university. The selection committee for selection of one of the teacher among the three listed permanent, full time, University approved teachers who posses Ph.D. as per the list approved by the university will be consists of five members: (a) One representative of the Hon.Vice Chancellor (b) One panel member nominated by Hon. Vice Chancellor from Syndicate. (c)President of the trust (d)One Secretary of the Trust (e) One Joint Secretary of the Trust. In case of non-availability of the President/Secretary/Joint Secretary, any member from the trust nominated by the President of the trust can be consider subject to written request from the President of the trust.
- (vi)** The selection committee will select the incharge principal considering following four criteria:
 (a) Academic/Research Score of the Table-2 of college teachers as per ordinance - 185 appendix II (Table- 2) for college teachers claimed by the teachers candidates verified by IQAC of concerned college,
 (b) Completion of Ph.D.(Based on Notification date) (c) Age of teacher (d) Experience on any statutory posts.
 Incase of any discrepancy, the decision of Representative of vice chancellor will consider as final decision regarding appointment of the teacher as in-charge principal for the college during the selection committee process. The representative of vice chancellor will submit the final report in sealed cover to the vice chancellor. As per the decision made by the selection committee and report submitted by the representative of the Hon.Vice Chancellor, the university will instruct to the college to appoint the selected teacher as in-charge principal.
- (vii)** The selection procedure will be made at the university. All relevant expenditure including TA/DA to the teachers called by the selection committee for the selection process and the experts nominated by the university will be borne by the college.
- (viii)** Based on the selection of teacher as in-charge principal by the selection committee, the university will grant approval to the selected teacher as incharge principal. The college/institute/trust must provide an appointment letter to the selected teacher as in-charge principal within 3(Three) days from the date of approval letter received from the University.
- (ix)** The post of incharge principal will not be considered as statutory post. The tenure of the incharge principal will be for one year from the date of appointment letter given to the incharge principal. The college must initiate the process of appointing regular principal within a year time.
- (x)** It will be mandatory for the college to publish advertisement and conduct the interview for permanent principal during every academic year until regular principal is appointed.
- (xi)** The university does not approve any other position apart from regular principal or university approved incharge principal. The university will not consider any communication from any representative of college in absence of regular principal or incharge principal approved by the university.
- (xii)** Incase of non availability of full time principal, the term of incharge principal can be extended for another one year by the college. The same must be informed to the university in writing minimum before one month prior to the end of the tenure of incharge principal.

- O.38:** (1) A Committee called Examiners' Appointment Committee for each Faculty shall be formed every year for the purpose of recommending list of persons for appointment as paper setters and/ or examiners the University Examination.
- (2) The members of the Committee shall be...
- (i) The Vice - Chancellor, Chairman.
 - (ii) The Pro-Vice-Chancellor, if any.
 - (iii) The Dean or Deans of the Faculties concerned.
 - (iv) One member belonging to the Faculty be the Academic Council,
 - (v) One member nominated by the Syndicate from amongst the members.
 - (vi) Chairman of the Board of Studies or a Convener of the Ad - Hoc Committee to be Invited when appointment for the subjects falling under the purview of the Board or Committee are considered.
- (3) The Committees shall draw up the lists from amongst the persons included in the panels and recommended by various Boards of Studies. In selecting external examiners the Committee may go beyond the list contained in the panels. The list shall include:
- (a) names of persons for appointment as Paper Setters/ Examiners required and recommended for an examination and
 - (b) an additional list, not exceeding 30% of the list contained in (a) above, of persons selected from the panels, or otherwise in the case of external examiners in the order of priority, and recommended as alternative examiners for a particular examination
- (4) The lists drawn up the Examiners' Appointment Committees shall be placed before the Academic Council and thereafter before the Syndicate which shall make the appointments and approve the lists of alternative examiners submitted by the Committees.
- (5) If an examiner is unable to accept the appointment, the Vice-Chancellor shall fill in the vacancy by appointing another person from the list of alternative examiners, as far as possible, in the order of priority given therein. In case the said list is exhausted or in case of emergency, the Vice-Chancellor shall appoint, in consultation with the Dean of the Faculty concerned, another person to fill in the vacancy. He shall report all such appointments to the Syndicate at the next meeting.

(8) EXAMINER'S APPOINTMENT COMMITTEES

- O.39:** (1) No member of an Examiner's Appointment Committee or of the Syndicate shall be recommended by the Committees for appointment as a Paper Setter and / or Examiner but the Syndicate may, if it thinks fit, invite any such members as a Paper-Setter and/or Examiner. The remuneration to be paid to such a member shall, in any one examination season be limited to the maximum of Rs. 250/- as determined by Syndicate time to time altogether for all the subjects and all the examinations at which he is so invited.

- (2) The Examination Committees shall be free to recommend members of the Academic Council for appointment as Paper-Setters and / or Examiners at any Examinations; the remuneration to be paid to a member of the Academic Council, shall be limited to the maximum amount of Rs. 500/- as determine by Syndicate time to time altogether for all the subjects and all the examinations at which he is appointed.

O. 39-A to O. 39-E: DELETED

- O. 40:** (1) Except in special cases approved by the Syndicate on the recommendation of the Board of University Teaching all candidates for a postgraduate degree (by Thesis) must work under the guidance or direction of a University Professor, a whole time University Teacher or a recognized Teacher.
- (2) When a candidate is a relative of the University Teacher guiding the candidate's work, the Academic Council shall recommend to the Syndicate the name of one internal referee other than the teacher who has guided the candidate's work, in addition to the external one, from among the recognized University Teachers in the subject familiar with the standards expected by the University for the degree for which the Thesis is submitted.
- (3) For the purpose of appointment as an internal Referee on a Thesis submitted for the Ph.D. degree, term 'relative' shall include the following: "Wife, husband, son, daughter, grand-son, grand-daughter, brother, sister, nephew, niece, grand-nephew, grand-niece, uncle, aunt, first cousin, son-in-law, daughter-in-law, brother-in-law and sister-in-law."

II

ADMISSION TO THE UNIVERSITY

O. 41 (1) Admissions and Enrolment of Under Graduate Programs

The Principal of an affiliated College (In case of a college) or The Head of the Department (In case of a University Department) shall give admissions to the students as per the manner and procedure laid down from time to time.

The Principal of an affiliated College (In case of a college) or The Head of the Department (In case of a University Department) shall forward to the Registrar of the University before the last date declared for enrolment by the Vice Chancellor, all the applications of the students eligible for admission to this University under the relevant provisions of Statute 223, and admitted to the First Year of the Under Graduate Program for enrolment and shall at the same time pay a fee of Rs. 100/- per application. The Principal / Head of the Department shall carefully scrutinize (scrutinize in terms of; fulfillment of eligibility conditions, the authenticity of documents, Spelling of Name, Date of Birth, Category, etc.) the enrolment application of each student before submitting the same to the university.

In case of any discrepancy pertaining to the fulfillment of the conditions of prescribed eligibility for admission as per Statute - 223 or truthfulness of documents provided by the candidate found at any stage of the study or even after completion of the study and conferment of the degree, the decision of the university including cancellation of admission without refund of any fees, cancellation of enrolment without refund of fees and even withdrawal of results (if declared) and withdrawal of degree (if awarded) shall be final and binding to the student.

Notwithstanding anything contained herein above, Vice-Chancellor shall have the power to fix and extend the dates of enrolment for each admission cycle. The University may accept late applications for enrolment with late fees after the last date scheduled and declared for enrolment up to the end of the first term of the academic year, provided that a late fee of Rs. 500/- per application be charged for applications submitted till the last working day of the 1st term of every academic year, provided further that the reasons for late submission are acceptable to the Vice Chancellor.

The same process of enrolment shall be followed in case of winter sessions as well as other such multiple sessions of admissions in an academic year.

0.42: Deleted

0.43: Transfer

1. Inter-College Transfer

In the cases where the Under Graduate or Post Graduate program is not governed by any Professional Council or Commission or any other statutory body, the process of inter-college transfer shall be in accordance with the procedures laid down and circulated from time to time.

The process of inter-college transfer for Under Graduate and Post Graduate Programs which are governed by rules and regulations of the concerned Professional Council or concerned Commission or concerned statutory body or centralized admission committee of the government like; the Medical Council of India (M.C.I), National Medical Commission (NMC), All India Council for Technical Education (A.I.C.T.E), Central Council of Homeopathy (C.C.H.), Bar Council of India (BCI), Indian Nursing Council (INC), National Council of Teachers Education (NCTE) and other such regulatory bodies shall be in accordance to the rules and regulations of such bodies.

However In the cases wherein the Under Graduate and Post Graduate Programs are governed by rules and regulations of the concerned Professional Council or concerned Commission or concerned statutory body but there are no specific separate regulations for inter-college transfer, or if there are no such regulations prohibiting the inter-college transfer, the process of inter-college transfer shall be in accordance to the procedures laid down and circulated from time to time by this university.

Notwithstanding anything contained herein above, Vice-Chancellor shall have the power to fix the manner and procedure and extend the dates of accepting the applications for inter-college transfer and scheduling the transfer process.

2. Inter-University Transfer

In the cases where the Under Graduate or Post Graduate program is not governed by any Professional Council or Commission or any other statutory body, the process of inter-university transfer shall be in accordance with the procedures laid down and circulated from time to time.

The process of inter-university transfer for Under Graduate and Post Graduate Programs which are governed by rules and regulations of the concerned Professional Council or concerned Commission or concerned statutory body or centralized admission committee of the government like; the Medical Council of India (M.C.I), National Medical Commission (NMC), All India Council for Technical Education (A.I.C.T.E), Central Council of Homeopathy (C.C.H.), Bar Council of India (BCI), Indian Nursing Council (INC), National Council of Teachers Education (NCTE) and other such regulatory bodies shall be in accordance to the rules and regulations of such bodies.

However In the cases wherein the Under Graduate and Post Graduate Programs are governed by rules and regulations of the concerned Professional Council or concerned Commission or concerned statutory body but there are no specific separate regulations for inter-university transfer, or if there are no such regulations prohibiting the inter-university transfer, the process of inter-university transfer shall be in accordance to the procedures laid down and circulated from time to time.

For Under Graduate and Post Graduate Programs wherein the inter-university transfer is enabled through the Academic Bank of Credit, the rules and regulations of the Academic Bank of Credit pertaining to the credit transfer and student mobility shall be applicable.

Notwithstanding anything contained herein above, Vice-Chancellor shall have the power to fix the manner and procedure and extend the dates of accepting the applications for inter-university transfer and scheduling the transfer process.

O.43-A: Pursuing Two Academic Programmes Simultaneously

1. A student can pursue two full-time academic programmes in the physical mode provided that in such cases, class timings for one programme do not overlap with the class timings of the other programme.
2. A student can pursue two academic programmes, one in full-time physical mode and another in Open and Distance Learning (ODL)/Online mode; or up to two ODL/Online programmes simultaneously.
3. Degree or diploma programmes under ODL/Online mode shall be pursued with only such HEIs which are recognized by UGC/Statutory Council/Govt. of India for running such programmes.

The clauses shall be applicable only to students pursuing academic programmes other than the Ph.D. programme.

It is the sole responsibility of the student to abide by the above conditions for Pursuing Two Academic Programmes Simultaneously and by the rules and regulations of this University as well as of the other University concerned, in case a candidate pursues a simultaneous degree from another University.

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O.50: Admissions and Registration of Post-Graduate Programs

The Head of the Department (in case of the University Department) or the Principal of an affiliated College (in case of Post Graduate Center established in the college) shall give admissions to the students as per the manner and procedure laid down from time to time.

The Head of the Department (in case of the University Department) or the Principal of an affiliated College (in case of Post Graduate Center established in the college) shall forward to the Registrar of the University before the last date declared for registration by the Vice Chancellor, all the applications of the students eligible for admission to this University under the relevant provisions of Statute 223, and admitted to the First Year of the Post Graduate Program for registration and shall at the same time pay a fee of Rs. 100/- per application. The Head of the Department / Principal shall carefully scrutinize (scrutinize in terms of; fulfillment of eligibility conditions, the authenticity of documents, Spelling of Name, Date of Birth, Category, etc.) the registration application of each student before submitting the same to the university.

In case of any discrepancy pertaining to the fulfillment of the conditions of prescribed eligibility for admission as per Statute - 223 or truthfulness of documents provided by the candidate found at any stage of the study or even after completion of the study and conferment of the degree, the decision of the university including cancellation of admission, cancellation of registration and even withdrawal of results (if declared) and degree (if awarded) shall be final and binding to the students.

Notwithstanding anything contained herein above, Vice-Chancellor shall have the power to fix and extend the dates of registration. The University may accept late applications for registration with late fees after the last date scheduled for registration up to the end of the first term of the academic year, provided that a late fee of Rs. 500/- per application be charged for applications submitted till the last working day of the 1st term of every academic year, provided further that the reasons for late submission are acceptable to the Vice Chancellor.

The same process of enrolment shall be followed in case of winter sessions as well as other such multiple sessions of admissions in an academic year.

O.51 Deleted

ADMISSION OF STUDENTS FROM OTHER UNIVERSITIES

0.52: Admission of Students from Other Universities and Boards

- (1) A student who passed the qualifying examination from the University other than Veer Narmad South Gujarat University or a Statutory Examining Body conducting a Higher Secondary or Equivalent Examination other than Gujarat Secondary and Higher Secondary Education Board and confirmed admission in any college affiliated to this University or in any University Department shall apply for a Provisional Eligibility Certificate with nonrefundable prescribed fees (as determined by the Syndicate from time to time) before Submitting application for Enrolment (in case of Under Graduate Program) OR Registration (in case of Post Graduate Program)
- (2) Candidates holding a Diploma or ITI (NCVT/GCVT Certificate) for which the Gujarat Secondary and Higher Secondary Education Board has issued a certificate of equivalence certifying equivalence with a higher secondary certificate shall not have to obtain a Provisional Eligibility certificate. But Candidates holding a Diploma or ITI (NCVT/GCVT Certificate) for which other than the Gujarat Secondary and Higher Secondary Education Board has issued a certificate of equivalence certifying equivalence with a higher secondary certificate shall have to obtain Provisional Eligibility Certificate.
- (3) In case a candidate is pursuing two programs simultaneously, such candidate shall have to apply and take two Provisional Eligibility Certificates separately.
- (4) Candidate shall be provisionally Enrolled / Registered on successful issuance of Provisional Eligibility Certificate
- (5) University shall get the mark sheet of the qualifying examination verified from the issuing authority i.e. concerned University OR Board without involving the candidate. If the verification report from the concerned University OR Board certifies the genuineness of the marksheet of the candidate, Final Eligibility Certificate shall be issued to such candidate and the admission of the candidate shall be confirmed.

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UNIVERSITY TERMS

0.56: TEACHING DAYS and Academic Calendar:

The arrangement of teaching days and academic terms in each faculty, as well as each programme, shall be in accordance with the Government of Gujarat, University Grants Commission as well as the concerned Professional Council, Commission, or Regulatory Authority of the concerned faculty/program.

The Dean of the concerned faculty will propose a detailed academic calendar for each academic year before the commencement of a particular academic year. The academic calendar shall comprise of detailed date-wise schedule of vacations, examinations, teaching, practicals, internal examinations, internships, supplementary examinations, etc. The academic calendar will be notified after due approval from Academic Council and Syndicate.

O. 57: DELETED

0.58: Notwithstanding anything contained in O. 56 the Syndicate shall have the power, In an emergency, to shift the college vacation and also extend or reduce its duration, provided that the duration of vacation shall not be extended Or reduced, except by a vote of two - thirds of the members present at the meeting of the Syndicate. In such cases, the period added to either term shall be regarded for the purposes of O. 60, as part of the other term which has been reduced.

0.59: Terms can be kept only by duly admitted students who shall attend for a prescribed number of days or periods at one or more of the colleges or institutions recognized by the University.

ORDINANCES FOR GRANTING TERMS

0.60: The minimum attendance required for granting a term or a semester of a student shall be 75% of the total number of days or which classes have run in a given term/semester, in all the faculties. For the purpose of calculating the 75% of attendance the term "classes" shall include all teaching-learning activities listed in the timetable of the respective year/semester i.e. lectures, practicals, Projects, etc, to be attended by a student. However, in case of late admission either on account of revision of examination results or being on the waiting list of admission, the attendance for the First Term shall be counted from the date on which the late admission is given.

A student whose attendance is falling short by 40% of the minimum required attendance in the first term of the academic year shall be required to attend classes in the second term so that the total attendance of the second term shall be 90% of the working days of the second term. However, this will not apply to those faculties where the semester system is in operation.

Notwithstanding anything contained herein above, The process of Granting Terms and Requirements of Minimum Attendance for Under Graduate and Post Graduate Programs which are governed by rules and regulations of the concerned Professional Council or concerned Commission or concerned statutory body of the government like; the Medical Council of India (M.C.I), National Medical Commission (NMC), All India Council for Technical Education (A.I.C.T.E), Central Council of Homeopathy (C.C.H.), Bar Council of India (BCI), Indian Nursing Council (INC), National Council of Teachers Education (NCTE) and other such regulatory bodies shall be in accordance to the rules and regulations of such bodies. However, In the cases wherein the Under Graduate and Post Graduate Programs are governed by rules and regulations of the concerned Professional Council, concerned Commission, or concerned statutory body but there are no specific separate regulations for Granting Terms and Requirements of Minimum Attendance, the procedure, manner, and criteria mentioned in this ordinance shall be applicable.

The Principal of an affiliated College (In case of a college as well as in case of Post Graduate Center established in the college) or The Head of the Department (In case of a University Department) is the competent authority responsible for the consolidation of attendance and taking decisions of granting terms under his authority. And in the cases of deficit attendance upto the eligibility for condonation beyond the authority of the Principal or Head of the Department, The Principal of an affiliated College (In the case of a college as well as in the case of Post Graduate Center established in the college) or The Head of the Department (In case of a University Department) shall forward such cases (only such cases which are eligible for condonation) to the Vice-Chancellor with clear-cut recommendation with reasonable reasons and justification recorded in writing with available documentary evidence. In cases wherein the percentage of deficit attendance is very low i.e. not eligible for condonation, the Principal / Head of Department shall not forward it for condonation or decision but shall take a decision under his authority.

At the end of each month, within 5 days of the succeeding month, the monthly attendance report shall have to be displayed on the notice board of the concerned College or University Department.

The decision of Examination Form withdrawal shall have to be taken timely by the Principal/Head of the Department and shall have to be communicated to the University Examination Section and the concerned students.

- 0.61:** (1) When the total attendance of a student in a term falls short of requirement under Ordinance - 60 either on account of bona fide illness or for any other extra-ordinary reasons deemed sufficient by the respective authorities said deficiencies may be condoned as follows:
- (a) Deficiencies up to 15% (i. e. Where attendance is 60% or above) by the Principal of a College / Head of the University Department / Head of the approved Institution / Head of the Recognized Institution.

- (b) Deficiencies above 15% and up to 25% (i. e. where attendance is between 60% and 50%) by the Vice -Chancellor.

Notwithstanding anything contained in (a) and (b) above the cases which are not condoned by the principal and/or the Vice-Chancellor respectively. These cases may be referred by Vice-Chancellor to the Syndicate.

- (c) Deficiencies above 25% but not exceeding 40% (i. e. where attendance is between 50% and 35%) by the Syndicate.

- (2) It is further provided that deficiency exceeding 40% shall not be condoned under any circumstances.

- (3) Any under graduate student of an affiliated college or any Post-Graduate student registered with the University whose attendance is falling short of the minimum attendance required in a term as prescribed under O. 60 and applying for condonation of such deficiency in attendance on medical ground shall submit with his / her application a medical certificate from a Registered Medical Practitioner.

Provided that such application and certificates shall be submitted to the Head of the respective Institution immediately after the student has fallen ill and the date of the receipt of that certificate shall be entered on the certificate by the Head of the Institution concerned. The Head of the Institution shall arrange to send all such applications to the University Immediately after the close of the term together with all details of attendance.

Provided that if any candidate is declared pass after the end of first term / semester of the following academic year, he may not be admitted to the higher class of any college or Institution. Where there is no provision for admission of fresh student from second term / semester during an academic year.

0.62: Principals of affiliated Colleges / Heads of the Departments / Heads of the Approved Institutions / Heads of the Recognised Institutions are empowered to condone the deficiency in the requisite attendance of students who are required to remain absent for the purpose of taking part in any extra curricular activities at inter-collegiate or inter-university level (representing the College or the University) for the period during which they remain unavoidably absent from the College/ Department / approved Institutions / Recognised Institutions.

0.63: The operation of ordinance - 60 may be suspended by the Syndicate for a College / University Department/ Approved Institution / Recognised Institution situated within the University area, which is affected by an Epidemic, Flood, Earthquake or social disturbances etc.

As regards the requirement of attendance during any academic term. In case of any other emergency, the Syndicate shall also have the power, by a majority of two thirds of those present , at the meeting of the Syndicate, to suspend the operation of Ordinance-60. The Syndicate may decide a fresh the requirement of attendance.

Reassessment Rule No IX:

If a candidate who was declared failed passes, due to reassessment of his/her answer book's at the examination and if his result is so modified after the commencement of the first academic term, or new semester he shall be eligible to seek admission to the next higher class and his attendance shall be counted from the date of admission.

O. 63-A: Clause - (16) AGE OF RETIREMENT :

The age of retirement of teachers including Principals of College and Heads of the University Departments shall be 62 years. A teacher including Principal of College and Head of the University Department who retires in the middle of the term shall be continued up to the day previous to the commencement of the next term or academic year as the case may be as per rules of the State Government. However, it is open to the University of a College to re-employ a superannuated teacher according to the existing guidelines framed by the U.G.C. up to the age of 65 years.

The benefit in service up to a maximum of 3 years, should be provided for the teachers who have acquired Ph. D. Degree at the time of entry so that almost all teachers get full retirement benefits which are available after 33 years of service subject to the overall age of superannuation. Other conditions with respect to superannuation benefits be given as per the Stat Government Rules.

CLAUSE - (17) PROVIDENT FUND :

(1) The following provisions shall to the teachers who have not opted for the pension scheme including family pension, Gratuity and General Provident Fund as per the rules of the Gujarat State Government applicable to its employees from time to time:

O.64: The Principals and Heads of Institution shall keep class wise a register of the daily attendance of students duly admitted to the College.

O.65: To keep a term at an affiliated College, or a recognized Institution, an under-graduate must complete, to the satisfaction of the Principal or the Head of the Institution, the course of study at the College or Institution, prescribed for such term for the class to which such under-graduate student then belongs.

O.65-A: Notwithstanding anything contained in the Ordinance, it shall be competent for the Principal of a college to withdraw applications of a student of his college for admission to a University Examination on the ground for unsatisfactory progress of the student concerned. Such withdrawal shall be permitted only if intimation of the Principal reaches the University Office and is made at least before the commencement of the Examination. On such intimation being received by the University Office, the name of such student shall be deemed to stand cancelled from the list of candidates appearing at the University Examination and there upon the student concerned shall not appear at the Examination and in case of his appearance at the examination

his result shall not be declared. Provided further that such withdrawal by the Principal shall be effective even in cases where candidates have appeared in the University Examination of the subjects have appeared in the University Examination of the subjects conducted by the college on behalf of the University and the performance of the candidates in such Examination conducted by the college shall be treated as cancelled. The Examination fees paid by such a candidates shall be refunded in full.

If any of the terms is not duly kept, the candidates, as per requirements of the University for the relevant course of studies shall not be permitted to appear in the Examination concerned and from the list of the candidates for the Examination and his fees shall be refunded in full.

0. 66 (1):

DATES OF APPLICATION AND DEVELOPMENT FUND FOR NEW, CONTINUATION, EXTENSION AND PERMANENT AFFILIATION FOR COLLEGES.

(1) DATES OF APPLICATION:

- (1) Applications In the prescribed form for the affiliation of new, Self finance Colleges, addition or Merger of Faculty / Faculties, Continuation, Extension or Permanent affiliation of the existing Colleges shall reach the Registrar on or before **30 September**, of the preceding year. **The application processing fee (Non Refundable) will be Rs.20,000/- (Twenty Thousand only) & Grant in Aid Rs.10,000/- (Ten Thousand only)**
- (2) No application for the new affiliation or addition or Merger of faculty / faculties shall be ordinarily accepted after the last date. However, with the approval of the Vice - Chancellor, the late application, on payment of late fee indicated below may be accepted by the Registrar:

LATE FEE

on or before 30th OCTOBER

Rs. 50,000/-
(Non Refundable)

After 30th OCTOBER the vice chancellor may accept the form by
Taking late fee

Rs. 200000/-
(Non Refundable)

- (3) If the application is incomplete or received after the prescribed date, or withdrawn by the management or the university rejects to entertain the application on all above cases 80% of fees to be refunded to the management.
- (4) **In case the application for new affiliation, addition or Merger of Faculty, bifurcation / Merger of existing faculties, colleges continuation or extension of affiliation is not recommended by the University to the State Government the no refund will be paid amount of affiliation fees paid by the applicant.**

O.66 (2) (A)**DEVELOPMENT FUND FOR AFFILIATION FOR GRANT IN AID COLLEGES**

The application form for new affiliation, continuation of affiliation. Extension of affiliation or permanent affiliation shall be submitted to the Registrar in the prescribed forms accompanied by development fund by Demand Draft in the name of Registrar as prescribed below

Sr. No.	Particular	New Affiliation in Rs. (Per Division)	continuation of Affiliation in Rs.	Extension of Affiliation in Rs.	Permanent Affiliation in Rs.
1.	Arts and / or Commerce for One subject in grant in aid college	33000/- 20000/-	2200/- per Subject 1000/-	4400/- per Subject 3000/-	66000/- N.A.
2.	Science	44000/-	2200/- per Subject	4400/- per Subject	88000/-
3.	Arts, Science and Commerce	55000/-	2200/- per Subject	4400/- per Subject	110000/-
4.	Education (including B. Phy. Edu)	44000/-	2200/- per Subject	4400/- per Subject	88000/-
5.	Engineering	110000/-	11000/- per Br.	22000/- per Branch	220000/-
6.	Law (Three & Five Year Course)	44000/-	11000/-	11000/ for Natural Growth-	88000/-
7.	Medicine	110000/- per subject	11000/-	22000/- per No. Gr. 33000/- for New Br.	220000/-
8.	Home Science	33000/-	11000/-	11000/-	6600/-
9.	B. Sc. (Nursing)	55000/-	11000/-	11000/-	110000/-
10.	Pharmacy (Degree)	88000/-	11000/-	11000/-	176000/-
11.	Pharmacy (Diploma)	44000/-	11000/-	11000/-	88000/-
12.	Physiotherapy	55000/-	11000/-	11000/-	110000/-
13.	B.R.S.	55000/-	11000/-	11000/-	110000/-
Other Courses					
14.	Degree	55000/- Per Division	11000/- Per Division	11000/- Per Division	110000/-
15.	Diploma	33000/-	5500/-	--	--
16.	Certificate	22000/-	2750/-	--	--

Every Self financed college/ Institution applying for new/ continuing affiliation are required to make payment for development fund on being granted affiliation as follows

**ORDINANCE 66(2) B SELF FINANCE INSTITUTION
(FOR UNDER GRADUATE LEVEL)**

Sr. No.	Course / Programme	Student Intake per Division	Development fund For New Affiliation	Development fund per Semester (per Student)
1	2	3	4	5
I. FACULTY OF SCIENCE				
1.	B.Sc. (Microbiology & Botany)	60	130000	1320
2.	B. Sc. (Chemistry) / B. Sc. (Industrial Chemistry) / B.Sc.(Environment Sci.)	60	88000	924
3.	B. Sc. (Maths)	60	88000	924
4.	B. Sc. (Biotechnology)	60	220000	1584
5.	B. Sc. (Fashion Apparel Designing)	60	88000	1320
6.	B. Sc. (Bio chemistry)	60	88000	1320
7.	B. Sc. (Home Science/ Apparel Design / Hospitality Management)	60	88000	924
8.	B. Sc. (Medical Technology)	60	130000	1452
9.	Degree	60	110000	1320
10.	Diploma	60	73000	660
11.	Certificate	60	36000	330
II. FACULTY OF MEDICINE				
1.	Medicine	100	730000	2904
2.	Homeopathic	100	220000	1056
3.	Dental	40	580000	2904
4.	Physiotherapy	60	220000	2178
5.	Optometry	40	275000	1452
6.	B. Sc. (Nursing) & (Post Basic B.Sc. Nursing)	60	175000	1452
7.	Unani	100	220000	1056
8.	Diploma	30	145000	1320
9.	Certificate	30	72000	660

III.	FACULTY OF EDUCATION			
1.	B. Ed. / B. P. Ed. (1 Yr.)	50 (Per unit)	110000	1122
2.	B. Ed. Visual Impairment	20	36000	1122
3.	Diploma	60	73000	660
4.	Certificate	30	36000	330
IV.	FACULTY OF LAW			
1.	LLB	60	110000	660
2.	Diploma	40	73000	660
3.	Certificate	40	36000	330
V.	FACULTY OF COMMERCE			
1.	B. Com.	100	59400	396
2.	B. Com (Comp. Application)	60	79200	528
3.	UG Diploma (1 Yr)	40	19800	396
4.	BBA	60	99000	1320
5.	Diploma	40	39600	660
6.	Certificate	40	26400	330
VI.	FACULTY OF ARTS/ FACULTY OF RURAL STUDIES			
1.	Performing Arts	60	145000	1452
2.	Fine Arts / Interior Design	60	220000	2178
3.	B. A	100	43000	396
4.	B. S. W/ BRS	60	88000	528
5.	Diploma	40	43000	660
6.	Certificate	40	29000	330
VII.	FACULTY OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY			
1.	B.Sc. (Computer)	60	88000	1320
2.	B. Sc. (I.T)	60	110000	1452
3.	B. C. A.	60	88000	1320
VIII.	Approved /Recognized Institutions	As per University Approved	80000	1800

ORDINANCE 66(2) C SELF FINANCE INSTITUTION

Post Graduate Degree/ Diploma /Certificate and 5 Yrs Integrated Courses				
Sr. No.	Course / Programme	Student Intake per Division	Development fund For New Affiliation	Per Semester Development fund (per Student)
1	2	3	4	5
1.	M B A	60	330000	5940
2.	M C A	60	220000	3960
3.	PG DIPLOMA	Uni. App.	88000	1584
4.	M. Sc. (Computer)	40	110000	1980
5.	M. Sc. (Environment)	20	110000	396
6.	M. Physio / M. Homeo M. Arch./M.E/ M.Pharm	as per regular Autho. & uni app.	330000	5940
7.	M. Sc. (Chemistry) / M. Sc. (ICT) / M. Sc. (Industrial Chem)/M.Sc. (Micro) / M.Sc. (Medical Technology) /M.Sc. (Mathematics)	30 to 40	330000	5940
8.	M. Sc. (Bio informatics)	30	330000	5940
9.	MPT (Physiotherapy)	30	330000	5940
10.	M. Com.	60	145000	2640
11.	M. Com. Integrated	60	290000	2640
12.	PG MEDICAL	as per regul Autho. & uni app.	365000	6600
13.	5 Yrs. Integrated M.Sc. (Bio Tech) /M. Sc. (IT)	60	330000	5940
14.	M Ed. / M P Ed.	as per regul Autho. & uni app.	330000	5940
15.	MSW / MLW	Uni. App.	220000	3960
16.	MHRD	Uni. App.	290000	5280
17.	PG Medical Diploma	as per regul Autho. & uni app.	145000	2640
18.	PG. Certificate Course	Uni. App.	58000	1056
19.	M.Sc. (Nursing)	as per regul Autho. & uni app.	220000	1980
20.	PG Diploma in Mgt. & Marketing with Specialization	as per uni approval	88000	1584
21.	M.A. (Performing Arts)	60	220000	2112
22.	B. Com. LLB. (5 years integrated)	60	330000	5940
23.	Master of Optometry	as per uni approval	365000	2640

નોંધ : ઓર્ડિનન્સ 66 (2) (B) & (C) બાબતે વધારાના નિયમો :

- ૧) કોલેજ / ઈન્સ્ટીટ્યુટ ખાતે જે તે વર્ષમાં જેટલા વિદ્યાર્થી એનરોલ / રજીસ્ટ્રેશન થયાં હશે તે જ સંખ્યાને ધ્યાને લઈ ફી ભરવાની રહેશે.
- ૨) વિદ્યાર્થીની સંખ્યા બાબતે સંસ્થા દ્વારા કોઈ ખોટી માહિતી આપવામાં આવશે તો તે માટે સિન્ડિકેટ ઠરાવેલ તે દંડ ભરવાનો રહેશે. આ અંગેના અર્થઘટનમાં કુલપતિશ્રીનો નિર્ણય અંતિમ રહેશે.
- ૩) ચાલુ જોડાણ ધરાવતી દરેક સંસ્થાએ જે તે એકેડેમીક વર્ષ માટે સ્ટુડન્ટ ડેવલપમેન્ટ ફંડની રકમ જે તે સેમેસ્ટરના અંત સુધીમાં ભરવાની થશે, જો આ રકમ ન ભરવામાં આવે તો કુલપતિશ્રી નક્કી કરે તે વધારાની પ્રોસેસ ફી ભરવાની રહેશે અથવા તેનું જોડાણ રદ થવાને પાત્ર થશે.
- ૪) જે ડિગ્રી / ડિપ્લોમા / સર્ટીફિકેટ કોર્સની ફી આ ઓર્ડિનન્સમાં નક્કી કર્યું ન હોય તેવા કોર્સની ફી સિન્ડિકેટ નક્કી કરી શકશે.
- ૫) જે કોર્સીસ GTU કે અન્ય યુનિવર્સિટીમાં ટ્રાન્સફર થયેલ છે તેની રકમ નક્કી કરેલ નથી.
- ૬) કાયમી જોડાણ સિન્ડિકેટ આપે તો દર ત્રણ વર્ષે કાયમી જોડાણ સ્ટેટસનું યુનિવર્સિટી દ્વારા ઈન્સ્પેક્શન થશે અને જો સંસ્થા ધારાધોરણ અનુસાર તેને માટે યોગ્યતા ધરાવતી નહીં હોય તો તેનું કાયમી જોડાણનું સ્ટેટસ ગુમાવશે અને ફરીથી કાયમી જોડાણની નક્કી કરેલ રકમ ભરીને તેણે તે મેળવવાનું રહેશે.
- ૭) જે સંસ્થા કે કોર્ષનું કાયમી જોડાણ આપવાનું નક્કી કરવામાં આવે તો સિન્ડિકેટ તેની અલગ રકમ નક્કી કરશે.
- ૮) આ ઓર્ડિનન્સના અર્થઘટન બાબતે કોઈપણ પ્રશ્ન ઊભો થાય તો તે અંગે કુલપતિશ્રી આખરી નિર્ણય લઈ શકશે.
- ૯) જે સંસ્થા કે ટ્રસ્ટ કોલેજનું નામકરણ / નામમાં સુધારો કરવા ઈચ્છતી હોઈ, તેમણે રૂ.૨૫૦૦૦/- ફી યુનિવર્સિટીમાં જમા કરાવવાની રહેશે અને સંસ્થાએ તે અંગેનો ઠરાવ રજૂ કરવાનો રહેશે.

: કોલેજ મર્જર માટેની શરતો :

- (૧) એક જ ફેકલ્ટીના વધુમાં વધુ ત્રણ અભ્યાસક્રમો વાળી કોલેજો મર્જરી કરી શકાશે.
- (૨) બે ફેકલ્ટીની વધુમાં વધુ ત્રણ અભ્યાસક્રમો વાળી કોલેજો મર્જર કરી શકાશે.
- (૩) ત્રણ ફેકલ્ટીની વધુમાં વધુ ત્રણ કોલેજો મર્જર કરી શકાશે એટલે કે દરેક ફેકલ્ટીની એક કોલેજ હોય તે મર્જર કરી શકાશે.
- (૪) પ્રોફેશનલ કોર્સિસ માટે દરેક અભ્યાસક્રમનો સ્વતંત્ર દરજ્જો (કોલેજ કે સંસ્થા) અલગજ ગણાશે.
- (૫) મર્જર થયા પછી પણ યુનિવર્સિટીને આપવાની થતી એફીલીયેશન ફી દરેક અભ્યાસક્રમ દીઠ ભરવાની રહેશે.
- (૬) મર્જર માટે બે અભ્યાસક્રમવાળી કોલેજના મર્જર માટે રૂ. ૧ લાખ અને ત્રણ અભ્યાસક્રમોવાળી કોલેજોના મર્જર માટે રૂ. ૨ લાખ યુનિવર્સિટીમાં મર્જર ની ફી તરીકે ભરવાના રહેશે.
- (૭) મર્જર થનારી કોલેજો માટે પાત્રતા ધરાવતા માન્યતા પાત્ર આચાર્યની નિમણૂક, લાઈબ્રેરીયનની નિમણૂક, શારીરિક શિક્ષણના અધ્યાપકની નિમણૂક તથા દરેક અભ્યાસક્રમ માટે નિયમાનુસાર પાત્રતા ધરાવતા અધ્યાપકોની નિમણૂક યુજીસી / સરકારશ્રી / યુનિવર્સિટી નિયમ મુજબનાં પગારઘોરણમાં નિમણૂક થયેલ હશે તો જ મર્જર માટેની પ્રક્રિયા માટે અરજી કરી શકાશે.
- (૮) મર્જર થનારી કોલેજો માટે કુલ વિદ્યાર્થી સંખ્યાને ધ્યાનમાં રાખી સરકાર અને યુનિવર્સિટીના નિયમ મુજબના મહેકમ મુજબ વહીવટી કર્મચારીઓ, પટાવાળા, સ્વીપર તથા વોચમેનની નિમણૂક સરકારશ્રી / યુનિવર્સિટી નિયમ મુજબનાં પગારઘોરણમાં થયેલ હશે તો જ મર્જર માટેની પ્રક્રિયા માટે અરજી કરી શકાશે.
- (૯) મર્જર માટેની પ્રક્રિયા માટે અરજી કરનાર સંસ્થા પાસે મર્જર પ્રમાણે વિદ્યાર્થી સંખ્યા મુજબ કાર્યાલય, સ્ટાફરૂમ, આચાર્યની ઓફિસ, ગર્લ્સ રૂમ, બોયઝરૂમ, ગ્રંથાલય, રમતનું મેદાન, કોમ્પ્યુટરલેબ, ઈન્ડોર ગેઈમ્સની સુવિધા, સેનિટેશનની વ્યવસ્થા, લેબોરેટરી વગેરે સાધન સંપન ધરાવતું ઈન્ફ્રાસ્ટ્રક્ચર હોવું ફરજીયાત રહેશે.
- (૧૦) શિક્ષણના અને વિદ્યાર્થીના હિતને ધ્યાનમાં રાખી કેસ ટુ કેસ અભ્યાસ કરી યોગ્ય સંસ્થાઓને જ મર્જર માટેની પરવાનગી આપવામાં આવશે.
- (૧૧) મર્જરની પ્રક્રિયાને કારણે કોઈપણ કાયમી શૈક્ષણિક કર્મચારી તથા કાયમી વહીવટી કર્મચારીને છુટા કરી શકાશે નહીં.
- (૧૨) મર્જરની પ્રક્રિયા માટે અરજી કરનાર સંસ્થા માટે સિન્ડિકેટ તપાસસમિતિ નિયુક્ત કરશે અને તપાસસમિતિ મર્જરનો હેતુ, આર્થિક સ્થિરતા, જરૂરી ઈન્ફ્રાસ્ટ્રક્ચર અને અન્ય સુવિધાઓ માનવીય સરસંધાનની પૂરતી ચકાસણી કરી તેના અહેવાલ સિન્ડિકેટમાં મુકાશે, અને સિન્ડિકેટ મંજૂરી આપે તો જ મર્જરની પ્રક્રિયા અમલમાં મુકી શકાશે.
- (૧૩) મર્જરની પ્રક્રિયા પૂર્ણ થયે મર્જર થનારી કોલેજોએ ઓર્ડિનન્સ -66 (2) (B) (C) નો સંપૂર્ણ અમલ કરવાનો રહેશે.
- (૧૪) યુનિવર્સિટીના ધારાઘોરણનો ચુસ્તપણે પાલન કરવાના રહેશે તેની બાંહેધરી સંચાલક મંડળ તથા આચાર્યશ્રીએ સંયુક્તરીતે આપવાની રહેશે.

