

Speed Post -

Dr. Shakeel Ahmad
Deputy Secretary



UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110002

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली - 110 002

No.F.62-2/2009(CU)

January, 2011

The Vice Chancellor
Guru Ghasidas Vishwavidyalaya
Bilaspur,
Chhatisgarh - 495 009

Subject: Model Ordinances for the Central Universities in matters of students, academic and other subjects.

Sir,

UGC vide its letter No.61-2/2009(CU) dated 10th November, 2009 constituted an Expert Committee to suggest draft ordinances for the Central Universities in matters of students, academic and other subjects.

The Committee has held detailed deliberations and meetings and had also formed the sub-committee for the preparation of the same. The Committee had submitted a Model Ordinance to UGC duly legally vetted.

A copy of the Model Ordinances for the Central Universities is being sent to you with a request that while sending the new Ordinances to MHRD, University may frame the ordinances taking the guiding factor from the Model Ordinances.

A copy of the Model Ordinances is enclosed for your information and perusal.

Yours faithfully,

(Dr. Shakeel Ahmad)
Deputy Secretary

1277/178
03-02-11

URGENT

Sh. Luvare

Put up after Convocation
Shakeel
23/11

UGC EXPERT COMMITTEE
NOVEMBER 2010

103/297
102/11
3-2-11

Registration

Put up in next EC.
Shakeel
2-2-11

ARC (Room)

soliteaching cell

अनुदान

02/02/11

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**MODEL ORDINANCES WITH RESPECT TO
FACULTY, STUDENTS AND OTHER MATTERS
FOR THE CENTRAL UNIVERSITIES**

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**UGC EXPERT COMMITTEE
NOVEMBER 2010**

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Model Ordinance 1

**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE
AND POWERS AND FUNCTIONS OF THE VICE CHANCELLOR
(Act Section 28(0), Statute 2(6)(iii))**

SALARY

- 1) Pay: As notified by the University Grants Commission / Central Government from time to time.
- 2) Dearness and other / Allowances: As notified by the Central Government from time to time other than House Rent Allowance.
- 3) The Vice Chancellor shall be entitled to such terminal benefits and allowances as fixed by the Central Government from time to time.
- 4) The Vice Chancellor shall be entitled to leave travel Concession, as approved by the University from time to time.
- 5) The Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself and his family members obtained for the Private OPD/Private Wards of any approved Hospital / Nursing Home as approved by the University.
- 6) The Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from his home town to place of duty and back on his/ her assuming office and relinquishing it on the expiry of his/her tenure.
- 7) The Vice Chancellor shall be entitled to receive Traveling Allowance at the rates fixed by the Executive Council.

Leave:

- 1 (a) The Vice Chancellor shall, during the tenure of his office, be entitled to leave on Full Pay at the rate of 30 days in the calendar year. The Leave shall be credited to his account in advance in two half yearly installments of 15 days each on the first day of January and the first day of July every year.

Provided that if the Vice Chancellor assumes or relinquishes the charge of the Office of the Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2 ½ days for each completed months of service.

- 1(b) The Leave at the credit of the Vice Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.
- 1 (c) The Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled for the number of days equivalent of the leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
- 1 (d) The Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of Medical certificate, provided that when such commuted leave is availed of is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
- 1 (e) The Vice Chancellor shall also be entitled to avail himself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of five year on medical grounds or otherwise.
2. In case the Vice Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.
 3. During the period of such Leave, the Vice Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as many have been provided.
 4. In the case of any absence of the Vice Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period, so spent shall be treated on duty.
 5. Where an employee of the University is appointed as the Vice Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Vice Chancellor. Similarly, on his/her relinquishing the post of the Vice Chancellor and in event of his/her re-joining his/her old post, he /she shall be entitled to carry back the Leave at his/her credit to the new post.
 6. Further he / she may be allowed to contribute to any provident fund of which he / she is a member and the University shall

contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his / her appointment as Vice Chancellor.

- 7. If a person, employed in another institution, is appointed the Vice Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior the his/her appointment as the Vice Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she permanently employed, as admissible under the Rules.

