

(ii) The powers and duties of officers and employees of Veer Narmad South Gujarat University as per Act, Statutes and Ordinances.

The Chancellor

Section

7. (1) The Chancellor shall have the right to cause an inspection to be made by such persons as he may direct, of the University, its building, laboratories, libraries, museums, workshops and equipment, of any institution, college or hostel maintained, recognised or approved by, or affiliated to, the University, of the teaching and other work conducted by the University, and of the conduct of examinations held by the University; and so to cause an inquiry to be made in respect of any matter connected with the University. The Chancellor shall in every case give notice to the University of his Intention to cause an inspection or inquiry to be made and the University shall be entitled to be represented thereat.
- (2) The Chancellor shall communicate to the Syndicate and to the Senate his views with reference to the results of such inspection or inquiry and shall, after ascertaining the opinion of the Syndicate and the Senate thereon, advise the University on the action to be taken.
- (3) The Syndicate shall report to the Chancellor such action, if any, as it has taken or may propose to take upon the results of the inspection or inquiry. Such report shall be submitted with the opinion of the Senate thereon and within such time as the Chancellor may direct.
- (4) Where the Syndicate does not within a reasonable time take action to the satisfaction of the Chancellor, the Chancellor may after considering any explanation furnished or representation made by the Syndicate, issue such directions as he may think fit and the Syndicate shall comply with such directions.
- (5) The State Government may, whenever it deems fit, cause a like inspection or inquiry to be made in the manner described in sub -sections (1) to (3) above and shall have, for the purposes of such inspection or inquiry, all the powers of the Chancellor under the said sub - sections.

Section

9. (1) The Governor of the State of Gujarat shall be the Chancellor of the University,
- (2) The Chancellor shall, by virtue of his office, be the head of the University and the President of the Senate shall, when present, preside at the meetings of the Senate and at any Convocation of the University.
- (3) The Chancellor shall have such other powers as may be conferred on him by this Act or the Statutes.

The Vice Chancellor

Section

11. (1) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall, in the absence of the Chancellor, preside at meetings of the Senate and any convocation of the University. He shall be an ex-officio member and Chairman of the Syndicate, of the Academic Council and of the committees constituted under section 48. He shall be entitled to be present with the right to speak, at any meeting of any other authority or body of the University, but shall not be entitled to vote thereat unless he is a member of that authority or body.,
- (2) The Vice - Chancellor shall have power to convene meetings of the Senate, the Syndicate, the Academic Council and such other authorities of the University of which he is the chairman. He may delegate this power to any other officer of the University.
- (3) It shall be the duty of the Vice - Chancellor to ensure that this Act, the Statutes, Ordinances, Regulations and Rules are faithfully observed and he shall have all powers necessary for this purpose.
- (4) (a) In any emergency which, in the opinion of the Vice-Chancellor, requires that immediate action should be taken, he shall take such action as he deems necessary and shall at the earliest opportunity thereafter furnish information regarding his action to such officer, authority or body as would have in the ordinary course dealt with the matter.
- (b) When action taken by the Vice-Chancellor under this sub-section affects any person in the service of the University, such person shall be entitled to prefer an appeal through the said officer, authority or body to the Syndicate within one month from the date on which such action is communicated to him.
- (5) The Vice-Chancellor shall give effect to the orders of the Syndicate regarding appointment, dismissal, suspension and punishment of the persons in the service of the University or teachers of the University or regarding the recognition or withdrawal of the recognition of any such teacher and shall exercise general control over the affairs of the University. He shall be responsible for the discipline of the University in accordance with this Act, the Statutes and Ordinances.
- (a) Subject to the provisions contained in Sub - section (4) and notwithstanding anything contained in sub-section (5), where the Vice-Chancellor after making such inquiry as he deems fit is of opinion that the execution of any order or resolution of an authority specified in or declared under section 15, or the doing of anything which is about to be done or is being done by or on behalf of the University
- (i) is inconsistent with the provisions of this Act or of any statute, ordinance rule or regulation, or
 - (ii) is not in the interest of the University, or
 - (iii) is likely to lead to breach of peace, he may forward a copy of the order or resolution or, as the case may be, refer the doing of the thing, with a statement of reasons, to the authority which made the order or passed the resolution or proposed to do the thing for reconsideration by that authority as to whether the said order or resolution may not be rescinded, or revised or modified in the manner stated by him, or the doing of the thing be refrained from.

- (b) Where the authority after reconsideration revises or modifies the order or the resolution in the manner stated by the Vice-Chancellor, then notwithstanding anything contained in clause (e) such revised or modified order or resolution shall revive from the date of such revision or modification.
- (c) Where the authority revises or modifies the order or resolution in such manner as is inconsistent with the manner stated by the Vice-Chancellor, the Vice-Chancellor shall refer the matter to the State Government for its decision.
- (d) The State Government may, on such reference being made, revise or modify the order or resolution or direct that the order or resolution shall continue to be in force with or without modification permanently or for such period as it may specify;

Provided that the order or resolution shall not be revised or modified or continued by the State Government without giving the concerned authority a reasonable opportunity of showing the cause against the order.
- (e) The order, resolution or, as the case may be, the doing of thing, shall remain in abeyance from the date of the action of the Vice-Chancellor of forwarding the copy of order or resolution or of making reference under clause (a) till the date of the order of the State Government under clause (d).
- (6) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Statutes, Ordinances and Regulations.