O.66 (3) Closure of Self-Finance Course & College

- (1) In case, any management of college/institute (hereafter termed as management authority) decides to close down or discontinue a self-finance college or any specific self-finance program or any specific self finance course; they shall have to apply in writing intimating such closure on or before 31st October of every year preceding the commencement of the successive academic year mentioning the adequate reason along with (i) One-time non-refundable application fees Rs.2,00,000/- and (ii) Deposit amount Rs.3,00,000/- per course/programme. This deposits will be payable to the University by the management authority in form of nationalized bank Draft/cheque in favor of “Registrar, Veer Narmad South Gujarat University, Surat” and refundable once the management authority fulfils all set norms of closure by the University. On receipt of such application along with the deposit amount, the University shall appoint a committee consists of following members nominated by Vice Chancellor of the University: (a) Maximum Two Deans of concerned faculties (b) One syndicate member (c) One student representative Senate member (d) One teacher representative Senate member who is teacher and (e) One representative of Principal; to consider reasons for such closure or discontinuation.

The University shall approve permanent closure of any self-finance college or discontinuance of any self finance course only after the verification of reasons of such closure or discontinuance by the committee. The report submitted by closure committee will be produced at Syndicate of the University. The syndicate shall allow the closure based on the report submitted by the closure committee. No management authority of the self-finance college shall close down any self-finance college or course in the middle of the academic year.

- (2) Essential Provisional arrangement Responsibility of the management authority:

- (a) Necessary arrangement must be made by the management authority to accommodate the students who may be affected by such closure or discontinuance. The consent of the students for transfer to another institution/college must be obtained and submitted to the University along with the closure report. It will be responsibility of the management authority of the college/institution to obtain letter of consent from the accommodating institution/college intimating its willingness to accommodate students. The management authority must submit such letter of consent to the University along with the closure application. The accommodating institution shall also have to submit a letter of consent separately to the University intimating its willingness to accommodate such students. Transfer of such students shall have to be facilitated by the sending and accepting institutions.
- (b) The management authority must submit any pending fees, out-standings to the University and obtain no dues certificate from the University. Such no dues certificate must be submitted to the University along with the closure application.
- (c) The management authority will submit list of all teaching, non-teaching employees including principal working for the institution/college who will be affected due to such closure/discontinuance of the college/institution/specific program/specific course. The management authority also needs to provide written intimation of such closure to their all teaching, non-teaching employees including principal minimum six months prior to the date of closure application submitted to the University. All employees (teaching/non-teaching/principal) must be paid their regular salary until the management authority obtains the permission letter for closure issued by the University. No teaching, non-teaching including principal can be relieved from their service by the management authority without obtaining written consent from the employees until the approval for closure is issued by the University. The management authority is liable to provide facilities of EPF, gratuity and leave encashment to all its employees (teaching, non-teaching including principal) of the institute/college from the date of appointment.
- (d) Salaries and other benefits including employee provident-fund (EPF), gratuity and leave encashment must be paid by the management authority to all regular employees (teaching/non-teaching/principal). A written statement of such payments must be submitted to the University endorsed by the employees. On obtaining such statements along with the supporting documents as desired by the University, the process of

closure will be considered by the University. In case any employee is not paid their salaries or employee provident-fund, gratuity, leave encashment or any other benefits, the employee can write to University in form of complaint. The University will look in such specific complaint matters and intimate once to the management authority to take necessary actions. If the management authority fails to address such matter within a month of the intimation from the University, the University possess rights to utilize the closure application deposit amount paid by the management authority and settle the payment issues of the employee. The University also possess rights to forfeited the closure application deposit amount.

- (e) The following rules shall apply for teaching staff including principal or in-charge principal of affected by such closure or discontinuance. These rules also apply to all University approved teaching and non teaching staff of University affiliated self-finance programs.
- (i) The affected teacher shall be accommodated in the other courses run by same institution if he/she is eligible for the post.
 - (ii) In case he/she cannot be accommodated by the same management, he/she may be given priority in appointment by other colleges/institution affiliated with the Veer Narmad South Gujarat University subject to fulfilment of the qualification required for the post. If the affected teaching staff possess approval from University as approved teacher; they do not require any new approval as teacher. Any institute can absorb such University approved full time faculty directly as a teacher for specific subject and last post that the teacher possess for which the teacher possess University approval. Once any institution/college apply for closure, the employees of such institute/college do not require any no objection certificate (NOC) from the institution/college. Incase they wish to apply for new job and any absorbing institute/college is willing to recruit such University approved teaching staff, no separate interview procedure is essential. The absorbing institute/college can intimate to the University and the University can grant the permission by obtaining the opinion of the concerned dean of the faculty on bases of verifying:
 - (a) The subject for which the University approval is given to the teacher,
 - (b) The nature of position for which recruited by the absorbing institute and
 - (c) The teacher must possess University approval as teacher.
 - (iii) It is mandatory to provide Employee provident fund facility to all employees of the self-finance colleges/institutions as per the norms by state govt. The pending provident fund and any other pending amount payable to the affected teacher due to closure shall have to be paid immediately by the management before the University approves such closure or discontinuance. If the management authority fails to address such matter within a month of the intimation from the University, the University possess rights to utilize the closure application deposit amount to settle any such issues.
 - (iv) A prior notice of minimum six months shall be given to such employees (teaching/non teaching/principal) who will be affected by such closure. Their salaries and other benefits must be continued till the final closure is approved by the University.
 - (v) The deposits of such institution shall not be returned until the University finally approves such closure of discontinuance.
 - (vi) In case, the management fails to pay such affected teacher his/her any pending amounts, including provident fund, salary etc., the University shall pay such dues from the closure deposits submitted by the institution along with the closure application and institution's other deposits available with the University. The remaining amount of deposit, after making such payment, shall be returned to the respective institution. No interest shall be paid on such deposits by the University.
 - (vii) These rules shall apply to all self-finance colleges and institution affiliated to the Veer Narmad South Gujarat University.

- (viii) The non-teaching staff of such colleges may be absorbed in other colleges of the same management or in any other college or institution affiliated to the University, if he/she is found suitable & eligible for the post.
- (ix) It is mandatory for all self-finance colleges/institutions affiliated with Veer Narmad South Gujarat University to pay following payments in case their University approved teaching/non-teaching staff including Principal having minimum one year of length of service at their current position who retired or resign or relieved by the institution/college or the institute/college decide for closure of the institution:
- (a) One month's pay including all allowances for every completed year of service to the teacher who has put in ten or less year of service.
- (b) At the rate of one month's pay including all allowances for every completed year of service in excess of ten years, provided that the total compensation so payable shall not exceed Fifteen months' salary whichever is more. The last month's salary drawn from the institute will be considered for the purpose of calculation.
- (x) All self-finance colleges/institutions affiliated with Veer Narmad South Gujarat University are abiding by the ordinance 66 and it is mandatory for all institutions/colleges to follow them in any case. Nothing in this ordinance shall be deemed to take away any right of compensation or any other protection, which is afforded by the Veer Narmad South Gujarat University Act, or any Statute or Ordinance, Rules or Resolutions made there under, to which the member of the staff is entitled.
- (xi) Any self-finance institute/college having ten or more than ten employees at any given time since the date of affiliation, the gratuity must be paid as per the Payment of Gratuity Act, 1972 to the employee (teaching/ non-teaching including principal) who is University approved in any of the following events: Retirement, Resignation, Demise, Disablement due to an accident, VRS, Termination or Layoff due to retrenchment. For calculating the gratuity, the last drawn salary (basic+DA) will be considered. The calculation of the gratuity will be as per following formula: Gratuity = (15 x (Basic+DA) of last drawn salary x Number of completed years of Service) / 26.

O.66 (3) (A)

A Society or trust registered under relevant act, situated outside the geographical area of the V.N.S.G.U., can apply in the prescribed form, for N.O.C. for starting any institution for a particular course, on production of an N.O.C. from the statutory University to which it is affiliated or in whose geographical area, the trust or society is situated and on payment of prescribed fees which will be as under:

- | | | |
|-----|------------------------------|----------------|
| (1) | For non professional courses | Rs. 50,000/- |
| (2) | For professional courses | Rs. 1,00,000/- |

In recent times many institutions appeared to University for N.O.C. to start various courses affiliated with University other than V.N.S.G.U. Surat Syndicate formed a committee to recommend in the matter

The Committee after giving a serious thought in this regard suggests as under:

- (1) The Institute must apply in prescribed form (annexure-A)
- (2) Syndicate may consider the application and after the verification may give / allow NOC for a particular course for definite period not exceeding five years.
- (3) The Institute has to undergo due inquiry for re-validification after five years as stipulated in advance.
- (4) It is to be noted that the NOC is for particular course and for particular period.

O. 66 (3) (B)

A society or trust registered under relevant act, situated in the geographical area of the V.N.S.G.U. can apply in the prescribed form, for "No Objection Certificate" (N.O.C.) for applying for affiliation for a particular course, (Whether initiated by the University (V.N.S.G.U.) or not) to any other statutory University.

The University Syndicate will have the discretion to grant or reject such N.O.C. on the basis of various parameters, which it may deem fit, The letter of N.O.C. can be issued only on payment of Fees prescribed below :

(ii) MAXIMUM NUMBER OF STUDENTS PERMITTED

- 0.67:** (i) Ordinarily the Syndicate shall not entertain application for affiliation of a College having more than two faculties. In any area where the student population is not likely to grow in appreciable measure in a foreseeable future, the Syndicate may entertain an application for affiliation of a College having three faculties provided that the faculties so combined are Arts, Science and Commerce.
- (ii) There shall not be more than 1350 students in any college situated at a place where there are more than one colleges of the same Faculty and more than 1500 students in a college situated at a place where there is only one college of any one Faculty.
- (iii) DELETED**
- (iv) DELETED**
- (v) No college shall have more than four divisions of First Year Class the college is providing instructions in one Faculty. Colleges having more than one Faculty may have five divisions of First Year Class on condition that there shall not be more than three divisions of the First Year Class in any one Faculty. Each division of any class shall be of not more than 100 students, provided that it would be competent for the Vice-Chancellor in his discretion and at the request of the college to permit admission of all additional number of students not exceeding ten per cent of the maximum admissible number of students in any division subject to the maximum total of 1350 or 1500 as the case may be in the college.
- Notwithstanding anything contained above, the Syndicate may by appropriate resolution, permit any college or group of colleges to increase or restrict the number of division (s) of any class or to Increase or restrict number of students in any division or increase or restrict the total strength of the College in any given academic year.
- (vi) Notwithstanding what is stated in (ii) and (v) above, it shall be competent for a Principal of a College to admit up to 3 students over and above the limit prescribed in clauses (ii) and (v) above to any class to accommodate the children or wards of guardians on transfer. Each such case will be reported by the Principal to the University in writing simultaneously with the admission.
- (vii) DELETED**
- (viii) (a) Institutions affiliated/ seeking affiliation to the university shall charge the course and all other fees and refundable deposits only from the student as prescribed by the university or a competent authority assigned to do so by the Government, from time to time. No other fees shall be collected by the institute in any form including donation.
- (b) Course fees to be charged shall be for one term/ semester/ academic year, only, as prescribed under (viii) (a) above.
- (c) Any amount collected by the institute other than mentioned in VIII (a) shall have be refunded to the students immediately.
- (d) Any violations with regard to above (viii) (a), (b) and (c), shall invite proceedings of disaffiliation (cancellation of affiliation) against the Institute found guilty of such a misdemeanor.
- (ix) (a) Whenever a student seeks cancellation of admission to a given course or transfer elsewhere, it shall be granted by the institution as per prescribed rules.
- (b) All the original documents and certificates must be returned to the student forthwith, whose admission is cancelled or is transferred elsewhere.
- (c) Any failure on part of the Institution to observe provisions of (ix) (a) and (b) shall invite proceedings of disaffiliation (cancellation of affiliation) against that Institution.

(iii) MINIMUM REQUIREMENTS OF TEACHERS AND THEIR WORK-LOAD**O. 68 :**

- (A) (i) There shall be a full - time Head of the Department in every college in the Faculties of Arts and Science in the subjects taught as a Special or Principal subject from Second Year of the Special Degree Course.
- (ii) There shall be a full - time Head of the Department in a College in the Faculty of Commerce in the following subjects:
- (a) Commerce including Business Administration from First Year of the Degree Course.
 - (b) Economics from the First Year of the Degree Course.
 - (c) Accountancy from the First Year of the Degree Course. However, when practicing Chartered Accountant is appointed he may work as Part time Head of the Department.
- (B) (i) There shall be at least one Full - time Lecturer in every college in the Faculties of Arts, Science and Commerce for every subject taught as a compulsory or optional subject (as Principal, Special, Subordinate or General) at a level other than the one mentioned in (A) above. However, the teacher appointed for teaching Mercantile Law in a Commerce College may be appointed on a Part - time basis.
- (ii) Additional Full - time or Part - time Lecturers shall be appointed for such extra work - load only, which can not be met by the Head of the Department appointed under (A) and Full - time Lecturer appointed under (B) (i) above, provided however, that Tutors and Demonstrators appointed before the amendment of this Ordinance shall continue to carry out the work - load prescribed for them under the provisions of O. 69.
- (iii) No College shall appoint two Part - time Lecturers in any subject except Mercantile Law where the extra work-load to be given to any one Lecturer is more than that can be given to any existing or prospective Part -time Lecturer. In such a case only Full - time Lecturer shall be appointed.
- (iv) Notwithstanding anything contained in (A) and Sub-clauses (i), (ii) and (iii) of (B) above, only one Part -time Lecturer shall be considered as adequate minimum staff in any Arts, Science or Commerce College if the total work - load in any of the following subjects does not exceed the maximum limit prescribed for a Part - time Lecturer as the case may be under. O. 69.
- (a) Any Classical, Modern European or Modern Indian Language when it is taught as one of the compulsory papers in the First Year Class.
 - (b) Any job - oriented or interdisciplinary subject taught in any year of the Degree Course.
 - (c) Mathematics or Statistics when they are not taught as Principal or Subordinate subject.
- (C) For the purposes of the teaching of the subjects under Honors Course a teacher recognized as a Post- graduate Teacher in the subject shall be appointed.
- (D) (a) In the Faculty of Engineering and Technology there shall be a Professor in each of the following groups of special subjects taught at the Degree Course:
- (i) Civil Engineering
 - (ii) Electrical Engineering
 - (iii) Mechanical Engineering
 - (iv) Applied Mechanics & Structural Engineering.
- (b) Similarly, there shall be a Professor for each of the following core subjects by the time the final Year Classes are opened in the College:
- (i) Physics
 - (ii) Chemistry
 - (iii) Mathematics
 - (iv) Humanities including Social Science.
- (E) In the Faculty of Medicine for an under - graduate College with 100 admissions per year, staff personnel appointed as per (standard requirement laid down under Indian Medical Council Circular Letter No. MCI 17 (31) 54-Med-26416, dated 24-12-1964 with any subsequent changes therein).

(F) Deleted (Faculty of Agriculture)**(G) In the Faculty of Education:**

- (a) For a College with a total strength of 60 students or less, there shall be at least Five Lecturers of whom one shall be the Principal of the College;
- (b) In case of a College having a total strength of more than 60 students, there shall be one additional Lecturer for every additional 12 students so as to maintain the student teacher ratio of 12:1 in the College. Provided however that no additional teacher need be appointed when additional 10% students are admitted in College in a particular year with the permission of the Vice - Chancellor in a particular year.

(H) In the Faculty of Law there shall be:

- (i) two full - time Lecturers of whom one shall be the Principal of the College in the very first year of the establishment of a College;
- (ii) in second year there shall be one additional Full - time Lecturer and;
- (iii) in the Third Year additional Part-time Lecturers may be appointed as may be necessary.

O. 69: Work Load:

- (A) The workload per week for the full-time teachers in Colleges and University Departments shall be as under:

The work load of teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days i.e. 90 teaching days per Semester) in an academic year, it should be necessary for the teacher to be available for at least 5 hours daily in University College for which necessary space and infrastructure should be provided by the University/ College.

The direct teaching hours should be as follows:**Lecturer/ Senior Lecturer:**

Lecturer (Selection Grade)	16 hours	[16 periods of 1 hr. each, 18 periods of 55 min. each] 3 periods/ paper, week at under graduate level
Readers/ Professors	14 hours	[14 periods of 1 hr. each]
Heads of University Department / Principals of Colleges.	08 hours	[08 periods of 1 hours each/9 periods 55 min.]

However, a relaxation of two hours in the workload may be given to professors who are actively involved in Research, Extension and Administration.
For College teachers above workload is inclusive of postgraduate work, if any.

- Note:** (I) For Part-time teachers the work load shall not exceed 50 % of workload of full time lecturer.
- (II) Part-time teacher shall not work in more than two colleges.
- (III) In case of Principals/Teachers nominated by the Government as president/Vice-President/Chairman/Vic-chairman of a Board Corporation the workload shall be reduced at the rate of 4 hours per day for the number of days on which such duty is performed by them.
- (B) In the Faculty of Medicine and the Faculty of Engineering and Technology the work load shall be according to the norms laid down from time to time by Medical Council of Indian and All India Council of Technical Education respectively.
 - (C) Courses in which laboratory/ field/ project work is an integral and mandatory component of the syllabus, which entails/ requires demonstration, supervision and counseling by the teachers, such involvement of the teachers shall be counted towards their weekly work - load, wherever prescribed by the respective boards of study and approved by the faculty and academic council.

O.69 - A**TERMS AND CONDITIONS OF SERVICE AND CODE OF CONDUCT OF TEACHERS IN UNIVERSITY DEPARTMENTS OR SCHOOL/AFFILIATED COLLEGES/RECOGNISED INSTITUTIONS/APPROVED INSTITUTIONS (GRANT-IN-AID AND SELF FINANCED)**

The terms and conditions shall apply on to the teachers including Head/Principal Director of University Departments or school/affiliated colleges/Recognized Institution approved Institutions as per provisions of this ordinance. However the provisions of this ordinance shall not apply to the colleges or institutions which are managed and or fully maintained by the Central and or the State Government and have adopted all the service rules together with all perquisites and benefits as per the rules of Central and or the State Government. Any term or condition in service rules of any affiliated college or recognized institution or approved institution, which is inconsistent with any provisions of these ordinances shall be null and void.

- (1)** For the purpose of this ordinance, unless the context otherwise requires,
- (a) "Institution" includes University Departments or schools / Affiliated college/recognised Institution/ approved Institution.
 - (b) "Head" includes Head of the Department or School of the University, Principal/Director of affiliated college/recognised Institution/approved Institution.
 - (c) "Management" includes the Syndicate of the University, Management of affiliated college/recognised institution/approved institution.
 - (d) "Teacher" includes Head of the University Department or School Principal/Director of Affiliated College/Recognised Institution/ Approved Institution.
 - (e) "University" means the Veer Narmad South Gujarat University.
 - (f) "Vice Chancellor/Registrar" means the Vice Chancellor and the Registrar of the Veer Narmad South Gujarat University.
 - (g) "State Government" means the Government of Gujarat State.
- (2)** It shall be incumbent on every teacher to perform the academic duties such a preparation of lectures, class lecturing, tutorials, assignments, demonstrations, group discussions, library assignments, guidance etc. It shall also be obligatory for a teacher to do all work connected with extra curricular and co-curricular activities assigned to him/her by the Head of his Institution. It shall also be obligatory for a teacher to do all work connected with examinations such as paper setting, assessment and reassessment of answer books including moderation, preparing result, invigilation superintendent of examination centre, working as a member of team of squad/observer, coding-decoding of answer books, coordinating work of central assessment etc. assigned to him her by the Registrar of the University or by the Head of his Institution. It shall also be obligatory for a teacher to train himself/herself in operation and use all technological advancement and gadgets necessary to perform his her duties. Failure to perform any such duty shall constitute misconduct on the part of a teacher and such a teacher shall be liable to disciplinary action.

(3) LETTER OF APPOINTMENT:-

It shall be incumbent on every Management to give a written appointment letter to every teacher, full time or part - time where in the designation, pay scale, starting salary along with allowances and nature of appointment i.e. probationary, temporary or permanent shall be invariably stated. A teacher appointed temporarily shall be deemed to be a teacher appointed on probation from the date of appointment unless he/she is appointed on a temporary vacancy by a permanent teacher proceeding on leave. A copy of the Service Rules of the Institution shall invariably be given by the Management to every such teacher along with his/her appointment letter. The teacher concerned shall deliver a acceptance letter duly signed to the Management within the period specified in the letter of appointment; he/she will also acknowledge the receipt of a copy of service rules.

A teacher who accepts an appointment before the commencement of term shall join that college on the date specified in the appointment letter. If he/she fails to do so, without any reasonable cause and in this fact is reported to the University by the Management, the Registrar shall, after due inquiry, notify his/her name to all other departments, colleges and Institutions affiliated to or recognized by this University and he/she shall not be appointed as a teacher in any of such colleges or Institutions or departments for that particular academic year without the permission of the Vice Chancellor.

(4) PROBATIONARY PERIOD:

(a) No person appointed as full-time or part-time in a college or an Institution shall be required to put in more than one year service as a probationer before he/she is confirmed. A letter of confirmation shall be issued to a teacher at least one month before the expiry of the period of his/her probation.

In case, a Management does not issue such a letter of confirmation as mentioned herein, he/she shall be deemed to have been confirmed in his/her service.

(5) The minimum salaries and pay scales/grades of pay of the teachers of the colleges shall be same as prescribed, revised and accepted by the University Grants Commission, Central (Union) Government and State Government from time to time.

In addition to pay, the teachers shall be paid Dearness Allowance at the rates prescribed by the State Government from time to time. The teachers shall also be paid House Rent Allowance and Local Compensatory Allowance at the rates admissible to Government employees from time to time.

Further the Principal shall be paid House Rent Allowance as per rules of State Government prevailing from time to time or Rs.2000/- whichever is more.

The above amendment shall take effect retrospectively from 01-01-1996.

(6) VACATION PAY :

Subject to the under mentioned proviso, a Full - time as well as a part time teacher in college who ceases to be in the service of that particular Institution with effect from the end of the First or Second term/ session, except those who are removed from service under clause (9) of this Ordinance, shall be paid his/her vacation salary in accordance with the following:

(a) If he/she has served for the major part of the whole academic year he/she shall be paid his/her salary for the full vacation period following the end of the second term.

(b) If he/she served for the major part either of the first or the second term, he/she shall be paid his/her salary for fifteen days after the last day of the relevant term. Provide always that such a teacher has not left his/her Institution without giving notice as required under clause (7) below and his/her appointment was not on a leave vacancy or for a fixed period. (Explanation: For purpose of this clause, "Salary" shall mean basic salary and all allowances; Major Part" means two third or more of the whole period; Academic Year" means the period between the first day of the first term and the last day of the second term) as laid down in O.56 for the relevant faculty.)

(7) RESIGNATION BY A TEACHER:

(a) A teacher may resign from the service of the Institution on his/her giving one month's notice if he/she is in temporary employment or on probation and three month's notice if he/she is confirmed teacher. Such notice shall expire at least one day before the commencement of the next term.

- (b) If notice falls short of the requisite period, the Management will have an option either to say that the notice is not valid; or to waive the short fall in period of notice on payment by the teacher an amount equal to his/her salary and allowances for the period by which the notice falls short of the requisite period. The Management shall exercise this option within ten days of the receipt of notice from the teacher. If the Management fails to exercise this option within the time specified above; it will be deemed that the Management has waived the short fall in the period of notice and it will be entitled only to claim the amount mentioned above.
- (c) Not with standing the provision in sub-clause (a) and (b) of this clause but subject always to the provision of sub-clause (d) below, a teacher may resign without giving notice provided he obtains written consent of the Management.
- (d) It is made clear that no teacher shall resign his/her post except with effect from the end of a term, provided however, that under special circumstance the teacher can resign during the term with the previous permission of the Chairman of the Management Committee.
- (e) If a teacher desires to submit his resignation, he shall tender the same in person to the Registrar and resignation of a teacher shall not be accepted by the Management unless it is so tendered and forwarded to the Management by the Registrar duly endorsed. The acceptance of any resignation in contravention of this clause shall be ineffective.

(8) TERMINATION OF SERVICE BY THE MANAGEMENT :

- (A) (i) In the case of a temporary teacher or a teacher on probation, the Management can terminate his/her services by giving him/her a notice which shall be for a period of not less than a month from the date of receipt by the teacher. Such notice shall expire on the last day of the term during which it is given.
- (ii) If the notice falls short of the requisite period, the teacher will have an option either to say that the notice is not valid or to waive the short-fall in the period of notice on payment by the Management of the salary and allowances for the period by which the notice falls short of the requisite period. The teacher shall exercise his option within ten days of the receipt of notice from the Management. If the teacher fails to exercise this option within the time specified above, it will be deemed that the teacher has waived the short-tail in the period of notice and he/she will be entitled to claim only the amount mentioned above.
- (iii) The notice of the termination of service of a teacher on probation shall be effective only after the approval by the Vice Chancellor. If by that time the probation period has expired and the Vice Chancellor has not taken decision, the service of the teacher shall not be considered as confirmed until the decision is taken by the Vice Chancellor.
- (iv) The Vice Chancellor shall communicate to the Management in writing his approval or disapproval of the notice within a period of forty five days from the date of receipt of the copy of the notice by the Vice Chancellor.
- (v) The Vice Chancellor shall as soon as possible thereafter inquire into the matter in such a manner including the hearing of the teacher concerned as he may think fit. The Vice Chancellor, thereafter, shall approve or disapprove the notice given by the Management. If the Vice Chancellor disapprove the notice, such notice will be deemed to be withdrawn by he Management and thereafter the teacher concerned will continue to remain in service. In such case the service of the concerned teacher will be deemed to be confirmed under the relevant clause of this ordinance.

- (vi) If the Vice Chancellor does not communicate his approval or disapproval of the notice within the stipulated period of forty five days, the notice shall be deemed to be disapproved by the Vice Chancellor and the services of the concerned teacher will be deemed to be confirmed under the relevant clauses of this ordinance.

(9) REMOVAL FROM SERVICE (Amended)

- (1) No teacher including Head/Principal/Director shall be removed from service by the Management except on one or more of following grounds and except in accordance with the procedure prescribed here under :
 - (i) Misconduct or gross negligence of duty.
 - (ii) Incompetence
 - (iii) Moral turpitude
 - (iv) Engage in private tuition
 - (v) Use of unfair means at university or college examination.
- (2) The chargesheet shall be communicated by the management to the teacher (including Head/Principal, Director) concerned, together with the statement of the allegations on which each charge is based and together with the copies of the documents in support of each charge is based and framed.
- (3) The teacher (including Principal/Director) shall be given reasonable time but not less than a fifteen days after receipt of the chargesheet by him/her to submit written statement of his/her defense. On a consideration of the written statement submitted by the employee concerned, if Management arrives to a conclusion that the explanation given by the employee is satisfactory and his/her written statement is acceptable to the Management, the chargesheet given to the employee concerned shall be withdrawn by the Management.
- (4) On the consideration written statement submitted by the employee concerned, if the Management arrives to a conclusion that the explanation given by the employee concerned is not satisfactory and his/her written statement is not acceptable or he/she does not submit written statement in time limit allowed by the Management and if the Management desires to hold inquiry against the concerned employee, an inquiry shall be conducted by the member of the senate to be nominated by the Management. The Inquiry Officer so nominated shall not be an employee of the Management or shall not be connected with the Management in any manner and shall not be below the rank of the concerned teacher (including Head/Principal/Director).
- (5) If, in the opinion of the Management. The charge or charges is or are of such a nature that the presence of the teacher including Principal/Director will be prejudicial to the working of the inquiry and the working of the University Department/College/Institution, the Management may place him/her under suspension, pending the inquiry till final orders are passed, with prior permission of the Vice Chancellor of the Veer Narmad South Gujarat University. Application for seeking permission and the facts of such proposed suspension together with the grounds therefore, shall be submitted by the Management to the Vice Chancellor. The decision on the said application, shall be communicated by the Vice Chancellor to the Management and the concerned employee within the period of fifteen days from the date of the receipt by the Vice Chancellor of such application. No permission for proposed suspension shall be granted against the teacher including Head/ Principal/ Director unless such employee has been given a reasonable opportunity of being heard. Where the Vice Chancellor fails to communicate decision on the application within a period of 15 days from the date of the receipt of the such application, the application for proposed action of the suspension shall be deemed to have been rejected by the Vice Chancellor, If the

permission for the suspension of the concerned employee is granted by the Vice Chancellor, the Management may pass an order for the suspension of the concerned teacher (including Head/Principal/Director) of the College/Institute pending inquiry to be held against him/her.

- (6) During the period of the suspension, teacher (including Head/Principal/Director) shall be entitled to draw a subsistence allowance at half the rate of his/her pay last drawn. He/She shall also be granted other allowances admissible to an employee on the pay, equal to the subsistence allowance.
- (7) The Inquiry Officer shall hold the inquiry with due expedite and shall make his/her report within three months from the date of receipt of his/her appointment or within such further time as may be extended by the Management and shall submit to the Management. But time limit shall not be extended more than three months.
- (8) The inquiry shall be conducted in accordance with the principles of natural justice.
- (9) The Management may appoint presenting officer for the inquiry proceedings. The presenting officer can take help of one clerk at the inquiry. The employee concerned may appoint one person as "Mitra Madadnish" to present his/her case, who can present the defense of the concerned employee and do all work on behalf of the concerned employee at the inquiry. No party will be represented by a lawyer. But where there are complicated questions of facts and law involved, the Vice Chancellor may permit the concerned employee to represent him/her by a lawyer. The Inquiry Officer can be assisted by one clerk/computer operator/stenographer and one peon at the inquiry. Except above said persons, no unauthorised persons shall be permitted to remain present at the said inquiry.
- (10) At the said inquiry the Management may lead documentary evidence in support of the charge/charges framed against the employee. In that case, copies of the said documents shall be supplied to the teacher before the commencement of recording of evidence.
- (11) At the inquiry, the Management shall be entitled to call witnesses and may lead oral evidence. The employee shall be entitled to cross-examine them by him/her or his/her representative (Mitra Madadnish) or his/her lawyer (if his/her appointment is permitted by the Vice Chancellor).
- (12) At the inquiry, after completion of evidence of the Management, the employee shall be entitled to produce documentary evidence, if he/she so desires. If he/she submits documentary evidence to the Inquiry Officer, the copies of the said documents shall be supplied to the presenting office of the Management. At the inquiry the employee shall be entitled to call witnesses and may lead oral evidence. The presenting officer of the management shall be entitled to cross-examine them.
- (13) At the Inquiry, after completion of evidences of the parties, both the parties will be entitled to submit oral and or written arguments.
- (14) At the inquiry, on the each day of hearing, proceedings (Rojkam) shall be recorded and signed by the Inquiry Officer and counter signed by the both the parties. All oral objections raised by the parties shall be recorded in proceedings (Rojkam) and all written applications and written objections submitted by the parties and the decision of the Inquiry Officer on them shall be noted in the proceedings (Rojkam) and shall be part of the record of the inquiry. The copies of the applications and written objections and any other documents submitted to the Inquiry Officer shall be given to other side. And at the end of hearing of each day, the copy of the proceedings (Rojkam) along with the copies of the statements recorded of witnesses on the said day, shall be given to the both the parties.
- (15) At the end of inquiry, the Inquiry Officer shall submit the report to the Management and shall supply it to the employee also.

- (16) On consideration of the report made by the Inquiry Officer and the findings recorded by him, if the Management comes to the conclusion that the charges are not proved or that employee need not to be removed from service, the order of suspension, if any, shall stand terminated and the employee shall be asked to resume his/her duties and he/she shall also be paid the difference between his/her full salary including all allowances which he/she would have received, if he/she was not suspended and the actual amount paid to him/her as subsistence pay and allowances there on.
- (17) On a consideration of the report made by the Inquiry Officer and the findings recorded by him, if the Management arrives at a provisional conclusion that the employee concerned should be removed from service, the Management shall supply a copy of the said report and issue show cause notice to him/her for reply, within a reasonable time but not less than 15 days or such other time as may be extended and allowed by the Management, against the proposed removal.
- (18) Any representation submitted by the employee in reply to the above said notice shall be taken into consideration by the Management, and if no representation is submitted by the employee, within time as may be allowed by the Management, the Management shall proceed to consider the report of the Inquiry Officer. On consideration of the report and representation if submitted by the employee, the Management arrives at a final conclusion that the employee concerned should be dismissed or removed or reduced in rank or his/her service be otherwise terminated, the Management shall submit the proposal of the action to be taken against the concerned employee to the Vice Chancellor for his approval or disapproval within fourteen days of his/her representation submitted by the concerned teacher.
- (19) The Vice Chancellor shall as soon as possible, thereafter inquire into the matter in such a manner as he may deem fit. The Vice Chancellor shall hear the concerned employee before passing any order. The Vice Chancellor shall communicate in writing the approval or disapproval of the proposal to the Management within stipulated period of forty five days from receipt of the proposal of the Management of proposed action.
- (20) If the Vice Chancellor disapproves the proposal, the employee concerned shall be continued in the service. If the Vice Chancellor approves the proposed action, the Management may pass an order as per the proposal they made and if the Vice Chancellor does not communicate approval or disapproval within the stipulated period of forty five days, the proposal shall be deemed to have been approved by the Vice Chancellor, and may pass an order as per the proposal they made.
- (21) Aggrieved by the decision of the Vice Chancellor, the Syndicate and the Management, the employee appeal to the Service Tribunal or challenge it in to The High Court or The Supreme Court.

(10) COMPULSORY RETIREMENT:

If a teacher becomes permanently incapacitated by any physical injury or mental infirmity, the Management will have discretion to retire him/her compulsorily notwithstanding the provision regarding age of retirement under this Ordinance. For retiring any teacher under this clause, a certificate from the civil surgeon of the district in which the Institution is situated stating that the teacher concerned is rendered permanently incapable or pursuing active life shall be obtained. The teacher who is compulsorily retired under the provision of this clause shall be entitled to all the benefits of Provident Fund, Gratuity etc. for which a retired teacher is entitled under the provision of this Ordinance.

- (11) If any teacher is detained by the State/ Central Government under "MISA" (Maintenance of Internal Security Act) or any rules made for defense of the country, such a teacher shall be suspended from the services of the college from the date of his/her detention and that teacher will be eligible for subsistence allowance at the rate provided under sub clause-13 of clause (9) of this Ordinance during the period of such detention.

(12) CONTRACT SERVICE :-

Where a teacher is appointed on a specific contract, the conditions of such contract should not be inconsistent with the conditions as laid down herein and should be clearly defined beforehand. On the expiry of the contract, the parties may enter into a further contract or, the teacher may by mutual agreement, be admitted to a specific cadre in service.

(13) LIFE WORKERS :-

Where there exists in a college a system of Life Workers, their terms and conditions of service shall be approved by the University.

(14) MINIMUM SERVICE :-

It shall be incumbent on a teacher to serve at least up to the end of the term during which he/she is appointed in the Institution concerned. Similarly, it will be compulsory for the Management to retain the teacher in service at least up to the end of the term in which he/she is appointed.

(15) PROMOTION OF PROBATIONER:

A teacher who has been promoted to a higher cadre before the expiry of the probationary period in the lower cadre shall be deemed to have first confirmed in the lower cadre. The question of his/ her confirmation in the higher cadre need not arise unless the appointment in the higher cadre is temporary.

(16) AGE OF SUPERANNUATION:

A teacher will retire at the age of superannuation prescribed and accepted by UGC as well as the State Government or Central Government as the case may be from time to time provided however that the teacher shall be continued up to the last day of term in which his date of superannuation falls is open to the management to reemploy superannuated teacher up to the age 65 according to guidelines prescribed by UGC and accepted by the State Government from time to time.

(17) PROVIDENT FUND:

Members of the teaching staff in an Institution who have been in service should receive the benefit of a scheme for contributory Provident Fund or G.P.F. The Management frame a scheme which shall provide for the minimum requirement laid down in the Provident Fund Act, 1952 as amended from time to time. The Management shall get such scheme directly from the Government, and convey the approval of the government to the University.

- (a) Every teacher shall become subscriber to the provident fund. The subscription shall be at the uniform rate of one twelfth of the basic pay for the month (For a part-time teacher, who is exclusively engaged in teaching, the basic pay for the purpose of Provident Fund shall be one half of the basic pay that the teacher would be entitled to draw had he been a full-time teacher on the same post continuously from the date of his/her appointment as a part-time teacher)
- (b) The Management's contribution to the fund shall be equal to the subscriber's contribution every month and it shall be credited to the subscriber's account at the end of each month.
- (c) Whenever a teacher ceases to be in service of the Management he/she shall be paid the amount standing to his/her credit in the fund; provided that he/she shall not be entitled to the employer's contribution to his/her account and interest thereon if:
 - (i) he/she has not served the Management for a continuous period of at least five years as a teacher,
 - OR
 - (ii) he/she has been removed from service under clause (9) of this ordinances.

(18) DISCHARGE CERTIFICATE :

In all cases the Management of an institution shall issue a Discharge Certificate to a teacher leaving the Institution. In case of any dispute with regard to the granting of a Discharge Certificate, the Vice Chancellor's decision shall be final.

(19) APPLICATION FOR POSTS :

Teachers in an Institution, when they apply for any post outside, shall invariably send their applications through the Heads of their colleges or Institutions as the case may be. They shall be entitled, however, to send an advance copy of the application, the original of which is to be forwarded through the principal or Head of the Recognized Institution where they are working.

It shall be incumbent on the Head to forward the application of any teacher working under him/her, provided however, that such application in case of confirmed teachers shall not be more than four in a year.

(20) DISPUTES WITH REGARD TO CONDITIONS OF SERVICE :-

Any dispute with regard to interpretation of conditions of service arising between a Management and a teacher shall, on the request of the Management or the teacher, be referred to the Vice Chancellor for his decision which shall be final.

(21) PROHIBITION OF PRIVATE TUITION:

1. (a) No teacher recognized by this University whether employed in any institution (department or college or recognized institution) shall engage himself/ herself in private with or without remuneration. The private tuition shall include guidance/training/ and or coaching for the preparation of any School/Board/University examination to any student of his/her own institution or any other college or Secondary School or Higher Secondary School or University Department or any post- graduate centre.
- (b) Occasional casual guidance to a student shall not be considered private tuition for the purposes of this Ordinance.
- (c) Teacher imparting instruction to his/her near relative shall not be construed as private tuition. The definition of relative shall be as under:
 1. Wife, Husband, Son, Daughter, Grand son, Grand daughter, Brother, Sister, Father, Mother, Son- in law Daughter - in - law, Nephew, Niece and ward, Step relation except father, brother and sister are not included in the above definition.
 2. If any teacher is found engaged himself /herself in private tuition, he /she would also be considered to have knowingly violated this Ordinance amounting to grave misconduct.
 3. Whenever the Vice Chancellor or in his absence the pro-Vice Chancellor, if any, is in possession of prima-facie evidence that a teacher has been engaged in imparting tuition, he /she shall place the matter before the syndicate which shall, if necessary, appoint a committee from amongst its members to investigate and report to the syndicate. The syndicate shall, consider the said report and on being satisfied about the misconduct of the teacher concerned, shall derecognize him/ her as a teacher or inflict such other punishment as it may deem fit.

4. Notwithstanding anything contained on this Ordinance, and Institution (a department or college or any recognized institution) conducting courses approved by this University may organize special instruction classes to coach the students who are enrolled in their institution and are weak in one or more subjects. These classes will be held in college premises before or after the normal college hours. Reasonable fees may be charged, for providing such instruction. The institution shall seek prior approval of the University through an appropriate application which will, among other things, specify the following details.
 - (a) Subjects for which such special instruction is to be imparted;
 - (b) Number of student's seeking such special instruction;
 - (c) Amount of fees proposed to be levied and amount of remuneration to be paid to the teachers.
 - (d) Names of the member of the staff of the institution who will participate in such special instruction classes.

5. In devising such a coaching programme, the institution will further more, ensure that students coming from weaker sections of the society are not deprived of this special benefit because of the level of fees. For this purpose differential fees may be levied.

