

VEER NARMAD SOUTH GUJARAT UNIVERSITY STATUTES

The Authorities of the University (Chapter IV of the Act)

CHAPTER - I THE SENATE

(a) Elections to the Senate

Statute 1:

All elections (in the University) shall be held according to the system of proportional representation by means of a single transferable vote by ballot as laid down in Section 55 of the Veer Narmad South Gujarat University ¹ Act. 1965

Statute 2:

- (1) A person entitled to stand as a candidate or to vote in more than one constituency mentioned in Clause (iii) and in sub-clause (e) of Clause (iv) of Section 16 (I) Class II (A), shall at least fifty six clear* days before the date fixed for election, select the constituency from which he desires to stand as a candidate or to vote at the election and shall not be entitled to stand or vote in more than one constituency.
- (2) In case a voter fails to notify to the Registrar his intention in this respect, the Vice-Chancellor shall direct the Registrar to retain his name in any one constituency and his decision shall be final.

* 'clear days' means days exclusive of the day on which notices reach the Registrar and the day of the meeting. Thus if the meeting is fixed for Wednesday, and five clear days' notice is required; the notice must reach the Registrar on the previous Thursday, if for Thursday, the notice must reach him on the previous Friday.

Statute 3:

- (1) Persons already registered as Registered Graduates of this University during 1966 shall be deemed to have been registered up to 31st December, 1971.
- (2) All Graduates of the University shall be entered in the Register of the Registered Graduates on their first graduation in the University and shall pay a fee of Rs. 20/- in cash for such registration. It will hold good for five years beginning from the 1st January of the following year, in which they have taken the degree, provided they continue to reside ordinarily in the University area. The registration fee shall be paid along with the fees for admission to the first degree.

- (3) In addition, the following persons shall, on payment of Rs. 20/- be enrolled as Registered Graduates for a period of five years:
- (a) All Graduates of any Indian University established by Law who ordinarily reside in the University area.
- (b) Graduates of the following Institutions who ordinarily reside in the University area:
- | | | |
|-----|------------------------------|---------------|
| (1) | Gujarat Vidyapeeth | Ahmedabad |
| (2) | Maharashtra Tilak Vidyapeeth | Poona |
| (3) | Bihar Vidyapeeth | Patna |
| (4) | Vishwa Bharati | Shantiniketan |
| (5) | Jamia Millia | Delhi |
| (6) | Gurukul Vishwa Vidyalaya | Kangadi |
| (7) | Kashi Vidyapeeth | Banaras |
| (8) | S.N.D.T. Women's University | Bombay |
- (Prior to its incorporation as University established by Law); and
- (9) All licentiates possessing Diploma of Licentiate College of Physicians, Surgeons, Bombay.
- (c) All Graduates of any foreign University recognised by the Syndicate for the purpose who ordinarily reside in the University area.

Statute 4:

- (1) (a) All persons referred to in sub - clauses (3) (a), (b), (c) of Statute 3 wishing to have their names enrolled on the register shall apply to the Registrar in the prescribed form.
- (b) Any person desiring to get himself registered may send in an application with the necessary fees to the Registrar of the University at any time during the year before the 1st of December and his name shall be put on the roll of the Registered Graduates on the 1st of January of the following year.
- (2) All persons referred to in sub-clauses 3 (a), (b) and (c) shall produce along with their application, evidence to the satisfaction of the Registrar of their having taken their degrees and shall produce a declaration made before a Magistrate or J.P. or a Member of the Senate of the Veer Narmad South Gujarat University ¹ for the time being, to the effect that they ordinarily reside in the Veer Narmad South Gujarat University ¹ area.
- (3) (a) When the roll is revised on the 31st of December every year, an announcement in the newspapers, selected by the Vice-Chancellor, shall be made in the first week of January that the rolls of the Registered Graduates are being revised and if any corrections, any omissions or wrong entries are brought to the notice of the Vice - Chancellor before the 31st of January, the Vice-Chancellor shall have the power to correct the rolls accordingly and his decision in the matter shall be final.
- (b) The roll so corrected up to 31st January shall be used for any bye-election during that calendar year and it shall be the roll to be published under Statute 9 (2) for the bye-elections during that year.
- (4) Registered Graduates shall notify in writing to the Registrar every change in their address.
- (5) The register of Graduates mentioned above shall be revised every year on the 31st of December and published every five years.

- (6) All persons whose names are entered on the said register of Graduates shall, subject to the provisions of the Act, be entitled to vote or to stand as a candidate at the election of the representatives of the Registered Graduates on the Senate in accordance with the Statute framed in that behalf.
- (7) The registration, on the expiry of its period of five years, can be renewed for a further period of five years by applying in a prescribed form and paying a renewal fee of Rs. 5/- only. The renewal fee should be paid before the 15th of December of the year in which the registration expires.

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 9:

- (1) For every election to the Senate, the electoral roll shall be the one published before the date of issue of the Election Notice.
- (2) The rolls of persons, public associations or bodies entitled to vote at an election to the senate shall be published at the University Office, except when otherwise specified, at least 42 clear days before the date of election. An announcement that the rolls are ready shall be inserted in such newspapers as the Vice-Chancellor may select at least 35 days before the election.

- (a) The electoral roll published under Statute 4(5) and statute - 9 (1) will be as per the approved polling centres. As far as possible the Registrar shall allot the polling centre to each of the registered graduate voters nearer to his address declared in his application form and to the rest of the voters, the polling centre nearer to the address of the institution where they are working. The voter concerned shall have to vote at the polling centre allotted to him.
- (b) Even then if any Registered Graduate Voter under Section 16 (I) Class-II (A) (iv) (e) desires to vote at the polling centre other than that allotted to him he shall have to apply to the Registrar along with satisfactory reasons, at least twenty-five clear days before the date of election. The Vice-Chancellor shall have the authority to decide the matter and his decision shall be final. Then such a voter shall have to vote at the changed polling centre only.
- (3) The Vice-Chancellor shall have the authority to correct the rolls if any omission or wrong entry is brought to his notice at least twenty-five clear days before the date of election. The Vice-Chancellor's decision in the matter shall be final.
- (4) Whenever there is a vacancy in the Senate, the notice of election relating thereto shall be given to all voters, except when otherwise provided, at least twenty-one clear days before the date of election and in the said notice the fixed date as the last date for receiving nominations and the date of election shall be precisely stated and relevant details regarding the vacancy given.

Statute 10:

In the case of elections to the Senate under Section 16(1) Class II (A) (i) and (ii) on the 31st of December just preceding the date of election, the Registrar shall have a Roll prepared, or all those entitled to vote thereat and not less than twenty-one clear days before the date of election shall send, by ordinary post, to all those whose names are entered in the respective rolls, a notice of election to be held in accordance with the procedure prescribed in Statute 266. In the preparation of the Roll of Secondary Teachers the names of any such teachers shall be included in the Roll as are on the date of its preparation, members of the teaching staff of a High School as defined in Clause (6) of Section 2 and are actively participating in the work of teaching as secondary teachers, and whose names are supplied by the respective High Schools under provisions of Statute 245 (b). In the case of Head Masters as defined in Clause (5) of Section 2 and is interpreted by Statute 245 (c) the Roll shall include the names of permanent Head Masters or those appointed on probation. The names of the persons entitled to vote shall appear only once in the Roll.

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 12:

The election of ordinary members by the Public Association or Bodies named in sub - clauses (a), (b) and (d) of Section 16 (1) Class II (A) Clause (iv) shall be held in the manner prescribed in Statutes 267 & 268 respectively. On the 31st of December just preceding the date of election, the Registrar shall prepare a Roll of the Public Associations and Bodies entitled to vote thereat and not less than twenty one clear days before the date of election, the Registrar shall notify to the public associations and bodies concerned whose names are entered in the respective rolls, that an election of their representative to the Senate of the University is due, 'indicating at the same time, the date by which the results of the election shall be communicated to the University.

Statute 12-A:

Under Section 16 (1) Class II (A) (iv) (e), one of the presidents of the District Panchayats functioning in the University area shall be a member of the Senate by rotation in the following order with effect from 23-5-1967:

1. President, District Panchayat, Broach
2. President, District Panchayat, Bulsar
3. President, District Panchayat, Surat
4. President, District Panchayat, Dang

Statute 13:

In the case of election of ordinary members by Registered Graduates under Clause (e) of sub - section (A) (iv) of Section 16 (1) Class II, the Registrar shall prepare at the end of every year on the 31st of December, faculty wise Electoral Rolls of the Registered Graduates and shall publish them every five years. The notice of election shall be published in newspapers to be selected by the Vice - Chancellor, at least 28 days before the last date for receiving the nominations.

Statute 14:

Not more than one bye - election shall be held during any academic year by each faculty of the Registered Graduates' Constituency.

Statute 15:

- (1) Every candidate in an election to the Senate, by the constituency of Registered Graduates shall, before nomination, deposit with the Registrar the sum of Rs. 5000/- in cash. The candidate shall not be duly nominated unless the said deposit has been made.
- (2) The said deposit shall be forfeited by the University if the candidate is not elected and the number of votes credited to him at the last count before he is excluded or before the last of the successful candidate if elected is less than one-eighth of the quota.
- (3) The said deposit shall be returned
 - (a) if the candidate is elected;
 - or**
 - (b) if he duly withdraws his nomination;
 - or**
 - (c) if his nomination is declared invalid;
 - or**
 - (d) if he dies before the date fixed for election;
 - or**
 - (e) if the candidate is not elected and the deposit has not been forfeited under clause (2) here of.

Statute 15-A:

- (1) For every election to the Senate from the constituencies mentioned below a photo-identity card considered valid by the Election Commission of India at various elections will be necessary. The Registrar shall, soon after the scrutiny and withdrawal of nominations are over, publish on University web-site the address mentioned on the electoral roll of each voter, the date and constituency of the election as well as the number of the voter in the electoral roll concerned.
- Constituencies in which a valid photo identity card will be necessary for voting:
- (i) Secondary Teachers under Section 16 (1) Class II (A) (i).
 - (ii) Head Masters under Section 16 (1) Class II (A) (ii)
 - (iii) Teachers including Principals of affiliated Colleges, Heads of the University Departments and Heads of Recognised Institutions under Section 16 (i) Class II (A) (iii), and
 - (iv) Registered Graduates of various Faculties under Section 16 (I) class II (A) (iv) (e).
- (2) Any Voter at the election to the Senate in any of the above constituencies, shall not be allowed to vote at the election, unless he/she presents at the Polling Centre, a valid photo identity card as mentioned above.

Statute 16: (Deleted)

Statute 17:

The Registrar shall prepare at the end of every year on 31st of December, a Register of Donors, each donating money or other property of the market value of not less than one lack of rupees to or for the purpose of the University as specified in Section (16) (1) Class II (C).

- (1) If the donor is an undivided Hindu family, trust, firm, company or body corporate, for the purpose of voting, the name of the representative nominated from time to time by each such undivided Hindu family, trust, firm, company or body corporate shall be enrolled on the register maintained by the University.
- (2) In the case of donation given jointly in the names of two or more persons, the name of only one representative will be enrolled in respect of that donation if other conditions are fulfilled.
- (3) In the case of donations given by instalments the total of such donations being one lack or more, the date of acceptance of the first instalment will be taken as the date of acceptance for purposes of enrolment. The person so entitled to vote or stand for election till the full amount of the donation i.e. Rs. 1,00,000/- or more, is paid.
- (4) If the number of names enrolled under sub-clauses (i) and (ii) of Section 16 (1) Class II (C) is two or less than two, each person whose name is so enrolled on the register shall be deemed to have been elected to the Senate.

Statute 18:

The Registrar shall ask the manager of an undivided Hindu Family, the trustees of the Trust, the directors of the Company, Joint - Donors or the representative of any body corporate mentioned in the preceding Statute to intimate to the University within twenty-one days of such request from the Registrar the name, degrees, or degrees, if any, and address of the representative for the purpose of voting and the names of such representatives shall be put on the Register.

Statute 19:

- (a) For the election by donors under Section 16 (1) Class II (C) the Registrar shall maintain a roll of persons entitled to vote in accordance with the qualifications laid down therein.
- (b) Not less than twenty one days before the date of election the Registrar shall send a notice of the election to all donors whose names are on the Roll of donors mentioned in (a) above.
- (c) The electoral roll prepared on the 31st of December just preceding the date of election shall be used for that election.

(b) Official Language of the University

Statute 20:

The official language of the University shall be Gujarati and all its correspondence, minutes of the various authorities of the University and accounts (inclusive of budget) shall be kept and maintained in Gujarati, provided, however, that English may continue to be the authoritative language of the text of the Statutes, Ordinances and Regulations and of the business connected therewith, provided further that, it will be open to the Vice Chancellor, notwithstanding what is contained herein, to direct that the correspondence this University and such other bodies and persons, as he thinks fit, may be carried on in Hindi or English.

Statute 21:

Notwithstanding anything contained in Statute 20, a member of the Senate or any University authority shall have the right to address the House in English or Hindi.

(c) Meetings of the Senate

(Vide Section 29 (viii) of the Act)

Statute 22: ²

A meeting of the Senate to be called the Convocation Meeting of the Senate, to be held on a date as prescribed in Statue 228 (1) and (2), every year.

Statute 23:

Meetings of the Senate shall be held on the University premises unless the Vice - Chancellor or in his absence the Pro-Vice-Chancellor ³ otherwise directs.

Statute 24:

Each member, before he takes his seat, shall register his attendance in a book placed for the purpose at the entrance of the place of the meeting.

Statute 25:

The Chancellor or in his absence the Vice-Chancellor or in the absence of both the Pro-Vice-Chancellor ³ or in his absence a member elected by the meeting shall preside over the meetings of the senate. The senior most amongst the Deans present shall take the Chair for and until such election only.

Statute 26:

Twenty members of the Senate shall form quorum and all questions shall be decided by a majority of votes of the members present, the Chairman, in the case of equality of votes having a second or casting vote.

Statute 26- A:

At any time when it is noticed that the number of members present in the meeting of the Senate is less than the prescribed quorum, the Chairman sue motto or at the instance of any member, shall direct for ringing of the quorum bell kept outside the place of the meeting hall to announce the deficiency in quorum. After the quorum bell is rung, the Chairman shall wait for ten minutes to enable the meeting to reach the quorum. If no quorum is reached after ten minutes of the ringing of quorum bell, the Chairman shall dissolve the meeting of the Senate for that day. The Senate shall, however, meet on the subsequent day or days for which the notice is given under Statute - 29.

Statute 27:

If there is no quorum at the commencement of a meeting, the Chairman shall at the expiration of a quarter of an hour take notice whether the number of members required for quorum is present, and if they are not, the meeting shall forthwith be adjourned to such date as the Chairman may appoint, and the Registrar shall send intimation to all members at least 7 days before the date fixed for the meeting. Such adjournment shall be recorded by the Registrar under the signature of the Chairman. In the case of a meeting adjourned for want of quorum, no quorum will be required.

Statute 28:

Such proposals and amendments only as are connected with the Veer Narmad South Gujarat University ¹ and are in accordance with the Act shall be entertained and debated in the Senate.

Statute 29:

The Registrar shall give notice of the likely date of the meeting of the Senate 42 days before such date. A member of the Senate who intends to move a resolution or resolutions shall give notice thereof to the Registrar within 10 days of the date of the notice given by the Registrar.

Statute 30:

Twenty-one clear days before the day fixed for a meeting of the Senate, the Registrar shall forward to each member of the Senate a statement of business to be brought before the meeting and of all resolutions to be then proposed, together with the name of the proposal of each, intimation in writing of which has previously reached him. The inclusion of a report of any committee of the Senate on the agenda - paper shall be held to be equivalent to notice of motion for its adoption.

Statute 31:

When a motion, which has been moved by a member of the Senate, is referred by the Senate to the Syndicate for report and the report of the Syndicate thereon comes before a subsequent meeting of the Senate for consideration, the report of the Syndicate shall take the place of the original motion, and its adoption shall be moved as a motion, recommended by the Syndicate. Notwithstanding anything contained in the Statutes, the mover of the original motion or any other member may move an amendment that the report be recorded and that the original motion be accepted, with or without, such amendment, as may be proposed and adopted.

Statute 32:

Notice in writing of the proposed amendments and the terms thereof and of motions for any change in the order of business as set forth in the statement must be forwarded so as to reach the Registrar ten days before the date of the meeting.

Statute 33:

The Registrar shall, seven days before the day of the meeting, forward to each member of the Senate a statement of all motions and amendments and no motion or amendment of which such notice has not been given shall be put to the meeting other than a motion for a dissolution, adjournment or suspension of the sitting, for passing to the next business on the statement, for directing the Syndicate to review their decision, for deferring the matter under consideration to the Syndicate, Academic Council or a Faculty for report, or an amendment accepted by the Chairman as merely formal.

Statute 34:

No matter which has been decided by the Senate shall within a period of six months after its disposal be reconsidered by it unless three - fourths of the members present at the meeting vote in favor thereof. The above provision shall not apply to a matter which had been previously declared to be out of order by the Chairman of the meeting.

(d) Order of Business**Statute 35:**

At every meeting the business to be entertained shall, unless the meeting by special vote otherwise determine, be taken in the following order :

- (1) The election, if it is part of the business to be entertained at the meeting of the Chairman;
- (2) The signing of the minutes of the previous meeting, or adjourned meeting;
- (3) The Election, if it is part of the business to be entertained at the meeting of a member of any authority of body of the University;
- (4) Answers by the Vice - Chancellor or a member of the Syndicate nominated by the Vice-Chancellor for the purpose or the Registrar, as the case may be, to any questions asked by any member of the Senate, of which not less than thirty days notice has been given for the purpose of obtaining information concerning the University;
- (5) The consideration of the Annual Report, Accounts and Financial Estimates and resolution thereon, when they are part of the business to be entertained at the meeting.
- (6) The consideration of Ordinances, motions for making, amending and repealing statutes, and proposals recommending amendments in the Act;
- (7) Any motion for a change in the order of business, provided that such motions shall not affect the order herein above indicated or give priority to any item of business over the items mentioned in (1) to (7) above, or any of them;
- (8) Any business or motion of which due notice has been given, in the order in which such business and motions are entered in the statement of business, and motions to be brought forward subject to the provisions of this Statute and Statute 43.

Statute 36:

- (1) Not more than the first sixty minutes on the first day of the meeting of the Senate may be set apart for answering questions and supplementary questions. Any question not answered during this period shall lapse, but the questioner may revive it in the form of a fresh question at a subsequent meeting of the Senate by giving not less than thirty days' notice.
- (2) No question may be admitted which does not satisfy the following conditions, viz-
- (i) (a) It shall be so framed as to be a request for information.
 - (b) It must not contain arguments, inferences, ironical expressions or defamatory statements.
 - (c) It must not ask for an expression of opinion or for the solution of a hypothetical proposition or the solution of an abstract legal question.
 - (d) It must not refer to the character, competence or conduct of any person except in his official capacity.
 - (e) It must not refer to a matter which is of a confidential nature.
 - (f) It must not contain any name or statement not strictly necessary to make the question intelligible.
 - (g) It must not involve the preparation of elaborate statements, statistics of expenditure of an excessive amount of time and labour.
 - (h) It must not be such as cannot be answered consistently with the interests of the university.
 - (ii) The Vice-Chancellor shall decide on the admissibility of a question. He may disallow any question which, in his opinion, contravenes the above rule and his decision shall be final.
 - (iii) All questions together with such answers as are ready shall be issued to the members with the revised agenda.
 - (iv) Any member may put a supplementary question for the purpose of elucidating any fact regarding which an answer has been given. The Chairman for the meeting may disallow any supplementary question if in his opinion, it infringes the rules relating to question and his decision shall be final.
 - (v) The Chairman may ask for notice of a supplementary question which he is not prepared to answer.
 - (vi) The answers to the questions or supplementary questions may be given by the Vice- Chancellor or any member of the Syndicate nominated by the Vice-Chancellor for the purpose or by the Registrar.

(e) Rules of Debate

Statute 37:

Every motion shall be formally moved by the member in whose name it stands, or if he is absent or declines to move it, it may be moved by any other member, provided, however, that the proposer may reserve his remarks till the motion is stated from the Chair. (Vide Statute 39).

