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**VEER NARMAD SOUTH GUJARAT UNIVERSITY**

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

**વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી**

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**Reminder**

No. Ele/Senate/30098/2021

Date: 23/12/2021

To,

1. The Principals of affiliated Colleges
2. The Heads of the University Departments
3. The Heads of Recognised Institutions

**Sub:- University Senate- Revision of Electoral Roll of Teachers of University Departments, Recognised Institutions and Affiliated Colleges (Including Principals, Heads of University Departments & Heads of Recognised Institutions).**

- Ref:-** 1) No. Ele/Senate/15409/2021, dtd. 23/10/2021  
2) No. Ele/Senate/18587/2021, dtd. 29/11/2021  
3) No. Ele/Senate/19330/2021, dtd. 14/12/2021

Dear Sir/ Madam,

I am to inform you that the Electoral roll of Teachers of the University Departments, Recognised Institutions and Affiliated Colleges are to be revised as provided under Statutes-8 and 11.

I am, therefore, to request you to please furnish to this office the information in connection with the teachers (including yourself) on the staff of your College/ Department/Institution in the proforma attached herewith. The information may please be furnished in any case on or before **31/12/2021** by email on **senatesyndicatesection@vnsgu.ac.in** in softcopy in Ms Excel format and hardcopy to this office.

It is requested that complete and correct information in respect of teachers on the staff of your Institution as on 31/12/2021 and eligible for enrolment may be sent as required in the prescribed proforma. The changes that occur during the period between the date of submission of information and on 31/12/2021 may please be communicated in due course but in any case on or before 7th of January, 2022 so as to enable the University office to incorporate the changes in the electoral roll to be revised.

The copies of relevant extract from Act - Section 16 (1) Class I Ex - officio Members (C) (i), (ii) & (iii), Section 16 (1) Class II Ordinary Members (A) (iii) and the relevant Statutes-5, 6, 7, 8; 11 and 245 are sent herewith for your immediate reference and guidance.

It may please be noted that:

- (1) The information asked for should be furnished after persuing the provisions of the Statute-245 (a).
- (2) The complete details regarding each member of the staff as required in various columns of the statement should be furnished with correct spelling of their full names. The names with degree should be given in English in alphabetical order, beginning with surname.
- (3) The changes communicated after 7th January, 2022 shall not be taken into account for the revision of electoral roll.
- (4) The information should be given separately for each faculty.
- (5) A teacher working in two or more faculties shall have to elect any one faculty.
- (6) Teachers teaching English, Hindi, Gujarati or any modern Indian language can be registered under the Faculty of Arts or under the faculty in which they teach.
- (7) A part-time teacher working in one or two colleges and in one or two faculties shall have to select the college from where he/ she desires to be enrolled.
- (8) Please mention the number of periods and the hours of teaching work per week in case of part-time teachers. May I also request you to ensure that the complete information is supplied in respect of each teacher (vide Statute-245 (a) well in time).As you are aware, the persons eligible for enrolment as voters are expected to send full information regarding themselves in time, failing which, this office will not, be responsible for any consequences arise in thereof.

Thanking you.

Encl: As above...

  
I/C Registrar

# VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

Form for revision of Electoral Roll of Teachers including Principals, Heads of the University

Departments and Heads of Recognised Institution

Name of the College/University Department/Recognised Institution:-.....

Full Name of the Teacher beginning with Surname with degree should be given in alphabetical order)	Designation (Professor, Reader/ Associate Professor, Lecturer/ Assistant Professor, Tutor, Demonstrator, Physical Instructor etc.)	Date of joining the college/Deptt./Institution	Nature of appointment (permanent, probationary, Temporary, Part-time.)	Teaching work-load per week (No. of Lectures, Tutorials, practicals)	Teaching hours per week ( For Lectures, Tutorials, practicals)
1	2	3	4	5	6
Elected faculty for enrolment under section-16 (1) Class-II and statutes-5 & 6.	In case of part time teacher working in any other college, please state the name of such college.	In case of a part-time teacher working in one or two faculties shall have to select the college from where he/she desires to be enrolled.	Signature of the Teacher conserved	Remarks	
7	8	9	10	11	

I, certify that the persons included in the above form are doing teaching work in the College/ University Deptt./ Recognised Institution and are covered under the definition of teacher as per Statute-245 (a). The information furnished above is correct to the best of my knowledge and any change in the same hereafter shall be informed to the University within the prescribed time limit.