(22) GRATUITY:

1. No confirmed teacher will be entitled to claim gratuity unless he /she has put in not less than seven years continuous service in the an institution under the any University in state established by the act of either State or Central Government.
2. A confirmed teacher will be entitled to be paid gratuity by the Management in the following cases only:
 - (i) On retirement on attaining the age of superannuation.
 - (ii) On death, while in service in the college institution. This amount of gratuity will be paid to his/her nominees; if there are no nominees, to his/her legal heirs.
 - (iii) On his/her compulsory retirement from service on account of acquiring permanent incapacity for discharging duty due to physical injury or mental infirmity.
 - (iv) On his /her ceasing to be in service of the college or institution on account of resignation or termination of service under clause (8) of this Ordinance.
3. The amount of Gratuity will be based on the monthly salary including Dearness Allowance and/or Additional Dearness Allowances and Interim Relief that may be admissible as salary by the Government of Gujarat for the purpose of determining the pension to its employees from time to time. Such average monthly pay will be the average of pay drawn during the twelve months preceding the day of retirement, death acquisition of infirmity or resignation, as the case may be. The above amendment comes into force with effect from 1-4-1977.
4. The amount of gratuity will be paid on the following basis:
 - (a) At the rate of $\frac{1}{2}$ month's basic pay for every completed year of service on completion of 7 years service;
 - (b) At the rate of $\frac{1}{2}$ month's basic pay for every completed year of service on completion of 12 Year service;
 - (c) At the rate of one month's basic pay for every complete year of service on completion of 15 year's service;

GRATUITY : (SUB CLAUSE -5) (RELEVANT PART) :-

5. The total amount of Gratuity payable to a teacher shall be subject to a maximum limit prescribed by the State Government for payment of Gratuity to its employees from time to time. The full benefit's of all upward revisions of the maximum limit of gratuity payable to a teacher should be given, since the day such revisions came in force, to all the teachers irrespective of whether they have opted for pension or the C.P.F. Scheme.
This amendment comes into force from the date of introduction of pension scheme to the college and University employees.
6. Notwithstanding anything contained above, Gratuity at the rate of one month's salary as defined in clause (3) above for each completed year of service subject to maximum limit prescribed by the State Government for payment of gratuity to its employees from time to time shall be paid if he/ she :-
 - (a) dies while in service, or
 - (b) becomes incapable to perform his/her duties on account of certified permanent incapacity due to bodily or mental infirmity.
7. No Gratuity shall be payable to a teacher who is removed from service under clause (9) of this Ordinance:
"Any period prescribed in clause (22) for earning any amount of Gratuity shall be deemed to be completed even though the prescribed period actually falls short by a few days solely due to the reason of any changes made in the commencement or the completion of any term or terms by any amendment made in Ordinance 56 or by any resolution of the Syndicate to that effect. The explanation shall be deemed to have come into effect from the date on which the Rules of Gratuity have come into force i.e. from 1- 3-1972"

(23) EDUCATIONAL BENEFIT:

The Management of an institution may voluntarily provide free education upto the first degree stage to maximum three children of a confirmed teacher in any Institution by the management in whose institution the teacher is serving.

(24) LEAVE RULES:

NO LEAVE CAN BE CLAIMED AS A MATTER OF RIGHT:

(1) LEAVE ADMISSIBLE TO PERMANENT TEACHERS:

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.

QUARANTINE LEAVE:

The Syndicate 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 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 Sundays. Holidays or Sunday falling within the period of casual leave shall not 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;
 - (a) To conduct examination of a University/Public Service Commission/Board of examination or other similar bodies/institutions; and
 - (b) 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 salpingotomy) 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 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 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 institution 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.

(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 teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 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 spend 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.

NOTE-3: Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

(6) HALF PAY LEAVE:

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

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

(7) COMMUTED LEAVE:

Commutated leave not exceeding half the amount of 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 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.

(8) EXTRAORDINARY 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 applies in writing for the grant of extraordinary leave.

(ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except 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 to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.

- (iii) 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 cases exceed five years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into leave into extraordinary leave.

(9) LEAVE NOT DUE:

- (i) Leave not due 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 reasonably be foreseen, the teacher will return 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 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 exception 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 of continuous service to pursue a special line of a 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 3 years, 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 Council/ Syndicate may, in the special circumstances of a case, waive the condition of five year 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 /Syndicate on the recommendation of the concerned Head of the department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council/ Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.

- (iii) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/ she is expected to return to duty after the expiry of study leave.
- (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 shall be permitted to alter substantially the course of study or the programme 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 short full as ordinary leave has been obtained.
- (vi) (a) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to 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 allowances on which the study leave may be granted. The Foreign scholarship fellowship would 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 leave, 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 re-joining 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 have 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 is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled. The teacher may apply again for such leave.
- (xii) A teacher availing himself / here self 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 aviating himself/ herself of the leave, execute a bond in favor of the university, binding himself /her self for the due fulfillment of the conditions laid down in sub-clause (xiii) and (xiv) above 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 famish security of two permanent teacher 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 report of progress in his/ her studies from his/ her supervisor or the Head of the Institution. This report 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 of Professor may be granted sabbatical leave to undertake study or research or other academic pursuit salary for the object of increasing their proficiency and usefulness to the university and higher education system.
- (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 / 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 programmed.
- (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 ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies. Provided that in such cases the Executive Council /Syndicate may, if it so desire 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.

E - I : The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the

E -II : On return from leave, the teacher shall report to the university, the nature of studies, research or other work undertaken during the period of leave.

MATERNITY LEAVE¹⁵:

- (i) Maternity leave on full pay may be granted to a women teacher for a period not exceeding 180 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 women 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.

PATERNITY LEAVE:

Paternity leave of 15 days may be granted to male teachers during the conferment of their wives, provided the limit is up to two children.

ADOPTION LEAVE:

Adoption leave may be provided as per the rules of the State Government.

DUTY LEAVE:

Duty leave should be given also for attending meetings in the UGC, DST etc. Where a teacher invited to share expertise with academic bodies, Government or NGO.

(25) OTHER BENEFITS:**(A) MEDICAL & L.T.C.:**

The benefits of Medical aids (Compensation) from 1-3-1980 and Leave travelling concessions with effect from 1-1-1980 shall be made available to all the employees at the rates admissible to Government employees from time to time.

(NOTE: The first Block for Leave Travel Concession commences from 1980-81)

(B) PROVISION OF ENCASHMENT LEAVE FOR PRINCIPALS:

(i) The Principal should be allowed to surrender balance of Privilege Leave (or any portion thereof) his credit, at his option, subject to a minimum of 15 days and maximum of 30 days.

(ii) The principal should be granted leave salary and dearness allowances for the leave surrendered under this rule.

Explanation: For the purpose of calculating salary and Dearness Allowances for surrendered leave, the number of days for any month shall be counted as 30 days.

(iii) The concession of encashment of privilege leave should be allowed once in each block of two calendar year 1979.

(iv) The leave salary and dearness allowance for the leave surrendered should be in proportion to the salary and dearness allowance payable to the employees for the month during which the leave is surrendered.

(v) The leave salary and dearness allowance for the period of surrendered leave should be paid in full soon after the request for surrender is granted. It is not liable to deduction on accounts of provident fund subscription house rent and repayment of any advance to the Institution.

(vi) The number of days of privilege leave surrendered under this rule should be deducted from the leave account of the principal on the date such request is granted.

(vii) In order to guard against omission to post a debit in the leave account in respect of the leave surrendered in the case of the principal, details of the surrendered leave should be noted in their service books and their leave accounts, when the leave salary is drawn. A certificate to the effect that the necessary entries have been made in the service books and the leave account should be furnished by the disbursing officer in the bill in which the leave salary for the surrendered leave is drawn.

(viii) The provisions of this rule shall apply only to the principals who are eligible to earn privilege leave in accordance with rules (i) to (v) above.

(ix) The authorities who are empowered to sanction privilege leave will be competent to accept surrender of privilege leave.

(26) SUPERANNUATIONS BENEFITS :-**PENSION:**

Over and above G.P.F./C.P.F. etc. Pension including family pension should be paid to the teacher on his /her retirement, voluntary retirement, death or otherwise his / her service is terminated under Clause 8(A) or 8(B) of this Ordinance as per rules prescribed revised and accounting the State Government to its employees from time to time. This clause shall take effect retrospectively from 1-1-1973. The benefit in service up to a maximum of 3 years shall be provided to the teacher who have Ph.D. degree at the time of entry so that he gets full retirement benefit which are available after 33 years of service subject to the overall age of superannuation.

ENCASHMENT:

A teacher shall be entitled to encash leave in his/ her retirement, voluntary retirement, death or otherwise his services are terminated under clauses 8(A) or 8(B) of this Ordinance subject to maximum limit prescribed revised and accepted by the State Government to its employees from time to time. This clause shall take effect retrospectively from 1-1-1990.

(27) CODE OF CONDUCT:

Whereas a teacher is conscious of his responsibilities and the trust placed in him to mould the character of the youth and to advance knowledge, intellectual freedom and social progress is expected to realize that he can fulfill the role of moral leadership more by example than the precept through a spirit of dedication, moral integrity and purity in the thought, word and deeds. Now, therefore, in keeping with the dignity in his calling this code of conduct for teacher in the college/ Institution Affiliated to the University is laid down to be truly and faithfully observed both in private and public conduct.

(1) MAINTENANCE OF INTEGRITY AND DEVOTION TO DUTY:

- (a) Every teacher shall at all times maintain absolute integrity and devotion to duty.
- (b) In his/her way of living and outlook, every teacher shall set an example to his/her colleagues and students.
- (c) Every teacher shall at all times conduct himself/herself in accordance with the orders regulating behavior and conduct which may be in force in the University.
- (d) No teacher shall discriminate against any pupil on grounds of caste, creed, sect. religion, sex nationality or languages or any of them. He/ She shall also discourage such tendencies amongst his/ her colleagues and students.
- (e) Every teacher shall devote himself / herself diligently to his /her work and utilize his /her time to the service of the University or the Institution, as the case may be, and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.

(2) TAKING PART IN POLITICS & ELECTIONS :-

- (a) No teacher shall without previous intimation to the Vice Chancellor or the Management of the Institution as the case may be, stand for election or accept nomination to any local body, legislature of the state or parliament nor shall he /she in any manner force his /her subordinates of his /her students against their will for the canvassing of his/her election.
- (b) A teacher shall before seeking election or accepting nomination as aforesaid give an undertaking to the University or the Institution, as the case may be, that in the event of his/ her being elected or nominated he/ she shall, if so, required by the University or the Institution, remain on leave with or without pay as may be admissible to him/her under the rules for the period he/she remains a member of such local body Legislature or Parliament.
- (c) The University or the Institution, as the case may be directs a teacher who has been elected or nominated to any local body, Legislature or Parliament to apply for leave for the whole or part of the period referred to in sub-rule (3) and the teacher shall comply accordingly;

Provided that the granting of any leave to a teacher, nominated to any local body. Legislature or Parliament shall not prejudice his/her right to promotion, increments or other benefits, if any, to which he/ she would have been entitled had he /she not proceeded on leave.

(3) UNAUTHORISED COMMUNICATION OR INFORMATION:

No teacher shall except in accordance with any general or special order of the University or the Institution, as the case may be, or in the performance in good faith or duties assigned to him /her divulge or communicate directly any official document or other information whatsoever to any teacher or to any other person to whom he /she is not authorized to divulge or communicate such documents or information.

(4) MISCONDUCT:

The following lapses would constitute misconduct on the part of a teacher:

- (a) Failure to perform academic duties such as preparation of lectures, demonstrations, assessment, guidance invigilation and all other work connected with the examination.
- (b) Gross partiality in assessment of students deliberately over marking, under marking or attempts at victimization on any grounds.
- (c) Inciting students against other students, colleagues or administration. This does not interfere with the right of a teacher to express his opinion on principles in seminars or other places where students are present.
- (d) Raising questions of caste, creed, religion, race or sex in his /her relationship with his / her Institution, colleagues and trying to use the above considerations for improvement of his /her prospects.
- (e) Refusal to carry out the decisions of appropriate administrative and academic bodies and/ or functionaries of the University. This will not inhibit his /her right to express his /her opinion on their policies or decision.

(5) TUITION/TRADE/BUSINESS/PROFESSION/OTHER EMPLOYMENT

No teacher shall engage himself/herself in the private tuition as defined in ordinance-69 A (21). No Teacher shall engage himself/herself in any trade or business or profession or undertake any other employment.

(6) BORROWING:

No teacher shall borrow money from his/her subordinate or students.

(7) CANVASSING OF NON OFFICIAL OR OTHER OUTSIDE INFLUENCE:

No teacher shall bring or attempt to bring any influence to bear upon any question in respect of matters pertaining to his/ her services.

(8) UNAUTHORISED COMMUNICATION OR INFORMATION:

No teacher shall enter into any pecuniary arrangement with any other teacher or student of the University or the Institution, as the case may be, so as to afford any kind of advantage to either or both of them in any unauthorized manner or against the specific or implied provisions of any rule of the time being in force.

(9) IMPROPER USE OF AMENITIES:

No teacher shall misuse or carelessly use amenities provided to him/her by the University or the Institution to facilitate the discharge of his/ her duties.

(28) THE POWER AND DUTIES OF THE PRINCIPAL/ DIRECTOR

The Principal/Director shall be the head of the College/Recognized Institution/Approved Institution and shall have the power.

- (i) To fix and define function of the members of the staff in the College/Recognized Institution/Approved Institution.
- (ii) To take appropriate action for the efficient working of College/Recognized Institution/Approved Institution.
- (iii) To control the staff of the College/Recognized Institution/Approved Institution and to enforce discipline in consonance with the conduct and disciplinary rules.

The duties of the Principal/Director shall be as follows:

- (i) To be the custodian of common seal, all records, service books of staff members (including his/her service book also), building, library and such other property of the College/Recognized Institution/Approved institution.
- (ii) To supervise the conduct of the examinations.
- (iii) To maintain books of accounts and get audited by the qualified auditor.
- (iv) To maintain service book of staff member (including his/her service book) and to make necessary entries in it.
- (v) To produce books of accounts, service books and other records to the Government and the University as and when asked by them.
- (vi) To prepare monthly pay bills of the staff and submit to the Government and in the case of Self Finance College/Institutions to the Management for monthly pay of staff.
- (vii) To send proposals to the Governments for scholarships for the students.
- (viii) To conduct official correspondence of the College/Institution with the State and Central Government, UGC, the University etc.
- (ix) To appoint adhoc non-teaching staff if required and pay his/her salary from the income of the student fees as prescribed by the University.
- (x) To perform such other duties as may be from time to time prescribed by the University and the Government.

O. 69-B:

Terms and Conditions of Service of Administrative Employees of Colleges affiliated to the Veer Narmad South Gujarat University.

- (1) The terms and conditions of service on which the administrative staff in the affiliated colleges can be appointed shall be as per the provisions of this Ordinance, provided that the provisions of this Ordinance shall not apply to Colleges or Institutions which are managed or fully maintained by the Central and/ or State Government and have adopted all the Service Rules together with all perquisites and benefits as per the Rules of Central or State Government. Any term or condition In service rules of any College which is not consistent with any provision made herein shall be null and void as against the employees to the extent of its inconsistency.
- (2) For the purpose of this Ordinance, unless subject or context requires otherwise the various terms used hereunder shall mean:
 - (i) "University" means the Veer Narmad South Gujarat University¹ Incorporated under the Veer Narmad South Gujarat University¹ Act, 1965.
 - (ii) "College" means a College affiliated to the Veer Narmad South Gujarat University¹ and which is run or maintained by a body other than the State and / or Central Govt.
 - (iii) "Employee" means a administrative employee of an affiliated College.
 - (iv) "Duty" includes service on probation provides that such service is followed by confirmation.
 - (v) "Managing Body " means a body managing the College.
 - (vi) "Pay means that amount drawn monthly or by any other period by the employees as substantive pay or officiating pay and also includes special pay and personal pay.
 - (vii) "Substantive Pay" means pay other than special pay or personal pay to which an employee is entitled on account of a post to which he has been appointed substantively.
 - (viii) "Officiating Pay " means the pay of a post held by an employee in absence of the employee who is appointed substantively on that post.

- (ix) "Special Pay" means an additional pay of employees, granted in consideration of :
 - (a) the special nature of the duties **or**
 - (b) a specific additional duty or responsibility.
- (x) "Personal Pay " means an additional pay granted :
 - (a) to an employee for loss of substantive pay in respect of a permanent post due to revision of pay or to any reduction of such substantive pay, otherwise than as a disciplinary measure;
or
 - (b) in exceptional circumstances on other personal considerations.
- (xi) "Permanent Post" means a post carrying a definite scale of pay sanctioned without any time limit.
- (xii) "Temporary Post" means a post carrying a definite scale of pay sanctioned for a limited time or for an indefinite time but not on permanent basis.
- (xiii) "Probationer" means a college employee employed on probation against a substantive or a temporary vacancy.

(3) Letter of appointment:

It shall be incumbent on every College/ Management to give a written appointment letter to every full time administrative employee, where in the designation, pay scale, starting salary along with allowances, date of appointment and nature of appointment i.e. Temporary, Probation or Permanent shall be invariably stated. The appointment made temporarily but not for specific time period will be considered as appointment on probation.

A copy of the terms and conditions of service of a non-teaching employee shall invariably be given by the College/ Management to every employee along with his/ her appointment letter. The employee concerned shall deliver a duly signed acceptance letter to the College/ Management within the period specified in the letter of appointment. He/ She will also acknowledge the receipt of a copy of service rules.

An employee who accepts an appointment shall join the College on the date specified in the appointment letter. If he/ she fails to do so, without any reasonable ground and if this fact is reported to the University by the College/ Management, the Registrar shall, after due inquiry notify his/ her name to all other Colleges affiliated to this University.

(4) Probation Period:

- (I) No person appointed as a full - time or part - time employee in a College or recognised institution shall be required to put in more than two year's service on probation before he / she is confirmed, A letter of confirmation shall be issued to an employee at least one month before the expiry of the period of his/ her probation.

In case a Management / College does not issue such a letter of confirmation as mentioned herein, he / she shall be deemed to have been confirmed in his / her service.

- (ii) Every employee shall be entitled to get the increment during the period of probation.

(5) Scale of Pay:

The scale of pay of the employees of various cadres in the service of College shall be as shown in Appendix - 'A' and shall automatically stand revised with any further revision of pay scale done by the State Government from time to time.

In addition to the pay shown in Appendix - 'A' the employees shall be paid Dearness Allowance, House Rent Allowance and Local compensatory Allowance at rates admissible to the State Government employees from time to time.

Date of Increment:

The Date of increment for an employee will be the first date of respective month of appointment after completing a year. If he / she is promoted, the increment on new post will fall on first date of the month of appointment after completing a year.

(6) Strength (Mahekam) & Minimum Qualifications:

(i) The minimum strength (Mahekam) of the staff for College office, Laboratory, Library and other work of the College shall be as per Appendix- B1, C1 and D1 with effect from 1-4-1977 respectively.
(Appendix - B1, C1 & D1)

(ii) The minimum qualifications for the various cadres shall be as per Appendix-'E', provided that no employee who is employed before the provision of this Ordinance comes into force can be relieved on account of any deficiency in his/ her qualifications. For the vacant higher posts of a College / Colleges under the same Management all the employees of the colleges under that management will make a pool and the Senior-most employee will be promoted to the vacant higher post.

If the Senior - most employee expresses his / her in willingness for promotion the next Senior employee will be promoted. The employee who denies the offer in writing loses his right for promotion on that post for that turn only. **(Appendix - E1)**

(iii) The promotion for the post of Junior Clerk and Jr. Clerk - Cum -Typist from the existing staff members of Class-IV shall be made directly according to the promotion rules framed by the University provided, if he/she possesses minimum qualifications as prescribed in Appendix-E1 and proved merits and efficiency for the post of Junior Clerk - cum Typist.

(7) Resignation by an Employee:

(i) An employee may resign from the service of the College on his / her giving one month's notice if he / she is a temporary employee or an employee on probation and three month's notice, if he / she is a confirmed employee.

(ii) If notice falls short of the requisite period, the management will have an option either to say that the notice is not valid; or to waive the short fall in the period of notice on payment by the employee of an amount equal to his/her salary and allowances for the period by which the notice falls short of the requisite period. The Management shall exercise this option within ten days of the receipt of notice from the employee. If the Management fails to exercise this option within the time specified above, it will be deemed that the Management have waived the short-fall in the period of notice and it will be entitled only to claim the amount mentioned above.

(8) Deleted.

(9) Removal from service: (Amended)

(1) No employee shall be removed from service by the Management except on one or more of the following grounds and except in accordance with the procedure prescribed here under:

(i) Misconduct or gross negligence of duty;

(ii) Incompetence;

(iii) Moral turpitude;

(iv) Engage in private tuition, trade, business or profession.

(v) Use of unfair means at university or college examination.

- (2) The chargesheet shall be communicated by the management to the employee, together with the statement of the allegations on which each charge is based and together with the copies of the documents in support of each charge is based and framed.
- (3) The employee shall be given reasonable time but not less than fifteen days after receipt of the chargesheet by him/her to submit written statement of his/her defense. On a consideration of the written statement submitted by the employee concerned, if Management arrives to a conclusion that the explanation given by the employee is satisfactory and his/her written statement is acceptable to the Management, the chargesheet given to the employee concerned shall be withdrawn by the Management.
- (4) On the consideration of the written statement submitted by the employee concerned, if the Management arrives to a conclusion that the explanation given by the employee concerned is not satisfactory and his/her written statement is not acceptable or he/she does not submit written statement in time limit allowed by the Management and if the Management desires to hold inquiry against the concerned employee, an inquiry shall be conducted by the member of the senate to be nominated by the Management. The Inquiry Officer so nominated shall not be an employee of the Management or shall not be connected with the Management in any manner and shall not be below the rank of the concerned employee.
- (5) If, in the opinion of the Management, the charge or charges is / are of such a nature that the presence of employee will be prejudicial to the working of the inquiry and the working of the College/ Institution, the Management may place him/her under suspension, pending the inquiry till final orders are passed, with prior permission of the Vice Chancellor of the Veer Narmad South Gujarat University. Application for seeking permission and the facts of such proposed suspension together with the grounds therefore, shall be submitted by the Management to the Vice Chancellor. The decision on the said application, shall be communicated by the Vice Chancellor to the Management and the concerned employee within the period of fifteen days from the date of the receipt by the Vice Chancellor of such application. No permission for proposed suspension shall be granted against the employee unless such an employee has been given a reasonable opportunity of being heard. Where the Vice Chancellor fails to communicate decision on the application within a period of 15 days from the date of the receipt of the such an application, the application for proposed action of the suspension shall be deemed to have been rejected by the Vice Chancellor. If the permission for the suspension of the concerned employee is granted by the Vice Chancellor, the Management may pass an order for the suspension of the concerned employee of the College/Institute pending inquiry to be held against him/her.
- (6) During the period of the suspension, the employee shall be entitled to draw a subsistence allowance at half the rate of his/her pay last drawn. He/she shall also be granted other allowances admissible to an employee on the pay, equal to the subsistence allowance.
- (7) The Inquiry Officer shall hold the inquiry with due expedite and shall make his/her report within three months from the date of receipt of his/her appointment or within further time as may be extended by the management and shall submit to the Management. But time shall not be extended more than three months.
- (8) The inquiry shall be conducted in accordance with the principles of natural justice.

- (9) The Management may appoint presenting officer for the inquiry proceedings. The presenting officer can take help of one clerk at the inquiry. The employee concerned may appoint one person as "Mitra Madadnish" to present his/her case, who can present the defense of the concerned employee and do all work on behalf of the concerned employee at the inquiry. No party will be represented by a lawyer. But where there are complicated questions of facts and law a involved, the Vice Chancellor may permit the concerned employee to represent him/her by a lawyer. The Inquiry Officer can be assisted by the one clerk/computer operator/stenographer and one peon at the inquiry. Except above said persons, no unauthorised persons shall be permitted to remain present at the said inquiry.
- (10) At the said inquiry the Management may lead documentary evidence in support of the charge/charges framed against the employee. In that case, copies of the said documents shall be supplied to the employee before the commencement of recording of evidence.
- (11) At the inquiry, the Management shall be entitled to call witnesses and may lead oral evidence. The employee shall be entitled to cross-examine them by him/her or his/her representative (Mitra Madadnish) or his/her lawyer (if his/her appointment is permitted by the Vice Chancellor).
- (12) At the inquiry, after completion of evidence of the Management, the employee shall be entitled to produce documentary evidence, if he/she so desires. If he/she submits documentary evidence to the Inquiry Officer, the copies of the said documents shall be supplied to the presenting officer of the Management. At the inquiry the employee shall be entitled to call witnesses and may lead oral evidence. The presenting officer of the management shall be entitled to cross-examine them.
- (13) At the inquiry, after completion of evidence of the parties, both the parties will be entitled to submit oral and or written arguments.
- (14) At the inquiry, on the each day of hearing, proceedings (Rojkam) shall be recorded and signed by the inquiry officer and counter signed by the both the parties all oral objections raised by the parties shall be recorded in proceedings (Rojkam) and all written applications and written objections submitted by the parties and the decision of the Inquiry Officer on them shall be noted in the proceedings (Rojkam) and shall be part of the record of the inquiry. The copies of the applications and written objections and any other documents submitted to the Inquiry Officer shall be given to other side. And at the end of hearing on each day, the copy of the proceedings (Rojkam) along with the copies of the statements recorded of witnesses on the said day, shall be given to the both the parties.
- (15) At the end of the inquiry, the Inquiry Officer shall submit the report to the Management and shall supply it to the employee also.
- (16) On consideration of the report made by the Inquiry Officer and the findings recorded by him, if the Management comes to the conclusion that the charges are not proved or that employee need not to be removed from service, the order of suspension, if any, shall stand terminated and the employee shall be asked to resume his/her duties and he/she shall also be paid the difference between his/her full salary including all allowances which he/she would have received, if he/she was not suspended and the actual amount paid to him/her as subsistence pay and allowances there on.
- (17) On the consideration of the report made by the Inquiry Officer and the findings recorded by him, if the Management arrives at a provisional conclusion that the employee concerned should be removed from service, the Management shall supply a copy of the said report and issue show cause notice to him/her for reply, within a reasonable time but not less than 15 days or such other time as may be extended and allowed by the Management, against the proposed removal.

- (18) Any representation submitted by the employee in reply to the above said notice shall be taken in to consideration by the Management, and if no representation is submitted by the employee, the within stipulated time as may be allowed by the Management, the Management shall proceed to consider the report of the Inquiry Officer. On consideration of the report and representation if submitted by the employee, the Management arrives at a final conclusion that the employee concerned should be dismissed or removed or reduced in rank or his/her service be otherwise terminated, the Management shall submit the proposal of the action to be taken against the concerned employee to the Vice Chancellor for his approval or disapproval within fourteen days of his/her representation submitted by the concerned employee.
 - (19) The Vice Chancellor shall as soon as possible, thereafter inquire into the matter in such a manner as he may deem fit. The Vice Chancellor shall hear the concerned employee before passing any order. The Vice Chancellor shall communicate in writing the approval or disapproval of the proposal to the Management within stipulated period of forty five days from receipt of the proposal of the Management of proposed action.
 - (20) If the Vice Chancellor disapproves the proposal, the employee concerned shall be continued in the service. If the Vice Chancellor approves the proposed action, the Management may pass an order as per the proposal they made and if the Vice Chancellor does not communicate approval or disapproval within the stipulated period of forty five days, the proposal shall be deemed to have been approved by the Vice Chancellor, and the management may pass an order as per the proposal they made.
 - (21) Aggrieved by the decision of the Vice Chancellor, the Syndicate and the Management, the employee may make an appeal to the Service Tribunal or challenge it in to the High Court or the Supreme Court.
- (10) Provident Fund :**
- (i) Members of the administrative staff in a College who have been in service, should receive the benefit of a scheme for Contributory Provident Fund. The Management shall frame a scheme which shall provide for the minimum requirement laid down in the Provident Fund Act, 1925 as amended from time to time. The Management shall get such Scheme directly approved from the Government and convey the approval of the Government to the University.
 - (a) Every employee shall become a subscriber to the Provident Fund. The subscription shall be at the uniform rate of one twelfth of the basic pay, for the month.
 - (b) Any whole - time officer of other employee of the College, temporarily appointed in the first instance and subsequently confirmed in the same appointment may, by a resolution of the College Management be admitted to the benefits of the College Provident Fund from the date of his temporary appointment, Provided that there has been on break or interval between the termination of the temporary appointment and the Commencement of the permanent appointment, irrespective of the appointment being probationary or otherwise.

Members of the administrative staff in a college who have opted for the pension scheme or who are automatically governed by the Pension Scheme a shall be entitled to the benefits of the Pension Scheme including the family pension, Gratuity & General provident fund according to the rules of the Gujarat State Government applicable to its employees from time to time.

Contribution to the Fund:

- (ii) Subscription to the fund shall be at one uniform rate of one twelve the of the salary of the subscriber. In the case of an employee of the College, employed under a specific agreement, the rate shall be provided for in the agreement, and shall not exceed six and one-fourth percent of the salary. Such subscription shall be deducted monthly from the salary of the subscriber and the amount so deducted shall be paid to the College Provident Fund to the credit of the subscriber. Servant on leave of any kind may, with the permission of the Management discontinue his subscription to the Provident Fund or pay them at such rate not exceeding the uniform rates as may be determined by the College Management.
- (iii) The College contribution to the Fund shall be equal to the subscriber's subscription and shall be made every month.

Deduction from the Fund:

- (iv) When the amount standing in the fund to the credit of a subscriber who has been dismissed from the service of the College for misconduct becomes payable, the College Management may direct that the whole or any part of the contribution of the College, and of any interest accrued thereon, be deducted from the amount standing to the credit of the subscriber and be paid to the College.
- (v) When the amount standing in the fund to the credit of a subscriber becomes payable the College management may direct that any amount due under a liability, incurred, by the subscriber to the College up to the total amount of the contribution paid by the College with interest thereon, be deducted from the amount standing to the credit of the subscriber and be paid to the College.
- (vi) When the amount standing in the fund to the credit of a subscriber who has resigned his service in the College before completing five years continuous service becomes payable, the College Management may direct that the whole or any part of the contribution of the College, and of any Interest accrued thereon be deducted from the amount standing to the credit of that subscriber and be paid to the College.

Payment from the Fund:

- (vii) Subject to any deduction, under Clause (4) to (6) the amount standing in the fund to the credit of a subscriber shall become payable. :
 - (a) on the death of the subscriber before quitting the service; or
 - (b) on the subscriber's ceasing to be in the service of the College.
- (viii) Subscriber's account shall be closed :
 - (a) on the day after the date of his death; or
 - (b) from the day on which he ceases to be in the service of the College.

No contribution on interest shall be credited in respect of any period after the date on which the account is closed,

Loans to Subscribers:

- (ix) Advances may be granted to a subscriber from the amount standing to his credit in the fund at the discretion of the Chairman of the Management, subject to the following conditions:
 - (a) No advance shall be granted unless the Chairman of the Management is satisfied that the applicant's economic circumstances justify it and that it will be spent on the following object or objects:
 - (A) To pay expenses in connection with the prolonged or serious illness, of the applicant or any person actually dependent on him.
 - (B) to pay for the overseas passage for reasons of health or education of the applicant or any person actually dependent on him.
 - (C) to meet the cost of education of the applicant or any person actually dependent on him.

- (D) To pay obligatory expenses on a scale appropriate to the applicant's status which by customary usage the applicant has to incur in connection with marriages, funerals or other such social ceremonies.
 - (E) to construct or acquire a house or land for his house or to undertake major repairs to his own house once In five years.
 - (F) to purchase a vehicle for, his own use.
- (b) An advance shall not, except for special reasons exceed six months pay and shall in no case exceed the amount of subscription and interest thereon standing to the credit of the subscriber in the fund.
- Note:** For the purpose of this rule pay does not include dearness allowance or pay.
- (c) An advance shall not, except for special reasons, be granted until at least three months, after the final repayment of all previous advances together with interest thereupon.
- (d) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct, but the number of such installment shall not exceed twenty - four in all.
- A subscriber may at his option make repayment in a smaller number of installment.
- (e) Recovery shall commence with the issue of pay for the month following the one in which the advance was drawn. (Recovery shall not be from a subscriber who is under suspension).
- Recoveries made shall be credited to the account of the subscriber in the fund.
- (f) Final withdrawal may be sanctioned under following conditions:
- (A) After the completion of twenty years of service of a subscriber or within ten years before the date of the retirement, whichever is earlier, for one or more of the following purposes?
 - (a) Meeting the expenditure in connection with the marriage of a son or of a daughter of the subscriber.
 - (b) Building or acquiring suitable house for his residence including the cost of the site, or reconstruction or making additions or alterations to a house already owned or acquired by a subscriber.
 - (c) A subscriber who has availed himself, herself of an advance under the scheme of the Ministry of Works, Housing and supply for the grant of advances for house building purposes, shall be eligible for the grant of final withdrawal and also for the purpose of repayment of any loan taken under the aforesaid scheme.
 - (B) Any sum withdrawn by a subscriber at any one time for one or more of the purposes mentioned above, shall not ordinarily exceed one half of the amount standing at his / her credit or twelve month's pay whichever is less. The sanctioning authority may however, sanction the withdrawal of an amount in excess of the said limit up to 3/4 of the balance to his credit in the fund (subscription only) with due regard to the object for which the withdrawal is being made, the status of the subscriber and the amount to his / her credit in the fund.

- (C) A subscriber who has been permitted to withdraw money from the fund shall satisfy the sanctioning authority within a reasonable period as may be specified by the authority that the money has been utilized for the purpose for which it was withdrawn.

Declarations and Withdrawal:

- (x) Each subscriber, on joining the fund, shall furnish a nomination in Form - A (given below) showing how he wished the amount to his credit in the fund to be disposed of on his death, provided that if he has a family or at any time after joining the fund acquires a family, he shall be precluded from nominating a person, who is not a member thereof. Such nomination may at any time be revoked by the subscriber and / or replaced by a fresh nomination. A nomination shall be operative only on being received by the College.

FORM - A

I hereby declare that I wish, in the event of my death the amount to my credit in the Provident Fund to be distributed among the persons mentioned below in the manner shown against their names :

Name & Address of the nominee or nominees 1	Relationship, if any with the subscriber 2	whether major or minor, If minor state the age 3	amount of Share of P.Fund 4

Place :

Date :

Two Witnesses Signature.

Signature of Subscriber.

Note: Any sum payable under these rules to a member of the family of a subscriber vests in such member under sub -section (2) of Section 3 of the Provident Fund Act, 1925.

- (xi) Subject to any deduction on the death of a subscriber before quitting the service :
- (a) When the subscriber leaves a family:
- (A) if nomination made by the subscriber in favor of a member or members of his family, subsists, the amount standing to his credit in the fund, or the part thereof to which the nomination, relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.
- (B) if no such nomination in favor of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the fund, the whole amount or the part thereof to which the nomination does not relates, as the case may be, shall notwithstanding any nomination purporting to be in favor of any person or persons other than member or members of his family become payable to the members of his family in equal shares.
- (b) When the subscriber leaves no family, if a nomination made by him in favor of any person or persons subsist the amount standing to his credit in the fund or the part thereof to which the nomination relates, shall become payable to his nominee in the proportion specified in the nomination.

Note:1 When a nominee is a dependent of the subscriber as defined in Clause (c) of Section 2 of the Provident Fund Act, 1925 the amount vests in such nominee under sub - section (2) of Section 3 of the Act.

Note:2 When the subscriber leaves no family and no nomination made by him in accordance with the provisions of, clause (10) subsists; or if such nomination relates only to part of the amount standing to his credit in the fund. The relevant provisions of clause (b) and sub clause (ii) of clause (c) of sub - section (I) of Section 4 of the Provident Fund Act. 1925 are applicable to the whole amount or part thereof to which the nomination does not relates.

- (xii) Following persons shall be held to constitute a subscriber’s family viz., his wife or wives and children and the widow or widows and the children of a deceased son, and also the husband in case of the subscriber being a married woman.
- (xiii) Every subscriber shall be bound by these rules and shall sign an agreement in Form B given after Clause (14) below.
- (xiv) The College may, from time to time issue such general or special directions as are consistent with the relevant rules as to -
 - (a) The conduct of the business of the fund :
 - (b) any matter relating to the fund or its management or the investment of the fund, or the privileges of the subscribers not herein expressly provided for :

OR

Vary or cancel any rules made or directions given by them.

**FORM - B
FORM OF AGREEMENT**

I hereby declare that I have read the College Provident Fund rules and that I agree to be bound by them.

Name in Full : _____ Date day of 19 at _____
 Date of Birth : _____
 Date of joining appointment : _____
 Nature of appointment : _____
 Salary per men sum : Rs. _____
 Signature : _____
 Witness : Name : _____ Address : Occupation: _____
 Witness : Name : _____ Address : Occupation: _____

Management of the Employee’s Provident Fund:

- (xv) The amount in hand to the credit of the fund shall be deposited as per the directives of State Government from time to time.
- (xvi) The College shall cause to be maintained proper accounts relating to the fund, showing the amount for the time being, to the credit of each subscriber, and the general state of the fund, In such form as it may, from time to time, prescribed.
- (xvii) Each subscriber will be given credit for the interest earned for the amount standing to his credit as per decision of the Government from time to time.
- (xviii) The amount of interest earned of the investments made and on loans to subscribers during the year may be distributed to the subscribers every year at the rate to be decided by the College Management. The College Management may deduct % of the interest income for expenses incurred by the College in operation of the Fund.
- (xix) The term ” Salary ” shall mean basic salary and officiating pay only.

- (xx) The amount withdrawn by any depositor together with such interest as would have accrued on the sum had it not been withdrawn, shall be recovered by such number of monthly installments not exceeding twenty - four as the Chairman of the college management fix and shall be recovered by deductions from the salary paid by the College to the depositor. The first of such deductions shall be made from the first payment of a full month's salary after the depositor has withdrawn the sum to be refunded. The amount of such installments shall be fixed in round numbers and the last installment shall cover the entire balance then to be refunded by the subscriber. But a subscriber may, at his option, pay an additional sum above the amount of the installment fixed in round figures; provided, however, that the interest due may be recovered in two further installments.

(11) Rules regarding Gratuity:

The employees of the College / Colleges run by the same management be paid gratuity as per rules:

- (i) No gratuity shall be payable to an employee dismissed from service for misconduct.
- (ii) Gratuity shall be paid on the death, retirement, on becoming physically and mentally permanent disabled during the service period, resignation or termination of service, at the rate of $\frac{1}{2}$ month's basic salary (excluding all allowances) for each completed year of service, on completion of 15 years' service. The total amount of the gratuity shall be a maximum of 20 months' salary or Rs. 30,000/- whichever is less.
- (iii) Salary for the purpose of gratuity under (ii) above all mean the average basic salary drawn by the employee during the twelve month's period of active service immediately preceding death, retirement, resignation or termination of service, as the case may be, and that part of the Dearness Allowance and/or Additional Dearness Allowances that may be admissible as salary by the Government of Gujarat for the purpose of determining the pension to its employees from time to time.

The above new clause shall come-into effect from 1-4-1977 retrospectively. The Management shall frame a scheme which shall provide for the minimum requirement laid down in the Provident Fund Act, 1925 as amended from time to time. The Management shall get such scheme directly approved from the Government and convey the approval of the Government to the University.

- (a) Every employee shall become a subscriber to the Provident Fund. The subscription shall be at the uniform rate of one twelfth of the basic pay, for the month.
- (b) Any whole - time officer or the other employee of the College, temporarily appointed in the first instance and subsequently confirmed in the same appointment may, by a resolution of the College Management be admitted to the benefits of the College. Provident Fund from the date of his temporary appointment provided that there has been no break or interval between the termination of the temporary appointment and the commencement of the permanent appointment, irrespective of the appointment being probationary or otherwise.

(12) Leave & Holidays:

- (i) Every administrative employee shall be given one holiday and one another day as half working day per every week. They may be given other public holidays as may be decided by the management of the college. The Principal of the College will have power to call a administrative employee on duty on a holiday or to ask an employee to work for a full day or a half working day. In such a case compensatory holidays will be given to the employees in lieu of the duty performed on a holiday or half working day.
- (ii) No leave can be claimed as a matter of right, but it be granted according to the exigencies of service.
- (iii) The Principal of an affiliated college will sanction leave to the members of the administrative staff of the College.