Statute 38:

Every motion at a meeting must be seconded; otherwise it shall drop. The seconder of a motion may reserve his speech.

Statute 39:

When a motion has been seconded, it shall be stated from the Chair.

Statute 40:

When the proposal has been thus stated, it may be discussed as a question to be resolved simply in the affirmative, or negative or as proposed to be varied by way of amendment. When, before or after the debate, no member rises to speak on the motion, the Chairman shall proceed to put the proposal to the vote in the manner hereinafter mentioned.

Statute 41:

A substantive proposal once brought forward shall not be proposed a second time at the same meeting, or any adjournment thereof. A proposal substantively identical in part with one already disposed of may be brought forward at the same meeting, or at any adjournment thereof with omission of such part.

Statute 42:

- (1) Not more than one proposal and one amendment thereto shall be placed before the meeting at the same time, provided, however it shall be open to the Chairman to take-up more than one amendment to a proposal together with a view to discussing the whole issue at a time.
- (2) Each amendment shall be disposed of before the next one is put to vote.
- (3) All amendments which are not withdrawn shall be considered and voted upon.
- (4) In case no notice of amendment has been given, the Senate shall at once proceed to consider and vote upon the proposal.

Statute 43:

In any debate a member may move (but shall not make any speech on the motion that the question be now put and unless it shall appear to the Chairman that such motion is an infringement of the rights of reasonable debate, the motion that the question be now put -shall be put to the vote forthwith and decided without amendment or debate.

Statute 44:

When the motion' that the question be now put' has been carried, the Chairman shall call upon the mover of the proposal or amendment under consideration to reply.

Statute 45:

No member of the Senate shall ordinarily speak for more than 15 minutes while proposing a motion on the agenda or for more than 7 minutes, while moving an amendment or seconding or speaking on a motion or amendment or while replying to a debate, provided always that the time limit shall be operative only when the Chairman, either sue motto or at the instance of a member of the Senate, rules that the time limit has been exhausted by the speaker concerned.

(f) Amendments

Statute 46:

An amendment must be relevant to and within the scope of the motion to which it is proposed.

Statute 47:

An amendment in the alternative shall not be moved.

Statute 48:

No amendment shall be proposed which would reduce the proposal to a negative form.

Statute 49:

No amendment shall be proposed which raises a question already disposed of by the meeting or is inconsistent with any resolution passed by it.

Statute 50:

Every amendment shall be in such form that it modifies the original motion by any or all of the following methods:

- (1) by addition of words;
- (2) by deletion of words;
- (3) by substitution of words; and the mover of the amendment may state the motion or the part thereof affected as it would stand when so amended.

Statute 51:

The order in which amendments to a proposal are to be brought forward shall be determined by the Chairman with reference to their extent and mutual relation.

Statute 52:

An amendment, the substance of which has been disposed of in part, may be modified by its proposal so as to retain only the parts not so disposed of.

Statute 53:

When an amendment has been moved and seconded, it shall be stated from the Chair and then the debate may proceed on the original proposal and the amendment together, but so far as the question raised by the amendment is one on which a member has not yet spoken, he may speak on that question even though he may have spoken on the original question, or a previous amendment.

Statute 54:

If any amendment be carried, it shall become part of the motion before the Senate and the motion shall be modified accordingly.

Statute 55:

When all the amendments for which due notice has been given, have been considered, the original motion, or the original motion as amended in course of debate shall be placed before the Senate and put to vote without further discussion.

(g) Withdrawal of a Question

Statute 56:

No question shall be withdrawn from the decision of the Senate without its consent. If the mover states his wish to withdraw a proposal or amendment and if no objection is stated thereto in the interval allowed by the Chairman for the purpose, the Chairman shall declare that the question is withdrawn with the consent of the Senate.

(h) Resolution of the Senate into a Committee

Statute 57:

- (a) The Senate may, when it thinks fit, resolve itself into a Committee to consider any item which may be on the agenda of business.
- (b) A motion for the resolution of a meeting into a Committee may be made by any member at any time (but not so as to interrupt a speech) without the notice required under Statute 29, but can only be placed before the Senate for considerations if the Chairman gives permission for this to be done.
- (c) No speech shall be allowed in moving the motion.

- (d) No such motion shall be considered unless at least 10 members rise in support thereof.
- (e) The motion then having been duly seconded, shall be put to the meeting without further discussion and shall only be carried if two third of the members present vote in its favour.

Statute 58 :

- (a) When the Senate decides in this manner to resolve itself into a Committee, the Chairman shall be the same as for the meeting of the Senate, and the quorum shall be the same as for the meeting of the Senate.
- (b) The manner in which the discussion of the matter under consideration shall be conducted in the discretion of the Chairman. When in the judgement of the Chairman the matter has been sufficiently discussed, the Committee shall embody its conclusions in a report to be signed by the Chairman.
- (c) The period during which the Senate is sitting in Committee shall be considered as a suspension of the sitting of the Senate and immediately it terminates, the Senate shall be again called to order by the Chairman, and the report of the Committee's deliberations be presented to it by the Registrar.
- (d) If any of the resolutions of the Committee involve recommendations which are not covered by the motion and the amendments to that motion on the agenda of the meeting, they shall not be considered by the Senate, until notice of these has been given as required under statute 29.
- (e) A motion made as a result of the deliberations of such a Committee may be presented to the Senate without previous consideration by the Syndicate.

(i) Dissolution, Adjournment, etc.,

Statute 59:

A proposal ' that this meeting be now dissolved ' may be moved at any time as a distinct question, but not as an amendment nor so as to interrupt a speech. If the motion is carried, the business before the meeting shall drop,

Statute 60:

A proposal "that the meeting be now adjourned to some special time" may be moved at any time as a distinct question, but not as an amendment, nor, except on the motion of the Chairman, so as to interrupt a speech. If it be negatived, the debate shall be resumed. The same rule will apply to a meeting of the Senate in Committee.

Statute 61:

No amendment shall be moved to a proposal under Statutes 59 and 60 except one for substituting a different time for that to which it is proposed to adjourn the meeting.

Statute 62:

A meeting renewed or continued after an adjournment is to be deemed one with that preceding the adjournment; provided that if the meeting be adjourned to such date as to admit of the notice required by Statute 29 any amendment otherwise in order may be moved at an adjourned meeting if the notice so required be duly given.

Statute 63:

The motion, "that the meeting pass to the next business or item on the statement" may be made at any time as a distinct question, but nor as an amendment, nor so as to interrupt a speech. If such a motion be carried, the proposal under consideration and the amendment thereto, shall not be further dealt with at the meeting.

Statute 64:

No motion for dissolution, or for the adjournment of the meeting, or for the suspension of the sitting, or to pass to the next business, shall be made or spoken to during a debate by any member who has spoken in the debate. Any such motion shall take the place of any question that may be before the meeting, and if not withdrawn must be disposed of before such question is further dealt with.

Statute 65:

When a motion of the class contemplated in the last preceding statute has been brought forward, and negatived no other motion of that class shall be again brought forward until after the lapse of what the Chairman shall deem a reasonable time; nor shall a debate be allowed on such a second or a subsequent motion brought forward during a debate on the same proposal discussed alone, or the same proposal and amendment discussed together.

(j) Right of Speech and Reply

Statute 66:

On each proposal or proposals and amendment in debate, a member may speak once, subject to the provisions of Statutes 53 and 64.

Statute 67:

After the mover of a motion or amendment has spoken, the other members may, save as otherwise provided, speak on the motion or amendment in such order as the Chairman may determine.

Statute 68:

Save in the exercise of a right of reply or as otherwise provided, no member shall speak more than once except with the permission of the Chairman, for the purpose of making a personal explanation but in such cases no debatable matter shall be brought forward.

Statute 69:

The mover of a motion may speak for the second time on the conclusion of a debate, by way of reply.

Statute 70:

The mover of an amendment, or when there is no amendment, the mover of the original resolution, may reply upon the debate before each vote is taken. But the mover of a motion for a dissolution or adjournment or for the suspension of the sitting or for passing to the next business on the statement, has no right to reply.

Statute 71:

No member shall speak on a question after mover has entered on his reply.

Statute 72:

The Chairman has the same right of moving or seconding a motion or amendment and of otherwise taking part in the debate, as any other member. When the Chairman takes part in the debate, he shall vacate the Chair whilst he is addressing the meeting and the Chair shall during such time be taken by the Pro-Vice-Chancellor³ or in his absence by the senior member present not being the Chairman.

(k) Points of Order:

Statute 73:

Any member may call the Chairman's attention to a point of order even whilst another member is addressing the meeting, but beyond stating the precise point of order raised, he shall not make a speech. Such a call pronounced by the Chairman to be vexatious and any interruption or obstruction to the progress of the business before the Senate pronounced by the Chairman to be unseemly or unreasonable, shall be deemed a breach of order.

Statute 74:

The Chairman shall be sole judge on every point of order and may call any member to order, and if the member so called to order shall, in speaking, disregard such call, the Chairman may direct him to sit down and, thereupon another member may speak.

Statute 75:

In the event of any contumacious disregard of a ruling or call to order by the Chairman, he may request, the member so offending to leave the meeting and on such request, the member named by the Chairman, shall be suspended from his functions as a member during the meeting, and shall be bound immediately to withdraw.

(l) Voting

Statute 76:

On putting any question to vote, the Chairman shall call for an indication of the opinion of the Senate by a show of hands in the affirmative and negative, or by sitting and rising and shall declare the result thereof according to his opinion. If the votes are actually counted the number of votes on either side be recorded in the minutes.

Statute 77:

Any member may then demand a Division, except on a motion for adjournment. Voting in all divisions shall be by ballot.

Statute 78:

The Chairman shall thereupon appoint four Tellers, two on each side; and shall give such directions for effecting the divisions as shall be considered expedient.

Statute 79:

In every division only such members as were present at putting of the question shall be entitled to vote. Voting shall be on papers supplied at the meeting by the Registrar and every voting paper shall be returned with or without the vote.

Statute 80:

Upon the Chairman announcing the division to be closed, the Tellers shall state in writing the number on each side, sign the statement, and hand it to the Chairman together with the voting papers (in two separate bundles,) whereupon the Chairman shall declare the result of the Division to the meeting, and the result shall be recorded in the minutes.

Statute 81:

If, after a division has been taken, five members present demand a recount the Chairman shall appoint two or more members to act as Tellers who shall report the facts found by them to the Chairman, who shall thereupon declare the result to the meeting and such declaration shall be conclusive.

Statute 82:

Pending the recount, the Chairman may, in his discretion, either suspend the sitting or call for such business as may in his opinion, he most conveniently proceeded with. Business thus entered on shall be proceeded with; but on its disposal the regular order of subjects, if it has been departed from, shall be resumed.

(m) Carrying over of Business

Statute 83:

All motions, together with their amendments, if any, on the agenda of a Senate meeting which have not been moved or voted upon for want of time or any other reason shall lapse.

(n) Minutes

Statute 84:

After every meeting of adjourned meeting of the Senate the Registrar shall as early as possible, but in any case, within six weeks after the meeting, send a copy of the draft minutes of such meeting to the address of each member of the Senate. In the event of any exception being taken to the correctness of the minutes as circulated, the attention of the Chairman shall be drawn to the matter in writing before he signs the minutes, and he shall make such alterations as he may deem proper and necessary.

CHAPTER - II THE SYNDICATE

(i) Constitution

(Vide Section 19 of the Act)

Statute 85:

- (1) For the purpose of election by Principals of affiliated degree colleges and Heads of recognised institution of two members from amongst themselves as members of the Syndicate as required by Section 19 (1) (iv), the Registrar shall maintain an Electoral Roll of Principals as defined in Statute 7 (a) and the election shall be held on the day of a meeting of the Senate in accordance with the relevant Statutes.
- (2) For the purpose of election by teachers of one member from among themselves as a member of the Syndicate as required by Section 19 (1) (v) of the Act, the Registrar shall maintain an Electoral Roll of Teachers and the election shall be held on the day of the meeting of the Senate in accordance with the relevant Statutes.
- (3) For the purpose of election of one member by the Heads of the University Departments from amongst themselves as members of the Syndicate as required by Section 19 (1) (vi), the Registrar shall maintain an Electoral Roll of the Heads of the University Departments and the election shall be held on the day of a meeting of the Senate in accordance with the relevant Statutes.
- (4) For the purpose of election to the Syndicate of five members by the Senate from amongst its members who are not Principals, Teachers, Head masters, Heads of recognised institutions and Secondary Teacher under Section 19 (1) (vii), the Registrar shall maintain in Electoral Roll of the members of the Senate and the election shall be held on the date of a meeting of the Senate in accordance with the relevant Statutes.
- (5) For the purpose of election by the Academic Council of two members as members of the Syndicate, as required by Section 19 (i) (viii) of the Act, the Registrar shall convene a meeting of the Academic Council for the purpose, on a date fixed by the Vice-Chancellor and shall hold the election in accordance with the relevant Statutes.

(ii) Procedure

Statute 86:

The Syndicate shall meet ordinarily once a month, and at other times when convened by the Vice - Chancellor, or in his absence by the Pro-Vice-Chancellor ³, or in the absence of both, by the Senior Member amongst the members of the Syndicate.

Statute 87:

The Registrar shall give not less than seven days' notice along with the agenda for every ordinary meeting of the Syndicate, provided, however, that with the permission of the Vice - Chancellor, an urgent meeting of the Syndicate may be called at twenty four hours' notice.

(Note: All relevant papers and office notes on the items included on the agenda, papers shall be circulated to the members along with the notice as far as possible but not later than three days before the date of the meeting.)

Statute 88:

Membership of the Syndicate can be terminated and the seat shall be vacated by death, resignation, absence from four consecutive ordinary meeting or on ceasing to be a member of the University authority or constituency from which a person is elected. However, when a member is deputed on university work outside the University area, for a period of not more than six months, the disqualifying clause shall not apply to him.

Statute 89:

Five members shall constitute a quorum for a meeting of the Syndicate and all questions shall be decided by the majority of votes of the members present.

Statute 90:

The Vice-Chancellor, or in his absence, the Pro-Vice-Chancellor ³, or in the absence of both, the senior member of the Syndicate shall preside at all meetings of the Syndicate. The Chairman at such meetings, shall have a vote, and in the case of equality of votes, a second or casting vote.

Statute 91:

Every authority of the University except the Senate shall report on any subject that may be referred to it by the Syndicate.

Statute 92:

Any authority, or any member of the Senate, may make recommendations to the Syndicate and may propose any Statute or Ordinance.

Statute 93:

The Syndicate may, in addition to the Committees appointed under Ordinances, appoint any Board or Committee to carry out administrative duties within the scope of its powers.

(iii) Powers and Duties

(a) Establishment of Hostels

(Vide Section 20 (xv) of the Act)

Statute 94: (DELETED)

Statute 95: (DELETED)

Statute 96: (DELETED)

(b) Preparation of Financial Estimates

(Under Section 50 (3) of the Act)

Statute 97:

The Syndicate shall prepare the annual financial estimates for the ensuing year at least six weeks before the date fixed for the annual meeting of the Senate and shall send a copy of the financial estimates prepared by the Syndicate to all the members of the Senate so as to reach them six weeks before the annual meeting of the Senate every year and the consideration of the budget shall be an item on the agenda of the annual meeting of the Senate.

(c) Preparation of the Annual Report

(Under Section 51 of the Act)

Statute 98:

The Syndicate shall take all steps to have the Annual Report of the University prepared under its direction for submission to the Senate at least six weeks before the date fixed for the annual meeting of the Senate.

CHAPTER - III THE ACADEMIC COUNCIL

(Under Section 21 of the Act)

(i) Constitution

(Under Section 21 (I) of the Act)

Statute 99:

For the purpose of election of one representative of each Faculty on the Academic Council, as required under Section 21 (1) (iv) and the nomination of two members of the Syndicate on the Academic Council, as required under Section 21 (1) (v), the Registrar shall call a meeting of the respective authorities within ten days after the date on which they come into office and shall arrange to hold the election in accordance with the relevant Statutes.

(ii) Procedure at Meeting

Statute 100:

- (a) The Academic Council will meet ordinarily once in three months and at other times when the Vice - Chancellor, or in his absence, the Pro-Vice-Chancellor ³, or in the absence of both, the senior-most Dean on the Academic Council deems it necessary. The Vice - Chancellor, or in his absence, the Pro-Vice-Chancellor³, or in the absence of both, the senior-most Dean shall preside at all meetings of the Academic Council.
- (b) The Registrar shall give to members seven days' notice along with the agenda for a meeting of the Academic Council, provided, however, that under instructions from the Vice - Chancellor, an urgent meeting of the Academic Council may be called at a notice of not less than three days.

(Note: Relevant papers and office notes on the items included on the agenda paper shall be circulated to members not later than five days before the date of the meeting.)

Statute 101:

Nine members shall constitute quorum for a meeting of the Academic Council and all questions shall be decided by a majority of votes of the members present at a meeting. The Chairman at such meeting shall have a vote and in the case of an equality of votes, a second or casting vote.

Statute 102:

Membership of the Academic Council shall be terminated by death, resignation, absence from four consecutive meetings or on ceasing to hold a particular office or membership of an electing authority by virtue of which one was a member of the Academic Council. However, when a member is deputed on University work outside the University area, for a period of more than six months, the disqualifying clause shall not apply to him.

(iii) Powers and Duties

(Under Section 22 of the Act)

Statute 103:

All proposals for the establishment by the University of Departments, Colleges, Institutes of Research or Specialised studies, Libraries, Laboratories or Museums shall emanate from the Academic Council, and shall be submitted to the Senate for its approval with a report thereon-made by the Syndicate and the Academic Council.

Statute 104:

Such Departments, Colleges and Institutes of Research or specialised studies, shall be inspected periodically by a committee appointed by the Syndicate in consultation with the Academic Council, and the report of the Committee shall be submitted to the Academic Council for its opinion, and later to the Syndicate for a resolution thereon. The report of the said Committee, together with the opinion of the Academic Council and the resolution of the Syndicate thereon, shall be submitted to the Senate for information, within twelve months of the date of inspection.