Ordinance 185 (17)

The Vice-Chancellor should;

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

The Pro - Vice - Chancellor

Section

12. (1) The Pro - Vice – Chancellor shall be appointed by the State Government from amongst three persons recommended by the Vice -Chancellor.
- (2) The Pro - Vice – Chancellor shall hold office for a term of three years and he shall be eligible for reappointment to that office for a further term of three years only; Provided that no person appointed as a Pro - Vice-Chancellor shall continue to hold his office as such after he attains the age of 65 years.
- (3) The Pro - Vice – Chancellor shall be a whole time salaried officer and his emoluments and conditions of service shall be such as shall be determined by the State Government; provided that the emoluments and conditions of service of the holder of such office shall not during the currency of the term of the holder of that office, be varied to his disadvantage without his consent.
- (4) The Pro-Vice-Chancellor shall be the principal inspecting officer of the University and shall exercise such powers and perform such duties of the Vice-Chancellor as the Vice-Chancellor may either specially or generally confer or impose on him with the approval of the Syndicate.
- (5) The Pro-Vice-Chancellor shall, in the absence of the Vice-Chancellor, or in the event of his being unable to perform duties of his office, exercise all the rights and powers, and discharge all the functions and duties, of the Vice- Chancellor.
- (6) The Pro - Vice – Chancellor shall preside, —
- (a) in the absence of the Chancellor and the Vice-Chancellor, at the meetings of the Senate, and .
- (b) in the absence of the Vice - Chancellor at the meetings of any other authority of the University or a committee thereof.

Ordinance 185 (17)

The Pro-Vice-Chancellor should;

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Deans of Faculties

Section

25. (1) There shall be a Dean of each Faculty who shall be elected by the Faculty from amongst its members, provided that he is a member of the senate and also a teacher or a principal.
- (2) The Dean shall hold office for a term of three years and shall be eligible for re-election for a further term of three years only.
- (3) The Dean shall be the principal executive authority of the Faculty, and shall exercise the following powers and perform the following duties, namely:
- (i) he shall be the chairman of the Faculty and shall preside at its meetings;
 - (ii) he may attend the meeting of any Board of Studies in the Faculty,
 - (iii) he shall supervise and co-ordinate the work of the different Boards of Studies under the Faculty;
 - (iv) he shall plan and organise seminars, refresher courses, and workshops, etc. pertaining to the subjects under the Faculty;
 - (v) he shall inspect and guide the University departments, affiliated colleges, recognised institutions and approved institutions in respect of subjects under the Faculty;
 - (vi) he shall be responsible for the due observance of the Statutes, the Ordinances, and the Regulations relating to the Faculty; and (vii) he shall recommend to the Syndicate for approval, proposals for the programmes of visiting teachers and for the exchange of teachers.

The Registrar

Section

13. The Registrar shall be a whole time salaried officer and shall act as the Secretary of the Senate, of the Syndicate and of the Academic Council. He shall be appointed by the Syndicate in accordance with the Statutes to be made in this behalf, and his emoluments and conditions of service shall be determined by such Statutes. He shall exercise such powers and perform such duties as may be prescribed by the Statutes, Ordinances and Regulations.

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 or the University and under the directions of the Syndicate.
- (g) To supervise the conduct of examinations.

The Controller of Examinations**Section**

14. (1) The Controller of Examinations shall be a whole time salaried officer. He shall be appointed by the Syndicate in accordance with the Statutes to be made in this behalf.
- (2) The powers, duties, and emoluments of the Controller of Examinations and other officers of the University referred to in clause (vii) of section 8 shall be such as may be prescribed by the Statutes, Ordinances and Regulations.

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.

Dean, College Development Council

There is a Dean of the College Development Council to fulfil the objectives of the council. Powers and duties of the council are as under;

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.

Teachers (Professor/Associate Professor/Assistant Professor

Ordinance 69 (A) (2)

It shall be incumbent on every teacher to perform the academic duties such a preparation of lectures, class lecturing, tutorials, assignments, demonstrations, group discussions, library assignments, guidance etc. It shall also be obligatory for a teacher to do all work connected with extracurricular and co-curricular activities assigned to him/her by the Head of his Institution. It shall also be obligatory for a teacher to do all work connected with examinations such as paper setting, assessment and reassessment of answer books including moderation, preparing result, invigilation superintendent of examination centre, working as a member of team of squad/observer, coding-decoding of answer books, coordinating work of central assessment etc. assigned to him her by the Registrar of the University or by the Head of his Institution. It shall also be obligatory for a teacher to train himself/herself in operation and use all technological advancement and gadgets necessary to perform his her duties. Failure to perform any such duty shall constitute misconduct on the part of a teacher and such a teacher shall be liable to disciplinary action.

Ordinance 185 (17)

I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities : Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff : Teachers should :

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

Ordinance 185 (17)

Director, Physical Education and Sports and Librarian should;

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.