I. CASUAL LEAVE

- (1) Every temporary confirmed employee of an affiliated College or a recognized institution will get 15 days' Casual Leave in a calendar year, subject to a maximum of 8 days at a time.
- (2) Sundays or weekly holidays in lieu thereof, if any, and public holidays may be allowed to be enjoyed in conjunction with any spell of Casual leave whether by prefixing or suffixing or both any sunday or weekly off, in lieu thereof, or a public holiday falling within a period of casual leave should not be counted as a part of casual leave.
- (3) A new employee will be entitled to such leave commensurate with the period of his appointment during the year, even though he may not have actually earned it at the time of his going on leave. If he fails to complete the full period of appointment, proportionate deduction will be made from his salary at the time of last payment.
- (4) An employee proceeding on such leave is entitled to full pay including work and conveyance allowances, if any, during the period of such leave.

Special Casual Leave

- (i) In addition special casual leave to the extent mentioned below may also be granted.
 - (a) to undergo sterilization operation (Vasectomy or Salpingectomy) under Family Planning Programme. Leave in this case will be restricted to two working days.
 - (b) to a female employee who undergoes non - poorer - porale - Sterilization leave in this case will be restricted to fourteen days.

Note: 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 the vacation.

* The above new provision is added by the Syndicate at its meeting held on 10-6-1981.

II. EARNED LEAVE

- (1) Every permanent employee in an affiliated college or a Recognised Institution shall be entitled to one month's earned leave for every eleven month's active service or one day for eleven days of active service.
- (2) The employee shall be entitled to full pay during such leave.
- (3) An employee shall not be entitled to earn earned leave for the period which he enjoy as earned leave.
- (4) Earned leave can be joined with Sick Leave, If any.
- (5) The Earned leave will accumulate up to period not exceeding one hundred and eighty days.

(6) Earned leave admissible to employees on probation or to temporary employees will be one twenty - second of the period spent on duty during such period, but employees on probation shall on confirmation, be entitled to a credit of additional one - twenty second of the period spent on duty, during probation in their leave account.

(7) The period spent on earned leave shall count for increment.

Note: Pay includes all allowances excluding work and conveyance allowances, if any.

III. SICK LEAVE:

(1) Sick leave shall be given to a confirmed employee of an affiliated Colleges or a Recognized Institution at the rate of 15 days full pay and 30 days half pay for one year's active service, provided that a medical certificate is produced from a Registered Medical Practitioner.

(2) This leave can accumulate up to period, but no employee shall be entitled to more than 12 month's sick leave at time.

(3) This leave can be joined with earned leave.

(4) A person returning from sick leave on medical grounds shall have to produce a certificate of physical fitness from a Registered Medical Practitioner before resuming his duties.

(5) The, period spent on sick leave shall count for increment.

(6) Employee appointed on a temporary basis shall not be entitled to such leave.

Note: Pay includes all allowances excluding work and conveyance allowances, if any.

IV. EXTRAORDINARY LEAVE:

(1) Extraordinary leave may be granted to any employee in an affiliated college or a recognized institution on his submission in writing of an application for such leave.

(a) When no other leave is by rule admissible. **OR**

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

(2) Except in the case of a permanent employee, the duration of extraordinary leave shall not exceed three months on any one occasion.

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

(4) An employee proceeding on extraordinary leave shall not be entitled to any leave salary or allowance.

V. MATERNITY LEAVE:

A confirmed female employee who has put in more than two years continuous service shall be entitled to Maternity Leave on full salary with allowances for a period of three months from the date of the commencement of the leave.

A confirmed female employee shall not be entitled to Maternity Leave more than once every two years and not more than twice during her whole service. Such leave shall not be permissible to a female employee who already has two existing children.

Except In cases mentioned above, no Maternity Leave will be admissible.

Note: Leave under this clause shall also be admissible in cases of miscarriages.

VI. DUTY LEAVE:

The College or Institution should grant leave on duty to its respective employee who are the office bearer of their Association/Union for representing the case to the authorities.

The employee will get duty leave to perform duties of his/her College and University.

VII. SURRENDER LEAVE:

- (1) An employee who has a balance of earned leave during the period of two years to the extent of not less than 30 days shall, at his option be permitted to surrender such leave, if he desires to do so in which case he shall be entitled to his full basic salary, dearness allowance and local compensatory allowance only as per rules.
- (2) However, the amendments made by the Government from time to time for the surrender of leave shall be binding to the management.

(13) Conditions of Service: (amended):

- (i) No employee in an affiliated college shall engage directly or indirectly in any trade or business or undertake any other employment provided that an employee of an affiliated college or recognized institution may, undertake honorary work of a social and charitable nature or occasional work of literary, artistic or scientific charitable nature or occasional work of literary, artistic or scientific character subject to the condition that this official duties do not thereby suffer; but he shall undertake or shall discontinue such work if so directed by the Management.
- (ii) No employee in an affiliated college shall be required to obtain the previous permission of the Management for writing, translating, editing books, participating in the programme of All India Radio and accepting remuneration for the same but he shall furnish information in this regard when demanded by the Management.
- (iii) An employee in an affiliated college may not unless generally or specially empowered in writing by the Management or principal In this behalf, communicate directly or indirectly to other employees of the affiliated college or non - official person or to the press, any document or information, which has come into his possession in the course of his duties, or has been prepared or collected by him in the course of those duties, whether from official sources or otherwise.
- (iv) No employee of an affiliated college shall publish or cause to be published any statement of fact or information, which may, embarrass the authorities of his college.
- (v) No employee of an affiliated college shall become a member of any political party or organization that has been declared by the Government as unconstitutional or unlawful.
- (vi) The date of compulsory retirement of an employee in the affiliated college or a recognized institution is the date on which he attains the age of sixty years.
- (viii) Benefits of Medical and Leave Travel etc.

The Medical benefit and Leave Travel benefits shall be given to the employees of the colleges as per norms laid down by the State Government (Vide Resolution No. BMS/1179-A-5535-G, Dt. 5-3-1980) from time to time.

If an employee while on duty sustains physical injury on account of accident which he/she could not have avoided with reasonable care and caution he/she shall be fully reimbursed for the such injury and his/her absence from the duty during the period of recovery shall be treated as a Special Duty Leave with full pay till he/she is declared medically fit to resume duties.

- (14) Restriction to work for the Agency Managing the College: The service of the Administrative staff of the College shall not be utilized for the work pertaining to the agency managing the college.

(The above Clause - 14 is newly added by the syndicate at its meeting held on 10

APPENDIX - ' A '

Pay scale for the various categories of Administrative Employees in the affiliated College:

Post	Revised Pay Scale
1. Office Superintendent	Rs. 500-25-65Q-EB-25-75Q-3Q-900.
2. Head Clerk	Rs. 425-15-500-EB-15-560-2Q-600-EB-20-700.
3. Librarian	Rs. 55Q-25-750-EB-30-900.
4. Accountant	Rs. 425-15-500-EB-15-560-20-6QO-E6-20-700.
5. Senior Clerk	Rs. 330-10-380-EB-EB-12-440-EB-15-560.
6. Accounts Clerk	Rs. 330-10-380-EB-12-440-EB-15-560.
7. Store Keeper	Rs. 330-10-380-EB-12-440-EB-15-560.
8. Senior Typist	Rs.260-6-308-EB-6-326-8-350-EB-8-390-10-400. *(Special Pay be given at the rates prescribed by the Government.)
9. Cashier	Rs. 260-6-3Q8-EB-6-326-8-350-EB-8-390-10-400. *(Special pay to be given)
10. Library Clerk	Rs. 260-6-308-EB-6-326-8-350-EB-EB-390-10-400
11. Laboratory Assistant	1. Rs. 260-8-308-EB-8-340-390-EB10-430 (for S.S.C. and Higher Qualification.) 2. Rs. 260-6-308-EB-6-326-8-350- (For others)
12. Junior Clerk	Rs. 260-6-308-EB-326-8-350-EB-8-390-10-400
13. Electrician / wireman	Rs. 260-6-308-6-326-8-350
14. Gas Mechanic	Rs. 350-1 2-41 O-EB-1 2-470-EB-15-56Q
15. Plumber	Rs. 260-6-308-EB-6-326-8-350-EB-8-390-10-400
16. Head Peon	Rs. 200-3-206-4-250
17. Peon	Rs. 196-3-232
18. Library Attendant/Mali/ Chowkidar/ Duplicating Machine man.	

Note: Sr.No. 16 to 18 Washing allowance be given at the rates prescribed by the Government (Special pay be given at the rates prescribed by the Government)

APPENDIX - " B "

બિનસરકારી વિનયન, વિજ્ઞાન, વાણિજ્ય, કાનૂન તથા શિક્ષણ વિદ્યાશાખાની કોલેજોમાં કોલેજ કાર્યાલયમાં જરૂરી કર્મચારીઓનું મહેકમ (સેટઅપ) કેટેગરી : કલાર્કસ - લાઈબ્રેરિયન

વિદ્યાર્થી સંખ્યા	ઓફિસ સુપ્રિન્ટેન્ડન્ટ	હેડ કલાર્ક	હિસાબનીશ	સિ. કલાર્ક એકાઉન્ટસ કલાર્ક સ્ટોર કીપર	જુનિયર કલાર્ક અગર જુનિયર કલાર્ક કમ ટાઈપીસ્ટ કેશિયર, લાઈબ્રેરી કલાર્ક	લાઈબ્રેરિયન	રીમાર્કસ
	રૂ. ૫૦૦-૯૦૦ Rs. 6500-200-10500	રૂ. ૪૨૫-૭૦૦ Rs. 5000-150-8000	રૂ. ૪૨૫-૭૦૦ Rs. 5000-150-8000	રૂ. ૩૩૦-૫૬૦ Rs. 4000-100-6000	રૂ. ૨૬૦-૪૦૦ Rs. 3050-75-3950-80-4590	રૂ. ૫૫૦-૯૦૦ Rs. 10000-325-15200	
૧ થી ૨૫૦	—	—	—	૧	૨	૧	૪
૨૫૧ થી ૪૦૦	—	—	—	૨	૨	૧	૫
૪૫૧ થી ૬૫૦	—	૧	—	૨	૨	૧	૬
૬૫૧ થી ૮૫૦	—	૧	૧	૨	૨	૧	૭
૮૫૧ થી ૧૦૫૦	—	૧	૧	૨	૩	૧	૮
૧૦૫૧ થી ૯૫૨	૧	૧	૧	૩	૩	૨	૧૦

APPENDIX - "C"

બિનસરકારી વિજ્ઞાન કોલેજોમાં પ્રયોગશાળા માટે જરૂરી કર્મચારીઓનું મહેકમ (સેટઅપ) દર્શાવતું પત્રક

લેબોરેટરીની સંખ્યા	રસાયણ વિભાગ							જીવશાસ્ત્ર વિભાગ			રીમાર્કસ	
	લેબો. આસિ.	સ્ટોર કીપર	ગેસ મિકેનીક	પટાવાળા, લેબો. એટેન્ડન્ટ, હમાલ	લેબો. આસિ.	ઈલેક્ટ્રીશિયન	પટાવાળા, લેબો. એટેન્ડન્ટ, હમાલ	લેબો. આસિ.	પ્લાન્ટ કલેક્ટર	પટાવાળા, લેબો. એટેન્ડન્ટ, હમાલ		માળી
દરેક વિષયની જેટલી લેબોરેટરી હોય તેટલા લેબ. આસિ. ની તેમજ પટાવાળાની જગ્યા રાખવી. (લેબોરેટરીની) ક્ષમતા ૬૦ વિદ્યાર્થીની એક એ પ્રમાણે ગણતરી કરવાની રહેશે.	૧	૧	૧	૧	૧	૧	૧	૧	૧	૧	૧	જીવશાસ્ત્ર વિભાગમાં પ્લાન્ટ કલેક્ટરની જગ્યા મંજૂર રાખવી અથવા પ્લાન્ટ મેકરની

APPENDIX - "D"

બિનસરકારી વિનયન, વિજ્ઞાન, વાણિજ્ય, કાનૂન અને શિક્ષણ વિદ્યાશાખાની
કોલેજોમાં ચોથા વર્ગના કર્મચારીઓનું મહેકમ (સેટ અપ) દર્શાવતું પત્રક

વિદ્યાર્થીની સંખ્યા	પ્રિન્સિપાલની કચેરી	ઓફિસ	લાઈબ્રેરી	પાણીવાળા	સફાઈ કામદાર	ચોકીદાર	કુલ	રિમાર્ક્સ
૧ થી ૧૦૦૦	૧	૨	૧	૧	૧	૨	૮	૧. એક કરતા વધારે મકાનમાં કોલેજ બેસતી હોય તો સફાઈ કામદાર તથા ચોકીદારની સંખ્યા મકાનની સંખ્યા જેટલી રાખવી.
(૧૦૦૦ થી વધુ સંખ્યા હોય તો આફિસ, લાઈબ્રેરી તથા પાણીવાળા માટે એક એક વધારાના પટાવાળાની જગ્યા મંજૂર રાખવી	---	૧	૧	૧	---	---	૩	૨. ૨ ચોકીદારમાં એક દિવસ માટે અને એક રાત માટે રાખવા ૩. દર પાંચ ચતુર્થ (૫ થી ૪) વર્ગના કર્મચારીદીઠ એક પ્યુન રાખી શકાયો.

APPENDIX - "E"

સંલગ્ન બિનસરકારી વિનયન, વિજ્ઞાન, વાણિજ્ય, કાનૂન અને શિક્ષણ વિદ્યાશાખાની
કોલેજોના બિનશૈક્ષણિક કર્મચારીઓની જગ્યા માટેનાં ન્યૂનતમ લાયકાત ધોરણો

ક્રમ	કક્ષા	ન્યૂનતમ લાયકાત / અનુભવ
૧	૨	૩
૧	ઓફિસ સુપરિન્ટેન્ડેન્ટ	સ્નાતક પદવી સાથે પાંચ વર્ષનો કોલેજ ઓફિસ કામનો અનુભવ અથવા દશ વર્ષનો કુલ અનુભવ અથવા એસ.એસ.સી. સાથે પંદર વર્ષનો ઓફિસ કામનો અનુભવ, જે પૈકી ઓછામાં ઓછા પાંચ વર્ષનો કોલેજ ઓફિસના કામનો અનુભવ
૨	એકાઉન્ટન્ટ કેશિયર	સ્નાતક પદવી સાથે પાંચ વર્ષનો ઓફિસ કામનો અનુભવ અથવા એસ.એસ.સી. સાથે દશ વર્ષનો ઓફિસ કામનો અનુભવ.
૩	સ્ટેનોગ્રાફર	એસ.એસ.સી. અને રાજ્ય સરકારનસ ન્યૂનતમ અંગ્રેજી અને ગુજરાતી ટાઈપીંગ અને સ્ટેનોગ્રાફરની પરીક્ષાઓ પસાર કરેલી હોવી આવશ્યક અને ઓછામાં ઓછા પાંચ વર્ષનો ઓફિસમાં સ્ટેનોગ્રાફર તરીકેનો કામનો અનુભવ
૪	હેડ ક્લાર્ક	સ્નાતક પદવી સાથે ત્રણ વર્ષનો ઓફિસ કામનો અનુભવ અથવા એસ.એસ.સી. સાથે દશ વર્ષનો ઓફિસ કામનો અનુભવ.
૫	સિનિયર ક્લાર્ક	સ્નાતક પદવી સાથે ત્રણ વર્ષનો ઓફિસ કામનો અનુભવ અથવા એસ.એસ.સી. સાથે સાત વર્ષનો ઓફિસ કામનો અનુભવ.
૬	સિનિયર લેબોરેટરી આસિસ્ટન્ટ	સ્નાતક પદવી સાથે ત્રણ વર્ષનો ઓફિસ કામનો અનુભવ અથવા એસ.એસ.સી. સાથે સાત વર્ષનો ઓફિસ કામનો અનુભવ જે પૈકી ૨ (બે) વર્ષનો લેબોરેટરી કામનો અનુભવ
૭	જુનિયર ક્લાર્ક	સ્નાતક પદવી અથવા એસ.એસ.સી. સાથે ચાર વર્ષનો ઓફિસ કામનો અનુભવ. ટાઈપીંગ ન જાણનારને નિમણૂક થયા પછી અને કાયમ થતા પહેલાં મિનિટે ઓછામાં ઓછા ૩૦ શબ્દોની ઝડપ મેળવી લેવી આવશ્યક રહેશે.
૮	લેબોરેટરી આસિસ્ટન્ટ	સ્નાતક પદવી અથવા એસ.એસ.સી. સાથે ચાર વર્ષનો ઓફિસ કામનો અનુભવ જે પૈકી ૧ (એક) વર્ષનો લેબોરેટરી કામનો અનુભવ
૯	જુનિયર લેબોરેટરી આસિસ્ટન્ટ	સ્નાતક પદવી સાથે એસ. એસ. સી. સાથે ચાર વર્ષનો ઓફિસ કામનો અનુભવ જે પૈકી ૧ (એક) વર્ષનો લેબોરેટરી કામનો અનુભવ
૧૦	સ્ટોરકીપર	સ્નાતક પદવી અથવા એસ.એસ.સી. સાથે ચાર વર્ષનો ઓફિસ કામનો અનુભવ જે પૈકી ૧ (એક) વર્ષનો સ્ટોરકીપર તરીકેનો અનુભવ
૧૧	ગ્રંથપાલ	૧. સ્નાતક પદવી અથવા કોઈ પણ કાનૂની યુનિવર્સિટીનો લાઈબ્રેરી સાયન્સમાં ડિપ્લોમા અથવા ૨. કોલેજ લાઈબ્રેરીમાં લાઈબ્રેરીયન તરીકે ઓછામાં ઓછા ૧૫ વર્ષનો અનુભવ.

O.69-C:

- (i) No college teacher or employee shall accept, without the prior consent of the Vice-Chancellor, any position in the management of a college which involves direct administrative or internal policy supervision of a Principal of a college in its day to day functioning.
- Note:** This clause does not prohibit any employee of the college from accepting nomination in the management committee or the governing body of any college.
- (ii) A college teacher or employee who had, before the coming into operation of this Ordinance, accepted such a position shall immediately seek, by an application in writing, the consent of the Vice - Chancellor.

- (iii) If a teacher accepts or continues such appointment, without the prescribed consent, his conduct shall be deemed gross misconduct by the University and the matter shall be placed by the Vice - Chancellor before the Syndicate for appropriate action.
- (iv) If an employee of the college other than a teacher accepts or continues such an appointment, without the prescribed approval, the Vice - Chancellor shall have the power to issue directives to the college management to set aside such an appointment and direct the Principal and the Management of a college not to recognize such an employee as an office bearer of the management.
- (v) The decision of the Vice - Chancellor in all matters relating to (I) to (iv) above shall be final.

VI INSPECTION OF AFFILIATED COLLEGES

- O.70:** The Syndicate shall cause every affiliated college to be inspected from time to time by one or more competent persons authorized by the Syndicate in this behalf.
- O.71:** An inspection of every affiliated college shall be held under Section 38 (2) of the Act, at least once in three years, and at other times when, in the judgment of the Syndicate, special reasons exist, in the case of any college or institution for such inspection.
- O.72:** The inspection will be directed and made primarily for the purpose of ascertaining if the conditions of affiliation are maintained or not; and of ensuring the University that adequate measures are taken by the management to maintain efficiency.
- O.73:** If the report submitted by the person or persons deputed to inspect, calls for any action by the Syndicate, the Syndicate shall, after full inquiry and consideration, specify definitely the point or points in which it considers the college or the Institution deficient, and fix a time (which may be extended by the Syndicate upon the management giving a convincing justification therefore) within which the affiliated college shall take the action necessary to rectify the deficiencies pointed out in the said report.

VII RECOGNITION AND INSPECTION OF HOSTELS

- O.74:** (a) Every Hostel maintained managed by the University or by a college affiliated to the University or an Institution recognized by it, shall be a recognized Hostel, provided that it fulfils all the conditions laid down in O. 75.
(b) Private lodgings used by the University or College students shall also be approved by the Syndicate.
- O.75:** (a) Any person or body of persons managing or maintaining a Hostel, desirous of having it recognized by the University, shall apply to the Syndicate for recognition, with the following particulars :
 - (i) The Locality of the Hostel and its surroundings;
 - (ii) The capacity of the Hostel and the approximate floor space provided for each inmate;
 - (iii) The number of students expected to be put in each room;
 - (iv) Arrangements made for water supply, lighting, sanitation, medical help, etc. in the Hostel;
 - (v) Arrangements made for boarding as well as for outdoor and indoor games;
 - (vi) Arrangements made for the running of Kitchen, for superintendence over the inmates, and in general for the management of the Hostel.
 - (vii) The financial statement relating to the Hostel.(b) Any person or persons desirous of getting his or their premises approved for the purpose of lodging University or College students shall apply to the Syndicate for approval with the following particulars ;
 - (i) The locality of the premises and their surroundings;

- (ii) The rooms set apart for lodging the students with the approximate floor space provided for each student;
- (iii) The number of students expected to be put in each room;
- (iv) Arrangements made for water supply, lighting, sanitation, etc.
- (v) The rent proposed to be charged to each student.

0.76: On receipt of the application, the Syndicate, after any further inquiry which it may deem necessary, shall decide as to whether or not the recognition / approval is to be granted. Provisional recognition/ approval, may, however be granted by the syndicate on such conditions as it may deem necessary.

0.77: (a) The Syndicate may suspend or withdraw the recognition granted to a Hostel managed by a person or persons, which is not conducted according to the condition of recognition, provided that no action shall be taken without giving the management of the Hostel concerned an opportunity of making such representation in the matter as he or it may desire to make.

(b) The Syndicate may suspend or withdraw the recognition granted to a private lodging, if the owner / owners fails, fail to fulfill any of the conditions of approval or to supply any of the stipulated amenities to the students, provided that no action will be taken without giving the owner / owners concerned an opportunity of making such representation in the matter as he or they may desire to make.

0.78: The Syndicate shall hold periodical inspections of all Hostels / Private lodging through the agency of the University Board for Hostels.

0.79: The management of every Hostel / Private lodging shall submit to the Syndicate at the end of every term, a report on the working of the Hostel / Private lodging for the term.

VIII RESIDENCE AND HEALTH OF STUDENTS

0.80: Every student of the University shall reside either —

(a) in the University Hostel, or in a recognized Hostel of a college, or in lodgings approved by the Authorities of the University;

OR

(b) with his parents some person accepted by his college as his guardian.

0.81: Each college shall provide residential quarters for such a percentage of its students as the Syndicate may from time to time decide, and shall make arrangements for supervision over the students who reside in private lodgings approved by the authorities of the University. Resident students shall conform to the regulations drawn up by Principals of colleges and approved by the Syndicate.

0.82: Every non - resident student shall submit the name, address and relationship, if any, of the person with whom he proposes to live, to the Principal of his college. The Principal shall satisfy himself in every case that the arrangements made are suitable, and that the guardian is able and willing to hold himself responsible for the welfare of the student while he is a inmate of his house.

0.83: As soon as possible after the reopening of a college after the summer vacation, but not later than the end of July, the Principal shall submit to the Chairman of the University Board for Hostels the following information:

- (i) The number of Hostels with the names of the Superintendents or Rectors attached to the College;
- (ii) The number of resident students in each Hostel and approved private lodgings;
- (iii) The number of non - resident students living with their parents;
- (iv) The number of non - resident students living with their guardians.

- 0.84:** (A) All affiliated colleges shall provide the following minimum facilities for Physical Training Games and Sports etc. for the students resident and non - resident;
- (1) Every affiliated college shall have its own separate play field. However the colleges under one management and situated on a compact campus may have a common play field (Sport Complex)
 - (2) The minimum area of the play field shall be 2,20,000 sq. ft. including the Track and Courts for various games and sports. It will be obligatory for the college to provide facilities for any five of the games mentioned in 5 below.
 - (3) Every affiliated college shall appoint at least one qualified Teacher for Physical Education.
 - (4) The minimum qualification for a teacher of Physical Education in a college shall be a graduate of a recognized University with a Diploma in Physical Education or any qualification which is equivalent to it.
 - (5) Every college shall have to provide deemed facilities for at least five games / sports from the following:

1. Athletics	7. Gymnasium
2. Cricket	8. Football
3. Hockey	9. Volleyball
4. Basketball	10. Kabaddi
5. Kho - Kho	11. Table - Tennis
6. Badminton	12. Tennis
- (B) Every year the college shall prepare a programme of Physical Training & Sports Activities to be conducted during the year and shall forward the same to the University within one month of the commencement of the academic year.
- (C) Whenever a Local Inquiry Committee for affiliation of a college or a Triennial Inspection Committee visits any applicant college; the Committee shall mention in its reports whether adequate facilities for the sports and games are provided by the college and provisions of this Ordinance are dully observed by the College.
- (Note:** Students living In college or University Hostels or in private lodging approved by the authorities of a college are deemed as resident students : others are deemed as non - resident students.)

0.85: If In any year the University conducts a medical examination of students studying for a particular examination in a college affiliated to the University such medical examination shall be compulsory for all the students included in the scheme of medical examination. Students who do not present themselves for such examination shall not be allowed to appear at the University examination for which they are studying. If on account of illness or a similar unavoidable reason, a student fails to present himself for the medical examination conducted by the University, he shall undergo such an examination at his own expense and submit the form prescribed by the University for medical examination, duly filled in by a qualified Medical Practitioner, to the University, through the Principal of his college, on receipt of which only he will be permitted to appear for the examination for which he is studying.

- 0.86:** (1) When the University establishes a Health Centre on its campus there shall be a Health Centre Standing Committee.
- (2) It shall consist of the following:
1. Pro-Vice-Chancellor ² (Chairman)
 2. The Dean of the Faculty of Medicine;
 3. The Dean or Deans of the Medical College or Colleges in the University area or his / their nominee / nominees;
 4. Two members nominated by the Syndicate; and
 5. Chief Medical Officer of the University (Member Secretary)
- (3) Its main function will be to advise the Syndicate in the day to day administration of the Health Centre.
- (4) The Committee shall be in office for three years.
- (5) The Committee shall meet at least twice a year and at such other time as the Chairman of the Committee deems necessary.

- (6) The Committee shall lay down rules, subject to the approval of the Syndicate, for offering medical services to resident and non - resident students of the University and of its affiliated colleges or recognized Institutions.
- (7) It shall generally supervise the working of the centre and advise the Chief Medical Officer on all matters pertaining to the working and maintenance of the centre.
- (8) The Committee shall also lay down rules, subject to the approval of the Syndicate, regarding medical aid to be given to the members of the staff of the University and their families, residing on the campus.
- (9) It shall prepare the annual budget of the Centre and submit the same to the Syndicate for approval.
- (10) It shall prepare plans for the future development and staffing of the Centre.

IX RETURNS & REGISTERS

0.87: Every affiliated College and recognized Institution shall submit annually by the 1st of August to the Syndicate the following returns in the forms prescribed:

- (a) A return of the teaching staff;
- (b) A return of finances, giving the accounts for the preceding financial year;
- (c) A return of the number of students attending the College or the Institution;
- (d) A return of the complete time - table of lectures, tutorials, practical, demonstrations, clinics, etc. on the basis of which teaching work was conducted during the preceding year.

0.88: (1) Every college and recognized institution shall report to the Syndicate all changes in its teaching staff within fifteen days from the date on which a teacher has joined or has been relieved, as the case may be. Those appointments which are not reported within this period shall not be approved for the said academic term. In the case of a Medical College, they shall also report the changes in the staff of the Hospital where the students of the college are required to do their clinical work.

- (2) In reporting such changes, the qualifications of the members of the staff newly appointed, the conditions governing their tenure of office and the qualifications of the persons in whose place the new appointments are made, shall be given in full detail.

0.89: Every College or Institution shall maintain:

- (a) a General Register containing information for every student, who has been admitted to the college, pertaining to (i) the date of admission, (ii) the date of birth, (iii) the place of birth, attendance at college examinations and the results of such examinations, a record of the University career from year to year and the date of withdrawal ;
- (b) a Register of Daily Attendance of each class or division.
- (c) Muster - Roll for its teaching and administrative staff.

X INSTITUTION AND RECOGNITION OF POST- GRADUATE CENTRES

0.90: (1) The Board of University Teaching shall with the general approval of the Academic Council and of the Syndicate, be responsible for organizing, co-ordinating and conducting all Post - Graduate teaching and research within the University area.

- (2) The following shall be the Centers of Post - Graduate teaching and / or research :
 - (a) Post - Graduate Schools or Departments of the University.
 - (b) Post - Graduate Centers which the Syndicate may on the recommendation of the Board of University Teaching and the Academic Council, Institute, for such subject or subjects as may be specified in the resolutions for instituting them.

- (c) Institutions of Post - Graduate teaching and / or research, recognized or approved by the Syndicate on the recommendation of the Board of University Teaching and the Academic Council.
- (3) Post-Graduate University Centers, mentioned in (2) (b) above, shall be under the full control, supervision and direction of the University. The Board of University Teaching shall, through subject wise Committees appointed by it, allocate teachers of the University Departments recognized Post-Graduate teachers, Assistant Post Graduate teachers and Instructors available in the University area to the Post - Graduate Centers. The Syndicate on the recommendation of the Board of University Teaching and Academic Council shall prescribe the tuition fees, prepare the budget estimates and provide necessary funds for running the Post - Graduate Centers.

0.91: Affiliated Colleges and Recognized Institutions may apply to the University in the prescribed form for opening a Centre for Post - Graduate teaching in a subject or subjects in which they fulfill the requirements laid down in Ordinance 92. The University shall consider such applications in accordance with the provisions of relevant Statutes; Ordinances and regulations for opening a University Centre of Post-Graduate Teaching.

0.92: The following shall be the staff requirements for a Centre for imparting Post - Graduate instruction:

- (1) For teaching subject, it shall be necessary that full teaching / training of all the papers in the subject shall be organized and implemented at the Centre with the help of such Post Graduate teachers as are available on the staff of the affiliated college or recognized institution and such Visiting Post - Graduate Teachers as are assigned by the respective subject Committee.
- (2) For instituting any Post-Graduate Centre in the Faculties of Arts, Science and Commerce, the College must have following staff for Post-Graduate instruction as per (a) or (b) and (c) below :
 - (a) A Post-Graduate Teacher having an Ph. D. Degree or having reorganization as a supervising Teacher for the Ph. D. Degree and at least two Post - Graduate Teachers,
 - OR**
 - (b) A Post - Graduate Teacher having a M. Phil. Degree and five years of actual Post-Graduate Teaching experience and at least two Post - Graduate Teachers.
 - OR**
 - (c) If the college has no Teacher as stated in (a) or (b) above it must have at least one Post - Graduate Teacher having actual teaching experiences of Post Graduate classes for not less than ten years and two Post - Graduate Teachers.

Note: For Instituting a Post - Graduate Centre in a subject under the faculty of Arts, the college may have on its local staff indicated in (a) or (c) above taking into account both the Principal and Subordinate subjects together provided it has at least two recognized Post - Graduate Teachers in the Principal subject.
- (3) For instituting a Post - Graduate Centre in any subject in faculty other than the Faculties of Arts, Science and Commerce, the college must have on its local staff at least one P. G. Teacher for every two papers to be taught in the subject in a given year & at least half of them shall be full fledged Post - Graduate Teachers
- (4) If there are to be Honorary Assistants or Instructors for a subject they will supplement the work of the above mentioned teachers.

0.93: Whenever a Centre of Post - Graduate teaching in any subject is instituted in an affiliated College or a recognized institution in the University area, the following requirements shall have to be fulfilled:

- (i) The College / Institution must have for the proposed Centre necessary class rooms, together with adequate Library and / or Laboratory facilities as well as the ancillary services of its office. Library and or Laboratory staff including Demonstrators.
- (ii) The Centre must have on its staff the minimum number of as many recognized Post - Graduate Teachers and Assistant to Post - Graduate Teachers as are required under O. 92 for providing full time Post - Graduate teaching in the subject.

Note: (a) A Post - Graduate Centre for Diploma Courses in the Faculty of Medicine shall have on its staff at least one recognized Post - Graduate Teacher and one Assistant to Post - Graduate Teacher in the subject concerned.

(b) A Post-Graduate Centre for Master's Degree in the Faculty of Technology including Engineering shall have on its staff at least one recognized Post - Graduate Teacher and one Assistant to Post- Graduate Teacher in the subject concerned.

(c) The Board of University Teaching will maintain, revise and circulate every year lists of persons with the subjects in which they are recognized and will make them available to the subject wise Committees appointed for allocating visiting teachers to the Post - Graduate Centres. The subject wise Committees may draw upon the service of any person on the list and they shall be responsible for coordinating and distributing the work to be allotted to such persons.

(d) The Vice - Chancellor may invite a duly qualified Post Graduate Teacher from outside the University area to work as a Post - Graduate Teacher at any centre as and where he is satisfied that it is necessary to do so.)

(iii) As far as possible, Hostel arrangements will be made available by the Colleges Where the Post-Graduate Centers are located to the full - time Post-Graduate students who are registered at the Centers located In respective Colleges.

0.94: DELETED

0.95: (1) There shall ordinarily be one Post - Graduate Centre in a subject in the University area. The Syndicate may in its discretion institute additional Post-Graduate Centers in the same subject if there is a need for an additional centre where at least ten candidates are ready for enrolment to start with and the applicant College or Institution is fulfilling the minimum conditions laid down for instituting a new Post Graduate Centre. Over and above the fulfillment of the minimum conditions, the need for a new P. G. Centre shall be more closely examined with reference to the existing University Departments as / or P. G. Centers in the subject's.

Note : No new P. G. Centre shall ordinarily be permitted at Surat for teaching subjects which are taught in the University Departments, unless and until the department concerned is not able to absorb all eligible students seeking admission to the P. G. Courses in the subject's.

(2) Any Post-Graduate Centre instituted under (1) above shall be deemed to be closed with effect from the following academic year, If the Centre fails to enroll ten fresh students in any two consecutive academic years Such a Centre will, however, be permitted to organize Post-Graduate instruction on an ad - hoc basis for two more terms from the year of closure to enable the students, If any, who were enrolled in the previous years to complete their studies. No fresh students shall be registered in or after the year of the closure.

- (3) Notwithstanding anything contained in (1) and (2) above, the condition regarding the minimum enrollment of ten fresh students in any academic year shall not apply to any Post - Graduate Centre which happens to be the only Centre in that subject in the whole University area.

O.96: It Shall be obligatory for the affiliated Colleges and recognized Institutions that they will co - operate with the University in the scheme and work of Post - Graduate teaching by allowing their recognized Post - Graduate Teachers and / or Assistant Post - Graduate Teachers to work as visiting teachers at any of the recognized post Graduate Centers in the University area as required by the Board of University Teaching, and in any other manner that may be laid down from time to time by the Syndicate.

XI RECOGNITION OF INSTITUTION FOR RESEARCH

O.97: An Institution other than a college applying for the status of Recognized Institution of specialized studies or Research shall satisfy the Syndicate (in consultation with Academic Council) in the first instance regarding the following requirement :

- (1) That it has on its roll at least Two members with qualification and experience for the reorganization as a P. G. teacher, Two members with qualification and experience for reorganization as Asstt. P. G. Teacher.
- (2) That it has at least one person on its roll qualified for the reorganization for a Ph. D. Research Guide if the institution also seeks reorganization for Research Institute.
- (3) That it has well equipped library with an adequate number of books, periodicals etc. in the subject.
- (4) That in the case of experimental subject it has adequate laboratory and / or museum facilities for teaching of the course.
- (5) That it gives a written undertaking of abiding by admission rules, courses, curricula, discipline and examinations and other academic standards laid down by the University from time to time.
- (6) The Institution shall abide by all the rules of admissions prescribed by the University for the Institution from time to time. The Vice- Chancellor's nominee shall be a member of the Admission Committee at the Institution.
- (7) The minimum qualifications and pay scales of teaching faculty at the Recognized institution shall be equivalent to those in force in the University departments from time to time. The Vice - Chancellor's nominee shall be the member of the Selection Committee for the recruitment of the faculty.

The Recognized Institution shall designate out of faculty as Head of the Institution a recognized P.G. teacher shall fulfill the qualifications of a University Professor.

- (8) An Institution which is granted reorganization as a Recognized Institution shall constitute a governing body of the Institution and nominee of the Vice - Chancellor shall be a member of this body of the Institute.
- B. Any applications for recognition as a "Recognized Institution" extension of recognition or continuation of recognition shall be sent to the Registrar in the form prescribed by the Syndicate; so as to reach him on or before the 1st January of the year preceding the year in which such recognition is intended to take effect.
- C. Every application for recognition shall be accompanied with a deposit of Rs. 2500 /- and application fee of Rs. 500 /- provided however that the application fee for continuation or extension of recognition shall be only Rs. 250 /-The deposit will be forfeited in case the application is withdrawn or the recognition asked for is not accepted. The application fees shall not be refunded under any circumstances. No request for postponement of consideration of application, for recognition, renewal of recognition or extension of recognition, as the case may be, shall be entertained.

Section 27 of the South Gujarat University Act provides for " Approved Institution " for specialized studies, laboratory work, internship, research or other academic work, under the guidance of a single qualified teacher.

Since this clause lays down the work to be carried out under single person only, it can only, include research for Ph. D. Degree or Post - Doctoral work and excludes the other possibilities of Specialized studies such as M. Phil, M. D., M.S., M. Sc., M. A., M. Com. Degree which includes course work.

**RECOGNITION FOR APPROVED INSTITUTION FOR
GUIDING STUDENT FOR RESEARCH**

O.98: An Institution other than a College, applying for a status of an Approved Institution for purpose of guiding students for research degree under a single qualified person shall satisfy the Syndicate (in consultation with Academic Council) in first instance regarding the following requirement:

- (1) That it has, on its roll, a permanent employee having adequate qualifications to guide students for Ph. D. degree in the subject.
- (2) That it has a well equipped library with an adequate number of books, periodicals, old numbers of periodicals, manuscripts etc. in the subject.
- (3) That in the case of experimental subjects it has adequate Laboratory and/ or Museum facilities for Post -Graduate research.
- (4) That it has adequate quantum of published work, through the research activities of its staff, in the form of research papers, articles, etc.
- (5) A. That it will give written undertaking of a bidding by all the rules of eligibility, admission courses, curricular, discipline and examinations and their academic standards laid down by the university from time to time.
- B. Any application for recognition of Approved Institution extension or continuation of recognition of an institution shall be sent to the Registrar in the form prescribed by the Syndicate so as to reach him on or before the 1st of January of the year preceding the year in which such recognition is intended to take effect.
- C. Every application for recognition shall be accompanied with a deposit of Rs. 2500 /- and application fee of Rs. 500/- provided, however, that the application fee for continuation or extension of recognition shall be only Rs. 250 /- The deposit will be forfeited in case the application is withdrawn or the recognition asked for is not accepted. The application fees shall not be refunded under any circumstances. No request for postponement of consideration of application for recognition, renewal of recognition or extension of recognition, as the case may be, shall be entertained.

O.99: A student with a Post - Graduate Degree of this University working at an Institution recognized as an approved Institution by the Syndicate of this University, for the purpose of giving guidance in research and intending to register himself / herself for the Ph. D. Degree of this University, shall forward his / her application in the prescribed form for admission and registration, provided, he / she is eligible for such admission. The form shall be duly completed and signed by the guiding teacher and sent through the Head of the approved Institution to the Registrar of this University. He / she shall at the same time pay the prescribed registration fee of Rs. 100/- for the course leading to the Ph. D. Degree. No tuition fee shall be charged by this University to such candidates. In case the Institution charges any amount for the use of materials etc., the student shall have to pay that amount directly to the Institution concerned, in addition to the Registration fee payable to this University.

Notwithstanding anything stated above, it will be permissible for a student who is not holding a Post - Graduate Degree of this University to register himself / herself as a research student for the Ph. D. Degree of this University, If he / she is seeking such registration at an Approved Institution situated within the University area. Such a student must be eligible for admission to the Ph. D. courses. Persons who are permitted to register under this clause shall satisfy the usual requirements regarding Eligibility and obtain Eligibility Certificate by producing the required documents and paying the prescribed fees. On receipt of the completed application for admission and registration and the fees prescribed therefore, the University will issue a Registration Certificate giving particulars regarding the registration number, the name of the student, the date of registration, the problem of research and the year in which the person proposes to submit his thesis.