Amenities

- 1) The Vice Chancellor shall be entitled to have water, power and rent free furnished residential accommodation with such furniture, as may be approved by the University. The premises of his/her lodging will be maintained by the University.
- 2) The Vice Chancellor shall be entitled to the facility of a free official car. He shall also be entitled to **mobile phone** and free telephone (with STD and ISD) service at his/her residence.
- 3) The Vice Chancellor shall be entitled to one cook and two attendants at his/her residence.

POWERS AND FUNCTIONS

The Vice-Chancellor is the Chief Executive and Academic Head of the University and as such his / her powers and duties include, among others, the following:-

- 1. To ensure that the provisions of the Act, Statutes, Ordinances and Regulations are fully observed;
- 2. To delegate his powers for day-to-day work to the Pro-Vice-Chancellor(s). Deans, Heads of the Departments and other offices who should act on the basis of clear rules laid down in this regard;
- 3. To ensure that the routine items regarding creation of temporary posts for short duration and sanction of leave etc. should not normally be referred to the Executive council;
- 4. To make appointments of Deans, Heads, Proctors, Dean of Students

contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his / her appointment as Vice Chancellor.

7. If a person, employed in another institution, is appointed the Vice Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior the his/her appointment as the Vice Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she permanently employed, as admissible under the Rules.

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- 3) The Vice Chancellor shall be entitled to one cook and two attendants at his/her residence.

POWERS AND FUNCTIONS

The Vice-Chancellor is the Chief Executive and Academic Head of the University and as such his / her powers and duties include, among others, the following:-

1. To ensure that the provisions of the Act, Statutes, Ordinances and Regulations are fully observed;
2. To delegate his powers for day-to-day work to the Pro-Vice-Chancellor(s). Deans, Heads of the Departments and other offices who should act on the basis of clear rules laid down in this regard;
3. To ensure that the routine items regarding creation of temporary posts for short duration and sanction of leave etc. should not normally be referred to the Executive council;
4. To make appointments of Deans, Heads, Proctors, Dean of Students

Welfare and Wardens etc. The appointment of the Pro-Vice-Chancellor (or Rector) and equivalent officers, however, may be made as per the provisions of the Act and Statutes.

5. Power, not to act upon any decision of any authority, if he is of the opinion that it is ultravires of the provisions of the Act or Statutes or Ordinances or that such a decision is not in the best interests of the University. In both the cases he could ask the authority concerned to review the decision and if differences persist, the matter be referred immediately to the Visitor whose decision shall be final and binding on the Vice Chancellor.
6. As the Chairman of the authorities, bodies and committees of the University he should be empowered to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behavior unbecoming of a member.
7. All the disciplinary powers in regard to students and employees shall vest with the Vice-Chancellor. He shall have the powers to suspend an employee and initiate disciplinary action against him. However, the Vice-Chancellor could delegate these powers to other officers.
8. He shall be responsible for holding and conducting the university examinations properly at the scheduled time and for ensuring that results of such examinations are published expeditiously and that academic sessions of the university start and end on proper dates.
9. In an emergent situation to take any action on behalf of any authority in which the power is vested and to report the action taken in the next meeting of the authority.
10. He shall be responsible to allocate responsibilities and to audit the performance of officers, faculty members, staff and students against the expected standards.
11. Managing the people (including students and academic staff), in a manner whereby there is a positive impact on society at large and the actions are in accordance with the overall plans of development etc.
12. To exercise all administrative and financial powers as defined in Statutes/Ordinance.
13. He / she shall pass such Orders and take such measures that are necessary to implement any of the above.

MODEL ORDINANCE 2

**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE
AND POWERS AND FUNCTIONS OF THE PRO VICE CHANCELLOR
(Act Section 28(0); Statute 4(3))**

The Pro Vice Chancellor shall receive a salary as follows:

- 1) Pay : As notified by the Central Government from time to time.
- 2) Dearness and other / Allowances : As fixed by the Central Government from time to time

Where an employee of this university or any other Institution / Government and its organisations is appointed as Pro Vice Chancellor, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Pro Vice Chancellor, and till he/she continues to hold his/her lien on that post.