CHAPTER - IV THE FACULTIES

(i) Constitution

(Under Section 23 of the Act)

Statute 105: (DELETED)

Statute 106:⁴

The subject comprised in each of the faculties shall be as follows:

(1) FACULTY OF ARTS

(A) MODERN INDIAN LANGUAGES

Gujarati
Hindi
Urdu
Marathi
Sindhi
Bengli
Tamil
Telugu
Malayalam
Kannad

(B) OTHER MODERN LANGUAGES

English
German
French
Russian
Japanese
Chinese

(C) CLASSICAL LANGUAGES

Sanskrit
Prakrit (Ardhamagadhi) – Pali
Avesta & Pahlavi
Persian & Arabic
Linguistics

(D) OTHER SUBJECTS IN HUMANITIES

History
Archaeology
Epigraphy & Numismatics
Philosophy and Logic
Indian and Eastern Culture
Western Culture
Town Planning & Architecture
Mathematics
Statistics
Fine Arts

Journalism
Library Science
Interior Design
Mass Communication
Comparative Literature

(E) SOCIAL SCIENCE

Political Science including Public Administration
Civics
Economics
Psychology
Sociology
Anthropology
Business Economics

(F) OTHER SUBJECTS IN SOCIAL STUDIES

Geography
Home Science
Labour Welfare
Co-operation
Social Work
Human Resource Development

(G) GENERAL EDUCATION

Performing Arts
(A) Hindustani Music
- Gayan
- Vadan
(B) Indian Classical Dance
(C) Dramatics

(2) FACULTY OF SCIENCE

Physics
Chemistry
Botany
Zoology
Microbiology
Bio-Chemistry
Bio-Science
Pharmacy
Geology
Mathematics
Statistics
Home Science
Gujarati
Hindi
English
Electronics
Applied Chemistry
Electronic Science
Textile Chemistry
Medical Technology
Economics
Aquatic Biology
Medical Laboratory Technology
Applied Physics
Instrumentation

Diagnostic Medical laboratory Science
Industrial Chemistry
Bio-Technology
Applied Mathematics
Pharmaceutical Chemistry
Environmental Chemistry

(3) FACULTY OF COMMERCE

Commerce including Business Administration
Economics
Urban Development
Statistics
Accounting including Costing
Co-Operation
Mercantile Law
Labour Welfare
Actuarial Science
Commercial & Economical Geography
Political Science including Public Administration
Mathematics
General Education
Gujarati
Hindi
English

(4) FACULTY OF EDUCATION

Philosophy of Education
History of Education and Current Problems in Indian Education
Comperative Education
Education Psychology
School and Education Administration
Research Methodology
Guidance and Counselling
Psychological Testing and Statistics
Education Technology
Physical Education

(5) FACULTY OF TECHNOLOGY INCLUDING ENGINEERING

(A) CIVIL ENGINEERING

- (i) Construction, Foundation Engineering & Civil Engineering Management
- (i) Surveying
- (ii) Sanitary Engineering
- (iii) Town Planning & Valuation
- (iv) Transportation Engineering
- (v) Irrigation & Hydraulics
- (vi) Bridge Engineering
- (vii) Estimating Costing & Valuation

(B) MECHANICAL ENGINEERING

- (i) I/C Engineering
- (ii) Refrigeration & Air-conditioning
- (iii) Steam Engineering
- (iv) Hydraulic Machines
- (v) Workshop Technology & Practice
- (vi) Theory of Machine
- (vii) Machine Design

(C) ELECTRICAL ENGINEERING

- (i) Power System Engineering
- (ii) Electrical Machine Design
- (iii) Electrical Transaction & Power Utilization
- (iv) Applied Electronics
- (v) Electrical Circuit, Measurement and Instrument
- (vi) High Voltage Engineering

(D) APPLIED MECHANICS

- (i) Engineering Mechanics
- (ii) Structure Analysis
- (iii) Soil Mechanics
- (iv) Concrete Technology and Concrete Structure
- (v) Metal Technology, Metal Structure and Other Structures
- (vi) Experimental Stress Analysis

(E) TELECOMMUNICATION ENGINEERING

- (i) Radio Engineering
- (ii) Line Communication
- (iii) Microwave Telecommunication

(F) Chemical Engineering

(G) Aeronautical Engineering

(H) Textile Engineering

(I) Architectural Engineering

(J) Metallurgical Engineering

(K) Engineering Geology & Mining Engineering

(L) Electronics

(M) Marine Engineering

(N) Agricultural Engineering & Nuclear Engineering

(O) Mathematics

(P) Physics

(Q) Chemistry

(R) English

(S) Engineering Economics

(T) General Education (Humanities)

(U) Management

(V) Electronics Engineering

(W) Computer Engineering

(6) FACULTY OF LAW

Law & Jurisprudence

International Law (Private & Public)

Constitution Law

Crimes

Law of Obligations (i.e. Torts, Contracts & Labour Laws)

Procedural Laws

Law of property & Personal Laws

(7) FACULTY OF MEDICINE

Anatomy

Physiology

Bio- Chemistry

Pharmacology

Pathology
Microbiology
Community Medicine
Surgery/ ENT/ Ophthalmology/ Orthopedics
Obstetrics & Gynecology
Medicine including pediatrics
Skin V.D. / Psychiatry
Anesthesiology
Radiology
Optometry
Clinical Psychology

KULLIYAT INCLUDING TASHREEN, FUNDAMENTALS OF UNANI MEDICINE

HIFZANESEHAT i.e. (INCLUDING ANATOMY, PHYSIOLOGY, PSM,ETC)
ILMULADVIA i.e. PHARMACOLOGY
OALIJAT INCLUDING i.e. MEDICINE INCLUDING
NISWAN WALATFAL i.e GYNACOLOGY & PEDIATRICS
JARAHIYAT i.e. SURGERY
PHYSIOTHERAPY
NURSING

(8) FACULTY OF RURAL STUDIES

Rural Studies

(9) FACULTY OF MANAGEMENT STUDIES

Business and Industrial Management

(10) FACULTY OF HOMEOPATHIC

- (1) Preclinical Subject including Anatomy, Physiology & Biochemistry and Homeopathic Pharmacy & other subject of self & social development i.e. yoga etc.
- (2) Para clinical subject including Pathology & Microbiology, Forensic Medicine & Toxicology, Community Medicine, Organon of Medicine.
- (3) Clinical subject including Practice of Medicine, Surgery, Obstetric & Gynecology, Case Taking & Repertory, Homoeopathic Materia Medica.
- (4) Post Graduation Paraclinical including organon of Medicine.
- (5) Post Graduation clinical including Materia Medica, Case Taking & Repertory, Practice of Medicine, Paediatric and Psychiatry.

(11) FACULTY OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

- (1) Computer Science
- (2) Information Technology
- (3) Information & Communication Technology
- (4) Bio-Informatics

(12) FACULTY OF ARCHITECTURE & DESIGN

- (1) Architecture
- (2) Interior Design

Statute 107:

- (1) The Academic Council may formulate and recommend to the Syndicate proposals for the establishment of a new Faculty, specifying the subjects to be covered there under.
- (2) The Syndicate shall, with its recommendation, submit such proposals to the Senate for its approval.
- (3) On the proposal being accepted by the Senate, the Academic Council and the Syndicate will take such steps as may be necessary to bring the new Faculty into operation.

Statute 108:

- (1) For the purpose of assignment of members of the Senate by the Syndicate to the various Faculties in accordance with Section 23 (2) (i) of the Act, the Registrar shall as soon as the names of the new members (ex-officio, elected or nominated) of the Senate are announced, ask each such member to give him in writing within thirty days the Faculty to which the member wishes to be assigned.
- (2) After expiry of the period stipulated for ascertaining the wishes of the members by the Registrar, on the receipt of his report, the Syndicate shall assign members to different Faculties.
- (3) The Registrar shall convene a meeting of each Faculty within ten days of the complete formation of each Faculty, under Section 23 (2) of the Act, for the purpose of electing (i) its Dean under Section 25 (i) and (ii) one representative of the Faculty on the Academic Council under Section 21 (1) (iv).

Statute 109:

The term of office of the members of the Faculties shall be five years, provided, however, that a person shall cease to be a member of the Faculty if he ceases to be a member of the Senate or of the Board of Studies which he is elected to represent on the faculty.

(ii) Procedure at Meetings

Statute 110:

- (1) Each Faculty shall ordinarily meet once a year and at other times when convened by the Dean or in his absence, by Senior member amongst the members of the Senate on the Faculty.

Statute 111:

A meeting of a Faculty shall also be convened by the Dean, or in his absence, by the Senior member among the members of the Senate on the Faculty, on the requisition of one - sixth of the total number of members or three members, whichever is more, constituting that Faculty.

Statute 112:

The Dean, or in his absence, the Senior member among the members of the Senate on the Faculty shall preside at the meetings of the Faculty.

Statute 113:

- Following shall constitute a quorum for a meeting of the Faculty
- (1) Three members of $\frac{1}{5}$ of the number of members whichever is greater if the total number of members is more than three.
 - (2) All members if the number of member on the Faculty is three or less.

Statute 114:

All questions at a meeting of the Faculty 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.

(iii) Powers & Duties

Statute 115:

Besides the Powers and Duties of the Faculties specified in Section 24 of the Veer Narmad South Gujarat University ¹ Act, the Faculty shall

- (i) elect its Dean;
- (ii) consider and report on any matter referred to it by the Academic Council and the syndicate;
- (iii) refer any matter to a Board of Studies comprised within the Faculty for consideration and reports;
- (iv) consider any report or recommendation referred to it by a Board of Studies;
- (v) appoint a Committee of the Faculty for any purpose lying within its functions;
- (vi) hold meetings of the Faculty or of a Committee of the Faculty jointly with any other Faculty or a Committee thereof, for the discussion of any matter of common interest.

CHAPTER - V DEANS OF FACULTIES

Appointment and Tenure

(Under Section 25 of the Act)

Statute 116:

The Registrar shall convene a meeting of each Faculty not later than the 31st July, every three years, or as soon as possible after a vacancy occurs for the purpose of electing (i) its Dean under Section 25 (i) of the Act and / or (ii) its representative on the Academic Council under Section 21 (i) (iv) of the Act. The election shall be held in accordance with the provisions of Statutes - 264 - 267.

Statute 117:

- (a) The Dean shall hold office for the period of three years from the 1st of August, provided, however that (i) the first Dean elected under the Provisional Statutes shall assume office on the date of his election and shall continue to hold it till the 31st of July, 1970 and (ii) the Dean who is elected to the office on account of a vacancy being caused in the middle of the triennium shall hold office, in the first instance, for the remaining period of the triennium.
- (b) The office of the Dean shall be vacated by death, resignation, by the Dean ceasing to be a member of the Senate, or by his remaining absent from four consecutive meetings of the Academic Council. He will also cease to be the Dean if he remains out of the University area for more than three calendar months without the permission of the Vice - Chancellor.

Statute 118:

The Syndicate may, on the recommendation of a Faculty and Academic Council, sanction such amount as may be deemed proper and necessary for giving clerical assistance to a Dean for the discharge of his duties as specified in Section 25 (3) of the Act.

Statute 119:

When a Dean goes out of his headquarters on University work he shall be entitled to draw Travelling and Halting allowance in accordance with the provisions of Ordinances 130 - 131.

Statute 120:⁵

The following Board of Studies may be constituted under the provisions of Section 26 (1):

(1) FACULTY OF ARTS

1. Gujarati
2. Marathi
3. Hindi
4. Sindhi
5. Bengali
6. English
7. Modern European Languages German, French & Russian
8. Modern Asian Languages Chinese, Japanese.
9. Sanskrit
10. Prakrit – Ardhamagadhi
11. Pali
12. Persian, Arabic and Urdu

13. Linguistics
14. Comparative Literature
15. Avesta and Pehlavi
16. History, Archaeology, Epigraphy and Numismatics
17. Political Science including Political Philosophy Civics and Public Administration.
18. Sociology and Anthropology
19. Social Work
20. Philosophy and Alogicopology
21. Psychology
22. Indian and Eastern Culture
23. Home Science
24. Journalism
25. Mass Communication
26. Fine Arts
27. Interior Design
28. Library & Information Science
29. Performing Arts
 - (A) Hindustani Music
 - Gayan
 - Vadan
 - (B) Indian Classical Dance
 - (C) Dramatics

(2) FACULTY OF EDUCATION

30. Philosophical, Sociological and Psychological Foundation in Education.
31. Educational Administration and Comparative Education
32. Technology of Teaching Evaluation and Innovative Practices in Education.
33. Physical Education.

(3) FACULTY OF SCIENCE

34. Physics including Energy, Electronics, Material Science, Energy Resources, Modern Optics Radiation, Applied Physics – Instrumentation.
35. Chemistry including Agro-Chemical including Fertilizers, Pesticides, Chemical Instrumentation Polymers, Heavy Chemical Drugs, Dyes, Textile Chemistry, Chemistry of Fuels, Ceramics, Industrial Electro – Chemistry, Petro-Chemicals.
36. Botany including Environment, Horticulture, Plant Protection, Forest Resources.
37. Zoology including Marine Science, Fisheries.
38. Microbiology – Medical Technology – Medical Laboratory Technology - Diagnostic Medical Laboratory Science
39. Bio-Science
40. Pharmacy
41. Medical Technology
42. Bio-Technology
43. Aquatic Biology

(4) FACULTY OF TECHNOLOGY INCLUDING ENGINEERING

44. Applied Mechanics and Structural Engineering
45. Civil Engineering
46. Mechanical Engineering
47. Electrical Engineering

48. Electronics & Communication Engineering
49. Production Engineering
50. Computer Engineering
51. Chemical Engineering
52. Architectural Engineering
53. Textile Engineering & Textile Chemistry/ Textile Processing
54. Information Technology Engineering
55. Instrumentations & Control Engineering

(5) FACULTY OF LAW

56. Jurisprudence, International Law, Private, Public and Constitutional Law.
57. Crimes, Law of Obligations
58. Law of Property and Personal and Taxation Laws.

(6) FACULTY OF MEDICINE

59. Pre-Clinical subject including Anatomy, Physiology and Bio-Chemistry.
60. Para-Clinical subjects including Pharmacology Pathology, Microbiology and Forensic Medicine.
61. GENERAL MEDICINE AND RELATED SUBJECT:-
 1. General Medicine
 2. Skin & V.D.
 3. Psychiatry
 4. Radiology
 5. Nursing
62. GENERAL SURGERY AND RELATED SUBJECT:-
 1. General Surgery
 2. E.N.T
 3. Orthopedics
 4. Anesthesiology
 5. Ophthalmology
63. MATERNITY AND CHILD HEALTH:-
 1. Community Medicine
 2. Pediatrics
 3. Obstetrics & Gynecology
 4. Clinical Psychology
64. Unani Medicine
65. Physiotherapy
66. Optometry

(7) FACULTY OF COMMERCE

67. Commerce including Business Administration
68. Accounting including Costing

(8) FACULTY OF RURAL STUDIES

69. Rural Studies

(9) FACULTY OF ARTS AND SCIENCE

70. Mathematics
71. Home Science
72. Futurology

(10) FACULTY OF ARTS AND COMMERCE

73. Economics Including Business Economics
74. Co-Operation
75. Labour Welfare
76. Human Resource Development

(11) FACULTES OF ARTS, SCIENCE AND COMMERCE

- 77. Geography
- 78. Statistics
- 79. Actuarial Science
- 80. Population Education

(12) FACULTES OF SCIENCE AND TECHNOLOGY INCLUDING ENGINEERING

- 81. Geology

(13) FACULTIES OF SCIENCE & MEDICAL

- 82. Bio-Chemistry

(14) FACULTIES OF TECHNOLOGY INCLUDING ENGINEERING AND COMMERCE

- 83. Town Planning and Urban Development

(15) FACULTY OF MANAGEMENT STUDIES

- 84. Business & Industrial Management

(16) FACULTY OF HOMEOPATHY

- 85. Preclinical Subject including Anatomy, Physiology & Biochemistry and Homeopathic Pharmacy & other subject of self & social development i.e. yoga etc.
- 86. Para clinical subject including Pathology & Microbiology, Forensic Medicine & Toxicology, Community Medicine, Organon of Medicine.
- 87. Clinical subject including Practice of Medicine, Surgery, Obstetric & Gynecology, Case Taking & Repertory, Homoeopathic Materia Medica.
- 88. Post Graduation Paraclinical including organon of Medicine.
- 89. Post Graduation clinical including Materia Medica, Case Taking & Repertory, Practice of Medicine, Paediatric and Psychiatry.

(17) FACULTY OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

- 90. Computer Science
- 91. Information Technology
- 92. Information & Communication Technology
- 93. Bio-Informatics

(18) FACULTY OF ARCHITECTURE & DESIGN

- 94. Architecture
- 95. Interior Design

Statute 121:

- (1) The Boards of Studies enumerated in the Statute 120 shall be constituted for the subjects taught in the University or in the affiliated colleges and recognised institutions as prescribed in the Section 26 of the Act.
- (2) "Head of the University Department" under Section 26 (2) (i) shall mean a Professor or a Reader designated as such in the Department of the subject concerned. Provided that it is permissible for the Vice-Chancellor to treat any additional teacher not below the rank of a Reader as Head of the University Department for the purpose of Section 26 when there are more than one Board of Studies in the subject or subjects in which the Department is providing instruction.

- (3) Heads of the Departments in the Special subjects taught at the degree level in the affiliated colleges and recognised institutions under Section 26 (2) (ii) shall include:
- (a) Heads of the Departments designated as such in the subject taught as a Special or Principal or major or optional (as in Commerce Faculty) subjects in the Degree Class.
 - (b) Heads of the Departments designated as such in subjects taught as a compulsory subject in the faculties of Medicine, Law and Rural Studies.
 - (c) Heads of the Departments designated as such in the subjects taught as a compulsory subjects in the Final Year of the Degree Class in the Faculties of Arts, Science, Commerce, Education and Technology including Engineering.
- Note:** For the purpose of this Clause (3) only such persons who are senior most teachers in the subject on the staff of the College and are having a teaching experience of at least five years in the Degree Classes shall be designated as the Head of the Departments for the subject concerned in the affiliated colleges.
- (4) In case of a subject not taught as a compulsory subject at the final year of the degree class or as a special subject at the degree level, the Syndicate may appoint an Ad-hoc Committee for such subject or group of allied subjects, on the recommendation of the Dean of the respective Faculty.

Statute 122:

- (1) Not later than the 1st of June every three years, the Registrar shall request the (i) Heads of University Departments, (ii) Principals of affiliated Colleges and (iii) Heads of recognised Institutions in the University area to furnish to him within ten days from the receipt of the letter, names (with their designation) of heads of departments, if any, in special and/ or compulsory subjects taught at the degree or post - graduate level as the case may be in their department or institution.
- (2) If any change is made therein during a triennium the Head of the University Department or the Principal of the College or the Head of the recognised Institution shall inform the Registrar forthwith about the change and the Registrar, immediately on receipt of this information, shall inform the Chairman of the Board concerned about the change in the membership of his Board and shall also take necessary consequential steps for filling up any vacancy arising for the change.

Statute 123:

The Registrar shall convene a meeting of each Board of Studies within fourteen days after the date fixed for receiving information under Statute 120 for the purpose of the co - option of experts under Section 26 (2) (iii) of the Act.

Statute 124:

The Registrar shall convene the Second meeting of each Board of Studies within ten days after the first meeting for the purpose of electing (i) its Chairman and (ii) one representative from among its members on the Faculty to which the Board belongs.

Statute 125:

All Boards of Studies shall be formed every three years in accordance with the provisions of Statutes 120 and 121.

Statute 126:

The Office of a member of a Board shall be vacated by death or by resignation or by his absence from four consecutive meetings or on ceasing to be a teacher of the subject.

Procedure of the Meeting

Statute 127:

- (1) Each Board shall meet at least twice in an academic term, of which one meeting shall be held at least six weeks prior to the date fixed for a meeting of the Senate,
- (2) Besides these two meetings, the Chairman may, whenever he deems proper, and shall on receipt of a requisition signed by at least half the number of members, call a Special meeting of his Board of Studies.
- (3) On receipt of intimation from the Chairman of a Board of Studies about the date of its meeting and the items on the agenda, the Registrar shall issue the necessary notice to all the members of the Board at least seven days before the date of the meeting.
- (4) The Registrar may call a meeting of a Board on his own initiative when the business is urgent and he shall immediately inform the Chairman of the Board about the same.
- (5) The Registrar shall arrange to keep a record of the proceedings of the meetings of all the Boards of Studies.

Statute 128:

Each meeting shall be presided over by the Chairman or in his absence by the Senior most member of the Board.

Statute 129:

Three members shall constitute a quorum, provided, however, that in case of Boards on which there are only four members, two members shall constitute a quorum. 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 a date as the Chairman may appoint. In the case of a meeting, adjourned for want of quorum, no quorum will be required.

Statute 130 :

The Chairman may, at his discretion dispose of an item by obtaining the opinion of the members on the same by circulating the papers and the draft proposition on the item, provided, however, that if at least two members inform the Chairman of the Board that the item be placed before the Board for discussion, he shall convene a meeting of the Board on some suitable date for the purpose.

Additional Duties

Statute 131:

Panels for various subjects at the different examinations shall be prepared by the respective Boards of Studies once a year. In preparing the panels, the Boards of Studies shall put on the panel all the applications who fulfill the qualifications laid down by the Academic Council for appointment as an examiner. The Board will suggest who is particularly suited for a particular branch or paper of a subject.

Statute 132:

A Board of Studies may bring to the notice of the relevant University authority, important matters connected with examinations in its special subject or subjects, and may also address the Faculty concerned on any matters connected with the improvement of the courses in the subject or subjects within its purview.

Statute 133:

Any two or more Boards may, and at the request of the Academic Council or the Syndicate or the Dean of a Faculty, shall meet and act in concurrence and render a joint report upon any matter which lies within the province of both. In such cases, the joint meeting shall elect its own Chairman. The quorum for a joint meeting of the Board must include the full quorum of each Board represented, no member present being counted more than once for the purpose of determining the quorum.