**XIII INSPECTION OF RECOGNISED / APPROVED
INSTITUTIONS AND POST - GRADUATE CENTRES**

- 0.100:** The Syndicate shall, at the instance of the Board of University Teaching, cause every recognized or approved Institution or Post-Graduate Centre to be inspected from time to time by one or more competent persons authorized by the Syndicate in this behalf.
- 0.101:** An inspection of every recognized or approved Institution shall be held under Section 38 (2) of the Act, at least once in three years, and at such other times when, In the judgment of the Syndicate special reason exists, in the case of any institution for such inspection.
- 0.102:** The inspection will be directed primarily to the purpose of ascertaining whether the main conditions of recognition are fulfilled or not, and for seeing that adequate measures are taken to ensure efficiency.
- 0.103:** If the report submitted by the person or persons deputed to inspect, calls for any action by the Syndicate, the Syndicate shall, after full Inquiry, specify definitely point or points In which it considers the Institution deficient, and fix a time limit extendable upon good cause shown, within which the Institution shall take necessary action to make good the deficiencies pointed out by the Syndicate.

O. 104: DELETED

**XIV RECOGNITION OF TEACHERS FOR POST - GRADUATE
INSTRUCTION AND RESEARCH**

0. 105: Deleted

0. 106: Deleted

0. 107: Deleted

O. 108: Recognition as Supervising Teacher for Ph.D.

1. In the faculties of Arts, Science, Commerce, Education, Law, Management, Rural Studies, Computer Science and Information Technology and Homeopathy of Veer Narmad South Gujarat University the recognition of a teacher of a university department/ an affiliated college/ an affiliated recognized institution as a Research Supervisor for the degree of Ph.D. shall require the fulfillment of the following eligibility criteria:
 - (a) One must be a full-time, regular teacher of a university department/ an affiliated college/ a recognized institution, confirmed in his / her position/service.
 - (b) A full-time, regular Professor in a university department, with at least five research publications in a refereed journal, published after the completion of his / her Ph.D. programme; and an Associate Professor in a university department / a Principal in a college/ an Associate Professor in a college with at least two research publications in a refereed journal, shall be recognized as Research Supervisors for the degree of Ph.D. by virtue of his / her said designations without being subjected to any formal process of scrutiny and recognition.

- (c) A full-time, regular Assistant Professor, confirmed in his / her position/service, in a university department/ an affiliated college/ an affiliated recognized institution, with at least two research publications in a refereed journal, shall be eligible for applying to become a research supervisor for the degree of Ph.D. and he/she shall be recognized as a research supervisor for the degree of Ph.D. only after the submission of his/ her research publications to two external referees from outside Veer Narmad South Gujarat University, and their affirmative reports on the said research publications. If both external referees do not give the affirmative report the application for recognition as supervising teacher shall be rejected. If one of the external referees recommends rejection, the research publications shall be sent to an alternate external examiner from the approved panel of examiners, and the recognition shall be given only if the external referee gives an affirmative report. If the alternate examiner does not give an affirmative report the application for recognition as supervising teacher shall be rejected. However, after rejection on such grounds, the applicant can submit afresh application with different publications than those that have been submitted with the application that has been rejected.
2. A co-research supervisor may be permitted in a Ph.D. program in interdisciplinary research areas from a university department / an affiliated college/ an affiliated recognized institution of Veer Narmad South Gujarat University or a university department / a college/ a recognized institution of a university other than Veer Narmad South Gujarat University, subject to the approval of the Research Advisory Committee of the concerned subject and Board of University Teaching.
 3. In the case of the faculty of Medicine, a qualified Post - Graduate teacher with reference to 0.109(iii) shall be recognized as a research supervisor for the degree of Ph.D. in his / her subject, provided that he/she has to his / her credit published research work of eminence and provided further that he/she has not less than 10 years of experience of teaching and research after obtaining his /her post-graduate qualifications, and has not less than 05 years of teaching experience at postgraduate level in view of the norms laid down by Medical Council of India.
 4. All the formal requirements for a research supervisor for the degree of Ph.D. shall be in accordance with the rules and regulations of the University Grants Commission (U.G.C), Medical Council of India (M.C.I), National Medical Commission (NMC), All India Council for Technical Education (A.I.C.T.E), Central Council of Homeopathy (C.C.H.) and other such regulatory bodies for a given subject.
 5. Notwithstanding anything contained herein above, eligible permanent faculty members can guide Ph.D. scholars during their probation period also. Hence the applications for Ph.D. supervising teachers during their probation period shall also be processed and such teachers shall be recognized as Supervising Teachers for Ph.D. Degree during their probation period also.

O.109: Recognition as Post-Graduate Teacher

All the formal requirements for recognition as a Post Graduate Teacher for Post Graduate Program governed by rules and regulations of the concerned Professional Council or concerned Commission or concerned statutory body like; the Medical Council of India (M.C.I), National Medical Commission (NMC), All India Council for Technical Education (A.I.C.T.E), Central Council of Homeopathy (C.C.H.), Bar Council of India (BCI), Indian Nursing Council (INC), National Council of Teachers Education (NCTE) and other such regulatory bodies shall be in accordance to the rules and regulations of such bodies. And such teachers need to apply for recognition as Post Graduate Teachers in a form prescribed by University. In the cases wherein the Post Graduate Program is governed by rules and regulations of the concerned Professional Council or concerned Commission or concerned statutory body but there are no specific separate eligibility criteria for recognition as a Post Graduate Teacher shall also be deemed to be Post Graduate Teacher and shall not require to apply for recognition as a Post Graduate Teacher.

In cases of Post Graduate Programs that are not governed by any Professional Council or Commission or any other statutory body but are governed by UGC only, since UGC has not prescribed any separate eligibility criteria for Post Graduate Teachers hence all the teachers appointed under UGC recruitment regulations shall be deemed to be Post Graduate Teacher as well and shall not require to apply for recognition as a Post Graduate Teacher. Provided further that If UGC in the future prescribes separate eligibility criteria to become Post Graduate Teacher, the same shall be applicable.

O. 110: DELETED

O. 111: DELETED

O. 112: DELETED

O. 113: Deleted

O. 114: Deleted

O. 115: Deleted

O. 116: Deleted

O. 117: DELETED

XV GENERAL PROVISIONS**(i) Academic Costume**

- O.118:** Academic Costume shall be worn at Convocation for conferring Degrees.
- O.119:** Deans and other Officers shall wear the Collars of the appropriate designs and colours and rest of the members of the Senate shall wear the Badge prescribed for them, at the Convocation.
- O.120:** Candidates shall wear hoods indicating the colours of their faculties and the degree,

(ii) Management of the Employee's Provident Fund

- O.121:** The amount in hand to the credit of the Fund shall be invested in Government Securities or be placed in Fixed Deposit, in the State Bank of India or in the Post-Office Savings Bank, or in National Savings Certificates as the Syndicate may specifically or generally direct.
- O.122:** The Syndicate shall cause to be maintained proper accounts relating to the Fund, showing the amount for the time being to the credit of each subscriber and the general state of the Fund, in such form as it may, from time to time prescribe.
- O.123:** The interest received by the University on sums so invested shall, as soon as received, be added to the amounts standing to the credit of the Fund.
- O.124:** The amount of interest earned on the investments made on loans from the subscribers during the year may be distributed to the subscribers every year at the rate decided by the Syndicate.
- O.125:** The term " Salary " shall mean basic salary only and shall not include dearness duty, acting, examination and other allowances; it will, however, include personal or special pay, if any.
- O.126:** The amount withdrawn by any depositor together with such interest as would have accrued on the sum had it not been withdrawn, shall be recovered by such number of monthly installments not exceeding twenty four as the Vice - Chancellor may fix, and shall be recovered by deductions from the salary paid by the University to the depositor, The first of such deductions shall be made from the first payment of a full month's salary after the depositor has withdrawn the sum to be refunded. The amount of such installments shall be fixed in round numbers and the last instalment shall cover the entire balance then to be refunded by the subscriber. But a subscriber may at his option pay any additional sum above the amount of the instalment fixed in round figures; provided, however, that the interest due may be recovered in two further installments.

(iii) Admission to a Degree of Diploma

- O.127:** Every person who passes an examination for a degree or a post - graduate diploma of the University shall be eligible for admission on payment of a fee of Rs. 20/- on his first graduation in the University and Rs. 15/- on his second or subsequent graduation, to the respective degree or diploma in person or in absentia at his option at a convocation and in testimony whereof a degree or a diploma as the case may be, shall be awarded to him. Provided that the person who has obtained his First Degree from the Gujarat University shall be entitled to obtain his second or subsequent degree on payment of a fee of Rs. 15/- only even though this second or subsequent degree may be the first degree in this University.

In the case of an under-graduate diploma and certificate courses a certificate shall be given to the candidate on his passing the examination for the

same on payment of a fee of Rs. 10/-.

(iv) Fees for Post Graduate Studies

O. 128 :

- (1) The Tuition / Laboratory fees for the Post-Graduate students mentioned in Ordinance 128 (1) registered at the P.G. Centres or the University Departments shall be charged at the following rates:

Sr. No.	Faculty	Tuition Fees per Term / Semester	Laboratory Fees Per Term / Semester (including Computer Lab)
1	Faculty of Arts	Rs.1,400/-	Rs. 500/- (Language Lab)
2	Faculty of Science	Rs.2,500/-	Rs.2,500/-
3	Faculty of Management	Rs.2,500/-	Rs.2,500/-
4	Faculty of Commerce	Rs.1,400/-	--
5	Faculty of Education	Rs.1,000/-	--
6	Faculty of Law	Rs.1,000/-	--
7	Faculty of Medicine	Rs.3,000/-	Rs.2,500/-
8	Faculty of Rural Studies	Rs.1,000/-	Rs.2,500/-
9	Faculty of Engineering	Rs.3,000/-	Rs.2,500/-

- (2) The Tuition / Laboratory fees for the Post-Graduate students seeking admission to the courses which are Self Financed from the fees shall be as under :-

Sr. No.	Course	Tuition Fees per Sem	Laboratory Fees per Sem (including Computer Lab)
1	M L W/M.A. (HRM & IR)	Rs.20,000/-	--
2	M.H.R.D	Rs.20,000/-	--
3	M.P.A. (Part Time)	Rs.7,500/-	--
4	M S W	Rs.20,000/-	--
5	M.Ed.	Rs.40,000/-	--
6	M.Sc. Microbiology	Rs.30,000/-	Rs.2,500/-
7	B.Sc. Biotechnology	Rs.22,500/-	Rs.2,500/-
8	M.Sc. Biotechnology	Rs.30,000/-	Rs.2,500/-
9	Adv. PG Diploma in Medical Plants	Rs.5,000/-	Rs.2,500/-
10	PG Diploma in Tools & Techniques in Genetic engg	Rs.25,000/-	--
11	M.Sc.Org. Chemistry (Regular /Evening)	Rs.20,000/-	Rs.2,500/-
12	M.Sc.Ind. Chemistry	Rs.20,000/-	Rs.2,500/-
13	M.Sc. Pharmaceutical Chemistry	Rs.20,000/-	Rs.2,500/-
14	M.Sc. Environmental Chemistry	Rs.20,000/-	Rs.2,500/-
15	M.Sc.Mathematics(Higher Fees)	Rs.12,500/-	--
16	M.Sc.Applied Statistics (Higher Fees)	Rs.11,000/-	Rs.1,000/-
17	P.G. Diploma in Computer Application DCA(P Time)	Rs.6,500/-	Rs.1,000/-
18	M.Sc. (Tech.) in instrumentation	Rs.12,500/-	Rs.2,500/-
19	P.G. Diploma Instrumentation	Rs.12,500/-	Rs.2,500/-
20	M.Com 5 Yrs Intigrated Course	Rs.15,000/-	--
21	M.C.A.	Rs.22,500/-	Rs.2,500/-
22	M.A. Mass Communication	Rs.18,000/-	--
23	B.Lib	Rs.2,500/-	Rs.750/-
24	M.Sc.- I.C.T.	Rs.20,000/-	Rs.2,500/-
25	M.Sc.- Environmental Science	Rs.30,000/-	Rs. 2,500/-
26	M.Lib Regular	Rs.10,000/-	--
27	M.Lib Part Time	Rs.4,500/-	Rs.1,500/-
28	M.Sc.- I.T.	Rs.20,000/-	Rs.2,500/-

29	M.Sc.- Medical Technology	Rs.30,000/-	Rs.2,500/-
30	M.Sc.- Medical Laboratory Technology	Rs.30,000/-	Rs.2,500/-
31	M.Arch.- City Design	Rs.27,500/-	Rs.2,500/-
32	M.Sc. Computer Application	Rs.30,000/-	Rs.2,500/-
33	P.G. Diploma in Medical Laboratory Technology DMLT	Rs.17,500/-	Rs.3,500/-
34	P.G. Diploma in Tax Mgt.	Rs.7,000/-	--
35	P.G. Diploma in Blood Bank Technology	Rs.14,000/-	--
36	P.G. Diploma in Co-operative Management	Rs.7,000/-	--
37	P.G. Diploma in Insurance Business	Rs.7,000/-	--
38	P.G. Diploma in Computer Based Accounting	Rs.7,000/-	--
39	P.G. Diploma in Financial Services	Rs.7,000/-	--
40	P.G. Diploma in International Business	Rs.7,000/-	--
41	M.D. Homeopathy	Rs.30,000/-	Rs.2,500/-
42	M.Optomtry	Rs.30,000/-	Rs.2,500/-
43	M.Com	Rs.8,000/-	--
44	LLM Human Rights Groups Higher Payment	Rs.8,000/-	--
45	M.Sc. Org. Chemistry (Higher Payment) Uni. Center	Rs.12,500/-	--
46	M.B.A(Evening)	Rs.20,000 (Per year)	--

* **Tuition fees will be as above or prescribed by Justice Akshay Mehta committee whichever is less.**

(3) Fees to be charged to the foreign students pursuing Post-Graduate programmes of the University at the P.G. Departments and the Centres shall be as under:

(A) Post-Graduate courses leading to the Post-Graduate Degree and Diplomas :

(i) Eligibility Fees : (in case final eligibility is not granted Rs. 3,750/- be refunded)	Rs. 7,500/-
(ii) Registration Fee :	Rs. 1,500/-
(iii) International students Welfare Fund	Rs. 1,000/- per Year
(iv) Tuition Fees : (For all subjects / courses except professional courses including those in the Computer Science Deptt. Human Resource Development Deptt. and Library Sciences)	Rs. 1,000/- per Term / Semester
(v) Tuition Fees for MBA Full-Time	Rs. 50,000/- per Term/ Semester
(vi) Laboratory Fees : (Wherever applicable)	Rs. 1,000/- per Term/ Semester

(B)

(I) For Ph.D. Programmes in all the Faculties :	
1. Tuition Fees	Rs. 5,000/- per Term
2. Laboratory Fees (Wherever applicable)	Rs. 3,000/- per Term
3. Synopsis Fees	Rs. 1,250/-
4. Examination Fees	Rs. 1,250/-
(II) For M.Phil. Programmes in all the Faculties :	
1. Tuition Fees	Rs. 5,000/- per Term
2. Laboratory Fees (Wherever applicable)	Rs. 3,000/- per Term
3. Synopsis Fees	Rs. 1,250/-
4. Examination Fees	Rs. 1,000/-

- (C) The following Fees will be payable by the foreign students seeking admission to the under graduate courses in the colleges affiliated to the University in addition to the prescribed Tuition and Laboratory Fees:

(i) Eligibility Fees : (in case final eligibility is not granted Rs.2,000/- be refunded)	Rs. 5,000/-
(ii) Registration Fee :	Rs. 1,000/-
(iii) International students Welfare Fund (to be remitted to the University)	Rs. 1,000/- per Year

- (4) All the students shall also be liable to pay the following fees per Term/Semester :-

Sr. No.	Other Fee Head	Per Term / Semester Rs.
1	Admission Fee (One Time)	Rs.100/-
2	Identity Card Fee (One Time)	Rs.50/-
3	Student & Teacher's Welfare Activity Fee	Rs.250/-
4	Books & Equipment Fee	Rs.300/-
5	Student/ Union Fee	Rs.100/-
6	Amenities Fee	Rs.250/-
7	Campus Development Fee	Rs.100/-
8	Internal Examination Fee	Rs.100/-
9	Enrollment/ Registration Fee (One Time)	Rs.100/-
10	College Deposit	Rs.100/-
11	Library Deposit (One Time)	Rs.200/-
12	University Development Fee	Rs.50/-
13	University Sports & Cultural Activities	Rs.20/-
14	University Sports Complex Development	Rs.20/-

- (5) Tuition Fees and Laboratory fees for research guidance for M.Phil. and Ph.D. Degree shall be as mentioned in (3) and (4) above. These fees shall be paid to the University Department as may be applicable.
- (6) (a) The University Office/ Departments/ Centres concerned (as may be applicable) shall collect the Tuition and other fees from the Post-Graduate students (Expect Research Students for M.Phil. and Ph.D. Degree) as provided here under :-

First Term / Semester	Within stipulated time prescribed in the admission letter in the Post-Graduate Degree Course in particular subject.
Second Term / Semester	Within 15 days of the commencement the 2 nd Term / Semester

The amount of fees thus collected shall be remitted to the University office within one week after its collection, except by the University Departments authorized to retain the fees for the courses party financed from the fees by the University.

- (b) The names of the students who fail to pay up the Tuition and other fees within the time prescribed in (a) shall be struck off from the roll of the P.G. Centre / Department.
- (c) The Professor – In – Charge of the P.G. Centre / Head of the P.G. Department of the University may extend the last date for acceptance fees up to maximum of ten days giving reasons in special circumstances, The last fee of Rs. 20/- per

day. The admission of the students, who fail to pay tuition and other fees before the prescribed date, shall be treated as cancelled, unless exception is made any individual case for a genuine reason by the Vice-Chancellor.

(v) Refund of Fees in University Departments

O.129: If a student chooses to withdraw from the programme of study in which he/she is enrolled, the institution concerned shall follow the following five-tier system for the refund of fees* remitted by the student.

Sr. No.	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the HEI
(1)	100%	15 days or more before the formally-notified last date of admission
(2)	90%	Less than 15 days before the formally-notified last date of admission
(3)	80%	15 days or less after the formally-notified last date of admission.
(4)	50%	30 days or less, but more than 15 days, after formally-notified last date of admission.
(5)	00%	More than 30 days after formally-notified last date of admission.

Note: *

- (1) In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs.5,000/- as processing charges from the refundable amount.
- (2) Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

(vi) Travelling and Daily Allowance

O.130: Whenever a member other than the Vice - Chancellor, employee of the University or a student is required to travel for attending (1) meeting called by the Registrar of the University or (2) for attending Conference, Seminar as a delegate of the University or in connection with the University Examinations or (3) any other University business, he will be paid traveling allowance as under :

- (1) In case of person, traveling for University work other than that of delivering Post - Graduate lectures, a single First Class Railway Fare or Air-conditioned First Class Railway Fare, when prior permission for the same is obtained from Vice-Chancellor, will be paid both ways the member on giving the ticket number for his inward rail journey and on his giving a declaration that he will perform the outward journey by Railway in First Class, In all cases, when a member travel by Air with the previous permission of the Vice - Chancellor he shall invariably submit the counter - foil of the air ticket along with the traveling bill.

In case of the Post - Graduate teachers who travel from their registered address to other place for delivering post -graduate lectures, the first class fare for both ways will be paid only on production of such Ticket Nos.

In addition to travel allowance, the members will be paid Incidental charges, at the rate of 5 paise per k. m. each way subject to maximum of Rs. 251- when the journey is made by Rail. When the journey is made by Air, no incidental charges will be paid but charges for taxi fares for to and fro journeys from Residence to Air - Port and to the Railway Station and

back, will be paid on submission of vouchers by the members for the actual cost of transport.

- (2) If a member coming from a distance of 300 K. M. or less makes a declaration by giving his own vehicle No. that he had traveled by car owned by him, he shall be paid at the rate of Re. 1=10 paisa per K. M. each way.
When a member makes declaration by giving his own vehicle No. that he had travelled by a motor - cycle or a scooter owned by him, he shall be paid road mileage at the rate of 50 Raise per K. M. each way. In these two cases incidental charges are not admissible.
- (3) When a member travels with a member using his own motor car / motor - cycle / scooter the member who owns the vehicle will be paid in accordance with Rule-2 above and the accompanying member / members shall be paid D. A. only.
- (4) If a member signs a declaration that he traveled by second class by Rail will be paid second class railway fare each way and the incidental charges as per Rule - 1 above.
- (5) When a member travels by Steamer, he will be paid the actual fare each way.
- (6) If a member travels by a Ordinary / Express or a Luxury S.T. Bus, he will be paid the actual fare each way and the incidental charges as per Rule-1 above. In case he travels by Luxury S. T. Bus, he will have to put a number of tickets for all journeys.
- (7) If a member performed different parts of journey by Rail, Steamer, Air or S. T. Bus etc., fares will be calculated for each part in accordance with the provisions of clause 1 to 6 above.
- (8) If there is no Steamer, S. T. Bus, Rail or Air communication for a part of the whole of a journey and it has to be performed by road, such part of the journey by road will be paid at the rate of 45 paise per I. m.
- (9) The traveling allowance will always be calculated by the shortest and cheapest route; however, the Vice - Chancellor may in exceptional case permit journey by a longer route. If a member travels by railway in first class or S.T. / Luxury bus and produces a voucher for payment of reservation charges or produces the ticket number of a journey-cum reservation ticket, the reservation charges will be paid to him in addition to actual first class fare or S. T./ Luxury bus fare for the distances traveled on University work.
- (10) Whenever concession fare is available, traveling allowance will be paid only at concession rates.
- (11) Whenever a member has claimed traveling allowance for any part of the journey from any public authority, this part shall be excluded from the total distance.
- (12) In all cases, traveling allowance is to be calculated from the registered address of the member to the actual place of duty.
- (13) If a residence of a member or the place where he has to perform his duty is more than 5 k. m. away from the railway station or out City bus stand or the Airport as the case may be and where there is no City - Bus in operation he will be entitled to receive 45 paisa per I. m. for road journey.
- (14) No halting allowance will be paid for the first 24 hours of the journey each way. After the first 24 hours, the daily allowance will be paid for each 24 hours or part thereof.
- (15) Whenever a member has to attend a meeting or meetings on consecutive days, only one traveling allowance is payable to him. However, if a member is required to leave for his place after attending a meeting on the first day he will be paid T. A. for attending for second meeting provided he does so with the previous permission of the Vice-Chancellor.
- (16) First Class Season ticket holders will be entitled to claim T. A. / D. A. as per the Syndicate resolution No. 34, dated 20-11-74 and amount of the T. A. / D. A. bills shall be paid to them according to University Circular No. Accts / 17167, dated 3-2-75.

- (17) In addition to the usual declarations of traveling etc. the members including paper-setters and examiners are required to produce Railway Cash Money Receipt or the number of the ticket or Air ticket as the case may be for journey both ways along with their traveling bill in all cases for traveling by Class I by Rail or by A.C.C. Rail or by A.C.C.
- (18) No claim for the traveling and halting allowance will be entertained after the lapse of 6 months from the date on which it was due; provided however that any time barred claim, if otherwise admissible may be entertained for payment with a deduction of 5% of the claim for each period of 30 days (one month) over the period of 6 months from due date of the claim; provided, however, that the reduction of late claim from the T. A. shall not exceed 50% in any one case. AM such late claims shall be paid only after obtaining from the Vice-Chancellor or Registrar only.
- (19) If a member travels by rail in first class, he should invariably mention the number of his rail ticket for the inward journey, for the outward journey, he may file a declaration in the prescribed form and claim the first class railway fare.
- (20) Any such case not falling within the purview of the provisions of O. 130 and if any exception has to be made while paying the T. A. and D. A. to the members, the Vice-Chancellor may accord his approval considering the merits of the case.

O.130(A): The Vice - Chancellor, whenever he travels University business, shall be entitled to draw Travelling Allowance at the following rates;

- (1) The fare of the Class he travels by Rail and in addition mileage at the rate of Re. 0-5 paise per kilometer to cover incidental expenses.
- (2) The actual fare for journey by AIR or STEAMER for the class he travels and in addition Rs. 50/- each way if he travels by AIR of 3/5 of the fare each way if he travels by STEAMER to cover the incidental expenses.
- (3) For road journeys outside the limits of Surat Municipal Corporation Re. 0. 50 per Kilometer when he travels by a vehicle other than that of the University.
- (4) The Vice-Chancellor shall also be entitled to draw a Halting Allowance for the days he is outside the Head Quarters on University business at the rate of Rs. 25/- per day or part thereof, which shall be increased by 50% for class 'A' Cities and by 25% for class 'B' Cities.

- O.131:**
- (a) In addition to traveling allowance a member traveling for University work be entitled to receive halting allowance at he rate of Class-I Officer of the Government for each day spent by him at the place where his / her presence is required when no remuneration or honorarium Is payable and @ Rs. 30/- per day when any remuneration or honorarium is payable, If any holiday / days of transit intervenes between the days of work or meetings, the person shall be entitled to daily allowance for those days also.
 - (b) If a person has to stay at one place for more than seven days, he/ she will paid daily allowance at the normal rate as mentioned above for the first seven days and at the rate of 3 / 4 of the normal rate of daily allowance from 8th to 15th day of his / her stay.
 - (c) If a person has to stay at one place for more than 15 days, he / she will be entitled to get daily allowance at the rates mentioned in clause (b) above for first fifteen days and from the 16th day at the rate of 2 / 3 of the normal rate of daily allowance.

Provided however that situation regarding reduction in the rates of daily allowance for a stay longer than seven days & fifteen days shall not be enforced, If the journey is made for any work relating to the assessment work any theory or practical examination of the University.

- (d) The above rates of halting allowance will be enhanced by 50% for Bombay, Calcutta, New Delhi, and Madras and by 25% for Ahmedabad, Poona, Kanpur, Bangalore and Hyderabad. If the halt at 'A1 or 'B1 grade city exceeds 6 hours but does not exceed 12 hours, additional 50% or

25% will be paid for half day on the usual daily allowance. If the halt exceed 12 hours, additional 50% or 25% will be paid for one full day on the usual D. A.

- O.131-A:** Local members residing in Surat City who attend meeting called by the Registrar or travel for attending any University work will be paid conveyance allowance of Rs. 20-00 for attending the meeting or work. The Local conveyance allowance as provided in this Ordinance shall also be payable to examiners, referees and teaching and administrative staff of the University. When they act as member or are assigned work other than that which arise from their duty as employees.

ORDINANCES RELATING TO EXAMINATIONS

XVI - EXAMINATIONS

(A) Appointment of Examiners

- O.132:** Applications for examinerships shall be made to the Registrar in the prescribed form obtained from the office of the Registrar, within the date which will be notified from time to time.
- O.133:** The Registrar shall send a complete list of names received for examinerships In each subject to the Board of Studies which prepare the panels.
- O.134:** These panels will be forwarded to the Examiner's Appointment Committee and the final appointments will be made as provided for in 0. 38 (3) and (4).
- O.135:** All examinations admission to which is dependent on candidates applying by the appointed time, with the prescribed certificates and paying the Registrar the prescribed fees through the Heads of the Institutions or otherwise, as the Syndicate may direct, shall be held at such times, in such places and commencing on such dates as the Syndicate may appoint from time to time and as specified below:
If the day fixed below for the commencement of an examination happens to be a holiday or in a series of holidays, the particular examination will be commence on the first working day following holiday or series of holidays or from such other date as the Syndicate may direct.

Sr. No.	Examination	How many times held	Date of Commencement	Last date of receiving application for admission	Revised Rate/Amount for Examination Fees with Mark-sheet
1	2	3	4	5	6
FACULTY OF ARTS					Rs.
1.	F.Y.B.A.	Twice	2 nd Monday in March & 2 nd Monday in October	Three months before the examination	100/-
2.	F.Y.B.A. A.T.K.T.	Twice			100/-
3.	S.Y.B.A.	Twice	2 nd Monday in April & 3 rd Monday in October	Ten weeks before the Examination	125/-
4.	S.Y.B.A. A.T.K.T.	Twice			125/-
5.	T.Y.B.A.	Twice	2 nd Monday in March & 2 nd Monday in October	Ten weeks before the Examination	160/-
6.	M.A. Part - I & II	Twice	2 nd Monday in April	Three months before the Examination	170/- for each part
7.	M.A. Part - I & II	Once			170/- for each part
8.	Diploma Research Methodology (Semester - I & II)	Once	2 nd Monday in April for Sem.-I & 1 st Monday in Nov. for Sem.-II	Eight weeks before the examination	260/- for each Sem.

9.	Diploma Linguistics	Once	2 nd Monday in April	Eight weeks before the examination	260/-
10.	Bachelor of Library & Information Science (B. Lib. Sc.)	---	---	---	240/-
11.	Certificate Course in Russian / German Language	---	---	---	110/-
12.	M.L.W. Part - I & II	---	---	---	260/- for each part.
13.	Diploma in Journalism	---	---	---	310/-
14.	Master of Lib. & Information Science	---	---	---	260/-
15.	M.H.R.D.	---	---	---	350/-
16.	Diploma in H.R.D.	---	---	---	500/-
FACULTY OF SCIENCE					
17.	F.Y.B.Sc.	Twice	2 nd Monday in March & 2 nd Monday in October	Three months before the Examination	130/-
18.	F.Y.B.Sc. A.T.K.T.	Twice			130/-
19.	S.Y.B.Sc.	Twice	2 nd Monday in April & 3 rd Monday in October	Ten weeks before the Examination	160/-
20.	S.Y.B.Sc. A.T.K.T.	Twice			160/-
21.	T.Y.B.Sc.	Twice	2 nd Monday in March & 2 nd Monday in October	Ten weeks before the Examination	165/- (Maths) 180/- (Either Subject with Lab.)
22.	M.Sc. Part - I & II (other than Maths.)	Once	2 nd Monday in April	Three months before the Examination	190/- for each part
23.	M.Sc. Part - I & II (with Maths.)	Once			180/- for each part
24.	Diploma in Pharmacy-I	Twice	2 nd Monday in March & 2 nd Monday in October	Three months before the Examination	240/-
25.	Diploma in Pharmacy Part-I A.T.K.T.	Twice			240/-
26.	Diploma in Pharmacy-II	Twice	2 nd Monday in April & 3 rd Monday in October	Ten weeks before the Examination	240/-
27.	B. Sc. (Tech.) (First to 4 th Seme.)	Twice	2 nd Monday in April & 2 nd Monday in October	Ten weeks before the Examination	500/- per Semester
28.	Diploma in Medical Technology	Twice	Last Monday in May & Last Monday in November	Three weeks before the Examination	240/-
29.	Diploma in Computer Science & Application (D.C.A.)	---	---	---	250/- for each Semester
30.	Master of Computer Application (M.C.A.)	---	---	---	300/- for each Semester
31.	Diploma in Applied Chemistry	---	---	---	-
FACULTY OF COMMERCE					
32.	F.Y.B.Com.	Twice	2 nd Monday in March & 2 nd Monday in October	Three months before the Examination	100/-
33.	F.Y.B.Com. A.T.K.T.	Twice			100/-
34.	S.Y.B.Com.	Twice	2 nd Monday in April & 3 rd Monday in October	Ten weeks before the Examination	125/-
35.	S.Y.B.Com. A.T.K.T.	Twice			125/-
36.	T.Y.B.Com.	Twice	2 nd Monday in March & 2 nd Monday in October	160/-	

37.	M. Com. Part - I & II	Once	2 nd Monday in April	Three months before the Examination	(i) By (papers) for each part 170/- (ii) By Dissertation 190/-
38.	M.B.A.	Once	4 th November	Six weeks before the Examination	300/- for each Semester
39.	Bachelor of Business Admn. (6 th Seme.) (B.B.A.)	---	---	---	310/- for each Semester
FACULTY OF LAW					
40.	LL.B. (First)	Twice	2 nd Monday in April & 2 nd Monday in October	Two months before the Examination	130/-
41.	First LL.B. A.T.K.T.	Twice			130/-
42.	Second LL.B.	Twice	2 nd Monday in April & 2 nd Monday in October	Two months before the Examination	170/-
43.	Third LL.B.	Twice			240/-
44.	LL.M. Part - I	Once	1 st Monday in June	Three months before the Examination	260/-
45.	LL.M. Part - II	Once	2 nd Monday in June		260/-
46.	LL.M. by (Thesis)	Once	Thesis may be submitted at any time during the year	Application to be sent alongwith the Synopsis two months before the submission of the thesis	360/-
FACULTY OF EDUCATION					
47.	B. Ed.	Once	4 th Monday in March	Last Monday in January	260/-
48.	M. Ed. (Full Time)	Once	1 st Monday in June	Last Monday in March	260/-
49.	M. Ed. (Part - I - II)	Once	1 st Monday in June	Last Monday in March	160/- for each Part
50.	Diploma in Edu. Tech.	Once	Last Monday in May Exam.	Three weeks before the Examination	260/-
51.	Bachelor of Physical Education	Once	2 nd Monday in April		I - 130/- II - 160/- III - 170/-
52.	Master of Physical Edu. (Part I - II)	---	---	---	190/- each Part
FACULTY OF ENGINEERING					
53.	B.E. - I (First & Second Semester)	Twice	Monday following Second Saturday in May & Monday in December	Two months before the Examination	160/- for each Semester
54.	B.E. - I (First & Second Semester) A.T.K.T.	Twice			150/- for each Semester
55.	B.E. - II (CME) 3 rd & 4 th Semester	Twice			150/- for each Semester
56.	B.E. - II (CME) (3 rd & 4 th Semester) A.T.K.T.	Twice			150/- for each Semester
57.	B.E. - III (CME) (5 th & 6 th Semester)	Twice			175/- for each Semester
58.	B.E. - III (CME) (5 th & 6 th Semester) A.T.K.T.	Twice			175/- for each Semester
59.	B.E. - IV (CME) (7 th & 8 th Semester)	Twice			200/- for each Semester
60.	M.E. - (CME) (1 st & 2 nd Semester)				500/- for each Semester

61.	M.E. (CME) (3 rd Semester Dissertation	---	---	---	1000/-	
62.	P.D. D.C. (Engg. Exam) (A) Semester 1,2,3 (B) Semester 4,5,6 (C) Semester 7,8,9	---	---	---	90/- 110/- 135/-	
MEDICINE						
63.	First M.B.B.S.	Twice	2 nd Thursday in May & Monday following the second Saturday in November	Two months before the Examination	200/-	
64.	Second M.B.B.S.	Twice			250/-	
65.	Third M.B.B.S.	Twice			400/-	
66.	M.D. (Doctor of Medicine)	Twice	Last Monday in May & Last Monday in November	Three weeks before the Examination (with five copies of dissertation)	1000/- for each branch	
67.	M.S. (Master of Surgery)	Twice			1000/- for each branch	
68.	Post Graduate Medical Diplomas	Twice			Three weeks before the Examination	600/- for each Diploma
69.	M. Sc. (Med.) Part - I & II	Twice				260/- for each Part
FACULTY OF RURAL STUDIES						
70.	M.R.S. Part - I & II	Once	2 nd Monday in April	Three months before the Examination	190/- for each Part	
71.	M. Phil	Once	2 nd Monday in April	Three months before the Examination	750/-	
72.	Ph. D. (by thesis)	---	Thesis may be submitted at any time during the year	Application to be sent alongwith the synopsis Six months before the submission of the thesis.	1000/-	
73.	D. Sc. (Doctor of Science)	---	Thesis may be submitted at any time during the year		3000/-	

O.136: Whenever any of the days on which any examination has to be held according to the Ordinances for the time being in force happens to be holiday, declared as such by the University, or when, in the opinion of the Syndicate, there is sufficient reason for altering the days for holding any examination as fixed by the Ordinances, it shall be competent to the Syndicate to fix such days, other than the days fixed by the Ordinances, for holding such examination as they may consider proper.

O.137: Notwithstanding anything contained in the Ordinance 135 above a blind candidate appearing at any of the examinations of the University will be exempted from payment of examination fees on production of a certificate regarding his blindness from a Civil Surgeon or the Principal of an affiliated college or a member of the Senate for the time being or a Gazetted Government Officer.

Provided that in the case of a blind candidate appearing at an examination he shall be required to pay only a fee of Rs. 107- as the registration fee and shall be exempted from the payment of any examination fee.

O.138: Examination fees once paid shall not be refunded except the circumstances and to the extent mentioned below:

(I) Where the candidate dies prior to the Examination, the entire fee shall be refunded.

- (ii) Where a candidate is suddenly taken ill and prevented. from appearing at the Examination and sends in an application for refund supported by a Medical certificate so as to reach the University Registrar 24 hours before/ the commencement of the Examination. One - half of the fee shall be refunded.

However, in cases where the Registrar is satisfied that such application or the telegrams were sent to the University so as to reach at least 24 hours before the commencement of the Examination but were received late due to the circumstances beyond the control of the sender, the Registrar may sanction the refund Notwithstanding the fact that the applications or the telegram were received later than the time provided in this ordinance.

PROVISON: If telegraphic intimation is received by the Registrar 24 hours before the commencement of the Examination and is followed by an application for refund supported by a Medical Certificate, it shall be competent for the University to refund one - half of the fee.

O.139: When there is more than one centre for a written examination question paper shall be given to candidates on the same day and at the same time in every centre.

- O.140:**
- (i) Unless otherwise specially provided for, all examinations except practical and viva - voce shall be conducted by means of printed or cyclostyled or written papers;
 - (ii) Except when otherwise stated candidate must answer the question papers in English or Gujarati or Hindi.

O.141: No question calling for a declaration of a religious belief on the part of a candidate shall be put at any University Examination and no answer or translation given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief.

O.141-A: The examination shall be held according to the programme announced by the University from time to time. Any student / group of students who fail to present himself / themselves at the examination at appointed time and place or those who appear at the examination and leave the examination hall or boycott the examination for any reason whatsoever, shall forfeit his / their right to appear at the said examination. The University shall not hold fresh examination for any or all subjects for such students under any circumstances.

O.142: On receipt of a report regarding the misconduct of any student such as breach of any of the rules laid down by the syndicate for the proper conduct of examination or taking Private tuition from a recognized teacher of a college, a recognized institution or a University Department or indulging himself in any activity which either intimidates or instigates other students for not appearing at any university or college Examination or disturbs any college or University Examination the Syndicate shall have power to punish such misconduct in any one or more of the following ways:

- (i) debarring such candidate from any University or college Examination either permanently or for a fixed period;
- (ii) restraining him from taking admission to or attending any course of studies in a college, recognized institution or a University Department;
- (iii) restraining him from taking admission to any convocation for the purpose of conferring degrees;
- (iv) Canceling the result of that student, if he is a candidate at any university or college examination;

- (v) depriving or withdrawing University Scholarship, if any, held by him;
- (vi) Canceling award, prize and / or medal, if any, awarded to him.

The decision of the Syndicate, after undertaking the independent inquiry to be decided by the Syndicate as to whether such an act on the part of the student constitutes a misconduct for the purpose of inflicting punishment under the provision of this ordinance, shall be final.

O.143: The Syndicate shall have the power to exclude any candidate from a University Examination, on being satisfied that he is suffering from an infectious or contagious disease. Whenever any candidate is thus excluded, the fee paid by him for admission to the examination shall be refunded to him.

O.144: Students who have passed any examination of a Statutory University in India will not be allowed to appear at the same examination of the University with the same subject.

(B) VOLUNTARY N.C.C. OR N.S.C. OR PHYSICAL TRAINING

O.145: (1) (a) It shall be obligatory for every student studying in First and Second Years of the Degree Courses in the Faculties of Arts, Science and Commerce to join Physical Education Programme or N. C. C. or N. S. S. or N. S. O. and complete to the satisfaction of the Principal of the college in regard to either :

(i) Physical Education Programme prescribed by the University from time to time;

OR

(ii) National Cadet Corps (NCC) training prescribed in this behalf by the N. C. C. authorities;

OR

(iii) National Service Scheme (NSS) training prescribed in this behalf by the State as well as Central Govt. Authorities and the University;

OR

(iv) Participation in Sports and Games as prescribed by the National Sports Organization (NSO).

(b) It shall be obligatory for every student studying In Second and Third Semester in the Faculty of Technology including Engineering to join Physical Education Programme or N.C.C. or N.S.S. or N.S.O. and complete to the satisfaction of the Principal of the College as provided (a) above.

Provided further that a student, who has already completed one year of N.C.C. training (Senior) before joining course in the Faculty of Engineering, shall be exempted from the provision of this Ordinance.