- 3) The Pro Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself / herself and his / her family members obtained for the Private OPD/Private Wards of any approved Hospital / Nursing Home as approved by the University.
- 4) The Pro Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from home town to post of duty and back on his / her assuming office and relinquishing it on the expiry of his/her tenure.
- 5) The Pro Vice Chancellor shall be entitled to receive Traveling Allowance at the rates fixed by the Executive Council.
- 6) The Pro Vice Chancellor shall be entitled to have water, power and rent free furnished residential accommodation. The premises of his/her lodging will be maintained by the University.
- 7) The Pro Vice Chancellor shall be entitled to the facility of a staff car for journey performed between Office and his/her Residence. He shall also be entitled to **mobile phone** and free telephone (with STD and ISD) service at his/her residence.
- 8) The Pro Vice Chancellor shall be entitled to an attendant at his/her residence.

9) Leave:

- a. The Pro Vice Chancellor shall be entitled to leave on Full Pay at the rate of 30 days in the calendar year. The Leave shall be credited to his/her account in advance in two half yearly installments of 15 days each on the first day of January and the first day of July every year.

Provided that if the Pro Vice Chancellor assumes or relinquishes the charge of the Office of the Pro Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2 ½ days for each completed month of service.

- b. The Leave at the credit of the Pro Vice Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.
- c. The Pro Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled to receive a sum equivalent of the Leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
- d. The Pro Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of Medical certificate, provided that when such commuted leave is availed of is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
- e. In case the Pro Vice Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.
- f. During the period of such Leave, the Pro Vice Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as may have been provided.
- g. In the case of any absence of the Pro Vice Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for

any public purpose, the period so spent shall be treated as on duty.

- h. Where an employee of the University is appointed as the Pro-Vice Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Pro-Vice Chancellor. Similarly, on his/her relinquishing the post of the Pro-Vice Chancellor and in event of his/her re-joining his/her old post, he /she shall be entitled to carry back the Leave at his/her credit to the new post.

Further he / she may be allowed to contribute to any provident fund of which he / she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his / her appointment as Vice Chancellor.

- i. If a person, employed in another institution, is appointed the Pro Vice Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior the his/her appointment as the Pro Vice Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, and Pension Contributions to the Institution, where he/she permanently employed, as admissible under the Rules.

POWERS AND FUNCTIONS

The Pro Vice Chancellor shall assist the Vice Chancellor in respect of such matters as may be specified by the Vice Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him / her by the Vice chancellor.

MODEL ORDINANCE 3

**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE
AND POWERS AND FUNCTIONS OF THE REGISTRAR
(Act Section 28(0); Statute 6(3))**

1. The Registrar shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection Committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that the Registrar shall retire on attaining the age of sixty-two years.

Where an employee of this university or any other Institution / Government and its organisations is appointed as Registrar, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Registrar, and till he/she continues to hold his/her lien on that post.

2. The terms and conditions of service of the Registrar shall be such as prescribed for other non vocational employees of the University.
3. When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
4. If the services of the Registrar are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
5. A Registrar on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
6. The Registrar shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also to **mobile phone** and free telephone (with STD and ISD) service at his/her residence.

7. The Registrar shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non vocational staff.
8. The Registrar shall be entitled to the facility of staff car between the Office and his/her residence.

RESPONSIBILITIES AND DUTIES

- (1) The Registrar shall have power to take disciplinary Action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:
 - (a) Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the Action proposed to be taken in regard to him.
 - (b) An appeal shall lie to the Vice-Chancellor against any order of the registrar imposing any of the penalties specified in sub-clause (a).
 - (c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

- (2) The Registrar shall be ex officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of either of these authorities and he shall be ex officio Member-Secretary of the Court.
- (3) It shall be the duty of the Registrar-
 - (a) To be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;
 - (b) To issue all notices convening meetings of the court, the Executive Council, the Academic Council and of any Committees appointed by those authorities.
 - (c) To keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities.

- (d) To conduct the official correspondence of the court, the Executive Council and the Academic Council;
- (e) To supply to the visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;
- (f) To represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
- (g) To perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Executives Council or the Vice-Chancellor.