CHAPTER - VI BOARD OF UNIVERSITY TEACHING

(Under Section 42 (2) of the Veer Narmad South Gujarat University¹ Act)

(i) Constitution

Statute 134:

- (a) The Board of University Teaching shall consist of —
- (1) The Vice-Chancellor;
 - (2) The Pro-Vice-Chancellor³;
 - (3) Deans of all Faculties;
 - (4) Heads of University Departments, if any;
 - (5) One recognised Post - Graduate Teacher from each Faculty to be nominated by the Academic Council;
 - (6) One member nominated by the Syndicate from among its members;
 - (7) Two Professors in charge of Post - Graduate Centres, nominated by the Syndicate. (b) The Board may at its first meeting after its constitution or re-constitution co - opt not more than three experts from this or any other University.

Statute 135:

The term of office of the members of the Board shall be three years, provided, however, that a member shall cease to be a member of the Board, if he ceases to hold the office by virtue of which he has become a member of the Board.

Statute 136:

The Board of University Teaching shall be reconstituted every three years along with other University authorities with a similar term of office.

Statute 137:

- (1) The Registrar shall arrange to fill up any vacancy of membership caused during the triennium in the same manner as when the Board is first constituted.
- (2) The membership of the Board thus acquired shall be for the remaining period of the triennium.

Statute 138:

The Board of University Teaching shall ordinarily meet once in every three months, and at other times when convened by the Vice -Chancellor.

(ii) Procedure

Statute 139:

The Vice - Chancellor or in his absence, the Pro-Vice-Chancellor³ or in the absence of both, the senior member shall preside at all meetings of the Board. The Chairman at such meetings shall have a vote and in the case of equality of votes, a second or casting vote.

Statute 140:

The Board shall have a quorum of nine members and all questions shall be decided by a majority of votes of the members present.

(iii) Powers & Duties

Statute 141:

The Board of University Teaching shall, subject to the general approval of the Academic Council and the Syndicate, be primarily responsible for the organisation and co-ordination of Post - graduate instruction, teaching and training in the University area.

Statute 142: (DELETED)

Statute 143:

The Board shall have the power to constitute Sub - Committees for dealing with different aspects of its work, or for the formulation or consideration of any scheme or proposal pertaining to Post - Graduate teaching and/ or research, or for the assessment of the work done in this behalf in a Post - Graduate Centre.

Statute 144:

With the prior permission of the Vice - Chancellor, the Standing Committee or Sub - Committee shall have the power to consult persons who are not members of the Board.

Statute 145:

The Board shall frame and submit to the Syndicate through the Academic Council for approval rules for-

- (i) the admission of students to Post - Graduate Courses, and
- (ii) the rates of tuition, laboratory and/ or library fees to be charged to them,

Statute 146:

(a) The Board shall frame and submit for approval to the Syndicate, through the Academic Council, rules and/ or conditions for -

- (i) the establishment of Post-Graduate Centres at suitable places in the University area;
- (ii) the inspection and continuation of the recognition of such Centres;
- (iii) setting the general pattern of work to be done at these Centres; and
- (iv) the co-ordination of the work of various Post-Graduate Centres in any subject.

(b) The Board shall formulate and submit to the Syndicate for approval, through the Academic Council, programme of Seminars, Workshops, etc. for Post-Graduate Teachers, Assistant Post-Graduate Teachers and Instructors.

Statute 147:

The Board shall prescribe and submit for approval to the Syndicate, through the Academic Council (i) the minimum qualifications and rules of procedure for the selection and recognition of Post - Graduate Teachers, Assistant Post - Graduate Teachers and Instructors and (ii) Rules regarding the maximum load of work of such Teachers and Assistant Teachers both at the Post - Graduate and Under - Graduate levels, *as well* as their remuneration.

Statute 148:

The Board may recommend to the organizers of Post - Graduate Centres to avail themselves of the services of any recognized Post -Graduate Teacher or Teachers in the University area with a view to fully utilizing all the talent available in any area of study.

Statute 149:

(a) The Board shall formulate Faculty - wise Schemes for doctoral studies and research and frame rules for (i) the selection and admission of students, and (ii) the selection and recognition of teachers with whom the student may undertake his study.

(b) The Board shall also similarly prescribe Faculty-wise the minimum requirements of work which will entitle a student to submit his thesis for the doctorate from the University.

(c) The Schemes formulated and rules framed by the Board in this respect shall become operative only after they are approved of by the Academic Council and the Syndicate.

Statute 150:

- (1) The Board shall lay down and recommend to the Syndicate for approval, through the Academic Council, the minimum expenditure which a Post-Graduate Centre must incur every year on the purchase of books, periodicals and such educational equipment as it may deem necessary.
- (2) The Board shall call for the annual budget estimates of Post -Graduate Centres and the latter shall be bound to accept and carry out the modifications made therein by the Board.

Statute 151:

It shall be obligatory on the affiliated Colleges and recognized institutions which are selected for Post - Graduate Studies to make available for the work of the Post-Graduate Centre, lecture rooms, laboratories, libraries and other facilities and to maintain the same in proper order and to provide necessary staff for the effective utilization of these facilities.

Statute 152:

All Post - graduate instructions and research in the Veer Narmad South Gujarat University ¹ area shall be imparted by the University or by such affiliated colleges as approved by the University or on behalf of the University at the approved Centres and shall be under the direct control and supervision of the Board of University Teaching.

Statute 153:

Subjects comprised in each of the Faculties as mentioned in Statute 106 will be the subjects of Post - Graduate instruction, teaching and training conducted by the University Departments or by its affiliated Colleges or recognised institutions, recognised for the purpose.

CHAPTER - VII THE BOARD OF EXTRA MURAL STUDIES
(Under Section 15 (Vii) of the Veer Narmad South Gujarat University¹ Act)

Statute 154:

- A. There shall be a Board of Extra - Mural Studies which will consists of-
- (1) The Vice - Chancellor;
 - (2) The Pro-Vice-Chancellor³;
 - (3) Two Deans nominated by the Academic Council;
 - (4) Two Heads of University Departments, if any, nominated by the Syndicate;
 - (5) Four members of the Senate from among the Principals of affiliated Colleges and Heads of recognized Institutions who are not Deans, nominated by the Syndicate;
 - (6) Four members of the Senate from among teachers who are not Deans, nominated by the Syndicate;
 - (7) One members each nominated by the Syndicate from among the head masters and secondary teachers who are members of the Senate;
 - (8) Two members of the Senate from among the representatives of Public Associations nominated by the Syndicate;
 - (9) One member each nominated by the Syndicate from among the members of the Senate;
(Under Section 16(i) Class I/B. and Class II/B and Class II A (iv) (d) respectively)
 - (10) Two representatives of the Board of University Teaching;
 - (11) The Registrar (Member - Secretary).
- B. The Board may co - opt not more than three persons who have wide experience of extra- mural activities.

Statute 155:

The term of office of the Board shall be three years,

Statute 156:

The quorum for a meeting of the Board shall be seven members.

Statute 157:

The Board shall meet at least twice a year, prior to the meeting of the Senate, and at other times when the Vice - Chancellor deems it necessary or on receipt of a requisition in writing by at least seven members,

Statute 158:

The Vice-Chancellor shall preside at the meeting of the Board, or, in his absence, the Pro-Vice-Chancellor³, or in the absence of both, the senior member of the Senate shall preside.

Statute 159:

All questions shall be decided by a majority of votes of the members present. The Chairman shall, in addition to his vote as a member, have an additional or casting vote.

Statute 160:

Subject, to the approval of the Academic Council, the Board of Extra Mural Studies shall perform the following functions:

- (1) to formulate and undertake schemes of Adult or Continuing Education;
- (2) to arrange programmes of popular lectures at different levels in the University area ;
- (3) to frame rules (i) for the admission of students to Adult or Continuing Education Courses (ii) for the payment of fees, if any; and (iii) for the award of certificates, etc.
- (4) to arrange for the writing, editing and / or translation of popular books on topics of general interest provided that the financial commitments involved under Statute 160 and 161 are approved by the Syndicate.

Statute 161:

Beside the regular courses and studies for University degrees and post - graduate diplomas, the University may organise extra - mural instruction and activities through (i) Summer Schools (ii) Seminars and Workshops (iii) Week-end, or evening or night classes (iv) Correspondence Courses (v) Programmes of exchange of teachers and such other methods as may be considered expedient.

CHAPTER - VIII BOARD FOR HOSTELS
(Under Section 15(Viii) of the Act)

Statute 162:

There shall be a Board for Hostels, which shall consist of —

- (1) The Vice - Chancellor;
- (2) The Pro-Vice-Chancellor³;
- (3) three Principals of affiliated Colleges, one from the city of Surat and one from every district in the University area, nominated by the Syndicate;
- (4) three Superintendents or Rectors of Hostels of whom at least one shall be a Lady Superintendent (with not less than 50 resident students) of affiliated colleges other than those from which the Principals are nominated, but nominated by the Syndicate in the same manner as shown in (3) above;
- (5) three Hostel students, preferably student superintendents, nominated by the Vice-Chancellor in a manner specified in (3) above, of whom at least one shall be a woman student, nominated by the Vice-Chancellor;
- (6) two students of the University Hostels, nominated by the Vice-Chancellor of whom one shall be a woman;
- (7) one Syndic to be nominated by the Syndicate;
- (8) one representative of the Faculty of Medicine and another of the Faculty of Technology, preferably a Public Health Engineer to be nominated by the Deans of the respective Faculties;
- (9) the Medical Officer of the University, if any;
- (10) the Director of Physical Education of the University;
- (11) the Director of Student Welfare or the Senior Superintendent or Rector of University Hostels (Member-Secretary).

Statute 163:

- (1) The term of office of the Board shall be three years except in the case of Hostel Students, who shall be nominated for one year only; provided, however, that a member shall cease to be a member of the Board on his ceasing to hold the office by virtue of which he becomes a member of the Board.
- (2) Any casual vacancy caused by death, resignation or otherwise shall be filled up in the same manner in which it is filled up at the time of constituting or reconstituting the Board.

Statute 164:

The quorum for a meeting of the Board shall be seven members. If at the end of half an hour after the time notified for the meeting there is no quorum, the meeting shall be adjourned to some future date and that meeting shall be considered as a meeting adjourned for want of quorum. No quorum would be necessary for such an adjourned meeting.

Statute 165:

- (1) The Board shall meet at least four times in any academic year. The first meeting will be held in July.
- (2) The Board may hold additional meetings if the Chairman deems it necessary or on receipt of a requisition in writing by at least seven members.

Statute 166:

The Vice - Chancellor shall, if present, preside at the meeting of the Board, or in his absence, the Pro-Vice-Chancellor ³ or in the absence of both, the Senior member of the Senate shall preside.

Statute 167:

All questions shall be decided by a majority of votes of the members present. The Chairman shall, in addition to his vote as a member, have an additional or casting vote.

Statute 168:

The functions of the Board shall be :—

- (i) to evolve a pattern of community-life, specifying the aims, objectives and activities, etc, for the consideration of and adoption by the University as well as the College Hostels;
- (ii) to draw up and recommend to the Syndicate a model constitution of the Hostel Students' Union providing for the maximum participation of students in the management of the Hostels and the development of corporate, co-operative life in the University and College Hostels;
- (iii) to recommend to the Syndicate for approval conditions for the recognition and maintenance of Hostels in the University area;
- (iv) to prepare and submit to the Syndicate for approval norms of accommodation, facilities, services, etc. in a Hostel recognised by the University and to prepare several blue - prints on that basis;
- (v) to plan and recommend medical services, with a view to ensuring the health of the students, good sanitary and hygienic conditions in every recognised hostel;
- (vi) to provide the services of a dietitian to recognised hostels with a view to providing a balanced diet to all resident students;
- (vii) to provide the services of a Counselor who will visit recognised hostels twice in a year or whenever such visits are requisitioned by the Rector of a Hostel with a view to guiding students in solving their personal problems and giving them educational and vocational guidance;
- (viii) to appoint a Visitors' Committee or Committees for visiting one or more recognised Hostels in the University area. One of the members shall be a doctor;
- (ix) to consider the reports received from the Visitors' Committees and offer suggestions to the relevant Hostel authorities with regard to their management;
- (x) to evaluate the working of all recognised Hostels in the University area at the end of every academic year and to submit its report to the Syndicate;
- (xi) to arrange orientation and refresher courses for the benefit of the Wardens, Rectors and other officers of the Hostels;
- (xii)
 - (a) to arrange lectures, organise seminars, publish suitable literature for the benefit of students with a view to developing 'esprit de corps' among students and building up in them correct, healthy attitudes towards rich community life based on equality, self-reliance, co-operation and social justice;
 - (b) to provide ample opportunities to resident students for self-expression through organization of exhibitions, debate competitions, cultural programmes, service and labor camps, etc;
 - (c) to formulate proposals for the establishment of shall units in every hostel in which students with very limited monetary resources can live on the basis of self - reliance, without any assistance from servants, provided that the proposals and the financial implications thereof are approved of by the Syndicate.

CHAPTER - IX STUDENT WELFARE BOARD

(Under Section 15 (ix) of the Act)

Statute 169:

- (A) The Student Welfare Board shall consist of:
- (1) The Vice-Chancellor;
 - (2) The Pro-Vice-Chancellor ³;
 - (3) Vice -Chairman of the Board of Sports;
 - (4) Director of Physical Education;
 - (5) Chief Medical Officer of the University;
 - (6) One member elected by the Faculty of Medicine;
 - (7) The Senior-most Commanding Officer of the N.C.C. in the University area;
 - (8) Four members of the Senate nominated by the Syndicate, of whom at least one shall be a Principal of an affiliated college and of whom at least one shall be college teacher of an affiliated college and one member of the Syndicate;
 - (9) Six members representing recognized Student's Union in the University area, nominated by the Vice - Chancellor, of whom at least two shall be women student;
 - (10) Not more than two persons actively engaged in Youth Welfare activities in the University area nominated by the Vice-Chancellor;
 - (11) Assistant Director of Youth Welfare (Member - Secretary).
- (B) The Board may co-opt up to five students from amongst students who are actively engaged in Youth Welfare activities:

Statute 170:

- (1) The term of office of the Board shall be three years provided, however, that a member shall cease to be a member of the Board on his ceasing to hold the office by virtue of which he becomes a member of the Board.
- (2) Any casual vacancy caused by death, resignation or otherwise shall be filled up in the same manner in which it is filled up at the time of constituting or reconstituting the Board.

Statute 171:

The quorum for a meeting of the Board shall be seven members. If at the end of half an hour after the time notified for the meeting there is no quorum, the meeting shall be adjourned to some future date and that meeting shall be considered as a meeting adjourned for want of quorum. No quorum would be necessary for such an adjourned meeting.

Statute 172:

The Board shall ordinarily meet at least twice in a year, prior to the meeting of the Senate and at other times when the Vice-Chancellor deems it necessary or on receipt of a requisition in writing by at least seven members.

Statute 173:

All questions shall be decided by a majority of votes of the members present. The Chairman shall, in addition to his vote as a member, have an additional or casting vote.

Statute 174:

The functions of the Board shall be —

- (1) to advise the Syndicate on—
 - (a) the medical examination of students.
 - (b) Health and Hygiene of Students.
 - (c) Social Service Camps;
 - (d) Other Youth Welfare activities;
- (2) to frame the budget proposals for the succeeding year in respect of the items following under (1) above and to submit the same to the Registrar before the 1st of January of each year for consideration by the Syndicate;
- (3) to organize the University Youth Festivals every year and to send entries for the Inter - University Youth Festival;
- (4) to prepare, scrutinies and recommend schemes of Youth Welfare for grants to the State and / or the Union Government;
- (5) to arrange programmes of travels, hikes, mountaineering, etc. for University Students;
- (6) to organise or to help in organising workshops, seminars and camps for the training of Youth Welfare workers, organizers of cultural activities, etc;
- (7) to organize or to help in organizing hobby centres, dramatic clubs, craft training classes, etc;
- (8) to formulate and organize Guidance Services for the benefit of students;
- (9) to appoint committees and to take such other steps as may be found necessary in due discharge of their responsibilities;
- (10) to appoint and to delegate to the committees such powers as may be necessary for the discharge by the Committee of the duties imposed upon them by the Board.

CHAPTER - X
BOARD OF SPORTS, PHYSICAL EDUCATION & RECREATION
(Under Section 15 (x) of the Act)

Statute 175:

There shall be a Board of University Sports, Physical Education and Recreation to organise, control, manage or supervise Inter - Collegiate Sports and Tournaments within the University area and to foster, undertake and conduct Inter - University Competitions. The abbreviated name of the Board shall be 'BUSPER'.

Statute 176:

- A. The Board shall consist of:
- (1) Three Principals of Colleges nominated by the Syndicate, one each from the 'District'.
 - (2) Three representatives who are not Principals, but are connected with Sports and Physical Education activities in Colleges nominated by the Syndicate, one each from the 'District'.
 - (3) Senior - most N. C. C. Commandant in the University area;
 - (4) One member nominated by the Medical Faculty of University;
 - (5) Three experts in Physical Education activities to be nominated by the Syndicate;
 - (6) Three Student Representatives, nominated by the Syndicate one each from the 'District'.
 - (7) Director or in his absence Deputy Director of Physical Education (Secretary);
 - (8) Three members of the Senate nominated by the Syndicate of whom at least one should be a member of the Syndicate;
- B. The Board may co - opt up to three members from amongst the students who have distinguished themselves in inter-collegiate or inter-University or other recognised fixtures of Sports.

Explanation:

The following shall be Districts for the purpose of this Statute:

- (1) Bharuch (2) Surat and (3) Valsad-Dangs and Union Territory of Dadra, Nagar Haveli and Daman.

No quorum shall be necessary for an adjourned meeting.

Statute 177:

- (1) The Meeting of the Board shall be presided over by the Chairman of the Board to be elected by the members of the Board at its first meeting.
- (2) The Chairman of the DSC, which is entrusted the task of organizing the annual University Sports during the year, shall be its Vice-Chairman.

Statute 178:

- (1) The term of office of the Board shall be three years. A member shall cease to be the member of the Board on his ceasing to hold the office by virtue of which he became the member of the Board.
- (2) Any casual vacancy caused by death, resignation or otherwise shall be filled up in the same manner in which it is filled up at the time of constituting or reconstituting the Board.

Statute 179:

The quorum for a meeting of the Board shall be four members; however, no quorum shall be necessary for an adjourned meeting.

Statute 180:

The Board shall meet at least once every six months or whenever necessary, on such dates as may be fixed by the Chairman.

Statute 181:

All questions shall be decided by a majority of votes of the members present. The Chairman shall, in addition to his vote as a member, have an additional or casting vote.

Statute 182:

The following shall be the powers and functions of the Board:

- (1) To consider and recommend to the Syndicate Schemes of compulsory physical education and of ancillary voluntary activities for implementation by affiliated colleges in the University area;
- (2) To make arrangements for the Periodical Inspection of the Physical Education Programme at various centres and consider the reports received from visitors from time to time;
- (3) To review and evaluate the Physical Education Schemes and programmes from time to time and suggest modifications in the same for the next academic year ;
- (4) To frame rules for the University Sports and Tournaments;
- (5) To prepare the Budget for presentation to the Syndicate;
- (6) To recommend whether the University should participate in the several Inter-University Competitions and to make financial allocations for the expenses involved in such participation;
- (7) To appoint Committees, to select University Teams and to conduct Inter-University Competitions whenever the University is asked to do so by the Inter-University Board of Sports;
- (8) To adjudicate on appeals that may be preferred to them regarding decisions of Referees;
- (9) To organize training courses in Athletics, Mountaineering and different games with a view to providing fully qualified and competent Coaches, Physical Instructors, Student Instructors, Umpires etc. to affiliated colleges ;
- (10) To organize Sports, Festivals, mountaineering expeditions, hiking programmes, camps etc. for the benefit of students on the University Campus and in affiliated Colleges;
- (11) To advise the Syndicate on the Medical Examination of students and Health and Hygiene;
- (12) To appoint Sub - Committees for specific tasks and take such other steps as may be found necessary in the due discharge of their responsibilities;
- (13) To delegate to Sub - Committees such powers as may be necessary for the discharge by Sub - Committees of the duties imposed upon them by the Board of Sports, Physical Education and Recreation.