(2) For the purpose of admission to an examination prescribed for the courses mentioned in (1) above it will be necessary for a candidate to obtain, inter alia, a certificate from the Principal of his / her having attended, during the course of terms entitling him / her to admission to that examination not less than 75% of the total number of periods for Physical Education Programme or not less than 75% of the total number of NCC parades or minimum 120 hours or actual service under ASS or satisfactory participation in the games and sports as prescribed by the NSO as the case may be in each year, provided that It shall be competent

for the Principal of a College to condone a candidate's deficiency in attendance/ service at Physical Education Programme, NCC Parades or NSS or at NSO as the case may be to the extent of 15% parades or total hours of service in NSS or in NSO on grounds of health or any other genuine reason. Provided further that those who volunteer to join the National Cadet Corps shall be governed by the provisions of the National Cadet Corps Act and the rules framed there under for all purposes including the attendance at parades as well as camps and other activities, If any.

- (3) Notwithstanding anything contained in (1) and (2) above, a candidate shall be by the Principal of his / her college from undergoing all the above programmes viz. Physical Education or NCC Training or N.S.S. or N. S. O.
- (a) On production of a medical certificate from a Civil Surgeon or a registered medical practitioner holding at least MBBS Degree to the effect that he / she is medically unfit to undergo the Physical Education Programme. NCC Training or NSS or NSO.
- (b) If his / her place of residence is situated at a distance of more than 8 KM from the college premises or the nearest Physical Education Programme ground or NCC Parade ground or from the place of N.S.S. activities or from the play field where N.S.O. activity of the college is organized.

(C) RESULTS, CONDONATION AND CERTIFICATE

O.146: As soon as practicable after the conclusion of an examination, the Syndicate shall Publish a list of names of successful candidates in the manner indicated In the relevant regulations prescribing the standard of passing that examination; the names, except when otherwise stated, being arranged in alphabetical order under each centre, according to the subjects offered.

O.147: When the examination is by Thesis, a list of successful candidates, arranged in alphabetical order alone shall be published.

O.148: A candidate whose total falls short of the requisite total for a First or Second Class or Distinction by 1 or 2 or 3 marks shall be given the necessary marks by which his total falls, short and shall be declared to have passed with First or Second Class or with Distinction as the case may be.

Provided further that in case of Candidate who has taken part in the National Adult Education Programme during the academic year in which he appears at the University Examination and produces as Certificate to that effect, additional marks subject to a maximum of three shall be given if his total falls short of the requisite total by more than three marks for obtaining Second Class, Such additional marks shall not be given for awarding First Class or Distinction.

Provided however that where at a University Examination the candidate is required to obtain certain percentage of marks separately in the external evaluation and the grand total of all the subjects or separately in external evaluation and internal evaluation the necessary 1, 2 , or 3 marks by which any of his total falls, shall be added in each such total, subject always to the provision that the total number of marks so added to both the totals does not exceed three, Such a candidate shall to both the totals does not exceed three. Such a candidate shall also he declared to have passed with first, second class or with distinction as the case may be.

O.149

Where is candidate in a University Examination (Including Semester Examination under the Faculty of Technology including Engg., other than Entrance examination fails in any single head of passing (whether a distinct head, a sub-head or a group head) or grand total only, is failure in that head of passing shall be condoned as follows :

Where the Heads of Passing condonation consists of candidate	Maximum Marks for condonation in case of candidates other than other than N.C.C. cadets or Candidates who have taken part in the	Maximum Marks for condonation if the candidate is a N.C.C. Cadet or has received the/ special award or cash proze	Maximum Marks for if the has taken in the National Adult Programme during the academic year examination & produces a certificate that effect.
National Adult Education Programme.	for the best prize for the	in which he appears at the best N.S.S. Cadet or received the special merit certificate at the University level. during the academic year in which he appears at the examination.	
1.	2.	3.	4.
1. Less than 100	2	4.4	5
2. 100 Marks	3	5	6
3. More than 100 Marks but not more than 200 Marks	4	6	7
4. More than 200 Marks	2% subject to a maximum of 10 marks.	3% subject to a maximum of 12 Marks.	3% subject to a maximum of 13 Marks.

- N.B:** (a) This benefit will not be available to the ex-students even if they have been enrolled as N.C.C. Cadets or have taken part in the National Adult Education Programme while pursuing the courses of studies for the examination.
- (b) In case of a candidate who has enrolled himself as a N.C.C. Cadet and has also taken part in the National Adult Education Programme he shall be entitled to maximum condonation as provided in column 4 above.

- (ii) A candidate whose failure is condoned under this ordinance shall be eligible for a class in the same way as other successful candidates, but not for University Scholarship or other awards. The condonation marks shall not, however, be counted for the purpose of eligibility of a class. Provided that if the standard of passing in different subjects at any examination on is 50% or more condonation to the extent mentioned above may be given in not more than two heads of passing, each being under a different subject, for

the purpose of passing, or exemption in that subject or subjects and provided further that in the case of non-sessional (Non-Semester) examination under the Faculty of Technology including Engineering, if a candidate fails in not more than two heads of passing, condonation in the manner provided herein above shall be permitted.

O.150:

Where a candidate at a University Examination (including Semesters Examination under semester system) other than the Entrance Examination fails in only one head of passing his failure in that head of passing shall be condoned on the following basis :

- 1) For each one percent of marks in the grand total secured by the candidate above the minimum required for passing, one marks shall be added subject to a maximum of 10 marks as a grace in the one head of passing in which the candidate has failed.

Provided further that.....

- i) Condonation to the extent of additional two marks over and above the condonation available as provided herein above shall be available to the candidate if he is enrolled as N.C.C. Cadet or has taken part in the Inter-University Sports or presented the state at the National Level Sports.
- ii) Condonation to the extent of additional three marks over and above the condonation available as provided in.
- iii) Above shall be available to the candidate if he has taken active part in the National Adult Education Programme while pursuing the course of studies for that examination and produces a certificate to that effect.

N.B:

- a) The benefit of additional condonation marks as Per (i) or (ii) above shall not be available to the ex-students even if they have been enrolled as N.C.C. Cadets or have taken part in the Inter-University Sports or represented the state at the National Level Sports.

- 1) The candidate who has enrolled as a N.C.C. Cadet or has taken part in the Inter-University Sports or represented the State at the National Level Sports and also has taken part in the National Adult Education Programmed shall be entitled to additional condonation as at (ii) above.
- 2) A candidate getting the benefit of condonation on this shall not be entitled to prizes or University scholarships.
- 3) The grace marks so added shall not be counted for the grand total.
- 4) A candidate passing the Examination under this ordinance is eligible for class provided his percentage prior to condonation entitles him.
- 5) For the purpose of this Ordinance, fraction of one half percent or more shall be considered as one.

O.151 :

In any University Examination (including Semester examination in Faculty of Engineering and Technology) where the failure of a Candidate in one head of passing is by not more than 50% of the minimum marks required for passing in that head and the total number of marks obtained by the Candidate exceeds the required minimum number of marks for passing by 10% of the total marks obtainable in all the papers taken together, his failure in that head of passing shall be condoned on the following basis.

For each one percent of marks in the grand total secured by the candidate, above the minimum required for passing, one marks shall be added subject to maximum of fifteen marks as a grace in the one head of passing in which the candidate has failed.

- (A) For the purpose of Ordinances 149, 150 and 151 where a candidate fails only in one subject which has two heads of passing one of which is included in the other, the condonation shall be available for each of the two heads and the marks available for condonation shall be calculated on the basis of total marks of the larger head, or the Grand Total obtained by the candidate as the case may be.

Where the regulation prescribing the standard of passing for the examination required that for passing the examination a candidate should obtain minimum marks for passing separately in Theory and Practical, each such Theory and Practical Examination in one subject shall be deemed a separate subject for the purpose of this Ordinance,

O.152:

Where a candidate fails only in one subject and fails to get exemption in only one other subject by not more than 3 marks, his marks in that subject shall be Increased by 1 or 2 or 3 marks as the case may be, so as to entitle him to exemption in that subject and to give him the benefit of being allowed to keep terms for the higher examination where it is permissible to do so under the relevant Ordinances.

O.153:

No candidate shall be eligible for any of the scholarships, medals or prizes to be awarded to a candidate successful at any of the University Examinations, who has a deficiency of marks in any of the heads of the Examination concerned under the rules laid down in that behalf.

O.154:

Failure to pass an examination will not disqualify the candidate from presenting himself on a subsequent occasion on a new application being forwarded and a fresh fee paid.

O.155:

A certificate will be given to those who pass an examination.

O.156:

In any case where It is found that the result of an examination has been affected by error, malpractice, fraud, improper conduct or other matter of whatsoever nature it shall be competent for the Syndicate to cancel or amend such result in such manner as shall be in accordance with the true position and to make such declaration as the Syndicate shall in its discretion consider necessary in that behalf; provided that, but subject to Ordinances No. 142 and 157 no result shall be cancelled or amended after the expiration of six months from the date of publication of the result by the University. Notwithstanding anything contained above the result of no candidate at any University Examination shall be altered to his detriment after two months from the declaration of the result except when his case falls under Ordinances 142 and 157.

O.157:

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud; or any other improper conduct whereby an examinee has been benefited, and that such examinee has in the opinion of the Syndicate, been party or privy to, or connived at such malpractice, fraud, or improper conduct, the Syndicate shall have power at any time, notwithstanding the issue of a certificate or the award of a prize or scholarship, to amend or cancel the result of such examinee or to punish such misconduct by exclusion of such examinee from any University or College Examination of any University courses in a College or the University or from any convocation for the purpose of conferring degrees, either permanently or for a specified period, or by the deprivation of any University Scholarship held by him, or by the cancellation of the award of any University Prize or Medal to him, or any two or more of the aforesaid ways and to make such declaration as the Syndicate shall consider necessary in that behalf.

O.158:

The fee for certificate or marks obtained by a candidate in each head of passing at any examination shall be Rs. 21-The Principal of an Affiliated College or Head of the Recognized Institution or Head of the University Department shall collect

a fee of Rs. 2/- per every candidate sent up by him at any university examination along with examination fees for the first copy of the certificate of marks and shall send the same to the Registrar along with the list of the candidates. The Registrar shall, arrange to prepare the first copy of the certificate of marks obtained by each such candidate who has appeared at the examination and send them to the Head of the Institution concerned within ten days of the declaration of results. Fees for the certificate of marks will not be refundable under any circumstances except the cancellation of the admission to the examination.

The candidates will be entitled to get second and subsequent copies of the certificate of marks by paying a fee of Rs. 2/-. Such additional copies of certificate of marks shall not be issued before the expiry of a period of ten days from the date of declaration of the result of the examination concerned.

Marks obtained by a candidate in individual papers will be supplied directly to the candidate on payment of a fee of Rs. 51- per examination within a week of the receipt of the application and the fees thereof. Paper wise marks will be supplied only within six months of the declaration of results.

The information about the marks obtained by candidates in the various heads of passing will be communicated, free of charge, to the Heads of Institution from which candidates appear for the examinations irrespective of whether candidates are successful or not. This information will be supplied to the Heads of the institutions for their own information and for the purpose of supplying information to the institutions or persons in connection with the award of Scholarship, prize or help from charitable Institutions. The certified statement of marks shall not be issued by them on the basis of this Information.

- O.159:**(i) A statement of marks obtained by a candidate in internal evaluation in different subject at an affiliated college duly certified by the Principal shall be sent along with the transference certificate when he joins another college in a second or a subsequent term.
- (ii) If a candidate fails at a University examination, and appears as an ex-student at a subsequent examination, the marks obtained by him in internal evaluation in various subject at the last preceding examination, shall be carried forward in the respective subjects at the next examination.
- (iii) If candidate having failed at an examination joins a college, he will lose his status as an ex - student and be treated as a fresh candidate and the marks obtained by such a candidate in any internal evaluation in all his subjects will be treated as cancelled, provided that in a subject or subjects in which he has been exempted under the relevant rules in this behalf, his marks in those subjects shall be carried forward as per Provisions in (ii) above.

- O.160:** Information as to whether a candidate's answers in any heads of a University Examination have been examined and marks assigned will be supplied to the candidate on his forwarding through the Head of his Institution, within six weeks of the declaration of the said examination results, application accompanied by a fee of Rs. 10/- per each head. The fee is only for verifying whether a candidate's answers in any particular head have been examined, and not for the re-examination of answers. The rule that marks obtained by candidates in individual question or in sections of a paper cannot, in any circumstances, be supplied, holds good also in the case of application for the verification of marks.

If as a result of the verification made under this clause it is discovered that there has been either an omission to examine or mark any answer or answers or a mistake in the totaling of the marks, the fee for verification shall be refunded to the applicant.

O.161: A copy of certificate testifying to a candidate having passed an examination held by the University will be issued on payment of fee of Rs, 5/-.

O.162: The fee of any certificate not provided for in any of the Ordinances is Rs. 5/- and the fee for endorsing any document shall be Rs. 1/- per document.

(D) EXEMPTIONS

O.163: Except as herein otherwise provided, a candidate who has passed a University Examination in a subject or subjects in which identical papers (and practical tests) are prescribed for another examination, shall (at his option) be entitled to exemption at the other examination from such subject or subjects, provided, always that the standard attained at the original examination is not lower than that required at the other examination. Candidate so exempted shall not be eligible for classes or for University awards. A candidate who has passed the examination after obtaining the benefit of condonation shall be deemed to have passed in individual subject of the examination with the minimum percentage of marks required for a pass in such subjects.

The benefit of the exemption stipulated above shall also be available to the candidates who fail in the examination but pass in the subjects on the basis of which the exemptions are claimed in the identical papers at the other examination.

O.164: When a student who has earned exemption in one or more subjects at an examination appears next for that examination, he must once and for all make his election whether he will avail himself of the exemption or appear for the whole examination. If he elects to appear for the whole examination, he will not be entitled to claim the benefit of the old examination. But on his appearing for the whole examination he may again earn exemption in one or more subjects and such fresh exemption earned will again be subject to the above provision. If he elects to avail himself of the exemption, he must appear in all the remaining subjects at the same time. It is open to him to earn further exemption in one or more of the remaining subjects in which he so appears.

O.165:(1) When, under the relevant rules for the examination concerned; a candidate is allowed to keep terms for higher examination, he will not be permitted to register himself as a candidate for the higher examination, unless (1) he has previously passed in remaining subjects or each of the remaining subjects, as the case may be, of the lower examination, or (2) he gets himself registered in the remaining subject or subjects, as the case may be, at the lower examination in the same examination season in which he gets himself registered at the higher examination. In case, such a candidate fails to register himself for the lower examination in the same examination season his application form for admission to the lower examination shall be accepted notwithstanding the fact that the last dates prescribed for accepting the application forms for admission to the lower examination is over.

(2) In the later case, the candidate will, under no circumstances, be declared to have passed the higher examination or be declared eligible to keep terms for the next higher examination when provision for such A.T.K.T. exists under the relevant rules of that examination, unless he passed in the afore - mentioned remaining subject or subjects, as the case may be, of the lower examination, and in the event of his not passing in the remaining subject or subjects of the

lower examination, his result of the higher examination shall be withheld. In order to pass in the remaining subject or subjects, as the case may be, of the lower examination, the candidate will be required to obtain at least the minimum marks prescribed for passing in each head of passing in the remaining subject or subjects as well as in the total of such heads, if the total is also a head of passing at the tower examination.

- (3) If the candidate fails to pass the remaining subject or subjects of the lower examination within two years from the date his result for the higher examination has been withheld he will forfeit all the benefits accruing from the marks obtained by him at the higher examination provided that the terms kept by him for the higher examination will be available to him for further appearance at that examination.
- (4) Notwithstanding anything contained hereinabove in the case of a candidate whose result was declared to have been withheld under (2) above, no time limit shall be operative for a candidate for passing in the remaining subject or subjects, as the case may be, of the Pre - Final examination for the degree in any faculty from the date on which his result for the degree examination in the faculty concerned has been withheld. In such a case, on a candidate's passing the remaining subject or subjects of the Pre - Final examination of the faculty concerned, his result for the degree examination will be declared.

N.B.: Pre-Final examination in any faculty means the examination which precedes the degree examination in that faculty. In the Faculty of Technology including Engineering, It means the examination for both of the sessions of the Fourth Year.

(E) EX - STUDENTS

- O.166:(1)** A student who has satisfied all the requirements of the prescribed course of studies at his college, including the necessary minimum attendance and is certified by the Principal as eligible for admission to an examination shall be called an ex-student for that examination, if after certification.
- (i) he has not appeared, or appeared and failed in that examination, and
 - (ii) has not joined a college for the same course.
- (2) An ex - student shall be entitled, without being required to keep fresh terms, to have his application for admission to the examination on a subsequent occasion sent only through the college by whose Principal he was certified under clause (i) above, if he has not joined another college (for the same or a different course).
Provided that in case the college by whose Principal the student was certified under clause (i) above, ceases to be affiliated to the University for the course of studies leading to that examination, the student shall be entitled to send his application directly to the University.
- (3) A student who has forfeited his status as an ex - student for a particular examination by joining a college for a course of studies leading to that examination may have his application sent only by the Principal of that college, if he is satisfied with the candidate's conduct and progress even though the candidate may not have kept the terms as defined in O. 60.
 - (4) An ex-student who joins a college for a course of studies leading to an examination other than the one to which he is eligible for admission as an ex - student shall submit his application for admission through the college which he so joins, whether he wishes to appear for the examination for which he has kept his attendance at that college, or for the examination at which he is entitled to appear as an ex-student. In the later case, the Principal shall certify his attendance on the strength of the transference, certificate of the college at which he kept his attendance, in the first instance, and shall also certify as to the candidate's conduct.

- (5) Notwithstanding clauses (3) and (4) above, ex - student for a particular examination may, by a special notification, be required to keep fresh terms, if in the opinion of the University authorities, the courses of studies leading to the examination have been materially altered.

(F) AWARD OF SCHOLARSHIP, PRIZES AND MEDALS

- O.167:** A candidate shall be eligible for any fellowship Prize, Medal or other award who presents himself / herself for the examination to which the award relates except to those candidates who have been punished for any kind of unfair means or malpractices at INTERNAL/EXTERNEL Examination.

**JOINT CONSULTATIVE COMMITTEE FOR
THE NON -TEACHING STAFF OF THE UNIVERSITY**

- O.168:(1)** There shall be a joint Consultative Committee for the administrative staff of the University (herein after referred to as the Committee) to be constituted for the purposes and manner stated herein.
- (2) The following shall be the objects of the Committee:
- (a) to inculcate and promote amongst the employees of the University a spirit of co-operation, harmony and efficiency in service in the functioning of the University.
 - (b) to smoothen the relations between the University as the employer and its employees.
 - (c) to promote welfare and well being of the employees of the University.
- (3) It shall consist of the following members :
- (a) Vice - Chancellor, who shall be the Chairman,
 - (b) Pro-Vice-Chancellor ²,
 - (c) Registrar of the University.
 - (d) Two members nominated by the Syndicate from amongst its members for a period of one year.
 - (e) Two members of the Senate (not being the members of the Syndicate) nominated by the Syndicate for a period of one year.
 - (f) Two members from amongst the Heads of the University Departments to be nominated by the Vice -Chancellor for a period of one year.
 - (g) Six members from amongst the administrative staff of the University to be nominated by the General body of the recognized Union of the Administrative Staff of the University for period of one year.
- (4) The scope of the Committee shall include matters relating to conditions of service and work, welfare of employees and improvement of efficiency and standards of work.
- Provided that in respect of promotion and discipline the consultation, shall be limited to matter of general principles.
- Provided further that individual cases, shall not be considered by the Committee.
- (5) (a) The Committee shall elect a Convener for convening the meeting and he shall act as the Secretary of the Committee.
- (b) The Secretary of the Committee shall give seven days, notice to members for the meeting of the Committee.
- (6) (a) Six members of the Committee shall constitute a quorum.
- (b) The Vice - Chancellor or in his absence the Pro-Vice-Chancellor ² shall preside over the meeting of the Committee. In absence of the Vice-Chancellor and Pro-Vice-Chancellor ², the chairman of the meeting shall be elected from amongst the members present at the meeting.
- (c) The Committee shall meet atleast four times a year.

- (7) The recommendations / decisions made by the Committee shall be operative only after they are approved by the Syndicate.
- (8) Nothing contained in this ordinance shall be deemed to prevent any employee of the University from making any individual representation to the University in respect of a matter concerning him / her as an employee.

**JOINT CONSULTATIVE COMMITTEE FOR
THE TEACHING STAFF OF THE UNIVERSITY**

O.168-A:

- (1) There shall be a joint consultative committee for the teaching staff of the University (herein after referred to as the committee) to be constituted for the purposes and manner stated herein.
- (2) The following shall be the objects of the committee:
 - (a) to inculcate and promote amongst the teachers of the University a spirit of co-operation, harmony and efficiency in service and the functioning of the University,
 - (b) to smoothen the relations between the University as the employer and the teachers as employees,
 - (c) to promote welfare and well being of the teachers of the University,
 - (d) to promote efficient working of post - graduate departments, cells etc.
- (3) It shall consist of the following members:
 - (a) Vice - Chancellor, Chairman,
 - (b) Pro-Vice-Chancellor ²,
 - (c) Registrar, Member Secretary,
 - (d) Two members nominated by the Syndicate from amongst its members for a period of three years,
 - (e) Two members from amongst the Heads of the University teaching Departments to be nominated by the Vice - Chancellor for a period of three years,
 - (f) six members from amongst the teaching staff of the University to be nominated by the General body of the recognized Union of the Teaching Staff of the University for a period of two years.
- (4) The scope of the committee shall include matters relating to conditions of service and work, welfare of teachers and improvement of efficiency and standards of teaching research consultancy and other academic activities in University Department, cells etc.

Provide that in respect of promotion and discipline the consultation, shall be limited to matter of general principles.

Provided further that individual cases, shall not be considered by the committee.
- (5) The Secretary shall give seven - days notice to the members for meeting of the committee.
- (6)
 - (a) Six members of the Committee shall constitute a quorum.
 - (b) The Vice - Chancellor or in his absence the Pro-Vice-Chancellor ² shall preside over the meetings of the committee. In the absence of the Vice Chancellor and Pro-Vice-Chancellor², the Chairman of the meeting shall be elected from amongst the members present at the meeting.
 - (c) The committee shall meet atleast twice in every academic term.
- (7) The recommendations / decisions made by the committee shall be operative only after they are approved by the Syndicate.
- (8) Nothing contained in this ordinance shall be deemed to prevent any teacher of the University from making any individual representation to the University in respect of a matter concerning him / her as an employee of the University.

PLANNING AND EVALUATION (MONITORING) BOARD

O.169: Management Committee for self financed programmes offered in affiliated colleges/ instituting or for self financed colleges

There shall be a Management Committee for the self-financed programme in any discipline in an affiliated college institution or self-financed affiliated colleges with the following constitution:

1. Chairman to be nominated by the Society/Trust
- 2.& 3 Nominees of the Vice-Chancellor
- 4 One Expert nominated by the Vice-Chancellor
- 5 One Expert nominated by the Society/Trust
- 6 Principal Member Secretary.

The Management Committee Shall take all administrative, academic and financial decisions for running the self financed programmes and shall be responsible for managing the self financed coerces/ colleges/ Institution as per the rules/ regulations prescribed by the University from time to time. Decision for the Managing Committee shall be final and binding to the Society/ Trust.

MEMBERSHIP ON THE BOARD

- O.170:** (1) A member of the Board shall hold office for a period of three years and the tenure of three years may be ex-tended for one more term of three years only.
- (2) The office of the member shall be vacated by death, resignation or his / her attaining the age of 65 years.

PROCEDURE OF MEETINGS

O.171: The Registrar shall give seven day's notice to members for a meeting of the Planning and Evaluation (Monitoring) Board.

O.172: The Board shall ordinarily meet at least twice in an academic year OR at other time when convened by the Vice-Chancellor OR In his absence by Pro-Vice-Chancellor² OR in the absence of both, by the senior most Dean of a Faculty on the Board.

O.173: The term of office of the Board shall be three years provided, however, that a person shall ceases to be a member of the Board, if he / she ceases to be a teacher / Dean OR his / remaining absent from four consecutive meetings of the Board.

Any casual vacancy during the term of the Board caused by death, resignation OR otherwise shall be filled up as per provisions of O. 169.

O.174: The Vice-Chancellor or in his absence the Pro-Vice-Chancellor² shall preside at the meting of the Board. In the absence of the Vice - Chancellor and Pro-Vice-Chancellor², the meeting shall elect its own Chairman for the conduct of its business.

O.175: The quorum for a meeting of the Board shall be seven members. If there is no quorum at the commencement of the meeting even at the expiration of half an hour after the scheduled time, the meeting shall forthwith be adjourned to such date as the Chairman may appoint. No quorum shall be required for a meeting adjourned for want of quorum.

O.176: All the issues at a meeting of the Board shall be decided by a majority of votes of the members present. The Chairman shall have a vote, and in the case of equality of votes, a second OR casting vote.

POWERS AND DUTIES

O.177: To examine the question and suggest measures for raising the standards of Education and Research, to strengthen inter- disciplinary programmes and inter - department Co -operation, to create links and develop specific schemes of Inter - University and University / Industry/ Agriculture, Community inter- action. To develop ideas and Schemes on Improving corporate life and cultural activities on the campus.

- O.178:** To prepare University development plans both short - term and long - term keeping in view the objectives of the University as laid down in the Act and with due regard to national policy.
- O.179:** To monitor regularly implementation of Schemes approved by the University Grants Commission and other agencies and suggest methods for proper implementation.
- O.180:** The Academic Council and Syndicate may ask the Board's advice on any issue.
- O.181:** The recommendations of the Board shall be placed before the Academic Council and Syndicate.
- O.182 :** **Vigilance Squads**

A – Local Examination Committee (LEC):

1. Every center of examination shall have Local Examination Committee meant for it, and appointed well in advance by the Principal of a college in the case of colleges and by Pro-Vice Chancellor in the case of university departments.
2. LEC shall consist of, for colleges, 1. Principal of the college (ex-officio Chairperson) / a delegated faculty 1. Superintendent of Examination (member secretary and chairperson in absence of principal), 2. External Superintendent of Examination if appointed 4. Head of the Department / a delegated faculty of the concerned paper. At the level of university departments LEC shall consist of 1. Superintendent of Examination, 2. Head of the Department / a delegated faculty of the concerned paper.
3. Superintendent of Examination will be the coordinator of Local Examination Committee.
4. A complain made by either a block supervisor or a squad member shall be addressed to, and received by, the concerned superintendent of examination, which will be immediately forwarded to and considered by on the spot by LEC. If LEC finds the complaint against an examinee valid, the complaint will be forwarded to the Controller of Examination. If LEC finds the complaint invalid, it will forward it with explanation regarding exonerating evidences / circumstances and forward it with the explanation to the Controller of Examination.
5. The decision by LEC in any matter related to the examination has to be consensual. If the decision by LEC is not consensual, the complaint made against student shall be treated as null and void, to be forwarded to the Controller of Examination with an explanation as mentioned above in (4).

B- Vigilance Squads

1. The Vigilance Squad/s of not less than three members shall be appointed by the Vice Chancellor to visit the centers of University Examinations to :
 - i. Ensure that the University Examinations are conducted as per norms laid down.
 - ii. Observe whether the Senior Supervisors and Block-Supervisors are following scrupulously instructions for conduct of the University examinations.
 - iii. Check the students who try to resort to malpractices at the time of University Examinations and report such cases to the concerned superintendent of examination.
2. The Vigilance Squad is authorized to visit any Examination Centre without prior intimation and enter office of the In charge of the Examination Centre to check the record and other material relating to the conduct of Examination. They can enter in any block of Examination for checking the candidate's identity card; fee receipts, hall ticket etc. to ascertain the authenticity of the candidate. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the University Examination.
3. The Vice Chancellor shall appoint a Vigilance Squad of teachers, with its senior most member as its chairperson. The Vice Chancellor shall also appoint a ladies squad of women teachers, with its senior most member as its chairperson.

4. The Chairman of Vigilance Squad/s shall submit the report on surprise visit to the superintendent of examination. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.
5. The Principal of the College/Director of recognized Institutions/Head of the University Department where the centre of examination is located shall be responsible for the smooth conduct of examination. He/she shall ensure strict vigilance against the use of unfair means by the students. LEC shall report such cases to the Controller of Examination as well as to the law enforcing authority, if required.
6. The squad members shall be treated as ON DUTY by the university.

O.183 : Unfair means in the Examination by the Student and Punishment:

1)

- a) On receipt of a report through LEC regarding use of unfair means by any student at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Syndicate shall have power, at any time, to institute inquiry and to punish such a student, if found guilty by the Syndicate.
- b) On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University or Colleges or Recognized Institutions including breach of the rules laid down for. proper conduct of examination, the Syndicate shall have power at any time to institute inquiry and to punish if found guilty by the syndicate, for such malpractices or lapses by declaring disqualified the paper- setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the authorities concerned for taking such disciplinary action as deemed fit, as per the rules provided for or in any two or more of the aforesaid ways.

2) Competent Authority

- (i) The Syndicate of the University shall be the competent authority to take appropriate disciplinary action against the students if found guilty of, using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination including Internal Examination conducted by the University.
- (ii) The Local Examination Committee shall be the competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College or Institution, on behalf of the University.

3) Definition: Unless the context otherwise requires:

- a) "**Student**" means and includes a person who is enrolled as such by the University/College/Institution for receiving instruction qualifying for any degree, diploma or certificate awarded by the University It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma or certificate examination.
- b) "**Unfair means**" includes one or more of the following acts of commission or acts of omission on the part of student/s during the examination period.
 - i) Possessing unfair means would mean material and / or copying there from.
 - ii) Transcribing any unauthorized material or any other use thereof.
 - iii) Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
 - iv) Unauthorized communicating with other examinees or anyone else inside or outside the examination hall.
 - v) Mutual/Mass copying.

- vi) Smuggling-out, either blank or written, or smuggling-in of answer books as copying material.
 - vii) Smuggling-in blank or written answer-book and forging signature of the Jr. Supervisor thereon.
 - viii) Interfering with or counterfeiting University/College/Institution seal, or answer books or office stationary used in the examinations. ..
 - ix) Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.
 - x) Impersonation at the University/ College/ Institution examination.
 - xi) Revealing identity in a deliberate way in the answer written or in any other part of the answer book by the student at the University or College or Institution examination.
 - xii) Or any other similar act/s of commission and/or acts of omissions which may be considered as unfair means by the competent authority after serious consideration.
 - xiii) *the unfair means as adopted during online examination as specified in ordinance 185*
- c) **"Unfair means relating to examination"** means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtain wrongful gain to him or to any other person or causing wrongful loss to other person/s.
- d) **"Unfair means material"** means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise, on the person or on clothes, or body of the student (examinee) or on wood or other material, in any manner, or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall. Though a mobile phone shall not be allowed in an examination hall, its discovery from an examinee shall not constitute an offence if no evidence of its misuse is found. However this mobile phone shall be immediately taken away by the block supervisor / squad member.
- e) **"Possession of unfair means material by a student"** means having any unauthorized material on his/ her person or desk or chair or table or at any place within his/her reach in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- f) **"Student found in possession"** means a student, reported in writing, as having been found in possession of unfair means material by a block Supervisor, a member of the Vigilance Squad or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided, report to that effect is submitted by LEC to the Controller of Examinations.
- g) **"Material related to the subject of examination"** means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above; the presumption shall be that the material did 'relate to the subject of the examination.
- h) **"Superintendent of Examination"** means, Principal of the College concerned or Head of the University Department or Recognized Institution concerned where examination concerned is being conducted; and any other person duly authorized by him or person appointed as in-charge of examination, by prior approval of the University.
- 4) During examination, examinees and other students shall be under the immediate disciplinary control of the Superintendent of Examination.

- 5)** Superintendent of Examinations of the Examination Centre shall, in the case of unfair means, follow the procedure as under:
- (i) The student shall be called upon to surrender to the Superintendent of Examinations, the unfair means material found in his or her possession, if any and his/her answer book. –
 - (ii) Signature of the student concerned shall be obtained on the relevant materials and list thereon. Block Supervisor and the Superintendent of Examinations concerned shall also sign on all the relevant materials and documents.
 - (iii) Statement of the student and his/her undertaking in the prescribed format and statement of the Block Supervisor concerned shall be recorded in writing by the Superintendent of Examination. If the student refuses to make statement or to give undertaking the Block Supervisor concerned and Superintendent of Examination shall record accordingly under their signatures. All these shall be presented to the LEC.
 - (iv) All the materials and list of material mentioned in sub-clause (1) and the undertaking with the statement of the student and that of the Jr.Supervisor as mentioned in clause No.(ii) and (iii) and the answer book/s shall be forwarded by the LEC, along with the report, to the Controller of Examinations in a separate and confidential sealed envelope marked "Suspected unfair means case".
 - (v) In case of unfair means of oral type, the Block Supervisor/ squad member concerned shall record the facts in writing and shall report the same to the LEC.
- 6)** Procedure to be followed by Examiner during Assessment

If examiner at the time of assessment of answer book suspects that there is a prima-facie evidence that the student/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report to the Controller of Examinations/Principal/Head of the Institution, as the case may be, with his/her opinion in separate confidential sealed envelope,; marked as "Suspected unfair means case".

- 7)** Examination Results of the concerned student/s involved in such cases shall be held in reserve till the Competent Authority takes final decision in the matter and the student/s concerned and the College/ Institution to which he/she belongs to, shall be informed accordingly.

8) Constitution of Fair Assessment and Consultation Team (FACT)

- (i) For the purpose of investigating the use of unfair means during the examinations, held by the University the Fair Assessment and Consultation Team (FACT) shall be constituted for the tenure of one academic year.
- (ii) Fair Assessment and Consultation Team (FACT):
 - 1. Pro Vice Chancellor (as ex-officio chairperson),
 - 2. Registrar of the University (as ex-officio member secretary)
 - 3. Senior most Dean of the faculties at the University.
 - 4. Two syndicate members to be nominated by the syndicate.
 - 5. One members of Academic Council to be appointed by the syndicate.
 - 6. Two members of the senate other than the members of the syndicate or the academic council, to be appointed by the syndicate.
 - 7. Two principals of the affiliated colleges to be appointed by the syndicate.
 - 8. One Head of the university departments to be appointed by the syndicate.
 - 9. Two college/university teachers to be appointed by the syndicate.
 - 10. Minimally one retired sessions and district judge / practicing senior advocate to be appointed by the syndicate.

11. Minimally one eminent social worker to be appointed by the syndicate.
12. Minimally any three members as mentioned above should be women.

(iii) For the purpose of investigating unfair means resorted to by students at the internal examination held by the College/ Institution, the College Assessment Committee (CAC) appointed by the College / Institution shall consist of 1. Principal of the college (as ex-officio chairperson) 2. Senior most faculty of the college and 3. Head of the department / faculty of the respective paper. Department Assessment Committee at the level of university departments shall consist of 1. Head of the University department, (as ex-officio chairperson) 2. The senior most faculty of the department other than the Head.

9) Procedure of the FACT shall be as under

- (i) The Controller of Examinations of the University/Principal of the College or Head of the Recognized Institution, or the Officer authorized by them, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s leveled against him/her should not be held as proved and the punishment stipulated notice be imposed for respective malpractice be imposed.
- (ii) The student may appear before FACT on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/ herself only shall present his/her case before FACT.
- (iii) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student shall be shown to him/her by the FACT, if the student presents himself/herself before the Committee. The evidence, if any, shall be recorded in the presence of the student concerned.
- (iv) Reasonable opportunity, including oral hearing, shall be given to the student in his/her defense before FACT. The reply/explanation given by the student to the show cause notice shall be considered by the FACT before making final recommendation in the case.
- (v) FACT shall follow the above procedure in the spirit of the principle of natural justice.
- (vi) After serving a show cause notice, if the implicated student fails to appear before the FACT on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the FACT in his/her defense. Even after offering two chances, if the student concerned fails to appear before the FACT, the FACT shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.
- (vii) The FACT shall submit its report to the syndicate, along with its recommendations regarding punishment in accordance with the rules. The syndicate shall be empowered to accept, modify or reject the recommendations by the FACT.
- (viii) In case of examination carried out online mode the committee may adopt the procedure as required to prove for the category of means adopted as laid down in ordinance 183 - A. The necessary evidence to establish unfair means may be gather from the service provider or any other person/ student concerned with it.

10) Punishment

The kind and extent of punishment in view of an offence shall be decided by the FACT with reference to the details of the table as follows:

Table describing reformatory steps for the exarninees who are held responsible for practicing unfair means in various examinations conducted by University.

Sr. no.	Types of Unfair Means	Reformatory Steps
Minor types of Unfair Means		
1.	For the Examinee who is caught with the following non-permissible materials or objects in the examination but has not copied the content in his/her answer	Examinee indulged in these kind of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the

	book: Papers/Objects related to the question paper, handwritten notes, pages from books or photocopies, anything written on handkerchief or on his/her clothes, notes written on ruler or slide rule etc.	examinee is found guilty for practicing unfair means, the deposit shall not be refunded.
2.	For the Examinee who has used walls or benches of the examination hall for inscribing content supporting the examination but has not copied from it.	
3.	For the Examinee who has violated the rules of the examination in terms of misbehaving, abusing and threatening the examination invigilator or coordinator.	
4.	For the Examinee who is caught with the following non-permissible materials or objects in the examination and has copied the content in his/her answer book: Papers/Objects related to the question paper, handwritten notes, pages from books or photocopies, anything written on handkerchief or on his/her clothes, notes written on ruler or slide rule etc.	Examinee indulged in these kind of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.
5.	For the Examinee who has used walls or benches of the examination hall for inscribing any content supporting the examination and is caught copying from it.	
6.	For the Examinee who is caught copying from the answer book of another examinee.	
7.	For the Examinee who helps another examinee to copy from his/her answer book.	
8.	For the Examinee who allows another examinee to copy from his/her answer book.	
9	For the Examinee who is caught exchanging his/her answer book or question paper with answers written on them.	Examinee indulged in these kind of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.
10.	For the Examinee who is accused of copying in the report submitted by invigilator.	
11.	For the Examinees who are found guilty for indulging in mass copying at the examination centre/examination hall.	
12.	For the Invigilators who are found guilty of facilitating mass copying or practicing other unfair means at examination centre/examination hall.	On the basis of seriousness of the offence, FACT shall recommend the punishment to the syndicate.
13	For the examinee who is caught with answer book sourced from outside the examination hall	The result of the examinee indulged in these kind of unfair means shall be cancelled and will have to deposit Rs.

14.	For the examinee who tries to carry the main answer book or supplementary answer book outside the examination hall.	1000/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.
15.	For the examinee who does not submit his/her answer book to respective invigilator and carry it out.	
16.	For the examinee who has snatched the material supporting the examination from another examinee.	
17.	For the examinee who continues sharing information via sign language, gestures or orally with other examinee in spite of a warning given by the invigilator.	Examinee indulged in these kind of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.
18	For the real examinee for whom a dummy examinee takes the examination.	The results of the enrolled examinee shall be cancelled and a ban on his/her taking admission in any other colleges or taking any examination for the duration of 3 years or six semesters shall be imposed.
19	For a dummy examinee who is found in the examination hall on behalf of a real examinee. If the dummy examinee is from the same university and has also appeared for other university examinations and if charges are proved.	The results of the dummy examinee shall be cancelled and a ban on his/her taking admission in any other colleges or taking any examination for the duration of 3 years or six semesters shall be imposed.
20	For a dummy examinee who is found in the examination hall on behalf of a real examinee. In case such dummy examinee is Graduate of this university.	A case should be filed against him/her and cancellation of the degree of that dummy examinee shall be recommended.
21	For a dummy examinee who is found in the examination hall on behalf of a real examinee . In case such dummy examinee is Graduate of other than this university.	A case should be filed against him/her and cancellation of the degree of that dummy examinee shall be recommended to the concerned university.
22	For a dummy examinee who is found in the examination hall on behalf of a real examinee. If the dummy examinee is from other university and has also appeared for university examinations at other university and if charges are proved.	A case should be filed against him/her and cancellation of the result of that dummy examinee shall be recommended to the concerned university.
23	For the misconduct at the examination center in terms of doing physical or verbal violence and carrying deadly weapons.	The university must cancel the result of the examinee; file a case against him/her and permanently bar him/her from all the examination.
24	For the examinee who writes in the answer books with any other colour than blue ink.	The examinee is guilty of violating the rules of confidentiality and his/her result shall be cancelled.
25	For the examinee who make a written requests in the answer book to pass him/her or tries to bribe the examiner by placing currency notes in the answer book.	Examinee indulged in these kind of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.