MODEL ORDINANCE 4

**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE
OF THE FINANCE OFFICER
(Act Section 28(0); Statute 7(3))**

1. The Finance Officer shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendations of a Selection committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that if the Finance Officer is appointed on deputation basis from an organization / Accounts/ Audit service/cadre, his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.

Provided that the Finance Officer shall retire on attaining the age of sixty-two years.

2. Where an employee of this university or any other Institution / Government and its organisations is appointed as Finance Officer, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Pro Vice Chancellor, and till he/she continues to hold his/her lien on that post.
3. When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
4. The terms and conditions of service of the Finance Officer shall be such as prescribed of other non vocational employees of the University.
5. If the services of the Finance Officer are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
6. A Finance Officer on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
7. The Finance Officer shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also **mobile phone** and free telephone (with STD and ISD) service at his/her residence.

- 8 The Finance Officer shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non vocational staff.
- 9 The Finance Officer shall be entitled to the facility of staff car between the Office and his/her residence.

RESPONSIBILITIES AND DUTIES

The Finance Officer shall be ex officio Secretary of the Finance committee, but shall not be deemed to be a member of such Committee.

1. The Finance Officer shall-

- (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
- (b) perform such other financial functions as may be assigned to him by the Executive Council or as any be prescribed by the Statutes or the Ordinances.

Subject to the control of the Executive Council, the Finance Officer shall-

- (a) hold and manage the property and investments of the University including trust and endowed property;
- (b) ensure that the limits fixed by the Executive Council for recurring and nonrecurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted.
- (c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation of the Executive Council;
- (d) keep a constant watch on the state of the cash and bank balances and on the state of investments;
- (e) watch the progress of the collection of revenue and advise on the methods of collection employed;
- (f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialized Laboratories;
- (g) bring to the notice of the vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary Action against persons at fault; and

- (h) call for from any office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.
2. Any receipt given by the Finance Officer or the person or persons duly authorized in this behalf by the Executive council for any money payable to the University shall be sufficient discharge for payment of such money.

MODEL ORDINANCE 5**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE
OF THE CONTROLLER OF EXAMINATIONS
(Act Section 28(0); Statute 7(3))**

1. The Controller of Examinations shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that if the Controller of Examinations is appointed on deputation basis from any organization his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she/she belongs.

Provided that the Controller of Examinations shall retire on attaining the age of sixty two years.

2. Where an employee of this university or any other Institution / Government and its organisations is appointed as Controller of Examinations, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Controller of Examinations, and till he/she continues to hold his/her lien on that post.
3. The terms and conditions of service of the Controller of Examinations shall be such as prescribed of other non vocational employees of the University.
4. If the services of the Controller of Examinations are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
5. When the office of the controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
6. A Controller of Examinations on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.

1. The Controller of Examinations shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also to **mobile phone** and free telephone (with STD and ISD) service at his/her residence.
2. The COE shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non vocational staff.
3. The COE shall be entitled to the facility of staff car between the Office and his/her residence.

RESPONSIBILITIES AND DUTIES

Subject to the provision of the Act, Statutes and Ordinance, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of examinations and such duties and functions as may be assigned to him from time to time by the Executive Council/Vice-Chancellor.

MODEL ORDINANCE NO.6
EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE
OF THE LIBRARIAN
(Act Section 28(0))

1. The Librarian shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that if the Librarian is appointed on deputation basis from any organization his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she/she belongs.

Provided that the Librarian shall retire on attaining the age of sixty two years.

2. Where an employee of this university or any other Institution / Government and its organisations is appointed as Librarian, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Librarian, and till he/she continues to hold his/her lien on that post.
3. The terms and conditions of service of the Librarian shall be such as prescribed of other non vocational employees of the University.
4. If the services of the Librarian are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
5. When the office of the Librarian is vacant or when the Librarian is, by reason of illness, absence or nay other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
6. A Librarian on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice-Chancellor.

7. The Librarian shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also a free telephone service (with STD facility) at his/her residence.
8. The Librarian shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non vocational staff.
9. The Librarian shall be entitled to the facility of staff car between the Office and his/her residence.