Statute 183 to 187: (DELETED)

CHAPTER - XI BOARD OF UNIVERSITY PUBLICATIONS

(Under Section 15 (x) of the Act)

Statute 188:

The Board of University Publications shall be an authority of the University. (Referred to in this Chapter as the Board)

Statute 189:

- (1) The Board shall consist of:
 - (i) The Vice -Chancellor;
 - (ii) The Pro-Vice-Chancellor³;
 - (iii) Deans of Faculties;
 - (iv) Not more than two Administrative Heads of University Departments, nominated by the Syndicate;
 - (v) Two Principals of degree colleges, preferably those who are also post-graduate Teachers, other than the Deans of Faculties, nominated by the Syndicate;
 - (vi) Two representatives of the Academic Council, preferably Post-graduate teachers, other than the Head of University Department or of a recognised Institution, or Principal of an affiliated college ;
 - (vii) Two members to be nominated by the Syndicate from among the Faculty Members of those Faculties which are not adequately represented on the Board ;
 - (viii) Two members to be nominated by the Syndicate from among its members.
 - (ix) A member, who is the Executive Editor of the University Journal, nominated by the Syndicate.
- (2) The Board may co-opt not more than two members from among distinguished scholars or experts in the field either from or outside the University area.

Statute 190:

The Vice-Chancellor shall, if present, preside at the meetings of the Board, and in his absence, the Pro-Vice-Chancellor³ and in the absence of both, a member elected by the meeting shall preside at the meeting of the Board. The senior most dean present shall take the chair for and until such election only.

Statute 191:

- (1) The term of office of the Board shall be three years provided, however, that a member shall cease to be a member of the Board on his ceasing to hold the office by virtue of which he becomes a member of the Board.
- (2) Any casual vacancy caused by death, resignation or otherwise shall be filled up in the same manner in which it is filled up at the time of constituting or reconstituting the Board.

Statute 192:

The quorum for a meeting of the Board shall be seven members.

Statute 193:

The Board shall meet at least twice a year, in the first month of every term, and at other times when the Chairman deems it necessary or on receipt of a requisition in writing by at least seven members.

Statute 194:

All questions shall be decided by a majority of votes of the members present. The Chairman shall have a vote, however in the case of an equality of votes, he shall have a second or casting vote.

Statute 195:

The functions and powers of the Board shall be -

- (1) to draw up a comprehensive scheme of University publications—
 - (i) text - books on different subjects in Gujarati;
 - (ii) translation of standard work from other languages into Gujarati;
 - (iii) reading material, faculty-wise, in simple English with controlled vocabulary;
 - (iv) supplementary reading material in English as well as in Gujarati;
 - (v) pamphlets, brochures, etc., on various topics; submit a phased programme of publications to the Syndicate;
- (2) to submit proposals to the Syndicate for its approval before the end of January, for writing, translating, editing and publishing books, etc. during the forthcoming academic year;
- (3) to draw up a scheme for the establishment of a University Bureau of Publications; along with an annual budget of recurring expenditure;
- (4) to draw up alternative schemes for writing, translating and editing books selected by the Syndicate on the recommendation of the Board, specifying the terms and conditions on which the work could be undertaken by any qualified person, approved by the Board ;
- (5) to recommend to the Syndicate appropriation of the publication grants to the University;
- (6) to undertake, with the sanction of the Syndicate, the publication of —
 - (i) a University Journal or Journals;
 - (ii) any work literary or scientific considered suitable by the Board on the ground of the originality ;
 - (iii) text - books of sufficiently high academic value, pertaining to various courses of study;
 - (iv) University Extension lectures;
 - (v) Popular books on topics of general interest which have been specially written or translated at the instance of the Board of Extra - Mural Studies under Statute 160 (4);
 - (vi) books in English specially edited with a view to developing English as a Library language;
 - (vii) material arising from research work done under the auspices of the University Departments or recognised research centres in the University area, as recommended by the Board of University teaching for publication.
- (7) to prepare an annual report on University publications for the information of the Senate, through the Syndicate.

CHAPTER - XII BOARD OF ACCOUNTS

(Under Section 15 (x) of the Act)

Statute 196:

The Board of Accounts shall be an authority of the University (here in this Chapter referred to as the Board).

Statute 197:

The Board shall consist of five Ordinary members of the Senate of the University not being members of the Syndicate. They shall be elected by the Senate not later than 31st March every year.

Statute 198:

The Board shall meet ordinarily once every three months and at other times when convened by the Chairman of the Board.

Statute 199:

The Board shall conduct an audit and make an annual report to the Senate on the accounts of the University and of the Endowment and Trust Funds, for the financial year commencing on the first day of April previous to the appointment of the Board. ,

Statute 200:

The Board shall make recommendations to and advise the Syndicate on all matters relating to the finances of the University either on its own initiative or a reference being made to it by the Syndicate.

Statute 201:

The financial year of the University shall be from 1st of April to 31st of March.

Statute 202:

- (a) The members of the Board shall hold office during the financial year immediately following their election.
- (b) They shall be eligible for re - election at the expiration of their office.
- (c) All vacancies on the Board occurring between two annual elections shall be filled up by persons appointed by the Syndicate.

CHAPTER - XIII OFFICERS OF THE UNIVERSITY

(I) The Chancellor

- (i) Appointment (vide Section 9 (i) of the Veer Narmad South Gujarat University ¹ Act)
- (ii) Powers
Vide Section 7 (1), (2) & (4)
Section 9 (2) & (3)
Section 10 (2) (a) & (b)and (6) (b)
Section 12 (1) (b)
Section 16 (I) Class I (A) (i)
Section 17 (1)
Section 30 (6) & (7)
Section 46
Section 47
Section 53(B)
Section 59
Section 65 (2) (a)
Section 66 (1) (a) & (b)
Section 67 (a) & (b)

(II) The Vice - Chancellor

(i) Appointment

(Under Section (1), (2) & (3) of the Act)

Statute 203:

- (1) At least six months before the date of expiry of the term of the Vice-Chancellor, the Registrar shall call a joint meeting of the Syndicate and the Academic Council for the purpose of nominating a member on the Committee for recommending the panel of the names for the Vice-Chancellor as required under Section 10 (2) (a) (i) of the Act.
- (2) The Registrar shall, within 15 days from the date of the joint meeting referred to in (1) above, convene a meeting of the Vice-Chancellors of the Universities established by law in the Gujarat State for nominating a person on the Committee for recommending the panel as required under Section 10 (2) (a) (i) of the Act.
- (3) The Registrar shall, within 10 days from the date of the meeting referred to in (2) above, shall communicate to the Chancellor the names of persons nominated at the meetings mentioned in (1) and (2) above and request him to nominate a third person on the Committee and to designate one of them as the Chairman and to communicate the appointment of the Committee to its members.
- (4) Within 30 days after the appointment of the Committee by the Chancellor as mentioned in (3) above, the Registrar shall convene a meeting of the Committee at the place and time fixed in consultation with the Chairman of the Committee.
- (5) The Registrar shall record the proceedings of the meeting and shall submit to the State Government the names of the persons recommended by the Committee along with the particulars given below with the approval of the Chairman of the Committee, and the State Government shall announce the appointment of the Vice-Chancellor at least two months before the date of the expiry of the term of the Vice-Chancellor.

- (6) The particulars of the persons recommended by the Committee should contain the following:
- (i) The name with particulars of degrees, if any, and other academic distinctions.
 - (ii) Place of residence.
 - (iii) Date of Birth.
 - (iv) Publications, if any.
 - (v) Administrative or teaching experience, if any.
 - (vi) Other particulars, if any; e.g. public service membership of public institutions and educational activities.

(ii) Conditions of Appointment

(Under Section 10 (5) of the Veer Narmad South Gujarat University¹ Act)

Statute 204: (DELETED)

Statute 205: (DELETED)

(iii) Powers

Vide Section 11 (1) to (6) F
Section 12 (b)
Section 16 (1) Class I (A) (ii)
Section 17 (2)
Section 19 (1) (i) Section 32 (5)
Section 21 (1) (i) Section 56 (1)
Sections 59, 62, 65, 66 and 67

(III) The Pro-Vice-Chancellor³

(Under Section 12 of the Act)

Statute 206: (DELETED)

Statute 207: (DELETED)

Statute 208: (DELETED)

Statute 209: (DELETED)

Statute 210: (DELETED)

(IV) Registrar

(i) Appointment

(Vide Section 13 of the Veer Narmad South Gujarat University¹ Act)

Statute 211:

After the termination of the appointment of the first Register under Section 62 of the Act, all subsequent appointments shall be made by the Syndicate which shall also prescribe the qualifications thereof. In case of necessity, the Vice-Chancellor shall have power to make suitable provision for the performance of the duties of the Registrar.

Statute 212:

The appointment of the Register shall ordinarily be on probation for a period of one year. On the expiry of the said period the appointment shall, subject to the age limit of 60, be made permanent if his work is satisfactory of which the Syndicate shall be the sole judge, provided, however, that it shall be competent for the Syndicate and the Registrar, at any time during the period of probation or thereafter, by either party giving not less than six calendar months notice to the other, in writing, or by mutual agreement to terminate the tenure of his office.

(ii) Conditions of Appointment

Statute 213:

- (1) The pay - scale for the Post of Registrar shall be Rs. 1600-80-2000 and he shall in addition be entitled to receive such allowances and perquisites at such rates as may be admissible to the other whole time employees of the University from time to time.
- (2) He shall, in addition, be provided with rent-free residence including water and telephone facilities.
- (3) He shall, either be entitled to the benefit of Contributory Provident Fund, Gratuity and such other benefits at such rates as may be prescribed or Pension, Death-cum-Retirement Gratuity and other benefits as may be applicable to the employees of the State Government from time to time.
- (4) The Provisions of this Statute shall be deemed to take effect from 1-1-1973 provided, however no arrears on account of revision of pay will be paid to the Registrar for the period of 1-1-1973 to 31-12-1973.

Statute 214:

- (1) The Registrar shall be entitled to such leave as may be admissible to other non-teaching employees of the University under the rules sanctioned from time to time by the Syndicate.
- (2) If any person in the University service is appointed as Registrar, he shall be entitled to whatever leave of absence has become due to him at the time of such appointment.

(iii) Powers and Duties

Statute 215:

The Registrar shall be the head of the University office and shall have the power:

- (i) to fix and define the functions of the members of the staff in the University office from time to time; and
- (ii) to take appropriate action for the efficient working of the University office, subject to the approval of the Vice-Chancellor; (iii) to control the staff of the University office and to enforce discipline in consonance with the conduct and discipline rules of the University.

Statute 216:

The duties of the Registrar shall be as follows:

- (a) To be the custodian of the Common seal, buildings, gardens, records, library and such other property of the University as the Syndicate shall commit to his charge;

- (b) To act as Secretary to the Senate, the Academic Council, the Syndicate, the Faculties, the Board of University Teaching, the University Service Commission, the Committee for Appointment of Examiners and to such other Boards or Committee as may be appointed from time to time and to keep minutes thereof;
- (c) To conduct the official correspondence of the Syndicate and the Senate;
- (d) To issue notice convening meetings of the University Authorities, Boards and Committees and to make all arrangements thereof ;
- (e) To perform such other duties as may be from time to time prescribed by the Syndicate and generally to render such assistance as may be desired by the Vice-Chancellor in the performance of his official duties;
- (f) To sign contracts, offers, agreements on behalf of the University and under the directions of the Syndicate.
- (g) To supervise the conduct of examinations.

(V) Controller of Examinations

(i) Appointment

(Vide Section 14 (1) of the Act)

Statute 217:

The qualifications of the person to be appointed to the post of Controller of Examinations shall be such as may be fixed by the Syndicate:

(ii) Conditions of Appointment

Statute 218:

The Pay - Scale of the Controller of Examinations shall be in the grade of Rs. 750-40-950-50-1250 and he shall, in addition, be entitled to receive such allowances and at such rates as may be admissible to the other whole-time employees of the University from time to time.

Statute 219:

The Controller of Examinations shall be provided with a residence for which he will be charged rent at the rate 10% of his basic salary per month. He will be given free telephone facilities.

Statute 220:

- (1) He shall be entitled to the benefits of the Provident Fund, Gratuity and such other benefits at such rates as are admissible to other whole-time employees of the University from time to time.
- (2) The Controller of Examinations shall be entitled to such leave as may be admissible to other non-teaching employees of the University under the rules sanctioned from time to time by the Syndicate.
- (3) If any person in the University service is appointed as Controller of Examinations, he shall be entitled to whatever leave of absence becomes due to him at the time of such appointment.

Statute 221:

There is no Statute at Serial No. 221.

(iii) Powers and Duties

Statute 222:

The duties and functions of the Controller of Examinations will be as under:

- (i) (a) He shall invite applications from teachers of this as well as other Universities for appointment as examiners.
- (b) He shall prepare panels of suitable persons, and subject-wise, in the order of seniority for appointment as internal and external examiners at different University examinations.
- (c) He shall submit them for approval to the respective Boards of Studies.
- (ii) He shall be responsible for —
 - (a) making arrangements for the setting of Question Papers ;
 - (b) Preparation of the examination programme; and
 - (c) the conduct of University examinations including printing of Question Papers, at various centres as may be fixed by the Syndicate.
- (iii) He shall also prepare and publish the results of the University examinations, under the guidance and supervision of the Registrar.
- (iv) He shall be the custodian of all the question papers, mark-sheets, result sheets and all other confidential records connected with University examinations.
- (v) He shall undertake such projects regarding research and reform in examinations as may be approved by the Academic Council and Syndicate.
- (vi) He shall also make all necessary arrangements regarding the Convocation and the award of Degrees, Diplomas, Medals Prizes, etc.
- (vii) He shall carry out such duties regarding examinations as may be assigned to him by the Syndicate or the Vice - Chancellor or the Registrar.

CHAPTER - XIV ADMISSION TO THE UNIVERSITY

Statute 223:

A candidate who has passed the Higher Secondary Examination conducted by the Gujarat Secondary and Higher Secondary Education Board, Gandhinagar, or an examination recognized as equivalent thereto shall be considered eligible for admission to :

- (i) First Year of the Degree Course under the Faculty of Arts
- (ii) First Year of the Degree Course under the Faculty of Science
 - (1)(a) If he/she has passed the Higher Secondary or Equivalent Examination in Science Stream subjects including Mathematics as one of the Science subjects can offer Mathematics as one of the subjects as F.Y.B.Sc. Class and can offer Mathematics or Statistics or Physics or Computer-Science as Principal subject at S.Y.B.Sc. Class.
 - (b) If he/she has passed the Higher Secondary or Equivalent Examination in Science stream with Biology as one of the subject among other Science subjects, can offer Biology as one of the subjects at the F.Y.B.Sc. Class and further can offer Biology or Microbiology or Medical Technology as Principal subject at the S.Y.B.Sc. Class
 - (2)(a) First Year of BCA Degree Course if he/she has passed Higher Secondary or Equivalent Examination in Science or General (Commerce) Stream with English and Mathematics or Business Mathematics or Statistics subject.
- (iii)(1) First Year of the Degree Course under the Faculty of Commerce if he/she has passed the Higher Secondary or Equivalent Examination in General Stream **or if he/she has passed Equivalent Examination in Vocational Stream subject or Science stream with A - Group.**
- (2) First Year of the BBA Degree Course under the Faculty of Commerce if he/she has passed the Higher Secondary or Equivalent Examination under the Science or General(Commerce) Stream **with English subject.**
- (iv) First Year of Degree Course under the Faculty of Medicine if he/she has passed the Higher Secondary or Equivalent Examination under Science Stream with English, Physics, Chemistry and Biology.
 - (1) First Year of B.Sc.(Nursing) Course under the Faculty of Medicine if he/she has passed the Higher Secondary or Equivalent Examination under Science Stream with Physics, Chemistry and Biology.
- (v) First Year of the Degree Course under the Faculty of Technology including Engineering if he/she has passed the Higher Secondary or Equivalent Examination under the Science Stream with Mathematics, Physics and Chemistry.

- (vi) First Year of Degree Course of Architecture under the Faculty of **Engineering & Technology including Architecture** if he/she has passed the Higher Secondary of its Equivalent Examination with Mathematics and Physics and Chemistry.
- (vii) First Year of the two year - Law preparatory course leading to the LL.B. (5 year Integrated Professional Degree) Course under the Faculty of Law if he/she has obtained at least 45% (40% marks in case of SC/ST candidates) at the Higher Secondary of Equivalent Examination.
- (viii) First Year of the Degree Course in Physical Education under the Faculty of Education.
- (ix) First Year of the Degree Course under the Faculty **of Rural Studies**.
- (x) First Year of the B.S.W. Degree Course under the Faculty **of Arts**.
- (xi) First Year of the B.Sc. Home Science Degree Course under the Faculty **of Arts**
- (xii) First Year of the Fine Arts and Interior Designer Course Under the Faculty **of Arts** with at least 45% marks at the Higher Education or Equivalent Examination.
- (xiii) First Year of the M.Sc.(IT - 5 years Integrated Course) under the Faculty **of Science** if he/she has passed Higher Secondary or Equivalent Examination under the Science or General (Commerce) Stream with English and Mathematics or Business Mathematics or Statistics.
- (xiv) First Year of the M.Sc. Biotechnology (5 years Integrated Course) under the Faculty **of Science** if he/she has passed Higher Secondary or Equivalent Examination under Science Stream with Biology as a subject.
- (xv) First Year of the M.Sc. Bio-Informatics (5 year Integrated Course) under the Faculty **of Science** if he/she has passed Higher Secondary or Equivalent Examination under the Science Stream with Mathematics as a subject.
- (xvi) First Year of the Degree/Diploma Course in Pharmacy under the Faculty **of Science** if he/she has passed Higher Secondary or Equivalent Examination with Physics, Chemistry and Biology or Physics, Chemistry and Mathematics or Physics, Chemistry, Mathematics and Biology.
- (xvii) First Year of the B.H.M.S. under the Faculty **of Medical** if he/she has passed Higher Secondary or Equivalent Examination under the Science Stream.

CHAPTER - XV PRECEDENCE**Statute 224:**

The Chancellor, the Vice-Chancellor, Ex - Vice - Chancellors of the University residing in the State, in order of their first appointment, the Pro-Vice-Chancellor ³, if any, Deans of the Faculties of Arts, Science, Commerce, Education, Technology including Engineering, Agriculture, Law, Medicine and Rural Studies and such other Faculties as may be instituted from time to time; Members of the Syndicate, in order of their Seniority; the Registrar, Secretary, Department of Education, Director of Higher Education, Director of Technical Education, Director of Health and Medical services and Medical Education, Director of Agriculture; Chairman, Board of Secondary Education other ex-officio, ordinary and nominated members of the Senate according to the sequence of their original appointment or election, in the alphabetical order of their surnames in case of those members who are appointed or elected on the same date.

CHAPTER - XVI CONFERMENT OF DEGREES

Statute 225:

Every person who passes an examination for a Degree or Diploma of the University shall be eligible on payment of the prescribed fee, to be admitted to the respective degree or diploma in person or in absentia, at his option.

Statute 226:

- (1) The Senate shall have the power to confer those Degrees and award those Diplomas for which qualifying examinations were held by the University at different times, upon persons who have passed those examinations and have declared qualified to receive those Degrees or Diplomas.
- (2) The Senate shall confer upon persons as aforesaid, such Degrees and award such Diplomas as are provided for in the Statute, at a convocation either in person or in absentia, at his option.

Statute 227:

In case of person recommended under provision of Section 46 of the Act, the procedure for conferment of such honorary degrees or awards at a Convocation shall be the same as followed in the case of those who become eligible under the provision of Statute 226 for the award of Degrees or Diplomas as a result of their passing the respective examinations thereof.

Statute 228: 6

- (1) The Convocation for conferring Degrees and Diploma shall be held ordinarily in the month of February possibly on 26th Feb. (every Year) or on other date of February, to be fixed by Vice Chancellor. At such Convocation the Dean of each faculty or in his absence the Senior member of the faculty shall request the senate to pass a grace in the first instance and then shall present to the Chancellor or the Vice Chancellor at the Convocation the persons who have sought admission to the respective degrees or diplomas. Such presentation shall take place in such order as may be fixed by the Vice Chancellor.
- (2) The special convocation possibly to be also held on 24th August (Every Year) or on other date of August to be fixed by Vice Chancellor, for conferment of degrees and Diplomas. At such Convocation the Dean of each faculty or in his absence the Senior member of the faculty shall request the senate to pass a grace in the first instance and then shall present to the Chancellor or the Vice chancellor at the convocation the persons who have sought admission to the respective degrees or diplomas. Such presentation shall take place in such order as may be fixed by the Vice chancellor.