26	For the examinee who does not return the answer book to the examination invigilator and leaves the examination hall or tears the answer book.	The results of that examinee shall be cancelled and the examinee is to be banned for 2 semesters or 1 year from taking any examination at college or university. The examinee shall also have to deposit Rs.2000/-. If the examinee is found guilty, the deposit shall not be refunded.
27	In the matters where the examinee's guardians, parents or representatives who write an abusive letter to the examiner or any other person and pressurize them for a favour of passing the examinee.	The results of that examinee shall be cancelled and the examinee is to be banned for 2 semesters or 1 year from taking any examination at college or university. The examinee shall also have to deposit Rs.1000/-. If the examinee is found guilty, the deposit shall not be refunded.
28	In the matters where the examination invigilator or any other person reports that the examinee had left the examination hall for a long period of time, met an unauthorized person and have written answers.	The results of that examinee shall be cancelled and the examinee is to be banned for 2 semesters or 1 year from taking any examination at college or university. The examinee shall also have to deposit Rs.1000/-If the examinee is found guilty, the deposit shall not be refunded.
29	In the matters where the examination invigilator finds a student misusing mobile phone or any other electronic gadgets in the examination room/block.	Examinee indulged in these kind of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.
30	For the examinee who tampers the examination barcodes.	Examinee indulged in these kind of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.
31	For the examinee who intentionally marks signs for personal identification and gets caught even after the declaration of the results.	Examinee indulged in these kinds of unfair means shall be given ZERO marks in the concerned subject and the examinee is to be banned for 1 semester or 1 term from taking any examination at college or university. Moreover the examinee shall also have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.
32	In the matters of framing conspiracy for leaking examination papers or trying to encroach in university's examination management.	1) If the examinee is given the degree it should be taken back. 2), Debar the current examinee permanently or ban him/her for duration of five years. The seriousness of the unfair means is to be taken into consideration before taking any (1 or 2) of the above reformatory steps.

33	For the examinee who is once found guilty for indulging in practicing unfair means and is caught again for his/her misconducts within duration of three years.	The result of that examinee is to be cancelled and the examinee is to be banned for 3 year from taking any examination at college or university. And the university must ensure that the examinee also does not get admission in any other degree courses offered by any other universities.
34	For other unfair means or offences other than the above one.	FACT shall recommend the penalty to the syndicate

O.183 - A Ordinance Unfair means (Online Exam)

Sr.	Unfair Means adopted by the Examinee		Type of Punishment
1.	a	Any exam relevant literature detected through webcam/front facing camera of student's device	Declare the Examinee as "Fail" in respective Subject of the current semester examination conducted by the authority
	b	Detection of any electronic gadgets through webcam/front facing camera of student's device	
	c	Detection through webcam/front facing camera of student's device for any attempt of any type of communication with another person during examination	
	d	If student tried to peek using any body part like: eyes, hand, etc. during examination observed through webcam/front facing camera of student's device.	
	e	If student is trying to hide anything and that is observed through webcam/front facing camera of student's device	
2.	a	Indecent behavior observed through webcam/ front facing camera of student's device during the examination	Cancellation of result of all the subjects of the current semester Examination conducted by the authority
	b	If students tried to contact directly or indirectly to any person during the exam timings which is observed through webcam/front facing camera of student's device	
3.	a	If student used other devices like TVs, cell phones, electronic tablets, USB Devices or any digital items [except the registered device which is used to appear in the online exam]	Cancellation of result of all the subjects of the current semester Examination conducted by the authority
	b	If student is not seated before the device through which he/she is appearing in the exam and that has been observed through webcam/front facing camera of student's device	
	c	Detection of multiple faces observed through webcam/ front facing camera of student's device	
	d	If students is found to be constantly speaking something and same is observed through webcam/front facing camera of student's device	

O.184 : Lapses by a Teacher in View of Examination Work:

On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University or Colleges or Recognized Institutions including breach of the rules laid down for proper conduct of examination, the Syndicate shall have power at any time to institute inquiry and to punish if found guilty by the syndicate, for such malpractices or lapses by declaring disqualified the paper-setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the authorities concerned for taking such disciplinary action as deemed fit, as per the rules provided for or in any two or more of the aforesaid ways.

O.185 :

In pursuance of the UGC Regulations on Minimum Qualifications for Appointment of Teachers and the Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, published in The Gazette of India, dated.18/07/2018, provided it is not in contravention of the Veer Narmad South Gujarat University Act, 1965, the Ordinance 185, governing terms and conditions of service of full time teachers and other staff members of the Veer Narmad South Gujarat University and its affiliated colleges, shall be as under:

Further, any content or issue, existing at present in the current ordinance and statutes of Veer Narmad South Gujarat University, which is not reflected at all, or not referred to at all, in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and the Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, published in the Gazette of India, dated.18/07/2018, shall continue to be in force till its further modification.

1.0 Coverage

These Regulations are issued for minimum qualifications for appointment and other service conditions of University and College teachers and cadres of Librarians, Directors of Physical Education and Sports for maintenance of standards in higher education and revision of pay-scales.

1.1 For the purposes of direct recruitment to teaching posts in disciplines relating to university and collegiate education, interalia in the fields of health, medicine, special education, agriculture, veterinary and allied fields, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail

- i. Provided that where no such norms and standards have been laid down by any regulatory authority, UGC Regulations herein shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.
- ii. Provided further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level

Eligibility Test (SLET) or the State Eligibility Test (SET), conducted by bodies accredited by the UGC for the said purpose, qualifying in NET/SLET/SET shall be an additional requirement.

- 1.2** Every university or institution deemed to be University, as the case may be, shall as soon as may be, but not later than within six months of the coming into force of these Regulations, take effective steps for the amendment of the statutes, ordinances or other statutory provisions governing it, so as to bring the same in accordance with these Regulations.

2.0 Pay Scales, Pay Fixation, and Age of Superannuation

Pay scales as notified by the Government of India from time to time will be adopted by the University Grants Commission.

- 2.1** Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor, Professor and Senior Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the concerned University, college and Institution, up to the age of seventy years.

Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.

- 2.2 The date of implementation of the revision of pay shall be 1st January, 2016.**

3.0 Recruitment and Qualifications

- 3.1** The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the Universities and Colleges, and Senior Professor in the Universities, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Regulations. These provisions shall be incorporated in the Statutes/Ordinances of the university concerned. The composition of such a committee shall be as specified in these Regulations.

- 3.2** The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports, shall be as specified by the UGC in these Regulations.

3.3

- I. The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Universities/Colleges/Institutions in the respective state only:

Provided that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or any equivalent position in any University, College or Institution.

Provided further that the award of degree to candidates registered for the M.Phil./Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been awarded by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

II. The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.

3.4 A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

I. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

- 3.5.** A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
- 3.6** A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
- 3.7** The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- 3.8** The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.
- 3.9** The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.
- 3.10** The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.
- 3.11** The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. Regular faculty members upto twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.

3.12 Qualifications:

No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in any university or in any of institutions including constituent or affiliated colleges recognised under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of these Regulations.

4.0 Direct Recruitment

4.1 For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.

I. Assistant Professor:

Eligibility (A or B) :

A.

- i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET :

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions :-

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

- B.** The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note: The Academic score as specified in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

II. Associate Professor:

Eligibility:

- i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).

- iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

III. Professor:

Eligibility (A or B) :

A.

- i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.
- ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

- B.** An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

IV. Senior Professor in Universities

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.

Eligibility:

- i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC- listed journals, significant research contribution to the discipline, and engaged in research supervision.
- ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.
- iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.
- iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC -listed journals and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

V. College Principal and Professor (Professor's Grade)

A. Eligibility:

- (i) Ph.D. degree
- (ii) Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.

- (iii) A minimum of 10 research publications in peer-reviewed or UGC-listed journals.
- (iv) A minimum of 110 Research Score as per Appendix II, Table 2

B. Tenure

- i) A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these regulations.
- ii) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with the designation as Professor and in the grade of the Professor.

VI. Vice Principal

An existing senior faculty member may be designated as Vice-Principal by the Governing Body of the College on the recommendation of the Principal, for a tenure of two years, who can be assigned specific activities, in addition to his/her existing responsibilities. During the absence of the Principal, for any reason, the Vice Principal shall exercise the powers of the Principal.

4.2. Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc. I. Assistant Professor:

Eligibility (A or B): A.

- i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges /Institutions subject to the fulfilment of the following conditions:

- a) Ph.D. degree has been awarded to the candidate in a regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate had been conducted;
- d) candidate has published two research papers from his/her Ph.D. work, out of which, at least one is in a refereed journal;
- e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/sponsored by the UGC/AICTE/ICSSR or any other similar agency.

Note 1: The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University concerned.

Note 2: The clearance of NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC (like SLET/SET).

OR

- B.** A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:
- i) studied under a noted/reputed traditional Master(s)/Artist(s)
 - ii) Has been 'A' grade artist of AIR/Doordarshan;
 - iii) Has the ability to explain, with logical reasoning the subject concerned; and
 - iv) Has adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor : Eligibility (A or B):

A.

- i) Good academic record, with a doctoral degree.
- ii) Performing ability of a high professional standard.
- iii) Eight year's experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College.
- iv) Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications.

OR

- B.** A traditional or a professional artist with highly-commendable professional achievement having Master's degree in the subject concerned, who has:
- i) been 'A'-grade artist of AIR/Doordarshan;
 - ii) eight years' experience of outstanding performing achievement in the field of specialisation;
 - iii) experience in designing of new courses and /or curricula;
 - iv) participated in National level Seminars/Conferences/Concerts in reputed institutions' and
 - v) ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

III. Professor : Eligibility (A or B):

A.

- i) An eminent scholar having a doctoral degree
- ii) Have been actively engaged in research with at least ten years of experience in teaching in University/College and / or research at the University/National level institutions
- iii) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals,
- iv) Has a total research score of 120, as per Appendix II, Table 2.

OR

- B.** A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned,
- i) Having Masters degree, in the relevant subject
 - ii) Has been 'A'-grade artist of AIR/Doordarshan

- iii) Has Ten years of outstanding performing achievements in the field of specialisation
- iv) Has made significant contributions in the field of specialisations and ability to guide research;
- v) Has participated in National/International Seminars/Conferences/Workshops/Concerts and/or recipient of National/International Awards/ Fellowships;
- vi) Has the ability to explain with logical reasoning the subject concerned, and
- vii) Has adequate knowledge to teach theory with illustrations in the said discipline.

4.3 Drama Discipline:

I. Assistant Professor Eligibility (A or B)

A.

- i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009, or 2016, and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D. programme, prior to July 11,2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions, subject to the fulfillment of the following conditions:-

Note:

- a) The Ph.D. degree of the candidate has been awarded in the regular mode;
 - b) The Ph.D. thesis has been evaluated by at least two external examiners;
 - c) An open Ph.D. viva voce of the candidate has been conducted;
 - d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
 - e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/ sponsored by the UGC/CSIR/ICSSR or any other similar agency.
1. *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*
 2. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which the NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

- B.** A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who has:

- i) been a professional artist with three years' Bachelor degree/Post Graduate Diploma, with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from the National School of Drama, or any other such Institution in India or abroad;
- ii) five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence; and
- iii) the ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor: Eligibility (A or B) :

A.

- i) A good academic record, having a Ph.D degree with performing ability of high professional standard as certified by an Expert Committee constituted by the University concerned for the said purpose.
- ii) Eight years experience of teaching in a University/College and/ or research in a University/national- level institutions equal to that of Assistant Professor in a University/College.
- iii) A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications.

OR

- B.** A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master's degree, who has:

- i) Been recognised artist of Stage/ Radio/TV;
- ii) Eight years of outstanding performance in the field of specialisation;
- iii) Experience of designing new courses and /or curricula;
- iv) Participated in Seminars/Conferences in reputed institutions; and
- v) The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

III. Professor

Eligibility (A or B) :

- A.** An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialisation, with a minimum of 6 research publications in the peer-reviewed or UGC listed journals, and a total research score of 120, as per Appendix II, Table 2.

OR

- B.** A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:

- i) Master's degree, in the relevant subject;:
- ii) Ten years of outstanding performing achievements in the field of specialisation;
- iii) Made significant contribution in the field of specialisation
- iv) Guided research;
- v) Participated in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships;
- vi) Ability to explain with logical reasoning the subject concerned;
- vii) Adequate knowledge to teach theory, with illustrations in the said discipline.

4.4 Yoga Discipline

I. Assistant Professor : Eligibility (A or B) :

A. Good academic record, with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) at the Master's degree in Yoga or any other relevant subject, or an equivalent degree from an Indian/foreign University.

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or a similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time.

OR

B. A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D. Degree in Yoga* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

*Note: Considering the paucity of teachers in the newly-emerging field of Yoga, this alternative has been provided and shall be valid only for five years from the date of notification of these Regulations

II. ASSOCIATE PROFESSOR

- i) A good academic record, with a Ph.D. degree in the subject concerned or in a relevant discipline.
- ii) A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) A minimum of eight years' experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer- reviewed or UGC listed journals and a total research score of at least Seventy five (75), as per the criteria given in Appendix II, Table 2.

III. PROFESSOR Eligibility (A or B) : A.

- i) An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10 publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals and a total research score of at least 120 as per the criteria given in Appendix II, Table 2.
- ii) A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.

Or

B. An outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

4.5 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF OCCUPATIONAL THERAPY TEACHERS

I. ASSISTANT PROFESSOR:

A Bachelor's Degree in Occupational Therapy (B.O.T./B. Th.O./B.O.Th.), Masters in Occupational Therapy (M.O.Th/M.Th.O./ M.Sc. O.T/M.OT.), with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from a recognised University

II. ASSOCIATE PROFESSOR:

- i) Essential : A Master's Degree in Occupational Therapy (M.O.T./M.O.Th./M.Sc. O.T.), with eight years' experience as Assistant Professor.
- ii) Desirable: Higher Qualification, including a Ph. D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer-reviewed or UGC- listed journals.

III. PROFESSOR:

- i) Essential : Master's Degree in Occupational Therapy (M.O.T./ M.O.Th./ M.Th.O./ M.Sc. O.T.), with Ten years of total experience in Occupational Therapy.
- ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer- reviewed or UGC- listed journals.

IV. PRINCIPAL / DIRECTOR / DEAN:

Essential: Master's Degree in Occupational Therapy (M.O.T./M.Th.O./M.Oth./M.Sc. O.T.), with fifteen years' experience, which shall include five years' experience as Professor (Occupational Therapy).

Note:

- (i) The senior-most Professor in the institution shall be designated as the Principal / Director / Dean.
- (ii) Desirable: Higher qualification, like a Ph. D. degree in any discipline of occupational therapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

4.6 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS

I. ASSISTANT PROFESSOR:

Bachelor's Degree in Physiotherapy (B.P./T./B. Th./P./B.P.Th.),Master's Degree in Physiotherapy (M.&P.Th/M.Th.P./M.Sc. P.T/M.P.T.) with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) from a recognized University.

II. ASSOCIATE PROFESSOR:

- i) Essential: A Master's Degree in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years' experience as Assistant Professor.
- ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of Physiotherapy recognised by the U.G.C, and published work of high standard in peer-reviewed or UGC - listed journals.

III. PROFESSOR:

Essential: Master's Degree in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.), with ten years experience. Desirable:

- (i) Higher Qualification like Ph. D. in any subject of Physiotherapy recognised by U.G.C, and
- (ii) Published work of high standard in peer -reviewed or UGC- listed journals.

IV. PRINCIPAL / DIRECTOR / DEAN:

Essential: Master's Degree in Physiotherapy (M.P.T./M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor (Physiotherapy).

Note:

- (i) Senior-most Professor shall be designated as the Principal / Director / Dean.
- (ii) Desirable: Higher qualification like Ph.D. in any subject of Physiotherapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

4.7 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVESRITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN, UNIVERSITY DEPUTY LIBRARIAN AND UNIVERSITY LIBRARIAN

I. UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

- i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point -scale, wherever the grading system is followed)
- ii) A consistently good academic record, with knowledge of computerization of a library.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

- (i) *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*
- (ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

II. UNIVERSITY DEPUTY LIBRARIAN

- i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed.
- ii) Eight years experience as an Assistant University Librarian/College Librarian.
- iii) Evidence of innovative library services including integration of ICT in library.
- iv) A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/computerization of library.

III. UNIVERSITY LIBRARIAN

- i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- iii) Evidence of innovative library services, including the integration of ICT in a library.
- iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

4.8 MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTORS OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES)

I. University Assistant Director of Physical Education and Sports /College Director of Physical Education and Sports

Eligibility (A or B) : A.

- i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:

Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work.

Note: The fulfilment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- v. Passed the physical fitness test conducted in accordance with these Regulations.

OR

- B. An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

II. University Deputy Director of Physical Education and Sports

Eligibility (A or B) : A.

- i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- ii) Eight years experience as University Assistant DPES/College DPES.
- iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- v) Passed the physical fitness test in accordance with these Regulations.

OR

- B. An Olympic games/ world cup/ world Championship medal winner who has a degree at least at the Post-Graduation Level.

III. University Director of Physical Education and Sports

- i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Experience of at least ten years in Physical Education and Sports
- ii) as University Assistant/Deputy DPES
or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor.
- iii) Evidence of organising competitions and coaching camps of at least two
- iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

IV. Physical Fitness Test Norms

- (a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1800 metres	1500 metres	1200 metres	800 metres

NORMS FOR WOMEN			
8 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1000 metres	800 metres	600 metres	400 metres

5.0 CONSTITUTION OF SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURE:**5.1 Selection Committee Composition****I. Assistant Professor in the University:**

- (a) The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons :
- i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
 - ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
 - iii) Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - iv) Dean of the Faculty concerned, wherever applicable.
 - v) Head/Chairperson of the Department/School concerned.
 - vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.
- (b) Four members, including two outside subject experts, shall constitute the quorum.

II. Associate Professor in the University

- (a) The Selection Committee for the post of Associate Professor in the University shall have the following composition:
- i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
 - ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.

- iii) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the university.
 - iv) Dean of the faculty, wherever applicable.
 - v) Head/Chairperson of the Department/School.
 - vi) An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) At least four members, including two outside subject experts, shall constitute the quorum

III. Professor in the University

- (a) The Selection Committee for the post of Professor in the University shall consist of the following persons :
- i) Vice-Chancellor who shall be the Chairperson of the Committee.
 - ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
 - iii) Three experts in the subject/field concerned to be nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - iv) Dean of the faculty, wherever applicable.
 - v) Head/Chairperson of the Department/School.
 - vi) An academician belonging to the SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice- Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) At least four members, including two outside subject experts, shall constitute the quorum.

IV. Senior Professor

- (a) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:
- i) Vice Chancellor who shall be the Chairperson of the Committee.
 - ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
 - iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
 - iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
 - v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School.
 - vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the

Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

- (b) Four members, including two outside subject experts, shall constitute the quorum.

V. Assistant Professor in Colleges, including Private and Constituent Colleges:

- (a) The Selection Committee for the post of Assistant Professor in Colleges, including Private and constituent Colleges shall consist of the following persons:

- i) Chairperson of the Governing Body of the college or his/her nominee from amongst the members of the Governing body, who shall be the Chairperson of the Committee.
- ii) The Principal of the College.
- iii) Head of the Department/Teacher-incharge of the subject concerned in the College.
- iv) Two nominees of the Vice-Chancellor of the affiliating university, of whom one should be a subject-expert. In case of colleges notified/declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority community, recommended by the Vice-Chancellor of the affiliating university, from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.
- v) Two subject-experts not connected with the college who shall be nominated by the Chairperson of the College governing body out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from the minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.
- vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

- (b) Five members, including two outside subject experts, shall constitute the quorum.

VI. Associate Professor in Colleges, including Private and Constituent Colleges

- (a) The Selection Committee for the post of Associate Professor in Colleges including Private and Constituent Colleges, shall consist of the following persons:

- i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
- ii) The Principal of the College.
- iii) The Head of the Department / Teacher-In charge of the concerned subject from the college.

- iv) Two University representatives nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
- v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- vi) An academician belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) The quorum for the meeting shall be five, including two subject experts.

VII. Professor in Colleges, including Private and Constituent Colleges

- (a) The Selection Committee for the post of Professor in Colleges including Private and Constituent Colleges shall consist of the following persons:
 - i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee. ii) The Principal of the College.
 - iii) The Head of the Department / Teacher-In charge of the concerned subject from the college not below the rank of Professor.
 - iv) Two University representatives not below the rank of Professor nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees, not below the rank of Professor, of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
 - v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.

- vi) An academician not below the rank of Professor belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) The quorum for the meeting shall be five, including two subject experts.

VIII. College Principal and Professor

A. Selection Committee

- (a) The Selection Committee for the post of College Principal and Professor shall have the following composition:
 - i) Chairperson of the Governing Body to be the Chairperson.
 - ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
 - iii) Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
 - iv) Three Higher Education experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned).
 - v) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
 - vi) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- (b) Five members, including two experts, shall constitute the quorum.
- (c) All the selection procedures of the selection committee shall be completed on the day/last day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

- (d) The term of appointment of the College Principal shall be five years, with eligibility for reappointment for one more term only after an assessment by a Committee appointed by the University as per the composition given in sub-clause (B) of 5.1 (VIII).
- (e) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organisation with the designation as Professor and in the grade of the Professor..

B. Committee for Assessment of College Principal and Professor for Second Term

The Committee for assessment to the post of College Principal for second term shall have the following composition:

- i) Nominee of the Vice-Chancellor of the affiliating University.
- ii) Nominee of the Chairman, University Grants Commission.

The nominees shall be nominated from the Principals of the Colleges with Excellence/College with Potential of Excellence/Autonomous College/NAAC Grade 'A' accredited colleges.

IX. Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that in Library and Physical Education and Sports or Sports Administration, respectively, practicing Librarian/Director Physical Education and Sports, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

X. The "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education and Sports from one level to the other higher level shall consist of:

A. For University teachers:

- i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The Head of the Department /Chairperson of the School; and
- iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

B. For College teachers:

- i) The Principal of the college;
- ii) Head /Teacher-Incharge of the department concerned from the college;
- iii) Two subject experts in the subject concerned nominated by the Vice-Chancellor from the university panel of experts;

C. For University Assistant Librarian:

- i) The Vice-Chancellor shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The Librarian, University Library; and
- iv) One expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts.

D. For College Assistant Librarian:

- i) The Principal shall be the Chairperson of the Committee;
- ii) The Librarian, University Library; and
- iii) Two experts who are working Librarians nominated by the Vice-Chancellor from the University panel of experts.

E. For University Assistant Director, Physical Education and Sports:

- i) The Vice-Chancellor shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The University Director, Physical Education and Sports; and
- iv) One expert in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

F. For College Director, Physical Education and Sports:

- i) The Principal shall be the Chairperson of the Committee;
- ii) The University Director, Physical Education and Sports; and
- iii) Two experts in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

Note: The quorum for these committees in all categories shall be three which will include one subject expert /university nominee.

5.2. The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the respective university based on these Regulations and as per the minimum requirement specified:

- (a) In Appendix II, Table 1 for each of the cadre of Assistant Professor;
- (b) In Appendix II, Table 4 for each of the cadre of Librarian; and
- (c) In Appendix II, Table 5 for each of the cadre of Physical Education and Sports shall recommend to the Syndicate/ Executive Council /Board of Management of the University/College about the suitability for the promotion of the candidate(s) under CAS for implementation.

5.3 The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.

5.4 For all Selection Committees specified in these Regulations, Head of Department / Teacher-Incharge should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

6.0 SELECTION PROCEDURE:

I. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1, 2, 3A, 3B, 4, and 5. In order to make the system more credible, universities may assess the ability for teaching and / or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures can be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed in these Regulations.

II. The universities shall adopt these Regulations for selection committees and selection procedure through their respective statutory bodies incorporating Appendix II, Table 1, 2, 3A, 3B, 4, and 5 at the institutional level for University Departments and their Constituent colleges/ affiliated colleges (Government/Government- aided/Autonomous/ Private Colleges) to be

followed transparently in all the selection processes. The universities may devise their own self-assessment-cum-performance appraisal forms for teachers in strict adherence to the Appendix II, Table 1, 2, 3A, 3B, 4, and 5 specified in these Regulations.

III. In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academician belonging to the Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor of the University, and in case of a College, Vice-Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

IV. The process of selection of a Professor shall involve the inviting of the application developed by the respective university, based on the Assessment Criteria and Methodology guidelines set out in these Regulations in Appendix II, Table 1 and 2 and reprints of all significant publications of the candidates.

Provided that the publications submitted by the candidate shall have been published during the qualifying period.

Provided further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

V. In the case of selection of faculty members who are from outside the academic field and are considered under Clause 4.1 (III.B), 4.2 (I.B, II.B, III.B), 4.3 (I.B, II.B, III.B) and 4.4 (III.B) of these Regulations, the university's statutory bodies must lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the university knowledge system are selected.

VI. In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Sports, and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which need to be taken up by the institution while developing the Proforma for both the direct recruitment and the CAS promotion.

VII. The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson (in the case of Universities), and Principal, as Chairperson (in case of Colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Regulations. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.

A. The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:

- i. **Teaching-Learning and Evaluation: The** commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.
- ii. **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organising seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
- iii. **Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.**

B. Assessment Process

The following **three-step** process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The college/university teachers shall submit to college/university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 5 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.

Step: 2: After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

Step 3: A CAS Promotion shall be granted as mentioned in Clauses 6.4 of these Regulations.

6.1 Assessment Criteria and Methodology:

(a) Tables 1 to 3 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities and Colleges;

(b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and

(c) Table 5 of Appendix II is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme

6.2 The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Regulations.

6.3 The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of these Regulations.

- I.** A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.
- II.** The Selection Committee specifications as contained in Clauses 5.1 to 5.4 shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.
- III.** The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table 1 of Appendix II.
- IV.** The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- V.** For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
- VI.** The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.
 - i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
 - ii) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
 - iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

VII. Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:

(a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under these Regulations.

OR

(b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations.

The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under :

i. Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.

ii. Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

Note: There shall be no minimum API score requirement for Category II and Category III individually.

TABLE-A

(Minimum API requirement for the promotion of teachers under CAS in university departments)

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/-) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-B

(Minimum API requirement for the promotion of teachers under CAS in colleges (UG & PG)

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/-) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period	60/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-C

(Minimum API requirement for the promotion of Library staff under CAS in Universities)

S.No.		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)	Deputy Librarian (Stage 4/AGP Rs.9000/-) to Deputy Librarian (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Table-D

(Minimum API requirement for the promotion of Library staff under CAS in Colleges)

S.No.		Assistant Librarian (Stage 1/AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

Table-E

(Minimum API requirement for the promotion of University Director/Deputy Director/Assistant Director, Physical Education and Sports)

S.No.		Assistant Director (Stage1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)	Deputy Director (Stage 4/AGP Rs.9000/-)to Deputy Director (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 assessment
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Table-F

(Minimum API requirement for the promotion of College Director, Physical Education and Sports)

S.No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/Deputy Director (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

VIII. The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31st December, 2018.

6.4 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS/ASSOCIATE PROFESSORS/PROFESSORS

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3. of these Regulations.

B. Career Advancement Scheme (CAS) for Colleges teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility: Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LL.M, M.Tech.,M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

- i. Attended one Orientation course of 21 days' duration on teaching methodology; and
- ii. Any one of the following: Completed one Refresher / Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;
- ii. The promotion is recommended by the screening-cum-evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12) Eligibility:

- 1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
- 2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/Teaching-Learning-Evaluation/ Technology Programmes/Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A) Eligibility:

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
- 2) A Ph.D. degree in subject relevant /allied/relevant discipline.
- 3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, **Table 1**, and
- ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Eligibility:

1. Associate Professors who have completed three years of service in Academic Level 13A.
2. A Ph.D. degree in subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
4. A minimum of 110 Research Score as per Appendix II, Table 2

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.
- ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.

C. Career Advancement Scheme (CAS) for University teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11) Eligibility:

- i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc.and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
- ii) Attended one Orientation course of 21 days duration on teaching methodology;
- iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e- certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria :

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II,Table 1), and;
- ii) The promotion is recommended by the screening-cum evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12) Eligibility:

- i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

- 1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- 2) A Ph.D Degree in the subject concerned/allied/relevant discipline.
- 3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- 4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 5) Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Eligibility:

- 1) An Associate Professor who has completed three years of service in Academic Level 13 A.
- 2) A Ph.D degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 4) Evidence of having successfully guided doctoral candidate.
- 5) A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject -experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

Eligibility:

- i) Ten years' experience as a Professor.
- ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

D. Career Advancement Scheme (CAS) for Librarians

Note:

- i) **The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.**
- ii) **The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.**

I. From University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to UniversityAssistant Librarian (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11): Eligibility:

An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil.degree, or six years of service for those without a M.Phil or a Ph.D. degree.

- (i) He/she has attended at least one Orientation course of 21 days' duration; and
- (ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

CAS Promotion Criteria:

An Assistant Librarian/College Librarian may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12)

Eligibility:

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years:
 - (i) Training/Seminar/Workshop/Course on automation and digitalisation,
 - (ii) Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Librarian (Selection Grade/Academic level 12)/College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years:
 - (i) Training/Seminar/Workshop/Course on automation and digitalization,
 - (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian/College Librarians (Academic Level 14) shall be the following:

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years:
 - (i) Training/Seminar/Workshop/Course on automation and digitalization,
 - (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.
- 3) Evidence of innovative library services, including the integration of ICT in a library.

- 4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript- Keeping

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

E. Career Advancement Scheme (CAS) for Directors of Physical Education and Sports Note:

- i) **The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.**
- ii) **The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.**

I. From Assistant Director of Physical Education and Sports (Academic Level 10)/College Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11) / College Director of Physical Education and Sports (Senior Scale/Academic Level 11)

Eligibility:

- i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree.
- ii) He/she has attended one Orientation course of 21 days' duration; and
- iii) He/she has done any one of the following: (a) Completed Refresher / Research Methodology Course/ workshop, (b) Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 5; and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/ College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) / College Director of Physical Education and Sports (Selection Grade/Academic Level 12)

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years: (i)Completed one course / programme from among the categories of refresher courses, research methodology workshops, (ii)Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, (iii)Completed two courses of at least one week(five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II,Table 5, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee .

III. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)/ College Director of Physical Education and Sports (Academic Level 13A)

- 1) He/she has completed three years of service.
- 2) He/she has done any one of the following during last three years: (i)Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii)Teaching-Learning- Evaluation Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II,Table 5, and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 14) shall be the following:

- 1) He/she has completed three years of service.
- 2) He/she has done any one of the following during last three years: (i)Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii)Teaching-Learning-Evaluation Technology Programmes/Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

- 3) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- 4) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter- university/combined university, etc.
- 5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

6.5. Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the University concerned or recruiting institution based on the recommendations of a selection committee while considering the case of individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit- specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired a Ph. D., M. Phil. or M.Tech. and LLM degree. However, those entering the service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports, having a post-doctoral teaching/research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for discretionary award of advanced increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting.

7.0 SELECTION OF PRO-VICE CHANCELLOR / VICE - CHANCELLOR OF UNIVERSITIES:

7.1 PRO-VICE-CHANCELLOR:

The Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice- Chancellor.

7.2 It shall be the prerogative of the Vice-Chancellor to recommend a person to be the Pro-Vice-Chancellor to the Executive Council. The Pro-Vice-Chancellor shall hold office for a period, which is co-terminus with that of the Vice-Chancellor.

7.3. VICE CHANCELLOR:

- i. A person possessing the highest level of competence, integrity, morals and institutional commitment is to be appointed as Vice-Chancellor. The person to be appointed as a Vice-Chancellor should be a distinguished academician, with a minimum of ten years' of experience as Professor in a University or ten years' of experience in a reputed research and / or academic administrative organisation with proof of having demonstrated academic leadership.

- ii. The selection for the post of Vice-Chancellor should be through proper identification by a Panel of 3-5 persons by a Search-cum-Selection-Committee, through a public notification or nomination or a talent search process or a combination thereof. The members of such Search-cum-Selection Committee shall be persons of eminence in the sphere of higher education and shall not be connected in any manner with the University concerned or its colleges. While preparing the panel, the Search cum-Selection Committee shall give proper weightage to the academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance, to be given in writing along with the panel to be submitted to the Visitor/Chancellor. One member of the Search cum- Selection Committee shall be nominated by the Chairman, University Grants Commission, for selection of Vice Chancellors of State, Private and Deemed to be Universities.
- iii. The Visitor/Chancellor shall appoint the Vice Chancellor out of the Panel of names recommended by the Search-cum-Selection Committee.
- iv. The term of office of the Vice-Chancellor shall form part of the service period of the incumbent making him/her eligible for all service related benefits.

8.0 DUTY LEAVE, STUDY LEAVE, SABBATICAL LEAVE

8.1 DUTY LEAVE:

- i. Duty leave upto 30 days in an academic year may be granted for the following purposes:
 - (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college ;
 - (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/Principal of the College;
 - (c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;
 - (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
 - (e) For performing any other duty assigned to him/her by the university/college.
 - 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.
 - iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
 - v. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

8.2 STUDY LEAVE:

- i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.
- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council/Syndicate of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.
- iii. The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/College/Institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
- iv. The study leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.
- v. The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- vi. The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- vii. The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- viii. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate, in the event 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 short- fall as Extra-Ordinary leave has been obtained.

- ix. Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- x. The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- xi. The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- xii. A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- xiii. A teacher -
- (a) who is unable to complete his/her studies within the period of study leave granted to him/her or
 - (b) who fails to rejoin the services of the University on the expiry of his/her study leave or
 - (c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or
 - (d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/ College/ Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

Notwithstanding the above provision, the Executive Council/Syndicate may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

- xiv. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (x) to (xiii) above 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/College/Institutions in accordance with paragraph (x) to (xiii) above.

- xv. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- xvi. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/Institution.
- xvii. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/College/Institution in the long run.

8.3 Sabbatical Leave:

- i) The permanent, whole-time teachers of the university and colleges who have completed seven years' of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, 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 of duration of one year or more.
- iii) 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.
- iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Syndicate may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- v) 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.

8.4 Other Kinds of Leave Rules for Permanent Teachers of the Universities / Colleges

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
- (v) Leave for academic pursuits, *viz.* study leave, sabbatical leave and academic leave; (vi) Leave on grounds of health, *viz.*, maternity leave and quarantine leave.
- (b) The Executive Council/Syndicate may grant, *in exceptional cases*, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

I. Casual Leave

- (i) The 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. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

II. Special Casual Leave

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
 - (a) To conduct examination of a university/Public Service Commission/Board of Examination or any other similar body/institution; and
 - (b) To inspect academic institutions attached to a statutory board.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) 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 shall be restricted to six working days; and
 - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
- (iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

III. Earned Leave

- (i) Earned leave admissible to a teacher shall be:
 - (a) 1/30th of the actual service, including vacation; *plus*
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

For purposes of computation of the 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 period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 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.

For removal of doubt, it may be clarified :

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.
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.
3. Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government or State Government.

IV. Half-pay Leave

Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

Explanation:

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

Note : Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India/State Government.

V. Commuted Leave

Commuted leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of medical certificate from a registered medical practitioner 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 account; 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 Regulations, unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

VI. Extraordinary Leave

- (i) A permanent teacher may be granted extraordinary leave when: (a) No other leave is admissible; or
- (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except 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, and 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 to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except the 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 the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

VII. '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 a 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 yet to be earned may be waived by the Executive Council/College Governing Body.
Provided that the Executive Council/College Governing Body may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

VIII. Maternity Leave

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 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 any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

IX. Child-care Leave

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period in lines with the Central Government woman employees. In the cases, where the child-care leave is granted for more than 45 days, the University/College/Institution may appoint a part-time / guest substitute teacher with intimation to the UGC.

X. Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

XI. Adoption leave

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

XII. Surrogacy leave

Leave for Surrogacy shall be applicable as per the Rules, Regulations and Norms as laid down by the Government of India.

9. Research Promotion Grant

The UGC or the respective agency (Central/State Governments) may provide a start-up grant at the level of Rs.3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers and other non-vocational academic staff to take up research immediately after their appointment.

9.1 Consultancy Assignments

The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant- teachers shall be as per the UGC Consultancy Rules to be provided separately.

10.0 Counting of Past Services for Direct Recruitment and Promotion under CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.

- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
 - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
 - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

11.0 Period of Probation and Confirmation

- 11.1** The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
- 11.2** The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
- 11.3** Subject to Clause 11 of this Regulation, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
- 11.4** The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the Central Government.
- 11.5** All other Central Government rules on probation and confirmation shall be applicable *mutatis mutandis*.

12.0 Creation and Filling-up of Teaching Posts

- 12.1** Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.
- 12.2** All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

13.0 Appointments on Contract Basis

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student- teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly-appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly- appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

14.0 Teaching Days

14.1 The Universities/Colleges must have at least 180 teaching, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.

The above provision is summarised as follows:

Categorisation	Number of weeks : 6-days a week		Number of weeks : 5-days a week	
	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days)weeks	36 (180 days) weeks	36 (180 days) weeks
Admissions, Examinations, and preparation for Examination	12	1 0	8	8
Vacations	8	1 0	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
Total	52	5	5	52

14.2 In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with $1/3^{\text{rd}}$ of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, $1/3^{\text{rd}}$ of the period shall be credited as Earned Leave.

15.0 Workload

15.1 The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra- Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

Assistant Professor	-	16 hours per week
Associate Professor/Professor	-	14 hours per week

15.2 Professors/Associate Professors/Assistant Professors involved in administration/extension work can devote two hours per week from the teaching and learning hours.

16.0 Service Agreement and Fixing of Seniority

16.1 At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.

16.2. The self-appraisal methodology, as per Clause 6.0 and its sub-clauses and Clauses 6.1 to 6.4 and all the sub-clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

16.3 Inter-se seniority between the direct recruited and teachers promoted under CAS

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

17.0 Code of Professional Ethics

I. Teachers and their Responsibilities :

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities : Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;

- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff : Teachers should :

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

The Vice-Chancellor/Pro-Vice-Chancellor/Rector

The Vice-Chancellor/Pro-Vice-Chancellor/Rector should :

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

College Principal should;

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community; (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Director Physical Education and Sports (University/College)/Librarian (University /College) should;

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

18.0 Maintenance of Standards in Higher-Education Institutions:

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/Colleges/Institutions:

- i. The process of evaluation for Ph.D shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Regulations within six months of their notification.
- ii. There shall be special provision of supernumerary Ph.D seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.

- iii. In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. scholars. Universities shall amend their Statutes and Ordinances accordingly.
- iv. All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations.
- v. The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.
- vi. Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among higher education institutions.
- vii. An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centres of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching(PMMMNTT) scheme shall also organize such induction programmes as per their mandate.
- viii. These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- ix. All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

19.0 Other Terms and Conditions

19.1 Incentives for Ph.D./M.Phil. and other Higher Qualification

- i. Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- ii. M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non- compounded advance increments.
- iii. Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch./ M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compounded advance increments at the entry level.**iv.**

- a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.
- b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- v. In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- vi. Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. , while in service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.
- vii. Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognised by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.
- viii. Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
- ix. (a) Assistant Librarian/College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments fixed at increment applicable at entry level only.
(b) However, persons in posts of Assistant Librarian/College Librarian on higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only.

- x. In respect of every other case of persons in the post of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D.in respect of either course-work or evaluation or both as the case may be.
- xii. Assistant Librarian/College librarian and others in higher library positions in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- xiii. Two non-compounded advance increments shall be admissible for Assistant Librarian/College Librarian with M.Phil. degree in Library Science at the entry level. Assistant Librarian/College Librarian and those in higher positions acquiring M.Phil degree in library science at any time during the course of their service shall be entitled to one advance increment fixed at increment applicable at entry level only.
- xiv. Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education/Physical Education and Sports / Sports Science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education/Physical Education and Sports / Sports Science.
- xv. Notwithstanding anything in the forgoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil at the entry level or in service once either under this regulation or under the earlier schemes/regulations shall not be entitled to the benefit of advance increments under these Regulations.
- xvi. Teachers, library and Physical Education and Sports cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil. while in service shall not be entitled to advance increments under these Regulations.
- xvii. For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/regulations, the benefit of advance of increments for possessing Ph.D./M.Phil shall be available to only those appointments which have been made on or after the coming into force of these Regulations.