RESPONSIBILITIES AND DUTIES

The Librarian shall exercise such powers and perform such duties as may be assigned to him / her by the Executive Council.

MODEL ORDINANCE 7

ASSIGNMENT OF DEPARTMENTS TO SCHOOLS OF STUDIES
Statute 15(5)(a)

The assignment of various Departments and Centre of Studies to various Schools of Studies shall be as under:

I. SCHOOL

Departments

Centres

MODEL ORDINANCE 8**CONSTITUTION OF THE BOARD OF STUDIES
AND TERM OF OFFICE OF ITS MEMBERS**
(Act Sec. 23, Statute 16(2))

1. Each Department shall have a Board of Studies comprising the following members
 - a. Head of the Department: Chairman & Convenor
 - b. All the Professors of the Department / Centre (ex-officio members).
 - c. The senior most Associate Professor and the senior most Assistant Professor by rotation shall be a member of Board of Studies to be nominated by the Vice-Chancellor.
 - d. Two faculty members nominated by the Vice Chancellor from amongst the faculty members belonging to allied / cognate subjects.
 - e. Two subject experts, not in the service of the university, to be nominated by the Vice chancellor.
 - f. Two experts to be invited by the Chairman in case need is felt for that persons inputs for specialized area
2. The appointment of members specified at c, d, and e shall be for a period of three years.
3. A Teacher of the University Department / Centre shall cease to be a member if he/she ceases to be a teacher of the concerned Department / Centre.
4. Any casual vacancy may be filled for the un-expired period.
5. The Board of Studies shall ordinarily meet at least twice a year and on such occasions as may be determined by the Vice-Chancellor.
6. The quorum for the Board of Studies Meetings shall be 50% of the members which shall include at least one outside expert.
7. In the absence of the Chairman, the senior-most member present shall act as Chairman for that meeting.
8. If in the opinion of the Dean of the School concerned, it is not necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he/she considers that a matter could be disposed off by circulation among the members of Board of Studies he/she may issue necessary instructions to that effect.

MODEL ORDINANCE 9

DUTIES OF HEADS OF DEPARTMENT
(Act Section 28(1)(o))

The Head of a Department shall convene and preside over meetings of the Department which shall be held at least twice in a semester.

He / she shall, under the general supervision of the Dean, shall be responsible for the following:-

1. To organize and supervise the teaching and research activities in the Department;
2. To frame the time table in conformity with the allocation of the teaching work made by the Department;
3. To maintain discipline in the class room and laboratories through teachers;
4. To assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
5. To assign work and exercise control over the non-teaching staff in the Department; and
6. To perform such other functions as may be assigned to him / her from time to time by the Dean, the Board of the School concerned, the Academic Council, the Executive Council and the Vice-Chancellor.

10. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination.
11. The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee for such further action as the Committee may deem fit.
12. Relevant provisions aimed at maintenance of discipline during entrance examinations of the relevant Ordinance shall be applicable to entrance examinations wherever applicable.
13. Admissions to the various programmes of studies shall be made by the Admission Committee of the concerned School comprising of the Dean as Chairman, Heads of the Departments as members, two nominees of the Vice Chancellor out of which one nominee shall represent the reserved categories.
14. The syllabi, format, duration, scheme of evaluation of the entrance examination shall be decided by the Admission Committee and approved by the Academic Council.
15. Minimum qualifications for admission to the programmes in various Department / Centres shall be prescribed by the Academic Council in consultation with the Dean of the School / Heads of the Department / Centres each year, subject to the concessions provided for by the Regulations.
16. In case of a tie / bracketed score in the marks scored in the entrance test, the marks obtained in the qualifying exam will be taken in consideration for deciding merit.
17. Only such candidates who have passed an examination of an Indian University / Board established or recognized by State / Central governments or such other examination as has been recognized equivalent by State / Central governments / university shall be considered for admission.
18. 15% of the seats in the academic programmes offered by the University shall be reserved for students belonging to Scheduled Caste, 7½% for students belonging to Scheduled Tribe and 27% for students belonging to Other Backward Classes.

Provided that nothing in this section shall be deemed to prevent the University from making special provisions for admission of women,

persons with disabilities or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens.