Statute - 229:

The University shall grant the following degrees and diplomas to such persons as have undergone the prescribed courses at any College or Colleges affiliated to, or any institution recognized by or any approved institution or department of the University and have passed the qualifying examination for the same in accordance with the Ordinances and Regulations:

1. FACULTY OF ARTS:

1.	Bachelor of Arts (Hons)	(BA) (Hons)
2.	Bachelor of Arts (Special)	(BA) (Sp.)
3.	Bachelor of Arts (General)	(BA) (Gen.)
4.	Bachelor of Arts (Shastri)	(B. A.)(Shastri)
5.	Bachelor of Library Science	(B.Lib.Sc.)
6.	Bachelor of Library & Information Science	(B.Lib.Isc)
7.	Bachelor of Performing Arts	(BPA)
8.	Bachelor of Fine Arts	(BFA)
9.	Bachelor of Interior Designing	(B.I.D)
10.	Bachelor of Social Work	(BSW)
11.	Master of Library Science	(M.Lib.Sc)
12.	Master of Library & Information Science	(M.Lib.I.Sc.)
13.	Master of Arts	(MA)

Note1: Nomenclatures of above degrees { (M. B. E.), (M. H. R. D.), (M. P. A.)} are restructured in accordance with the UGC regulation NO.F.5-1/2013 (CPP-II) dated 5/7/2014, as follows:

13.	Master of Arts	(MA)
	However the above degrees { (M. B. E.), (M. H. R. D.), (M. P. A.)} will be conferred according to the old nomenclatures to the candidates who have passed the respective examination before the commencement of revised statute 229.	
14.	Master of Arts (Acharya)	(M. A.) (Acharya)
15.	Master of Social Work	(MSW)
16.	Master of Labour welfare	(M. L. W.)
17.	Master of Philosophy	(M. Phil)
18.	Master of Performing Arts	(MPA)
19.	Doctor of Philosophy	(Ph. D.)
20.	Doctor of Literature	(D. Litt.)
21.	P. G. Diploma Corporate Legal Management	(P.G. Dip.C.L.M.)
22.	P. G. Diploma in Human Resource Management	(P.G. Dip.H.R.M.)
23.	P. G. Diploma in Training & Development	(P.G. Dip.T.D.)
24.	P. G. Diploma Corporate Governance	(P.G. Dip.C.G.)
25.	P. G. Diploma in Journalism	(P. G. Dip. J.)
26.	P. G. Diploma in Mass Communication	(P.G.Dip.M.C.)

27.	P. G. Diploma in English	(P.G.Dip.Eng.)
28.	P. G. Diploma in Linguistics	(P.G.Dip.Ling.)
29.	P. G. Diploma in Human Resource Development	(P.G.Dip.H.R.D.)
30.	P.G. Diploma in Public Systems Management	(P.G.Dip.P.S.M.)
31.	P.G. Diploma in Public Administration	(P.G.Dip.P.A.)
32.	P.G. Diploma in Research Methodology in Social Sciences	(P.G.Dip. R. M. S. S.)
33.	P.G. Diploma in Gender Studies	(P.G.Dip. G.S.)
34.	P. G. Diploma in Geographical Information Sciences	(P. G. Dip. G. I. S.)
35.	P. G. Diploma in Creative Writing	(P.G.Dip.C.W.)
36.	P. G. Diploma in Disaster Management	(P.G.Dip.D.M.)
37.	P. G. Diploma in Translation	(P. G. Dip. T.)
38.	P. G. Diploma in Office Automation	(P.G.Dip.O.A.)
39.	P. G. Diploma in Applied Economics	(P.G.Dip.A.Eco)
40.	P. G. Diploma in Financial Economics	(P.G.Dip.F.E.)
41.	P. G. Diploma in Applied Psychology	(P.G.Dip.A.P.)
42.	P. G. Diploma in Applied Econometrics	(P. G. Dip. A. Econom..)
43.	P. G. Diploma in Governance	(P. G. Dip. G.)
44.	P. G. Diploma in Public Health	(P. G. Dip. P. H.)
45.	P. G. Diploma in Financial Econometrics	(P. G. Dip. F. Econom..)
46.	P. G. Diploma in Marketing Research	(P.G.Dip.M.R.)
47.	P. G. Diploma in Nutrition & Child Care	(P. G. Dip. N.C.C.)
48.	P. G. Diploma in Clinical Psychology	(P.G.Dip.C.P.)
49.	P. G. Diploma in Foreign Trade	(P. G. Dip. F. T.)
50.	P. G. Diploma in Exports Management	(P.G.Dip.E.M.)
51.	P. G. Diploma in Corporate Social Responsibility	(P.G.Dip.C.S.R.)

2. FACULTY OF EDUCATION

1.	Bachelor of Education	(B.Ed)
2.	Bachelor of Education (Basic Education)	(B.Ed) (Basic Education)
3.	Bachelor of Physical Education	(BPED)
4.	Bachelor of Physical Education (One year)	(BPED) (One year)
5.	Bachelor of Education (Special Education- Visual Impairment)	(B. Ed) (Spl.Edu-V.I.)
6.	Master of Physical Education	(MPED)
7.	Master of Education	(M.Ed.)
8.	Master of Philosophy	(M.Phil)
9.	Doctor of Philosophy	(Ph.D.)
10.	P.G. Diploma in Physical Education	(P.G. Dip.P.Ed.)
11.	P.G.Diploma in Guidance & Counseling	(P.G.Dip. G.C.)

12. P.G.Diploma in Audio Visual Education (P.G.Dip. A.V. Ed)
 13. P.G.Diploma in Educational Technology (P.G.Dip.Ed. Tech.)

3. FACULTY OF SCIENCE

1. Bachelor of Science (Hons.) (B.Sc.) (Hons.)
 2. Bachelor of Science (Special) (B.Sc.) (Sp.)
 3. Bachelor of Science (General) (B.Sc.)(Gen.)
 4. Bachelor of Science (Tech.) (B.Sc.) (Tech.)
 5. Bachelor of Pharmacy (B. Pharm.)
 6. Bachelor of Science (Bio-Technology) (B.Sc.)(Bio - Tech.)
 7. Bachelor of Science (Medical Technology) (B.Sc.)(M.Tech.)
 8. Master of Science (M.Sc.)
 9. Master of Science (Tech.) (M.Sc.) (Tech.)
 10. Master of Science (Medical Technology) (M.Sc.)(M.Tech.)
 11. Master of Science (Bio-Technology) (M.Sc.) (Bio - Tech.)
 12. Master of Science (Environmental Science) (M.Sc.)(Ens.)
 13. Master of Pharmacy (M. Pharm.)
 14. Master of Philosophy (M.Phil.)
 15. Doctor of Philosophy (Ph.D.)
 16. Doctor of Science (D.Sc.)
 17. Diploma in Quantative & Computer Management (Dip.Q.C.M.)
 18. Diploma in Applied Chemistry (Dip. App.)
 19. Diploma in Statistics (Dip. Stat.)
 20. Diploma in Pharmacy (Dip. Pharm.)
 21. Diploma in Medical Technology (Dip. M.Tech.)
 22. Advanced P. G. Diploma in Medicinal Plants (A.P.G.Dip.M P.)
 23. P.G. Diploma in Medical Laboratory Technology (P. G.Dip.M.L.T.)
 24. P.G. Diploma in Instrumentation (P.G.Dip.I.)
 25. P. G. Diploma in Embedded System Design (P. G. Dip.E.S.D.)
 26. P. G. Diploma in CAD/CAM/CAE (P.G. Dip. CAD/CAM/CAE)
 27. P. G. Diploma in Energy Audit & Management (P.G. Dip. E.A.M.)
 28. P. G. Diploma in Industrial Automation (P.G. Dip. I. A.)
 29. P. G. Diploma in Cosmeticology (P. G. Dip.C.)
 30. Post Graduate Diploma in Early Childhood Education (P.G.Dip.E.C.E.)
 31. Post Graduate Diploma in Learning Disability (P.G.Dip.L.D.)
 32. Post Graduate Diploma in Dietetics (P.G.Dip.D.)

4. FACULTY OF TECHNOLOGY INCLUDING ENGINEERING

- | | |
|---|---|
| 1. Bachelor of Engineering | (BE)
(Civil)
(Mechanical)
(Electrical)
(Electronics)
(Production & Industrial)
(Computer)
(Chemical)
(Textile Technology)
(Textile Processing)
(Instrumentation & Control Engg.)
(Electronics & Communication)
(Information Technology) |
| 2. Master of Engineering | (ME)
(Civil)
(Mech.)
(Electrical or Structural) |
| 3. Master of Town and Regional Planning | (M.T.R.P.) |
| 4. Doctor of Philosophy | (Ph.D.) |
| 5. Post Graduate Diploma in Engineering | (P.G. D. Engg.) |
| 6. Diploma in Electronics Instrumentation | (D. Electro. Inst.) |

5. FACULTY OF LAW

- | | |
|---|-------------------|
| 1. Bachelor of Laws (General) | (LLB) (Gen.) |
| 2. Bachelor of Laws (Special) | (LLB) (Sp.) |
| 3. Bachelor of Commerce Bachelor of Law (Honours) | B.Com LLB (Hons.) |
| 4. Bachelor of Arts Bachelor of Law (Honours) | BA LLB (Hons.) |
| 5. Bachelor of Science Bachelor of Law (Honours) | B.Sc. LLB (Hons.) |
| 6. Bachelor of Business Administration Bachelor of Law(Honours) | BBA LLB (Hons.) |
| 7. Master of Laws | (LLM) |
| 8. Master of Philosophy | (M. Phil) |
| 9. Doctor of Philosophy | (Ph.D.) |
| 10. Doctor of Laws | (LLD) |
| 11. Diploma in Taxation Law & Practice | (Dip.T.P.) |
| 12. Diploma in Labour Law & Practice | (Dip.L.P.) |

6. FACULTY OF MEDICINE

- | | |
|---|------------------------|
| 1. Bachelor of Medicine & Bachelor of Surgery | (MBBS) |
| 2. Bachelor of Uanani Medicine & Surgery | (B.U.M.S.) |
| 3. Bachelor of Physiotherapy | (BPT) |
| 4. Bachelor of Optometry | (B. Optom) |
| 5. Bachelor of Science (Medical) | (B.Sc.) (MED.) |
| 6. Bachelor of Science (Nursing) | (B.Sc.)(Nursing) |
| 7. Post Basic Bachelor of Science (Nursing) | P. B. B. Sc. (Nursing) |

8.	Master of Science (Nursing)	M.Sc. (Nursing)
9.	Master of Physiotherapy	MPT
10.	Master of Surgery	(MS) (General Surgery) (Ophthalmology) (Orthopaedics) (Otorhinolaryngology) (Obstetrics & Gynaecology)
11.	Master of Science (Medical)	(M. Sc.) (Med.)
12.	Doctor of Medicine	(MD) (Anaesthesiology) (Bio – Chemistry) (Dermatology, Venereology & Leprosy) (Forensic Medicine) (General Medicine) (Pathology) (Paediatrics) (Pharmacology) (Physiology) (Psychiatry) (Community Medicine) (Anatomy) (Radio – Diagnosis) (Microbiology) (Respiratory Medicine) (Immuno Haematology and Blood Transfusion) (Emergency Medicine)
13.	Master of Optometry	(M.Optom)
14.	Doctor of Philosophy	(Ph.D.) (Med.)
15.	Doctor of Science	(D.Sc.) (Med.)
16.	Diploma in Anaesthesiology	(D.A.)
17.	Diploma in Obstetrics & Gynaecology	(D.G.O.)
18.	Diploma in Ophthalmology	(D.O.)
19.	Diploma in Oto-Rhino & Laryngology	(D.L.O.)
20.	Diploma in Paediatrics	(D.C.H.)
21.	Diploma in Radio-Diagnosis	(D.M.R.D.)
22.	Diploma in Public Health	(D.P.H.)
23.	Diploma in Dermatology, Venereology & Leprosy	(D.D.V.L.)
24.	Diploma in Tuberculosis and Chest Diseases	(D.T.C.D.)
25.	Diploma in Clinical Pathology	(D.C.P.)
26.	Diploma in Psychiatry	(D.P.M.)
27.	Diploma in Community Medicine	(D.C.M.)
7.	FACULTY OF HOMEOPATHIC	
1.	Bachelor of Homeopathic Medicine and Surgery	(BHMS)
2.	Doctor of Medicine (Homeo)	(MD)(Hom)
8.	FACULTY OF COMMERCE	
1.	Bachelor of Commerce (Hons.)	(B. Com) (Hons)
2.	Bachelor of Commerce (Special.)	(B. Com) (Sp.)

3.	Bachelor of Commerce (General)	(B. Com) (Gen.)
4.	Bachelor of Business Administration	(BBA)
5.	Master of Commerce (Integrated)	M. Com(Integrated)
6.	Master of Commerce	(M. Com)
7.	Master of Philosophy	(M. Phil)
8.	Doctor of Philosophy	(Ph.D.)
9.	P.G.Diploma in Banking	(P.G.Dip. B)
10.	P.G.Diploma in Costing	(P.G.Dip. C)
11.	P.G.Diploma in Co-Operative Management	(P.G.Dip. C. M.)
12.	P. G. Diploma in Marketing Management	(P.G.Dip. M. M.)
13.	P. G. Diploma in Tax Management	(P. G. Dip. Tax. M.)
14.	P.G.Diploma in Labour Welfare	(P.G. Dip. L. W.)
15.	P.G.Diploma in Personal Management	(P.G.Dip. P. M.)
16.	P.G.Diploma in Materials Management	(P.G.Dip. M. M.)
17.	P.G.Diploma in Internal Audit	(P.G.Dip.I.A.)
18.	P.G.Diploma in Financial Management	(P.G. Dip. F. M)
19.	P.G. Diploma in Industrial Management	(P.G.Dip.I.M)
20.	P.G.Diploma in Management & Marketing (Textile & Allied Industries)	
	PGDMM (Textile & Allied Industries)	
21.	P. G. Diploma in Insurance Business	(P. G. Dip. I. B.)
22.	P. G. Diploma in Computer Based Accounting	(P. G. Dip. C. B. A.)
23.	P. G. Diploma in Business Statistics & Computer Application	(P. G. Dip. B.S.C.A.)
24.	P. G. Diploma in Inventory & Store Accounting	(P. G. Dip. I . S. A.)
25.	P. G. Diploma in Banking & Finance	(P. G. Dip. B. F.)
26.	P. G. Diploma in International Business	(P. G. Dip. I.N.B.)
27.	P. G. Diploma in Financial Services	(P. G. Dip. F. S.)
28.	Diploma in International Business	(Dip.I.N.B.)
29.	Diploma in Financial Management	(Dip.F.M.)
9.	FACULTY OF RURAL STUDIES	
1.	Bachelor of Rural Studies	(BRS)
2.	Master of Rural Studies	(MRS)
3.	Master of Philosophy	(M. Phil.)
4.	Doctor of Philosophy	(Ph.D.)
5.	P.G. Diploma in Co-Operative Business Management	(P.G.Dip.C.B.M.)
6.	P. G. Diploma in Development & Management of Rural Organisations	(P.G.Dip.D.M.R.O.)
10.	FACULTY OF MANAGEMENT STUDIES	
1.	Master of Business Administration	(MBA)
2.	Master of Business Administration (Tourism & Hospitality Management)	(MBA) (T.H.M.)
3.	Master of Philosophy	(M. Phil)

4.	Doctor of Philosophy	(Ph. D.)
5.	P.G. Diploma in Business Industrial Management	(P.G.D.B.I.M.)
6.	P.G. Diploma in Entrepreneurship and Small Business	(P. G. Dip.E.S.B.)
7.	P.G. Diploma in Tourism & Hotel Management	(P. G. Dip. T.H.M.)
8.	P.G. Diploma in Hospitality Management	(P. G. Dip. H.M.)
9.	P.G. Diploma in Business Research Methodology	(P. G. Dip. B.R.M.)
10.	P.G. Diploma in Banking	(P. G. Dip. B.)
11.	Diploma in International Business Management	(Dip. I.B.M.)

11 FACULTY OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

1.	Bachelor of Computer Application	(BCA)
2.	Bachelor of Science (Information Technology)	(B.Sc.)(I.T.)
3.	Bachelor of Computer Science	(B.Sc.)(Comp.)
4.	Master of Computer Application	(MCA)
5.	Master of Science (Computer Application)	(M.Sc.) (C.A.)
6.	Master of Science (Information Technology)	(M.Sc.) (I.T.)
7.	Master of Science (Information & Communication Technology)	(M.Sc.) (I.C.T.)
8.	Master of Science (Bio- Informatics)	(M.Sc.) (B.I.)
9.	P.G. Diploma in Computer Application	(P. G. Dip.C.A.)
10.	Master of Philosophy	(M.Phil.)
11.	Doctor of Philosophy	(Ph.D.)

12 FACULTY OF ARCHITECTURE & DESIGN

1.	Bachelor of Architecture	(B.Arch)
2.	Master of Architecture	(M.Arch)

STATUTE -229 (A)

The University shall grant following degrees to such students who have been exempted from attendance at courses of studies at affiliated Colleges, recognized Institutions or University Departments and who have passed the qualifying examinations for the respective degree.

(1.) FACULTY OF ARTS

1.	Bachelor of Arts (External)	[BA (External)]
2.	Master of Arts (External)	[MA (External)]

(2.) FACULTY OF COMMERCE

1.	Bachelor of Commerce (External)	[B.Com (External)]
2.	Master of Commerce (External)	[M.Com (External)]

CHAPTER - XVII PROVIDENT FUND, GRATUITY, ETC.*(Under Section 15 of the Act)***(i) Admission in the Fund****Statute 230:**

- (a) Every whole - time officer, teacher or other servant of the University, except those whose services have been lent to the University by Government, appointed on or after the date when Section 5 of the Act came into force, on a permanent post, when on probation or otherwise, carrying a basic salary of Rs. 30/- or upwards per man sum shall, as a condition of his service, become a subscriber to the University Provident Fund.
- (b) Any whole - time officer, teacher or other servant of the University. temporarily appointed in the first instance and subsequently confirmed in the same appointment, may, by a resolution of the Syndicate, be admitted to the benefits of the University 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.

Statute 230 - A:

A non - teaching employee of the University shall be entitled to the benefits of Pension Scheme including Family Pension, Gratuity and General Provident Fund according to the rules of the Gujarat State Government applicable to its employees from time to time.

Notwithstanding anything contained elsewhere in the Statutes, a non-teaching employee of the University who has already been in the employment of this University at the time when this Statute comes into force, shall be entitled to exercise his option either to opt for the above provision of Pension Scheme or to continue to draw the benefits of Provident Fund and Gratuity as are available under Statute-230 to 244 as amended from time to time, provided that such an option is exercised within a period of one year from the date when Statute comes into force.

In cases where the employees opt for the scheme of Pension, etc. the contribution of the University to the Provident Fund together with interest there on, will be credited to the Government.

It is further provided that the provisions of the Statute shall be made effective retrospectively from 1-4-1977.

Statute 230 - B:

A teaching employee of the University shall be a entitled to the benefit of pension scheme including family pension, gratuity and G. P. F. according to the provisions made under G. R. NGC - 1582 / 9505 (84) - KH, dated : 15-10-'84, as amended from time to time.

Notwithstanding anything contained elsewhere in the Statutes, a teaching employee of the University who has already been in the employment of this University before 1-4-82 shall be entitled to exercise his option either to opt for the above provision of pension scheme or to continue to draw the benefits of Provident Fund and Gratuity as are available under Statute - 230 to 244 as amended from time to time, provided that such an option in exercised on or before 15th October, 1985. In cases where the employees opt for the scheme of pension, etc. the contribution of the University to the Provident Fund together with interest thereon will be credited to the Government.

It is further provided that the provisions of the Statute shall be made effective retrospectively from 1-4-1982.