19.2 Promotion

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

19.3 Allowances and Benefits

- I. Other allowances and benefits, such as Hometown Travel Concession, Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, House Building Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, Area-based Special Compensatory Allowance etc. for teachers and Library and Physical Education and Sports Cadres, shall be as applicable to the Central Government employees and be governed by the relevant rules as notified by the Government of India from time to time.
- II. Pension, Gratuity, ex-gratia compensation etc. as applicable to Central/State Government employees shall also be applicable to teachers and Library and Physical Education and Sports Cadres of Central/State Universities and Colleges including affiliated and constituent Colleges as the case may be.
- III. Medical Benefits: All medical benefits for teachers and Library and Physical Education Cadres, shall be as applicable to the Central Government employees. Further, the Teachers and Library and Physical Education Cadres may be placed under Central Government Health Scheme or any other such scheme of the Central Government/Health Scheme of respective State Government, as the case may be, for Central/State Universities/Colleges respectively.

APPENDICES

Appendix I	Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables (MHRD Notification MHRD letters No. Corrigendum F.No.1-7/2015-U.II(1) dated 08.11.2017
Appendix II	<u>Assessment Criteria and Methodology</u> Table 1 to 3 - For University and College Teachers Table 4 - For Assistant Librarian, Deputy Librarian, Librarian etc. Table 5 - For Assistant Director/Deputy Director/Director Physical Education and Sports etc.

Appendix I

Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables

F.No.1-7/2015-U.II(1)
Government of India
Ministry of Human Resource Development
Department of Higher Education
University-2 Section

Shastri Bhavan, New Delhi
Dated 2nd November, 2017

Corrigendum

Subject: Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7th Central Pay Commission (CPC).

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) no. 1-7/2015-U.II(1) dated 2.11.2017 in the Annexure (Page 9) appended to the said order, figures mentioned in:

- (a) Cell Academic level 12, row 3 may be read as "24,700" instead of "24,100"
(b) Cell Academic level 13A, row 16 may be read as "2,04,700" instead of "2,04,100"
(c) Cell Academic level 14, row 9 may be read as "1,82,700" instead of "1,82,100"

2. The rest of the content of the above order remains the same.

K. K. Tripathy
(Dr. K.K. Tripathy) 2/11/17
Director

To,

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi - 110 002.
2. Vice Chancellors of all Central Universities/ Institutions Deemed to be Universities fully funded by the Central Government.
3. Principal Secretary to Prime Minister, South Block, Central Secretariat, New Delhi.
4. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.
5. Secretary, Department of Expenditure, North Block, New Delhi.
6. Secretary, Department of Personnel & Training, North Block, New Delhi.
7. Secretary, Department of Agriculture Research and Education, Krishi Bhavan, New Delhi.
8. Secretary, Ministry of Health and Family Welfare (Medical Education), Nirman Bhavan, New Delhi.
9. Member Secretary, All India Council for Technical Education, New Delhi.
10. Chief Secretaries of all State Governments.
11. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, hosted by the National Informatics Centre.

Annexure-I

Pay Matrix

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalised Entry Pay (Rs.)	57,700	88,500	79,800	1,31,400	1,44,200	1,82,200
2	59,400	73,000	82,200	1,35,200	1,48,500	1,87,700
3	61,200	75,100	84,700	1,36,400	1,50,000	1,89,200
4	63,000	77,200	87,200	1,37,600	1,51,500	1,90,700
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,800	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,800	1,07,200	1,76,500	1,93,900	
12	79,800	95,400	1,10,400	1,81,800	1,99,800	
13	82,200	98,900	1,13,700	1,87,300	2,05,800	
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87,200	1,04,200	1,20,800	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,700		
17	92,500	1,10,500	1,27,900	2,10,900		

K. K. Tripathy
21/10

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,800	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,600	1,52,800	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

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Table 1**Assessment Criteria and Methodology for University/College Teachers**

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
2.	<p>Involvement in the University/College students related activities/ research activities:</p> <p>(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.</p> <p>(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.</p> <p>(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.</p> <p>(d) Organising seminars/ conferences/ workshops, other college/university activities.</p> <p>(e) Evidence of actively involved in guiding Ph.D students.</p> <p>(f) Conducting minor or major research project sponsored by national or international agencies.</p> <p>(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.</p>	<p>Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities</p> <p>Note: Number of activities can be within or across the broad categories of activities</p>
<p>Overall</p> <p>Grading:</p> <p>Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or</p> <p>Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.</p> <p>Not Satisfactory: If neither good nor satisfactory in overall grading</p> <p>Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.</p>		

Table 2**Methodology for University and College Teachers for calculating Academic/ Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education /Physical Education / Commerce/ Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course

	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05

6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- | | | | |
|------|--|---|-----------|
| i) | Paper in refereed journals without impact factor | - | 5 Points |
| ii) | Paper with impact factor less than 1 | - | 10 Points |
| iii) | Paper with impact factor between 1 and 2 | - | 15 Points |
| iv) | Paper with impact factor between 2 and 5 | - | 20 Points |
| v) | Paper with impact factor between 5 and 10 | - | 25 Points |
| vi) | Paper with impact factor >10 | - | 30 Points |

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Table: 3 B**Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges**

S.N.	Academic Record	Scor			
		1.	Graduation	80% & Above = 21	60% to less than 80% = 19
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	25			
5.	NET with JRF	10			
	NET	08			
	SLET/SET	05			
6.	Research Publications (2 marks for each research in Peer-Reviewed or Journals)	06			
7.	Teaching / Post Doctoral Experience	10			
8.	Awards				
	International / National (Awards given by Organisations/ Government of India National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

However, if the period of teaching/post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note : (i) M.Phil. + Ph.D. Maximum - 25 Marks

(ii) JRF/NET/SET Maximum - 10 Marks

(A) (iii) In awards category Maximum - 03 Marks

(B) Number of candidates to be called for interview shall be decided by the college.

(C) Academic Score - 84

Research Publications - 06

Teaching Experience - 10

TOTAL - 100

(D) SLET/SET score shall be valid for appointment in respective State Universities/Colleges/institutions only.

Table 4
Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website 	<p>90% and above - Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	<p>Good - 1 National level seminar/workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/workshop or 1 state level seminar/workshop + 1 institution level seminar/workshop or 4 institution seminar / workshop</p>
3.	<p>If library has a computerized database then</p> <p>OR</p> <p>If library does not have a computerized database</p>	<p>Good - 100% of physical books and journals in computerized database.</p> <p>Satisfactory - At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory - Not falling under good or satisfactory. OR</p> <p>Good - 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date Unsatisfactory - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>

4.	Checking inventory and extent of missing books	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.</p>
5.	<p>(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi) Publications of at least one research paper in UGC approved journals.</p>	<p>Good : Involved in any two activities</p> <p>Satisfactory : At least one activity</p> <p>Not Satisfactory : Not involved/ undertaken any of the activities.</p>
Overall Grading	<p>Good : Good in Item 1 and satisfactory/good in any two other items including Item 4.</p> <p>Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.</p>	
<p>Note :</p> <p>(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment</p> <p>The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.</p> <p>The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</p>		

Table 5
Assessment Criteria and Methodology for Directors of Physical Education and Sports

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.
3.	Institutio participati in extern competitio	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory - Neither good nor satisfactory.
4.	Up-gradation of sports and training infrastructure with scientific and technological Development and maintenance playfields and sports and Education facilities.	Good/Satisfactory/Not- to be assessed by the Promotion committee.
5.	(i)At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition. (ii)Being invited for coaching at state/national level. (iii)Organizing at least three workshops in a year. (iv)Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory : Not involved/ undertaken any of the activities.

Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.
<p>Note:</p> <p>i)It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.</p> <p>ii)The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.</p> <p>iii)The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.</p>	

O.186:

An affiliating college desirous of applying for “Autonomous Status” shall forward its application to the University Grants Commission (UGC) through the Registrar. Before forwarding, the Registrar shall collect an undertaking from the college that it will strictly fulfill the following conditions:

- Review existing courses/programmes and, restructure, redesign and prescribe its own courses/programmes of study and syllabi.
- To formulate new courses/programmes within the nomenclature specified by UGC as per the Specification of Degree 2014 and amended from time to time.
- Evolve methods of assessment of student’s performance, conduct of examinations and notification of results.
- To announce results, issue mark sheets, migration and other certificates; however, the degree shall be awarded by the University with the name of the college on the degree certificate.
- Autonomous college need not pay affiliation fee to the parent university every year. Onetime fee can be paid at the time of conferment of autonomous status. Such fees can be decided by the Executive council of the parent university.
- Prescribe rules for admission in consonance with the reservation policy of the state government/national policy.
- May fix fees of the courses at their own level.
- Constitute their own Governing Body, Academic Council, Board of Studies and Finance Committee as prescribed in the guidelines for autonomous colleges by UGC. However, in the governing body there shall be two nominees of the university not less than Professors and in the finance committee the representation of the university shall be made by Finance Officer/ Chief Accounts Officer of the university.
- The staff required for self-financed programs of the autonomous college shall be appointed as per the Veer Narmad South Gujarat University norms and University Grants Commission (UGC) (Minimum Qualifications for Appointment of Teachers and other Academic of Standards in Higher Education) Regulations 2010 as amended from time to time.
- The appointments and service conditions of the Grant in aid teachers and non teaching staff and Principal shall be as per Veer Narmad South Gujarat University, University Grants Commission (UGC) (Minimum Qualifications for Appointment of Teachers and other Academic of Standards in Higher Education) Regulations 2010 and Government norms as amended from time to time.
- The autonomous colleges shall continue to receive funds as being done before the grant of autonomous status, if any.
- Autonomy granted to the college is at the institutional level and is not partial, and shall cover the programmes at all levels such as U.G., P.G. and Ph. D offered by the college. The courses introduced by the college after the conferment of autonomous status shall automatically come under the purview of autonomy.
- The Students enrolled at the time of granting autonomy to the College shall also be covered under autonomy.
- Follow the ordinance 69(A) and 69(B) as amended from time to time in letter and spirit.
- In case of any dispute which may arise between the stakeholders of the colleges, the decision of the university shall prevail.
- Service condition, leave rules, work load and timing of teaching staff etc shall be as per UGC norms prescribed from time to time.

O.187 :

Executive Committee (EC):

Every Department / Centre /Institute (situated in the Veer Narmad South Gujarat University Campus) offering a Self – financed programme **as well as Program with Higher Payment Fess** shall have an executive committee comprising of the following members.

1. Vice-Chancellor as Chairperson;
2. Pro-Vice Chancellor
3. Head of the Department / Hon. Director/Director;
4. Coordinator of the Programme; (If the Head/Director happens to be the coordinator, then a senior faculty member shall be nominated by the Vice-cancellor in the committee);
5. Registrar (or his nominee not below the rank of Dy.Registrar);
6. One Member from Academic Council nominated by the Academic Council from its members;
7. One Member from Syndicate nominated by the Syndicate from its members;

In the absence of Vice-Chancellor, Pro-Vice Chancellor shall chair the committee.

In the absence of Vice-Chancellor and Pro-Vice-Chancellor the Head of the Department/Hon Director/Director shall chair the committee.

In the absence of Vice-Chancellor, Pro-Vice-Chancellor and Head of the Department/ Hon Director/ Director, the meeting shall be chaired by one of the members of committee nominated by the remaining members.

Meeting of the Executive Committee:

1. Meetings of the EC shall be held at least twice a year and / or as and when required.
2. A minimum of three members shall constitute quorum for a meeting.
3. The Co-ordinator shall be the member- Secretary and the Chief executive of the EC

O.188 :

SOP (Standard Operating Procedure) for Multi-disciplinary Certificate, Diploma Certificate and Advance Diploma Certificate Courses offered by University Departments / Affiliated Colleges/ Institute

1. Purpose:

As per National Education Policy 2020, existing students and all aspirants can acquire additional credits by pursuing additional skill based courses along with their regular programs. These skill based credit courses related to Indian culture, emerging technologies, soft skills, multi-disciplinary courses and similar courses in nature that add on knowledge and skills.

2. Aim:

1. Framing the policy to implement holistic and multi-disciplinary skill based Certificate courses (2 to 4 credits), Diploma Certificate programs (up to 30 credits) and Advanced Diploma Certificate programs (up to 60 credits) of duration ranging from 2 weeks to 12 months.
2. The Certificate/Diploma/PG Diploma programs where duration is more than 52 weeks or credits are more than 60 credits or graduation is minimum eligibility for admission in PG Diploma shall be governed as per provision as mentioned in the Act, Statutes or Ordinances and apart from such Certificate/Diploma/PG Diploma programs. All other Certificate/Diploma/PG Diploma certificate programs (2-credits to 60 credits) shall be governed by this SOP.

3. Objective:

1. An integrated higher education system, including professional and vocational education.
2. Assessments of educational approaches in undergraduate education that integrate the humanities and arts with Science, Technology, Engineering and Mathematics (STEM) have consistently showed positive learning outcomes, including increased creativity and innovation, critical thinking and higher-order thinking capacities, problem-solving abilities, teamwork, communication skills, more in depth learning and mastery of curricula across field.
3. Implementation of short duration skill based/vocational/knowledge based/ Application oriented knowledge based certificate courses that enhance the opportunities for employment involving multi-disciplines.
4. Participants for such courses can learn and gain additional skills that help in their career and further education.
5. Skill based, knowledge based and Indian culture/tradition based certificate programs can be offered.
6. Earned credits will lead to gain Certificate courses of 2 to 4 credits, Diploma Certificate programs of 24 to 30 credits and Advanced Diploma Certificate programs of 48 to 60 credits parallel to under graduation courses.
7. Earned credit shall be credited/included as part of Academic Bank of Credit (ABC).

4. Structure of Multi-Disciplinary Skill based Certificate Courses/programs:

1. It includes three categories of courses that can be opted by students from any discipline without any restrictions. The Multi-Disciplinary Skill-based courses can be designed and offered at various entry levels including Level-5 (Existing 12th) to Level-8 (Post graduation).
2. The three categories of courses includes:

Course Type	Nature of Course and Duration	Credits
Multi-disciplinary skill based Certificate Courses	Short term certificate course. 2 credits (30 hours) 3 credits (45 hours) 4 credits (60 hours)	2 to 4 credits
Multi-disciplinary skill based Diploma Certificate Programs	Involving multiple skills and subjects with skill based and practical training. (12 to 24 weeks)	24 to 30 credit
Multi-disciplinary skill based Advanced Diploma Certificate Programs	Involving multiple skills and subjects with skill based and practical training. (25 weeks to 52 weeks)	48 to 60 credit

5. Eligibility to offer Certificate courses/Programs:

1. University departments, University affiliated Institution, University recognized institutions having adequate infrastructure and resources can offer such Multi-Disciplinary Skill based Certificate courses/Programs.
2. The University, University departments and university affiliated Institutes / colleges can collaborate with NGO / Organizations and opt their syllabus with or without modification. No NGO or other independent organizations can execute any course (Certificate / Diploma Certificate / Advanced Diploma Certificate/Programs) independently.
3. The course execution, implementation and examination will be the responsibility of the course implementing authority (University/ University departments/ university affiliated Institutes/colleges). The course execution, implementation or evaluation cannot be outsourced to any NGO/Organization by any means. Implementation, execution and examination will be sole responsibility of the course implementing authority (University/ University departments/ university affiliated Institutes/colleges).
4. The certification and credits will be issued by the University to the students who accomplish the course successfully. The certificate will not contain the name of any other organizations except the University and implementing authority (University departments/ university affiliated Institutes/colleges). However, the course implementing authority (University/ University departments/ university affiliated Institutes/colleges) can take the services of any experts related to the course (Certificate/Diploma Certificate /Advanced Diploma Certificate) as resource persons.

Guidelines for Course Design:

1. Complete course structure should be framed.
2. The course should be multi-disciplinary in nature and can be opted by any student across the available disciplines.
3. Syllabus and subjects/ topics need to elaborate.

4. In case of Diploma Certificate or Advance Diploma Certificate course, the course must be divided into modules where each module should consist of 2/3/4 credits of course.
5. Detailed syllabus and implementation plan including the objective, pre-requisite, eligibility criteria, desired outcome of the course and outcome of the module should be mentioned.
6. For every 2 credits courses: Minimum 30 hours of direct contact/practical/field work hours desired.
7. For 3 credit Courses: Minimum 45 hours of direct contact/practical/fieldwork hours desired.
8. For 4 credit Courses: Minimum 60 hours of direct contact/practical/fieldwork hours desired.
9. Course title, objective and scope of the course, eligibility (Target participants), credits, detailed syllabus, reference books, evaluation methodology, examination process, resource persons, fees and start date need to mention specifically and categorically.
10. For any certificate course/Program, every one credit is equivalent to 15 hours of direct contact/practical/field work desired.

6. Multi-disciplinary Regulatory Committee (MRC):

1. Any proposed Certificate courses, Diploma Certificate Programs or Advanced Diploma Certificate Programs of multi-discipline in nature will be under the purview of the MRC (Multi-disciplinary Regulatory Committee) constituted by the University.
2. The constitution of the MRC (Multi-disciplinary Regulatory Committee) shall be as under;

Vice Chancellor	-	Chairperson
Registrar	-	Member Secretary
Deans of all faculties	-	Members

7. Statutory Power of the MRC (Multi-Disciplinary Regulatory Committee):

1. The MRC will act as a regulatory authority for any multi-disciplinary proposed courses/Programs.
2. All proposed multi-disciplinary certificate/ Diploma/Advanced Diploma Certificate Programs will be reviewed and approved/dis-approved by the MRC.
3. The MRC can refer back the proposed courses to the proposer Institution/departments for modification or changes if required.
4. The MRC can make changes and regulate the fees structures, intake for the certificate course/Certificate Programs, syllabus contents and examination related matters.
5. The MRC can approve or disapprove or terminate the Certificate courses/Certificate Programs at any stage if find any kind of irregularities.
6. Approved Diploma/ Advanced diploma Certificate Programs by the MRC will become part of the ordinance.
7. The MRC can change the application Processing fees if desired.

8. Eligibility Criteria for Enrollment:

1. Offered Certificate Courses/Programs must be multi-disciplinary. Any participant who meets the eligibility criteria required for the proposed course can enroll for the course at relevant Institute/college/Department of university.
2. Certification course/Diploma Certificate Programs/Advance Diploma Certificate Programs can not be made mandatory by any institution or departments for their students.

3. On successful completion of Certification course/Diploma Certificate Programs/Advance Diploma Certificate Programs, enrolled Students can avail extra credits and the credits can be accumulated in ABC(Academic Bank of Credit).
4. Obtained Certificate/Diploma Certificate /Advanced Diploma Certificate will not be a part of University convocations. No separate notifications will be issued for such Certificate courses/Diploma Certificate Programs /Advanced Diploma Certificate Programs.

9. Step-wise Application and Implementation procedure for proposed Multi-Discipline Certificate / Diploma Certificate Program / Advance Diploma Certificate Program:

(A) Procedure related to Application for the Course by Departments/ College/ Institutions:

1. The University Department, University affiliated Institute/College can Design the proposed Certificate Course for minimum 30 hours.
2. Fill Application form (Form-MCC-01).
3. Mention following details in Application form:
 - a. Objective of the Certificate course must be clear.
 - b. Pre-requisite and outcome to be mentioned.
 - c. Content of the course (Syllabus)
 - d. Course Type: Theory based, practical based, field based or blended.
 - e. Eligibility criteria for the participants.
 - f. Total intake for the course and proposed fees for the certificate course/Program.
 - g. The proposed fees can not be more than Rs.1600/- per credit.
 - h. Exam pattern (MCQ/ Online MCQ / Written / Project / Seminar / Viva-Voce)
4. Submit the application to University duly forwarded by Principal / In-Charge Principal/ Head of Department of the University, affiliated Institution/Colleges/Departments along with processing fees as shown below:
- 5.

Type of Course	Processing Fees along with application
Certificate course (2/3/4 credits)	Rs.250/- per Certificate Course
Diploma Certificate Program (2 to 6 months duration) (24 to 30 credits)	Rs. 1000/- per Diploma Certificate Program
Advanced Diploma Certificate Program (more than 6 months and less than 1 year duration) (48 to 60 Credits)	Rs. 2000/- per Advanced Diploma Certificate Program

(B) Approval Procedure.

1. University office will forward the application to MRC for the approval.
2. MRC will approve or reject the application or suggest necessary changes to the applicant Institute/College/Department.
3. On the approval by MRC, the University affiliated Institution / College / Department will be informed by the University in writing to commence the proposed certificate course/program.
4. On receiving the consent, the Institution / Department /Organization will schedule the certification course/Program.

(C) Scheduling Certification Course (Form – MCC – 02):

1. On receiving approval from University, the proposers/applicant Institute/College/Department can schedule the approved Certificate course/Diploma Certificate Program /Advanced Diploma Certificate Program.
2. The Institute/College/Department can fix the hourly time-table of the course.
3. The Institute/College/Department can decide the Resource person names and fix their hourly remuneration.
4. The fees for the approved certificate course/Diploma certificate program/Advanced Diploma certificate program can not be more than Rs.1600/- per credit. (Example: For 2 credit course, the course fees can be in limit of Rs.1600 x 2 credits = Rs.3200/- maximum).
5. The Institute/College/Department can start enrollment for the course.
6. Prepare the student list enrolled for the Certificate/Diploma Certificate Program /Advanced Diploma Certificate.
7. On getting the approval for Diploma Certificate Program or Advanced Diploma Certificate Program, One time Affiliation Fund of Rs. 5,000/- for Diploma Certificate Program and Rs. 10,000/- for Advance Diploma Certificate Program will be paid to the University before commencing the Programs.
8. Fill the Course Scheduling form online/offline filling Form-MCC-02 and submit to University.
9. For Certificate courses, submit 20% of total fees for each enrolled student or Rs.100/- per enrolled student whichever is higher as Development Fund along with list of enrolled students enrolled for the certification course through cheque/draft.
10. For Diploma Certificate Program and Advanced Diploma Certificate Programs, 20% of per student course fees or (per credit Rs.50/- x total credits of the program) per student; whichever is higher will be paid to the University as Development Fund along with list of enrolled students enrolled for the certification course through cheque/draft/NEFT/RTGS.
11. Once the approval is given by the MRC to the applicant Institute/College/ Department, The applicant Institute/College/Department can execute the course/ Program any number of times by means of any number of batches.

(D) Commencement of Certificate course/ Diploma Certificate Program/ Advanced Certificate Program:

1. Commence the course/program as per the schedule.
2. Keep the attendance log of the students and resource person for every lecture.
3. Continuous internal evaluation of the course participants and their records need to maintain.

(E) Evaluation and Examination:

1. Fill form (Form-MCC-03) using following details:
2. Prepare List of students who completed the course and eligible to appear for examination.
3. Submit the list of eligible course participants who are eligible for examination.
4. Submit the exam date and time.
5. The examination will be conducted at department/Institution's/College campus. This will be arranged and organized by the Department/Institute/College which impart the course/program.
6. Examination will be through MCQ/ Written / Practical or blended as per the course proposal.
7. Course in-charge of the course will be responsible for conducting the examination/evaluation of the course outcome for the participants.
8. The course/program imparting department/institute/college will be responsible for conducting examination, assessment and evaluation of examination. There will be no provision for re-assessment.

(F) Results and Certification: (Form-MCC-04):

1. The course/program exams will be conducted, assessed and evaluated by the course/program imparting department/institute/college at their level.
2. Once the examination is over, the course/program imparting department/institute/college submit attendance list and obtained score by the participants appeared for exam to the university along with MCC-04 form. The score will be in terms of Grades: 'A'(>=80 marks), 'B'(>=60 and <80 marks), 'C'(>=50 and <60 marks) and 'D'(<50 marks). The Certificate course (2/3/4 credits) will carry single grade whereas the Diploma certificate program and advanced Diploma certificate program will carry course wise grades and overall grades.
3. Remuneration Detail Form: Submit list of resource persons, total hours of lectures taken by the resource persons and total remuneration given to the resource persons with their signature, duly attested by the course-in-charge and Principal/head of Department.
4. Based on the detailed filled using Form-MCC-04, the University will provide certificate for course/program. The certificate will include grade and credits for each course. The university will hand-over the certificates and mark-sheet to the department/Institution/college for the respective Certificate course/Diploma Certificate Program/Advanced Diploma Certificate Program within 10 days on receiving the Form-MCC-04.

10. Fees Structure

1. University Department/affiliated college/institution can collect maximum Rs. 1600/- per credit for Certificate/Diploma Certificate program/Advanced Diploma Certificate program from the students.
2. Hon'ble Vice Chancellor can permit the department/college to collect the fees more than the stipulated fees based on the justification provided by the department/college.
3. Department/Institute/College can charge fees less than Rs. 1600/- per credit if they wish to. However, no department/Institute/college can charge more fees than Rs.1600/- per credit. If any department/Institute/college found to collect more than the approved fees limit, the university can withdraw the approval of the course and affiliation of the Department / Institute /college.

11. Utilization of fees collected

University Department/affiliated college/institute can utilize the fees collected from the students for the course as per following;

20% - Per students Development Fees to university (as per para no. 9(C)(9) and 9(C)(10))

20% - Department/College/Institute infrastructure utilization and development.

60% - Resource persons.(Recommended to pay as per the university norms to the resource persons for one hour of lecture).

Proposal Date: _____

Form – MCC-01
(Multi-Disciplinary Certification Course/Diploma certificate Program/Advanced Diploma Certificate Program Proposal Form)

Title of Proposed Course: _____

Name of Institution: _____

*Name of collaborating Organization(if any) : _____

Name of Course-In-Charge: _____

Course Credit for Proposed Course: _____

Total Course Hours : _____

Objective of the Course/Program:	
Pre-requisite:	
Expected Outcomes of the Course/Program:	
Course Nature : (Theory / Practical / Field based or Blended)	
Duration of the Course/Program: (In weeks and Hours)	
Eligibility Criteria of Participants:	
Total Maximum Seats allotted for the Course/Program:	
Proposed Fees per Credit	
Course/Program Syllabus (In Detail) (Attach Enclosure)	
Evaluation Pattern: (MCQ / Written / Practical / Blended)	

 (Name and signature by Authorized official
 of the Institution with official seal)

[For Office Use] :

Application Received Date: _____

Approved By:

Course Code allotted : _____

Approval

Date: _____

Signature by the University Official : _____

Date: _____

Form – MCC-02
(Multi-Disciplinary Certification Course/Diploma certificate Program / Advanced Diploma Certificate Program Commencement Form)

Course/Program Code allotted by University:	
Course/Program Batch No:	
Name of Institution:	
Name of Course/Program In-charge and Designation:	
Name of Resource Persons: (List all names)	1) _____ 2) _____ 3) _____ 4) _____ 5) _____
Scheduled Start Date:	
Fees for the Certificate Course/Program:	
Total numbers of Participants:	
Processing Fees Amount: (As applicable and mentioned in step-3 of SOP)	
D.D.No., Bank Details and Date:	
List of Participants:	[Attach as separate sheet / Register online using online CC-02 form]
Submitted by: (Name of Authority):	

 (Signature with official Seal
 By the Institution Head)

[Attach proposed schedule of the course along with resource person name duly signed by
 Institution Head]

[For Office Use]

Received Date: _____ Received Cheque/Draft Details: _____

Date: _____

Form – MCC-03
(Multi-Disciplinary Certification Course/ Diploma Certificate Program/Advanced Diploma Certificate Program Evaluation Schedule Form)

Course/Program Code allotted by University:	
Course/Program Batch No:	
Name of Institution:	
Name of Course/Program in-charge and Designation:	
Course/Program Start Date:	
Course/Program End Date:	
Total Nos. of students appeared for the Course:	
Total Nos. of Students completed the Course /Program successfully:	
Exam Scheduled Date:	
Exam Time:	
Exam Type: MCQ / Practical / Theory / Blended:	
Total Marks/Grade of Exam:	
Name of Exam In-charge and Designation:	

 (Name and signature by Authorized Head
 of the Institution with official seal)

[Attach list of participants for the course along with resource person names duly signed by Institution Head]

Date: _____

Form – MCC-04
(Multi-Disciplinary Certification Course/Diploma Certificate Program/Advanced Diploma Certificate Program Form)

Course/Program Code allotted by University:	
Course/Program Batch No:	
Name of Institution:	
Name of Course/Program in-Charge:	
Name of Exam in-Charge:	
Exams Conducted on:	
Total Candidates eligible for exams:	
Total Candidates appeared for Exams: [Attach Annex-A duly signed by the Course in-charge and Institution Head]	
Remuneration Detail Form:	[Attach Annex-B duly signed by the Course in-charge and Institution Head]

Annex-A : Mention Name of certificate code, Certificate course name, Institution name, exam date, course-in-charge, exam-in-charge and list of students appeared for examination [Students Reg.no., Name and score achieved(Course wise grade and Overall Program grade(in case of Diploma/Advanced Diploma certificate Program))]

Annex-B: Mention Name of certificate code, Certificate course name, Institution name, and Details related to remuneration given to resource persons [Name of Resource Persons, total hours of lectures/practical taken, total remuneration paid and signature of the resource persons]

 (Name and signature by Authorized Head
 of the Institution with official seal)

[Office Use only:]

O.189 :

SOP For Engaging Professor of Practice in Universities and Colleges.

Reference: UGC guideline dated: 30/09/2022 wide D.O.F.No. 9-1 1 2O1O (PS/Misc) PT-1

AIM: In the context of holistic and multidisciplinary education, as recommended in the NEP 2020, it is important for the Higher Education institutions (HEIs) to address the capacity constraints, especially with reference to integration of general education with vocational education. Realizing that the HEIs need people with skills and expertise acquired in non-academic careers, in teaching and research.

Objective:

- (i) To develop courses and curriculum to meet the industry and societal needs and enable the HEIs to work with industry experts on joint research projects and consultancy services which will be mutually beneficial;
- (ii) To bring in distinguished experts from various fields such as engineering, science, technology, entrepreneurship, management, chartered accountancy (CA), commerce, social sciences, media, literature, fine arts, civil services, armed forces, legal profession and public administration in to the academic institutions;
- (iii) To enable the higher education institutions to formally associate with persons of eminence and encourage them to participate in experiential learning, research, training, skilling, entrepreneurship and extension and to play mentoring role.

Eligibility:

- (A) Distinguished experts who have made remarkable contributions in their professions from various fields such as engineering, science, technology, entrepreneurship, commerce, social sciences, media, literature, fine arts, civil services, armed forces, legal profession, community development, panchayati raj, rural development, watershed development, water-harvesting, organic farming, small green energy systems, municipal planning, community participation, gender budgeting/planning, inclusive development of tribals and public administration among others can be appointed as Assistant Professor/Associate Professor/Professor. Those who have proven expertise in their specific profession or role with at least 15 years of service/experience, preferably at a senior level, will be eligible for Professor of Practice.
- (B) A formal academic qualification for the post of Assistant Professor/Associate Professor/Professor is not considered essential for this position if they have exemplary professional practice in lieu. These experts will also be exempted from the requirement of publications and other eligibility criteria stipulated for the recruitment of faculty members at the Professor level. However, they should possess the skills to carry out the duties and responsibilities specified in the following section.
- (C) The number of Professors of Practice in a HEI, at any point in time, should not exceed 10% of the total sanctioned posts of all departments in the University/Colleges. The appointed Professor of Practice will carry out theory/practical load as per the prescribed weekly load for the post/position (Assistant Professor/Associate Professor/Professor) on which appointed.

Duties and Responsibilities:

- (i) Involve in the development and designing of courses and curriculum.
- (ii) Introduce new courses.
- (iii) Deliver lectures and involve in practical/project work as per given work-load as per the institutional policies.
- (iv) To encourage students in innovation and entrepreneurship projects & provide necessary mentorship for these activities.
- (v) To focus on enhanced industry-academia collaborations.
- (vi) Conduct jointly in collaboration with regular faculty member of the institution, workshops, seminars, deliver special lectures and training programmes.
- (vii) Carry out joint research project or consultancy services in collaboration with the regular faculty member of the concerned University Department/College.
- (viii) The appointed “Professor of Practice” will be considered as part of required faculty members for on calculating and consideration of work-load.

General Conditions:

- (i) The engagement of Professor of Practice will be for a fixed term of three years. It can be extended maximum for another three years.
- (ii) Professor of Practice can be appointed within the maximum workload limit of 10% of the total workload of all departments (including self-finance) of the University. In self-finance and all other colleges affiliated to the University, the appointment of 'Professor of Practice' may be made for a maximum of 10% of the total workload of that institution. All such appointment shall be made as per SOP of Professor of Practice. Total numbers of positions of “Professor-of-Practice” appointments will not limit to any fix number but it will be within the limit of 10% of total work-load of total sanctioned positions (filled and vacant positions) including granted and self-finance positions of the university/colleges.
- (iii) Professor of Practice post can be filled from any of the category of Distinguished experts who have made remarkable contributions in their professions from various fields such as engineering, science, technology, entrepreneurship, commerce, social sciences, media, literature, fine arts, civil services, armed forces, legal profession, community development, panchayati raj, rural development, watershed development, water-harvesting, organic farming, small green energy systems, municipal planning, community participation, gender budgeting/planning, inclusive development of tribal and public administration among others but excluding those who are in teaching profession- serving or retired.

Procedure for Selection of “Professor of Practice”:

- i) In case of University, The Vice-Chancellors (with or without recommendation received from concerned Departments) may invite nominations from eminent experts for Professor of Practice positions. In case of Colleges, The Principal/In-Charge Principal may invite nominations from eminent experts for Professor of Practice positions. The nomination can be for the post of “Professor of Practice” with specific work position as Assistant Professor/Associate Professor/Professor.

- ii) The experts willing to serve may also be nominated or they can send their nomination to the Vice-Chancellor (In case of University)/Principal or In-charge Principal (In case of colleges) with a detailed bio data and a brief write-up about their potential contribution to the HEI.
- iii) Such nominations will be considered by a selection committee. The selection committee will be formed as per following norms:
 - a) **For University :** (a) Vice Chancellor or Representative of Vice Chancellor (b) Department Head of the concerned Department (b) Dean of the respective faculty (c) Two subject experts nominated by the Vice Chancellor. (d) One eminent external member (non-academics) nominated by Vice-Chancellor. (Minimum Corum for selection committee must be consist of four members out of which Vice Chancellor/Vice-Chancellor's representative must be available.)
For Colleges :(a) Chairman of the Trust or Representative of the Chairman of the Trust.

(b) Principal/In-charge Principal of the college (c) Department head of the concerned department of the college/senior most faculty member of the concerned department. (d) One representative of Vice-Chancellor (e) One subject expert from industry; nominated by the Vice-Chancellor of the university (f) One subject expert from academics/industry nominated by the Trust/Principal of the concerned college. (Minimum Quorum for selection committee must be consist of four members out of which Vice-Chancellor's representative must be available.)
 - b) Based on the recommendations of the selection committee, the Academic Council and the Syndicate of the university will approve the engagement.

Appointment Tenure:

The initial tenure of appointment will be for one year; which can be extended up to three Years of period. On completion of three years tenure, maximum one year of extension can be given based on the exceptionally good performance. The performance of the appointed "Professor on Practice" can be assessed and evaluated by the Department Head (In case of University)/ Principal (In case of Colleges). The mechanism of assessment/evaluation can be setup by the concerned Department/College at their level The concerned Department Head (In case of University) or Principal/In-charge Principal (In case of Colleges) can recommend for extension of service for another one year. On receiving the recommendation, the Vice-Chancellor may approve/disapprove the extension request for another one year. The extension can be given only once for maximum one year on completion of three years of tenure.

Scale/Remuneration:

The scale/remuneration shall be fixed at the institute level depending upon the position on which the appointment is made. The appointed "Professor of Practice" will not be eligible to get any other service benefits/EPF/gratuity/perks except the fixed remuneration/scale fixed by the appointing institute authority. The "Professor of Practice" is not necessarily a full time position. The "Professor of Practice" can be appointed on lien for the period of one year (11 months); renewable for maximum of three years of period. The recommended scale will be (Basic + DA) for the concerned position on which

appointment is made; however, it will be fixed by the mutual consent of appointing authority and the appointed person on post of "Professor of Practice". If the appointed "Professor of Practice" choose to work simultaneously along with his/her current assignments, the concerned institute (University or college) can fix the scale on mutual agreement basis. The remuneration of the appointed "Professor-of-Practice" will be decided based on their expertise and mutual agreement among the appointed "Professor-of-Practice" and the Head of the Institute (Vice-Chancellor in case of University and Principal/In-charge Principal in case of college) considering categories of engagements and tenure as described in the SOP for Professor-of-Practice." In respect of the appointment of all 'Professors of Practice' at the University and affiliated colleges, the amount/allowance to be paid to them cannot be made from the salary grant received from the State Government.

Categories of Engagement:

It is envisioned that Professor of Practice can be engaged in one of the following categories:

- A) Professor of Practice funded by Industries. : The remuneration/salary/scale can be sponsored/paid funding Industry. Any industry/corporate can sponsor the position and pay from their own funds/CSR funds.
- B) Professor of Practice funded by University/ Colleges from their own resources: The university/Colleges can fix the scale/salary/remuneration from their own funds.
- C) Professor of Practice on Honorary basis: The appointed Professor of Practice sponsored or nominated by industry/corporate/prominent organization can work on honorary basis who can be sponsored/funded by the sponsoring authority. Today's industry looks for graduates with specific skill sets. But the higher education system is churning out graduates who fall short of the required skills. As a result, many industries now hire graduates and provide adequate training before employing them. Involving experts from industry in teaching will benefit both the industry and the higher educational institutions. For engaging industry experts and professionals in this category, HEIs/Colleges may collaborate with the industries to support the Professor of Practice positions.

End Notes:

1. Veer Narmad South Gujarat University” words were substituted for the words "Vir Narmad South Gujarat University" by vide Gujarat Government Gazatte VOL LIII, on the 15th March, 2012.
2. "Pro-Vice-Chancellor" words were substituted for the words "Rector" vide Gujarat Government Gazette Vol [XXIII] on the 24 February 1982.
3. Ordinance – 37 (C) inserted vide Syndicate Resolution No. 71/72, Dt. 09-05-2008.
4. Ordinance – 37 (D) modified vide Syndicate Resolution No. 88, Dt. 09-06-2022.
5. Ordinance – 52 (4) (B) & (C) deleted vide Syndicate Resolution No. 36, Dt. 13-4-1999.
6. Ordinance – 66 (3) (A) modified vide Syndicate Resolution No. 13, Dt. 20-6-2002.
7. O.67 clause (viii) & (ix) inserted vide Syndicate Resolution No. 90, Dt. 09-01-2004.
8. Ordinance – 182 inserted vide Syndicate Resolution No. 01, Dt. 30-03-2018.
9. Ordinance – 183 inserted vide Syndicate Resolution No. 01, Dt. 30-03-2018.
10. Ordinance – 184 inserted vide Syndicate Resolution No. 01, Dt. 30-03-2018.
11. Ordinance – 185 inserted vide Syndicate Resolution No. 07, Dt. 21-09-2020.
12. Ordinance – 186 inserted vide Syndicate Resolution No. 91, Dt. 08-02-2020.
13. Ordinance – 66 modified vide Syndicate Resolution No. 49, Dt. 05-10-2021.
14. Ordinance – 69 (A) & (B) modified vide Syndicate Resolution No.15, Dt.14-10-2021 and Syndicate Resolution No.62, Dt.01-02-2022.
15. Ordinance – 66(4) inserted vide Syndicate Resolution No.54, Dt. 23-10-2021.
16. Ordinance – 33 modified vide Syndicate Resolution No.18, Dt. 01-02-2022.
17. Ordinance – 66(3) modified vide Syndicate Resolution No. 29, Dt. 12-05-2022.
18. Ordinance – 33(3) modified vide Syndicate Resolution No. 16, Dt. 20-07-2022.
19. Ordinance – 36 modified vide Syndicate Resolution No. 03, Dt. 26-12-2022.
20. Ordinance – 187 modified vide Syndicate Resolution No. 22, Dt. 21-09-2020.
21. Ordinance – 188 inserted vide Syndicate Resolution No. 14, Dt. 04-02-2023.
22. Ordinance – 189 inserted vide Syndicate Resolution No. 129, Dt. 18-01-2023.
23. Ordinance - 41 to 60 and 105 to 116 modified vide Syndicate Resolution No. 45, Dt. 28-06-2023.