**Place:**

**Date:**

**Signature of the Principal/Head of the Department/  
Head of the Recognised Institution.**

**ACT 16 (1) Class I - Ex - officio Members (C)**

- (i) Heads of University departments,
- (ii) Principals of affiliated degree colleges,
- (iii) Heads of recognised institutions.

**ACT 16 (1) Class II - Ordinary Members**

(A) Elected as specified below:

(iii) such number of members as is specified below against each Faculty by teachers including Principals, Heads of University departments and Heads of recognised institutions in the subject or subjects comprised in each such Faculty in the following manner:

- |   |   |
|---|---|
| (a) Teachers in Arts (From amongst themselves)          | 2 |
| (b) Teachers in Science (From amongst themselves)       | 2 |
| (c) Teachers in Law (From amongst themselves)           | 1 |
| (d) Teachers in Medicine (From amongst themselves)      | 2 |
| (e) Teachers in Commerce (From amongst themselves)      | 1 |
| (f) Teachers in Education (From amongst themselves)     | 1 |
| (g) Teachers in Rural Studies (From amongst themselves) | 1 |
| (h) Teachers in each such additional Faculty as may     | 1 |
- be prescribed by the Statutes (from amongst themselves)

**Statute 5:**

A person desiring to be enrolled as required under section 16 (1), Class II (A), Clause (iii) and sub clause (e) of Clause (iv) of the Act, shall at least 28 days before the date fixed for the preparation of the Electoral Rolls as laid down in Statute 10 and Statute 13, elect the Faculty under which he desires to be enrolled and from which he desires to stand as a candidate or to vote at the election. He shall not be entitled to stand or vote in more than one Faculty.

**Statute 6:**

If a person desiring to be enrolled under Statute - 5 does not inform the Registrar of the Faculty from which he desires to stand as a candidate or to vote at the election before the date fixed under Statute-5, the Vice- Chancellor shall in his discretion decide in which faculty he shall be included and his decision shall be final.

**Statute 7:**

For the purpose of election to the Senate, Syndicate, Academic Council and other authorities of the University.

- (a) Principals of affiliated degree colleges and Heads of recognised institutions in the University area shall be deemed to be Principals and Teachers; and
- (b) Teachers and Principals of affiliated Colleges in the University area shall be deemed to be Teachers.

**Statute 8:**

In all Faculties or Constituencies where elections are to be held under Section 16 (1), Class II (A) there shall be an annual revision of the Roll on the 31st of December of every year, including persons who are entitled and have applied for registration.

**Statute 11:**

In the case of election to the Senate by the Teachers from amongst themselves under Section 16 (1) Class II (A) (iii) on the 31st of December just preceding the date of election, the Registrar shall have a Roll prepared of Teachers falling under the respective faculties, and not less than twenty-one clear days before the date of election, shall send to all those whose names are entered in the respective rolls, a notice of election, to be held by ballot in accordance with the procedure prescribed in Statute 266, Election from this constituency shall be held at centres approved by the Vice - Chancellor and in the notice of election places shall be notified, where the voters will be required to go in person to vote. For each centre of election, a place of polling shall be fixed, a Returning Officer shall be appointed and he shall be responsible for the conduct of the election in accordance with the Election Rules and the instructions issued to him. The name of a Teacher entitled to vote shall appear only once in the Roll.

**Statute 245: (For all purposes of the Act)**

- (a) The term 'teacher,' within the meaning of Section 2 (13) shall include:
- (i) Professors, Readers, Lecturers, Junior Lecturers, full-time Demonstrators and Tutors who are giving instruction in a recognised Institution or an affiliated College or a University Department;
  - (ii) Every person who is appointed or recognised as a teacher of the University as defined by Section 2 (13);
  - (iii) Instructors of Physical Training who are graduates and hold a Diploma in Physical Education, provided they are on the permanent staff of a college;
  - (iv)
    - (a) Honoraries or Assistant Honoraries, who are tutors in Medical College;
    - (b) Honorary Consultants in Medical Colleges or recognised Institutions provided they put in teaching / research guidance to Post - graduate students for a minimum of four hours a week.
- Notwithstanding anything contained in (i), (ii) and (iii) above, the name of a part-time teacher who does not work for at least four periods a week or in the case of a teacher doing exclusively research guidance, for at least four hours a week in any affiliated College, recognised Institution or University Department, shall not be included in the electoral roll of the teachers in any Faculty.
- (b) Teachers imparting instruction in a High School in the University area for not less than twelve hours or eighteen periods per week, whichever is less, are declared to be Secondary Teachers under Section 2 ( 11 ).
- (c) The term 'Head Master' shall mean the Head of a High School. Only one Head will be recognised as a teacher in case there is a joint or second head of the School.