(ii) Contribution to the Fund**Statute 231:**

Subscription to the fund shall be at one uniform rate of one twelfth of the salary of the subscriber. In the case of a servant of the university, employed under specific agreement, the rate shall be provided for in the agreement and shall not exceed six and one-fourth (or 8.33 percent) percent of the salary. Such subscription can be deducted monthly from the salary of the subscriber, and the amount so deducted shall be paid to the University Provident Fund to the credit of a subscriber. In addition to this, whenever any increase of arrears in pay, Dearness Allowance or other dues becomes payable to any employee on condition that any such payment or part thereof shall not be paid in cash but shall be credited to the provident Fund of the employee concerned, it shall be so credited to the provident fund of the employee in such manner and for such period as the State Government and / or the University directs. An officer, teacher or other servant on leave of any kind may, with the permission of the Syndicate, discontinue his subscription to the Provident Fund, or pay them at such rate, not exceeding the uniform rates, as may be determined by the Syndicate.

Statute 232:

The University contribution to the fund shall be equal to the subscriber's subscription and shall be made every month, provided, however, that the matching contribution shall be payable by the University for any amount which becomes payable on account of increase in pay, D. A., A.D.A., I. R., etc, to the employee on condition that it shall be credited to his / her provident fund for the period as determined by the Government for its employees from time to time and is so credited to the PF account of the subscriber.

(iii) Deduction from the Fund**Statute 233:**

When the amount standing in the Fund to the credit of a subscriber who has been dismissed from the service of the University for misconduct becomes payable, the Syndicate may direct that the whole or any part of the contribution of the University, and of any interest accrued thereon, be deducted from the amount standing to the credit of the subscriber, and be paid to the University.

Statute 234:

When the amount standing in the Fund to the credit of a subscriber becomes payable, the Syndicate may direct that any amount due under a liability, incurred by the subscriber to the University, up to the total amount of the contribution paid by the University, with interest thereon, be deducted from the amount standing to the credit of the subscriber, and be paid to the University.

Statute 235:

When the amount standing in the Fund to the credit of a subscriber who has resigned his service in the University before completing three years becomes payable, the whole of the contribution of the University and interest accrued thereon, shall be deducted from the amount standing to the credit of that subscriber and be paid to the University.

(iv) Payment from the Fund**Statute 236:**

Subject to any deduction, under Statutes 233 to 235, the amount standing 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 ceasing to be in the service of the University.

For the purpose of this Statute, an officer, teacher or other servant of the University, who holds office for a fixed period of time shall, on re-appointment to the same or another office in the University, immediately on expiry of the said period be deemed to have been in the service of the University continuously from the date of his first appointment.

Statute 237:

A 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 University. No contribution or interest shall be credited in respect of any period after the date on which the account is closed.

(v) Loans to Subscribers**Statute 238:**

Advances may be granted to a subscriber from the amount standing to his credit in the fund at the discretion of the Vice-Chancellor, subject to the following conditions:

- (1) No advance shall be granted unless the Vice - Chancellor 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.
- (2) An advance shall not, except for special reasons, exceed six month's pay and shall in no case exceed 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.
- (3) 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, is paid.
- (4) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct, but the number of such instalments shall not exceed twenty-four in all. A subscriber may at his option make repayment in a small number of instalments.
- (5) Recovery shall commence with the issue of pay for the month following the one in which the advance was drawn. Recovery shall not be made from the subscriber who is under suspension) Recoveries made shall be credited to the account of the subscriber in the fund.

- (6) Final withdrawal may be sanctioned under following conditions:
- (1) After the completion of twenty years of service of a subscriber or within ten years before the date of his 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 a suitable house for his residence including the cost of the site, or reconstructing 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.
 - (2) 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 months 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.
 - (3) 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.

(vi) Declarations and Withdrawal

Statute 239:

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 University.

FORM "A"

I hereby declare that I wish, in the event of my death, the amount to my credit in the Veer Narmad South Gujarat University¹ Provident Fund, to be distributed among the persons mentioned below in the manner shown against their names:

Name address of the nominee or nominees	Relationship, if any, with the subscriber	Whether major or minor, if minor, State the age	Amount of share of the P. F. Fund
1	2	3	4

Place : Two witnesses to sign
Date : Signature of subscriber

Statute 240:

Subject to any deduction under Statutes 233 to 235, on the death of a subscriber before quitting the service:

- (1) When the subscriber leaves a family
 - (a) If nomination made by the subscriber in accordance with the provisions of Statute 239 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 favour 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 relate as the case may be, shall, notwithstanding any nomination purporting to be favour of any person or persons other than member or members of his family, become payable to the members of his family in equal shares.

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.

- (2) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of Statute 239 in favour of any person or persons 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 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.

- (2) When the subscriber leaves no family and no nomination made by him in accordance with the provisions of Statute 239 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 (1) of Section 4 of the Provident Fund Act, 1925, are applicable to the whole amount or the part thereof to which the nomination does not relate.

Statute 241:

For the purpose of Statutes 239 & 240 only the following persons shall be held to constitute a subscriber's family, viz. his wife, or wives and children and widow or widows and the children of a deceased son, and also the husband in case of the subscriber being a married woman.

Statute 242:

Every subscriber shall be bound by these rules and shall sign an agreement in Form B given after Statute 243 below.

Statute 243:

The Syndicate may, from time to time, make Ordinances or issue such general or special directions as are consistent with the above Statutes 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 Veer Narmad South Gujarat University ¹ Provident Fund Rules and that I agree to be bound by them :

Date _____ Date of _____ 19 _____ at _____

Name in Full :

Date of Birth :

Date of Joining :

Appointment :

Nature of appointment:

Salary per month sum - Rupees :

Witness : Name _____ Address _____ Occupation _____

Witness : Name _____ Address _____ Occupation _____

(vii) Rules Regarding Gratuity

Statute 244:

All the teaching as well as those of the Non - teaching employees who will accept the option to remain under the Contributory Provident Fund and Gratuity Scheme of the University at the time when Statute - 230, A comes into force, shall be paid gratuity under the following rules :

- (1) No gratuity shall be payable to an employee dismissed from service for misconduct.
- (2) Gratuity shall be paid on the death, retirement, resignation or termination of service, at the rate of 1/2 month's basic salary (excluding all allowances) for each completed year of service on completion of 7 years' service; at the rate of a 3/4 month's basic salary (excluding all allowances) for each completed year of service on completion of 12 years' service, the gratuity shall be raised to one month's basic salary (excluding all allowances) for each completed year of service on completion of 15 years' service. The total amount of gratuity shall be a maximum of 20 months' salary or Rs. 30,000/- whichever is less. Notwithstanding anything contained above, in the event of the death of an employee, during the course of his employment, gratuity shall be paid at the rate of one month's basic salary for each completed year of service subject to a maximum of 20 month's salary or Rs. 30.000/- whichever is less.
- (3) Salary for the purpose of gratuity under (2) above shall mean the average basic salary drawn by the employee during the period of twelve months 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.

- (4) The University shall establish a fund known as 'Gratuity fund' for the purpose by contributing a suitable amount not exceeding 5% of the basic salary paid to its employees covered by the Scheme from the recurring expenditure of the University during every accounting year. The fund shall be regulated by the Syndicate in its discretion as may be deemed fit, by investing the amount of the fund in Government or other securities or by taking out a group-gratuity insurance policy with the Life Insurance Corporation with a view to discharging the University's liability in this behalf. In the event of a group - gratuity insurance policy being taken out by the University, notwithstanding anything stated above, the heir or heirs of an employee who dies during the course of employment shall be paid gratuity at the rate of one month's basic salary (excluding all allowances) per year of service for the number of year he would have otherwise ordinarily served, had he continued to live till the date of his retirement, subject to a maximum of 20 months' salary or Rs. 30.000/- whichever is less.
- (5) **(DELETED)**

CHAPTER - XVIII ELECTIONS TO UNIVERSITY AUTHORITIES
(a) Interpretation

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.

Statute 246:

Except as otherwise expressly provided for, all elections to the authorities of the University will be held in accordance with this chapter.

In this Chapter unless there is anything repugnant to the subject or context —

- (1) The expression "Voter" with reference to the election at any authority means any person or a representative of a public association or body entitled to vote at such elections.
- (2) The expression "continuing candidate" means any candidate elected or not excluded from the poll at any given time;
- (3) The expression "first preference " means the figure "1" standing alone opposite the name of a candidate; "second preference" means the figure "2" standing alone opposite the name of a candidate, in succession to the figure "1" "third preference" means the figure "3" standing alone opposite the name of a candidate, in succession to the figures "1" and "2" and so on;
- (4) The expression "next available preference" means a second or subsequent preference recorded in consecutive numerical order for a continuing candidate, the preference next in order on a voting paper for candidates already elected or excluded from the poll being ignored;

- (5) The expression "transferable paper" means a voting paper on which following the first preference, a second or subsequent preference is recorded in consecutive numerical order for a continuing candidate;
- (6) The expression 'non - transferable paper' means a voting paper on which no second or subsequent preference is recorded for a continuing candidate, provided that a paper shall be deemed to have become a nontransferable paper whenever —
- (a) the names of two or more candidates (whether continuing or not) are marked with the same number and are next in order of preference;
- (b) the name of the candidate next in order of preference (whether continuing or not) is marked —
- (i) by a number not following consecutively after some other number on the voting paper;
- OR**
- (ii) by two or more numbers;
- OR**
- (c) for any other reason it cannot be determined for which of the continuing candidates the next available preference of the elector is recorded.
- (7) The expression 'original vote' in regard to any candidate means a vote derived from a ballot paper on which the first preference is recorded for that candidate;
- (8) The expression 'transferred vote' in regard to any candidate means a vote derived from a voting paper on which a second or subsequent preference is recorded for that candidate;
- (9) The expression 'surplus' means the number of votes by which the total number of votes, original and transferred, credited to any candidate, exceeds the quota;
- (10) The expression "count" means —
- (a) all the operations involved in the counting of the preferences recorded for candidates;
- or**
- (b) all the operations involved in the transfer of the surplus of an elected candidate;
- or**
- (c) all the operations involved in the transfer of the votes of an excluded candidate or of two or more candidates excluded together,

(b) Date and Conduct of Elections

Statute 247:

Subject to Section 57 of the Act, the Vice - Chancellor shall have the power ;

- (a) to fix the date of election;
- (b) to decide in cases of doubt the validity or invalidity of a vote recorded and to declare the result of each election.

Statute 248:

The Vice-Chancellor shall have the power to hold elections in anticipation, of vacancies about to occur by efflux time.

Statute 249:

Except as otherwise provided for, the Registrar shall be responsible for the conduct of all elections.

(c) Mode of Election**Statute 250:**

- (a) Except when otherwise provided, all elections to the Senate under Section 16 (1) Class II (A) shall be held by ballot either at a meeting of the public association or body or at polling centres to be fixed by the Vice-Chancellor.
- (b) Elections of the Deans and election by any Authority of the University to any other of its Authority shall be held at a meeting of such Authority in accordance with the relevant Statutes.

(d) Electoral Rolls**Statute 251:**

- (a) The Registrar shall maintain Electoral Rolls of all persons or public associations or bodies entitled to elect members to the authorities of the University showing the names and addresses of all persons or associations or bodies qualified to vote, provided further that such persons who are entitled to vote shall be ordinarily residing in the Veer Narmad South Gujarat University area.
- (b) Except when an election is held at a meeting, the persons, public associations or bodies, as the case may be, entitled to vote at an election to any of the authorities, shall be respectively, the persons or public associations or bodies whose names are entered on their respective Rolls.
- (c) A Person shall cease to be a member of an authority or office of the University and his name on the respective electoral roll shall be deemed to be deleted as soon as his age exceeds the age limit prescribed by the State Government.

Statute 252:

- (a) The rolls of persons, public associations or bodies entitled to vote at an election to the Senate shall be published except when otherwise specified, at least forty-two days before the date of election. An announcement that the rolls are ready shall be inserted in such newspapers as the Vice - Chancellor may select, at least 35 days before the date of election.
- (b) Copies of the roll, with corrections, if any, shall be delivered to any person on payment of such fees as may be prescribed from time to time by the Syndicate.

Statute 253:

The Vice-Chancellor shall have the authority to correct the rolls if any omission or wrong entries be brought to his notice at least 21 days before the date of election. The Vice - Chancellor's decision in the matter shall be final.

(e) Notice of Election**Statute 254:**

Whenever there is a vacancy in any authority of the University other than the Senate, the notice of election relating thereto shall be given to all voters whose names stand on the rolls revised on 31st December preceding the date of election, except when otherwise provided, at least 21 days before the date of election and in the said notice the date fixed as the last day for receiving nominations and the date of election shall be precisely stated and relevant details regarding the vacancy given.

(f) Nominations**Statute 255:**

Subject to the provisions of Section 16 of the Act, in all cases where nominations are invited by the Registrar, any two voters whose names are on the electoral roll of the constituency or any two members of a public association or body entitled to vote, may, after the notice is issued, nominate as a candidate, any person, entitled to stand as a candidate in the respective constituency, by sending to the Registrar, or delivering to him at the University office, a nomination paper, so as to reach him at or before 4-00 p. m. on the last date fixed for receiving nominations.

Statute 256:

The last date for the receipt of nominations in the case where an election is to be held at a meeting of any public association authority or body other than the Senate of the University, shall be at least seven clear days before the date of the meeting.

Statute 257:

Nomination papers shall be in the form prescribed by the Syndicate for the purpose and shall be dated and signed by two voters or by two members of the public association or body entitled to vote and shall contain the names in full, addresses and degree or degrees and designations, if any, of the signatories and of the candidates nominated. No person shall be nominated as a candidate for election unless he signifies his consent on the nomination paper and makes such declarations as may be prescribed in the form. A nomination paper which does not comply with all the formalities required by the relevant Statutes shall be rejected.

Statute 258:

At any time before the day and hour fixed as the day and hour for the scrutiny of nominations, or at any time within 48 hours after the result of the scrutiny of the nomination papers is declared, it shall be open to a candidate to withdraw his nomination, provided that he sends to the Registrar, so as to reach him before the day and hour fixed as aforesaid, an intimation of withdrawal in writing duly signed by him.

Statute 259:

- (a) As soon as possible, but not earlier than 24 hours, after the last day and hour fixed for the receipt of nomination, at a time and place fixed by the Vice-Chancellor and notified in the notice of election, the Vice-Chancellor or any person or persons, nominated by him, shall scrutinise and accept or reject the nomination. The candidate or his nominee duly authorised by him in writing in this behalf, shall be entitled to be present at such scrutiny.
- (b) If any party is aggrieved with the decision of the scrutineers, an appeal shall be made to the Vice - Chancellor within 24 hours of the declaration of the decision of the scrutineers. The Vice - Chancellor shall give his decision as early as possible but not later than 48 hours after the receipt of appeal by him and his decision shall be final.
- (c) The list of such valid nominations shall be published at least in two leading newspapers.

Statute 260:

If the number of candidates validly nominated does not exceed the number of vacancies to be filled, the candidates so nominated shall be declared to have been elected.

(g) Procedure for Election by Ballot at a meeting

Statute 261:

These Statutes shall apply only to elections by the Authorities of the University.

Statute 262:

The time during which the ballot-box shall be kept open for the receipt of voting papers as determined by the Vice - Chancellor, or the Senior member convening the said meeting, shall be precisely notified to the voters in the notice of election.

Statute 263:

Ballot papers with the names of persons only nominated, printed or typed thereon, will be furnished at the meeting held for the purpose of the election. All the members present at the meeting shall be entitled to vote in the election.

Statute 264:

Not less than four days before the meeting, the names of persons duly nominated shall be notified to all those entitled to be present and vote at the meeting.

Statute 265:

Notwithstanding anything contained in the Statutes, the following election to the Syndicate, by the Senate viz., the election of five persons of the Syndicate from amongst its members who are not Principals, Teachers, Head Masters, Heads of Recognised Institutions or Secondary Teachers under Section 19 (I) (vii) of the Act, shall be conducted as mentioned below:

- (1) The Registrar shall inform each member of the Senate of the date fixed by the Vice - Chancellor for the election referred to above and shall send to each member at least fifteen days before the prescribed date of election, a list of members of the Senate and an intimation to the effect that nominations duly proposed and seconded as prescribed in Statutes 255 - 257 shall be received by the Registrar at his office up to 4-00 p. m. on a date not later than nine days before the date of election;
- (2) Such nominations shall be in accordance with Statute 257 in so far as they are applicable;
- (3) The list of valid nominations shall be sent to each member of the Senate at least five days before the date of election;
- (4) The election shall be conducted in the manner prescribed in Statutes 262 - 264.
- (5) After the scrutiny of voting papers is completed, the Registrar shall report to the Vice-Chancellor the result of the scrutiny and shall announce the same on the Notice Board of the University.

(h) Procedure for Election by Ballot at Polling Centres**Statute 266:**

In all cases when an election is held wherein votes are to be recorded at polling centres, the procedure for the recording of votes by ballot shall be as under :-

- (1) A polling centre shall be provided by the University Authorities and an election officer appointed at places where there is a College or recognised Institution and at such other places as the Vice -Chancellor may fix.
- (2) The hours of voting at the respective centres of election shall be determined in advance and stated in notice of election.
- (3) Names of persons duly nominated shall be notified to voters as soon as possible after the nominations have been scrutinised.
- (4) The election officer shall keep order at the polling station. No person other than a voter shall be permitted to enter the polling station.
- (5) No voter shall be allowed to enter the polling station for recording his vote before the commencement or after the expiry of the period fixed for the purpose.
- (6) Each polling station shall have such number of compartments as the election officer thinks necessary to enable each voter to record his vote, screened from observation.

- (7) Immediately before the polling commences, the election officer shall show to the candidate or his authorised agents present at the station that the ballot box is empty and shall then lock and seal it for use.
- (8) Immediately before the ballot paper is issued to a voter, the number of the voter shall be entered on the counterfoil and a mark shall be placed by the issuing officer in his copy of the electoral roll against the number of the voter to whom the voting paper is issued.
- (9) The voter, on receiving the ballot paper, shall forthwith proceed to one of the compartments, where he shall mark and put his paper into the ballot box.
- (10) Every voter shall vote without undue delay and shall quit the polling station as soon as he has put his ballot paper into the ballot box.
- (11) If a voter spoils his ballot paper inadvertently he may be given another, and the spoiled paper and its counterfoil shall be cancelled by the election officer.

Statute 266 - A

If the Vice-Chancellor receives a complaint of gross malpractice in voting at any polling centre for a particular constituency he may, at his absolute discretion, within two days after receiving the complaint, give orders to the Registrar for re-polling at the particular polling centre for the particular constituency after verifying the complaint and after satisfying himself of the gross malpractice at that centre for that constituency. He shall decide a new date of re - election at the polling centre concerned not later than 21 days of the previous polling and also give at least 10 days notice to the voters of the centres and new identity cards shall be sent by post along with the election notice. The counting of this constituency shall take place only after re-polling.

The ballot-papers of the constituency in which the re - polling has been ordered shall be kept in polling-centrewise in sealed covers till the counting of this constituency is under taken. During this process the candidate or his representative shall be allowed to remain present and put his signature on the sealed covers.

Statute 267:

- (1) For the purpose of election of their representatives, the public associations or bodies named in sub-clauses (a) and (d) of Section 16(1) Class II (A) Clause (iv) of the Act, the public association or body shall make the necessary arrangement to hold the election so that result of the election is known in due time. Such election shall be held at a meeting of the public association or body according to the system of proportional representation by means of a single transferable vote by ballot in the manner prescribed in Section 55 of the Act.
- (2) The Vice-Chancellor shall appoint the President or the Secretary of the Public Association or Body as the Returning Officer, for the purpose of holding the election. The Returning Officer shall for the purpose of such election exercise, as far as applicable, the powers of the Registrar under the Rules.
- (3) On the result of such election being known the said association or body concerned shall make a return to the University intimating the name or names, degrees and addresses of the persons so elected by it, signed by the President concerned, and in the case of the Gujarat Legislative Assembly by the Secretary to the Gujarat Legislature Secretariat.

Statute 268:

For the purpose of election of their representative under sub-clause (b) of Section 16 (i) Class II (A) Clause (iv) of the Act, the election will be held at the University office or at a polling centre or centre fixed by the Vice - Chancellor, according to system of a single transferable vote by ballot in the manner prescribed in Section 55 of the Act.

(i) Procedure for Election by Post

Statute 269: (DELETED)

Statute 270: (DELETED)

Statute 271: (DELETED)

(j) Voting Paper and Voting

Statute 272:

A voting paper shall be, as far as possible, in the following form :

**VEER NARMAD SOUTH GUJARAT UNIVERSITY ¹, SURAT
Voting Paper**

Election by _____ to _____

Name of Candidates Mark order of preference in the spaces below

Statute 273:

- (1) Each elector shall have one transferable vote.
- (2) An elector in recording his vote :
 - (a) must place on his voting paper the figure '1' opposite the name of the candidate for whom he wants to vote, and
 - (b) may in addition indicate the order of his choice or preference for as many other candidates as he pleases by, placing against their respective names the figures '2', '3', '4', '5' and so on, in consecutive numerical order.

Statute 274 :

A voting paper is invalid if -

- (a) the figure '1' standing alone, indicating a first preference, is not placed;
or
- (b) the figure '1' standing alone, indicating a first preference, is placed opposite the names of more than one candidate;
or
- (c) the figure '1' standing alone, indicating a first preference, and some other figures and / or marks are placed opposite the name of the same candidate;
or
- (d) it cannot be determined for which candidate the first preference of the vote is recorded.
or
- (e) any mark is placed by the voter on the ballot paper, by which he may afterwards be identified;
or

- (f) there is any erasure or alteration in the figures indicating the voter's preference;
- or**
- (g) the figure indicating the preference is not recorded in the space provided for the said purpose in the ballot paper.

(k) Scrutiny and Counting of Voting Papers

Statute 275:

- (1) All voting papers shall be scrutinised by the Registrar and such other person or persons as may be nominated by the Vice-Chancellor.
- (2) When there are more polling centres than one, voting papers of all the polling centres shall be first mixed up and then scrutinised by the Registrar and such other person or persons as may be nominated by the Vice-Chancellor. The candidate or his agent duly authorised by him in this behalf shall be entitled to be present at the time of scrutiny and counting. In case of a doubt or dispute regarding the validity of ballot paper, the decision of the majority of the scrutineers and, in the event of a tie, that of the Vice-Chancellor shall be final.

Statute 276:

- (a) After the voting papers for an electoral body have been counted the Registrar shall examine the voting papers, rejecting those which are invalid and record the total number of valid and invalid voting papers.
- (b) He shall sort them into parcels according to the first preference recorded for each candidate.
- (c) Each valid voting paper shall originally have a value of 100 votes. The Registrar shall count the number of papers in each parcel and shall credit each candidate with a number of votes equal to 100 times the number of valid papers on which a first preference has been recorded for such candidate and he shall tally the total number of such votes for all candidates put together with the value of total number of valid papers recorded under statute 276 (a).

Statute 277:

The Registrar shall then divide the total value of valid papers by a number exceeding by one, the number of vacancies to be filled. The result increased by one (any fractional remainder being disregarded) shall be the number of votes sufficient to secure the election of a candidate. This number is hereinafter called the "quota."

Statute 278:

If, at the end of any count, the number of votes credited to a candidate is equal to or greater than the quota, that candidate shall thereupon be elected.

Statute 279:

- (1) If, at the end of any count, the number of votes credited to a candidate is greater than the quota, the surplus shall be transferred, as in this Statute provided, to the continuing candidates for whom the next available preferences have been recorded on the voting papers in the parcel or sub-parcel last received by the elected candidate.
- (2) (a) If more than one candidates have surplus, the largest surplus shall be first dealt with.

- (b) If two or more candidates have an equal surplus, the surplus of the Candidate with the greatest number of votes at the first count at which the candidates in question have an unequal number of votes shall be first dealt with. When the number of votes credited to such candidates are equal at all counts the Registrar shall determine by lot which surplus he will first deal with.
- (3) The Registrar need not transfer a surplus when the surplus, together with any other surplus not transferred is less than the difference....
- (a) between the votes of the candidate lowest on the poll and the votes of the next higher candidate:
- or**
- (b) between the total of the votes of the two or more candidates lowest on the poll and the votes of the next higher candidate, provided that the exclusion from the poll of the aforesaid two or more candidates lowest on the poll shall not reduce the number of continuing candidates below the number of vacancies remaining to be filled.
- (4) (a) If the votes credited to an elected candidate consist of original votes only, the Registrar shall examine all the papers contained in the parcel of the elected candidate whose surplus is to be transferred;
- (b) If the votes credited to an elected candidate consist of original and transferred votes or of transferred votes only, the Registrar shall examine the papers contained in the sub-parcel last received by the elected candidate whose surplus is to be transferred;
- (c) In either case the Registrar shall sort out the transferable papers into sub-parcels according to the next available preferences recorded thereon, shall make a separate sub -parcel of nontransferable papers and shall ascertain the number of papers in each sub-parcel.
- (5) The Registrar shall transfer the whole of each sub-parcel of transferable papers to the continuing candidate indicated thereon as the elector's next available preference and shall set aside the non-transferable papers, in a separate parcel.
- (6) (a) If the total value of transferable papers is less than or equal to the surplus, each transferred paper shall carry its last value.
- (b) If the total value of the transferable papers is greater than the surplus, then each paper transferred shall carry a value equal to the ratio of the surplus to the number of transferable papers. The fractional part, if any, in the value so determined shall be ignored.
- (c) Each sub - parcel transferred under Statute 279 (5) shall be marked with the value (as calculated in (b) above of each paper in the sub-parcel and also shall be marked to indicate the count at which the transfer took place.

Statute 280:

- (1) If, at the end of any count, no candidate has a surplus or if any existing surplus need not be and is not transferred, and one or more vacancies remain to be filled, the Registrar shall exclude from the poll the candidate lowest on the poll.
- (2) If, when a candidate has to be excluded, two or more candidates have each the same number of votes and are the lowest on the poll, the candidate with the lowest number of votes at the first count at which the candidates in question have an unequal number of votes shall be excluded, and when the number of votes credited to the candidates are equal at all counts, the Registrar shall determine by lot who shall be excluded.

- (3) Upon the exclusion of any candidate, the Registrar, save as hereinafter provided, shall examine all the papers credited to that candidates, shall sort the transferable papers into sub-parcels according to the next available preferences recorded thereon for continuing candidates, shall transfer each sub-parcel to the candidate for whom that preference is recorded and shall set aside as a separate sub-parcel the nontransferable papers.
- (4) (a) If the papers credited to the candidate consist of original papers only the Registrar shall examine all the papers in the parcel, shall sort the transferable papers into sub -parcels according to the next available preferences recorded thereon for continuing candidates, shall transfer each sub-parcel to the candidate for whom that preference is recorded and shall set aside as a separate sub-parcel the non - transferable papers. Each paper so transferred to a continuing candidate shall carry its original value of 100 votes.
- (b) If the papers credited to the candidate consist of original as well as transferred papers, the Registrar shall first deal with the original papers as provided in sub clause (a) of this clause. The sub - parcels of transferred papers will then be dealt with one by one in the order in which they were transferred to the excluded candidate.
- (c) In dealing with a sub-parcel of transferred papers of an excluded candidate, the Registrar shall examine all the papers of this parcel, shall sort the transferable papers into sub-parcels according to the next available preferences recorded thereon for continuing candidates, shall transfer each sub-parcel to the candidate for whom that preference is recorded and shall set aside the non-transferable papers in a separate sub-parcel. Each paper so transferred shall carry its last value.
- (d) Each sub-parcel transferred under statute-280 (4) shall be marked with the value of each paper in the sub - parcel and also shall be marked to indicate the count at which the transfer took place.

Statute 281:

- (1) If, at the end of any count the number of elected candidates is equal to the number of vacancies to be filled no further transfer votes shall be made.
- (2) If, on exclusion of a candidate, the number of then continuing candidates is equal to the number of vacancies unfilled, the continuing candidates shall there on be elected, and no further transfer of votes shall be made.

Statute 282:

The order of priority of election of elected members shall be the order in which they are severally elected. If at the end of any count two or more candidates are elected, the order of priority shall be according to the number of votes credited to such candidates beginning with the largest.

Statute 283:

- (1) Whenever any transfer is made, each sub-parcel of papers transferred shall be placed on the top of the parcel, if any, of papers of the candidates to whom the transfer is made and that candidate shall be credited with a number of votes equal to the total value papers transferred to him.
- (2) Non - transferable papers shall be set aside as a separate parcel together with any parcel of non-transferable papers already set aside.

Statute 284:

In case of equality of votes in any of the elections, the result will be determined by casting of lot by the Registrar in the presence of the Scrutiny Committee.

Statute 285:

After the scrutiny is completed, the Registrar shall forthwith report to the Vice-Chancellor the result of the Scrutiny, and with his permission announce the same.

Statute 286:

The voting papers may be sealed and kept in the custody of the Registrar and shall be destroyed by him on expiry of thirty days after the announcement of the result of the election.

Statute 287:

- (a) If a candidate elected to the Senate from more than one constituency, he shall by notice in writing signed by him and delivered to the Registrar of the University within seven days of the publication in the Gazette of the result of the last of such elections, choose which of these constituencies he shall represent and such choice once made shall be conclusive;
- (b) If the candidate does not make the choice referred to herein within the specified period of time, the Vice - Chancellor shall decide which constituency he will represent and his decision shall be final;
- (c) When any such choice has been made by the candidate, or a decision given by the Vice - Chancellor, the Vice - Chancellor shall direct the Registrar to take steps for holding an election in the constituency in which a vacancy has occurred by reason of such choice or decision;
- (d) Notwithstanding that such vacancy has not been filled, the Senate may proceed to hold elections in accordance with the relevant Statutes.

CHAPTER - XIX MISCELLANEOUS

(1) Removal from Membership of University and Withdrawal of a Degree or Diploma

Statute 288:

Before taking action contemplated in Section 47 (I) it shall be incumbent upon the Syndicate to notify the person concerned of the action contemplated and to give him an opportunity to tender either in person or by a written statement, within twenty-one days from the date of issue of such notice, such defense as he may wish to put up. If the Syndicate after taking into consideration the defense so set up, decides to recommend to the Senate that action be taken against him, a copy of such recommendation shall be forwarded to him with an intimation of the date of the meeting of the Senate at which his case will come up for consideration and he shall be informed that if he has any further statement in writing to make, he should submit the same to the Syndicate six weeks before the date of the meeting. The statement, if any, so received, shall be submitted to the Senate with the recommendation of the Syndicate and the relevant details of the case.

(2) Acceptance of Endowments for Fellowships, Scholarships, Prizes, Medals and other Awards

Statute 289:

- (1) All offers of bequests, donations and endowments the management where of is to be vested in the University shall be accepted on conditions that the annual realisation there from shall be subject to a deduction of 5 percent thereof as management charges and the amounts realised by such annual deduction shall be credited to the General Fund of the University at the commencement of every financial year. It shall, however, be competent for the Syndicate to exempt certain donations from this condition of deduction of 5 percent of income as management charges.
- (2) The University shall not accept an endowment the benefits where of are sought to be restricted to any caste, creed or community, or the net annual income of which is less than Rs. 600/- in the case of a prize and Rs. 1500/- in the case of a medal and Rs. 2400/- in the case of a Scholarship, Medium of Instruction

Medium of Instruction

Statute 290:

- (1) Gujarati shall be the medium of instruction and examination.
- (2) Notwithstanding anything contained in (1) above, it will be permissible for any affiliated College, recognised Institution or University Department to use English or Hindi as medium of instruction and for any student to use English or Hindi as medium of examination;
- (3) Notwithstanding anything contained in (1) above, it will be permissible for any research student to submit his thesis, at his option, in Gujarati or English or Hindi;
- (4) Notwithstanding anything contained in clause (I) above, the medium of instruction and examination for Modern Indian Languages may be the respective language.

Statute 291:7

The Following shall be the Departments of Teaching and Research, they shall provide post-graduate instruction, guide and undertake research in the following subjects:

1. Department of Economics
2. Department of Public Administration
3. Department of Sociology
4. Department of Psychology
5. Department of Human Resource Development
(The Syndicate may organize these Departments into a University School of Social Sciences for administrative purpose.)
6. Department of Gujarati
7. Department of English
8. Department of Linguistics
9. Department of Comparative literature
(The Syndicate may organize the Departments into a University School of languages for administrative purpose provided that the Department of English may be required to participate in teaching English to other Classes as may be determined by the Syndicate.)
10. Department of Mathematics
11. Department of Statistics
12. Department of Physics
13. Department of Chemistry
14. Department of Bio - Science
15. Department of Electronics Science
16. Department of Aquatic Biology.
(The Syndicate may organize these Departments into a University School of Sciences for administrative purpose.)
17. Department of Computer Science
18. Department of Information & Communication Technology
19. Department of Biotechnology
20. Mahatma Gandhi Department of Rural Studies
21. Department of Business and industrial Management
22. Department of Law
23. Department of Education
24. Department of Library and Information Science
25. Department of Continuing Education and Extension Work.
26. Department of Journalism and Mass Communication
27. Department of Commerce

Statute 292: (DELETED)**Statute 293:**

There shall be a Head of the Department for each Department to be appointed by the Syndicate. The Syndicate shall appoint the senior most full lime teacher not below the rank of a Reader from amongst the staff of the Department to work as the Head of the Department. The whole time University Teacher appointed to act temporarily as the Head of University Department in the place of the permanent incumbent on leave shall not be considered to occupy the office under the designation of the Head of a University Department for the purpose of Section 16 (I) Class I (C) (i) and Section 19 (1) (vi).

Notwithstanding anything contained above the Senior most whole time University Teacher not below the rank of a Reader in the Department appointed as officiating Head of the Department in a permanent vacancy caused by the death, retirement, resignation or termination of services or such other reason shall be deemed to hold office for the purposes mentioned above.

College Development Council Constitution

Statute 294:

The College Development Council shall consist of:

- (1) Vice-Chancellor;
- (2) Dean of Council;
- (3) The Director of Higher Education Gujarat State or his representative;
- (4) Five Senior Teachers of the University Teaching Departments to be appointed by the Syndicate;
- (5) Nine Principals of the affiliated Colleges to be appointed by the Syndicate;
- (6) Nine Teachers of the affiliated Colleges to be appointed by the Syndicate;

Dean of the Council

Statute 295:

- (1) The Dean of the College Development Council shall be appointed by the Syndicate on the recommendation of the Selection Committee. He may be appointed in the Pay Scale as recommended by University Grants Commission from time to time. A person on deputation will be eligible for deputation and other permissible allowances.
- (2) The tenure of the Dean, College Development Council shall be for three years. He may be appointed for another term of three years.
- (3) The office of the Dean shall be vacated by death, resignation or on his attaining the age of 65 years. He shall also cease to be the Dean, if he remains out of the University area for more than six calendar months without prior permission of the Vice - Chancellor. (Procedure of Meeting)

Statute 296:

The Registrar shall give seven days' notice to members for a meeting of the College Development Council.

Statute 297:

The Council shall ordinarily meet at least twice in an academic year or at other times when convened by the Vice-Chancellor or in his absence, by the Dean of the Council or in absence of both, by the senior most Principal among the members of the Council.

Statute 298:

The term of the office of the Council shall be three years provided, however, that a person shall cease to be a member of the Council, if he/she ceases to be a teacher or a Principal or his / her remaining absent from four consecutive meetings of the Council. Any casual vacancy caused by death, resignation or otherwise shall be filled up in the same manner as provided in Statute 294.

Statute 299:

The Vice - Chancellor or in his absence, the Dean of the Council shall preside at the meeting of the Council. In absence of the Vice -Chancellor and Dean of the Council, the meeting shall elect its own chairman for the conduct of its Business.

Statute 300:

The quorum for such a meeting of the Council 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 Vice-Chancellor may appoint. No quorum shall be required for a meeting adjourned for want of quorum.

Statute 301:

All issues at a meeting of the Council 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.

Statute 302:

When a Dean of Council goes out of the headquarters for the Council work and/ or University work, he/she shall be entitled to draw Travelling and Halting allowances in accordance with the rules of the University.

Power and Duties

Statute 303:

The College Development Council may recommend in consultation with the University or other bodies concerned, all such steps as it may think fit for the promotion, Co-ordination and raising the standard of education in Colleges and for the purpose of performing its functions, it may:

- (i) Function as a policy making body in regard to proper planning and integrated Development of Colleges;
- (ii) Conduct surveys of all the affiliated Colleges, district-wise with a view to preparing and maintaining an up-to-date profile on each College under the University, review the existing facilities and identify the needs and gaps that need to be filled for the development of Colleges and make such information available to the University Grants Commission and other bodies concerned;
- (iii) Advise the University on all matters relating to development at affiliated Colleges, such as provision of adequate facilities - academic and physical - for raising the standard of learning, teaching and research and its periodic evaluation for enabling the University to maintain reasonable continuity of policy in regard to development of Colleges;
- (iv) Prepare a perspective plan for the development and opening of new colleges, to enable the University and State Education Authorities to take long term decisions on the planning and development of Colleges and may advise the University on matters relating to different disciplines taught in Colleges at different levels of University Education;
- (v) Advise the University in regard to rationalization and implementation of University's policy on affiliation of Colleges;
- (vi) Keep close contact with Colleges with a view to helping them in their proper development, selection of teachers, development of student amenities, proper utilization of grants and efficient implementation of the University Grants Commission's approved projects and reforms viz; examination reform, Courses, COSIP, COSHIP, restructuring of Courses to make them more relevant and significant not only to students, but also to the region as a whole by assessing the needs in respect of social transformation and regional development;
- (vii) Review the facilities for Post Graduate Departments of Colleges in terms of the norms prescribed by the University Grants Commission and assist those having the potential of coming up to the norms within a few years;
- (viii) Help in the selective development of some Colleges to remove regional imbalances and also assist the Colleges to realize their potential and in identification of Colleges for conferring on them the status of an autonomous Colleges;

- (ix) Evaluate and assess the impact of University Grants Commission's grants on the Colleges for the implementation of various development projects;
- (x) Ensure that the University Grants Commission's grants released to University for disbursement to Colleges are not held/locked up or utilized for purposes other than those for which the grants are sanctioned and also ensure that these grants are properly and expeditiously disbursed to Colleges according to the guidelines laid down by the Commission;
- (xi) Obtain from the Colleges and furnish to the Commission utilization certificates and completion documents in respect of University Grants Commission's grants released/ disbursed to Colleges through the University and help in monitoring the University Grants Commission's programmes implemented by the affiliated Colleges;
- (xii) Ensure close and continued contact and interaction between the academic authorities of the University, Post Graduate Departments and the Colleges;
- (xiii) Review the inspection reports of the Colleges and suggest remedies for the defects and irregularities reported;
- (xiv) Perform such other functions as may be prescribed or as may be deemed necessary for advancing the cause of collegiate education and perform such duties as may be found incidental and conducive to the discharge of the functions stated above.

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. Under section 30 (6) The Chancellor has given assent to the amended Statute - 22 as passed by the Senate at its Annual Meeting held on Dt.25-03-2014, Vide letter No. UNI - 1414 - U - 515 - GS - 1200, Dt. 18-2-2015.
3. The words "Rector" the words "Pro-Vice-Chancellor" shall be substituted vide Gujarat Government Gazette Vol [XXIII] on the 24 February 1982.
4. Under section 30 (6) the Chancellor has given assent to the amended Statute 106, as passed by the Senate at its Annual Meeting held on Dt.25-03-2010, Vide letter No. UNI - 1415 - U - UOR- 102 - GS, Dt.: 19/10/2015.
- 5 Under section 30 (6) the Chancellor has given assent to the amended Statute 120, as passed by the Senate at its Annual Meeting held on 26-03-2010, vide letter No. UNI - 1415 - U - UOR- 102 - GS, Dt.: 19/10/2015.
6. Under section 30(6) The Chancellor has given assent to the amended Statute - 228 as passed by the Senate at its Annual Meeting held on Dt.25-3-2014, Vide letter No. UNI - 1414 - U - 515 - GS - 1200, Dt. 18-2-2015.
7. Under section 30 (6) The Chancellor has given assent to the amended Statute 291, as passed by the Senate at its Annual Meeting held on Dt.25-03-2008, Dt. 29-03-2012, Dt.25-3-2014, Dt.26-03-2015, vide letter No. UNI- 1415- U- 4581- 65, Dt.: 19-09-2015.