Provided further that no such special provision shall be made on the ground of domicile.

19. The commencement of classes for all courses, other than professional courses, shall be governed by the UGC norms concerning Minimum Standards of Instruction for the Grant of Degrees as issued and amended from time to time.
20. The minimum and maximum duration for the programmes offered by the University shall be prescribed by the Academic Council in conformity with requirements of regulations prescribed by national regulatory bodies from time to time.
21. A candidate shall be admitted to the programme in a School on his / her enrollment as a student of the University after paying the fee prescribed by the University.
22. A Student admitted to the University shall be a member either of a Hall of Residence / Hostel or Non-Resident Students Centre of the University.
23. If at any time it is discovered that a candidate has made a false or incorrect statement or other fraudulent means have been used for securing admission his / her name shall be removed from the rolls of the University.

MODEL ORDINANCE 11**PROCEDURE / NORMS FOR APPOINTMENT TO THE POSTS OF
PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR**

1. The University will issue all-India advertisement for recruitment to the teaching posts in leading national dailies giving at least 30 days time and make appointments there-to on all India basis on the recommendations of the Selection Committee as constituted in Statute 18(2).
2. In order to attract best talents, the University may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year.
3. The Chairman - Convenor shall issue to each member a Notice, not less than ten days before the meeting, stating the time and venue of the meeting. Meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and of the experts nominated by the Executive Council.
4. The Chairman - Convenor shall be entitled to vote at the Selection Committee meeting and shall have a casting vote in the case of a tie.
5. The recommendations of the Selection Committee shall be submitted to the Executive Council and orders of appointment shall be issued after the approval of the Executive Council in accordance with Statute 12(2) (ii).
6. The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed by the UGC from time to time, shall be followed.
 - i. In addition to the above, the Vice-Chancellor may prescribe, in consultation with the concerned Dean and Head of the Department, to the Academic Council such specification or any other condition as required for the post to be filled up.
7. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him / her for being called for interview.
8. The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the

Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.

9. It would be open to the Executive Council to offer appointment to suitable persons who may not have applied in accordance with Statute 19(1).
10. The rules and procedures prescribed by the Govt. of India in respect of the Reserved categories shall be followed as provided in Section 7 of the University Act.
11. The Selection procedure shall be as laid down by the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education – 2010 and as amended from time to time.
12. If case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.
13. No recommendations should be made with a condition attached to the occurrence of the future events.
14. The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation.
15. The statutory provision for relaxing of age, minimum qualification, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PH categories will be made applicable to them.
16. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., it shall be so stated and recorded.
17. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be as per the UGC Regulation referred to above.

18. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
19. The in-service candidates should apply through Proper Channel.
20. Outstation candidates belonging to SC/ST categories called for interview will be paid equivalent to return single second class railway fare towards journey, expenses on production of Ticket numbers / proof.
21. Canvassing in any form on behalf of any candidate will disqualify such candidate.
22. The Chairman - Convenor shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act / Statute / Ordinance.
23. The Selection Committee's recommendations, when approved by the Executive Council, shall remain valid for a period of one year from the date of such approval.
24. The application forms will be sold and registration fee collected at the rates prescribed by the University from time to time. The SC/ST/Physically Handicapped candidates need not pay Registration Fee.
25. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to **the High Courts in the State concerned.**

MODEL ORDINANCE 12

NORMS / REGULATIONS FOR PROMOTION THROUGH CAREER
ADVANCEMENT OF ASSISTANT PROFESSORS, ASSOCIATE
PROFESSORS AND PROFESSORS

The promotion through career advancement of Assistant Professors / Associate Professors / Professor in the university shall be governed by the Norms / Regulations prescribed by the University Grants Commission in vogue and as amended from time to time.

MODEL ORDINANCE 13

WRITTEN CONTRACT OF APPOINTMENTS

Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which is hereby prescribed and appended to this ordinance".

TO BE TYPED ON NON-JUDICIAL STAMP PAPER
& SUBMIT ONE ORIGINAL AND TWO COPIES THEREOF.
SERVICE CONTRACT

ARTICLES OF AGREEMENT EXECUTED his / her the
day of _____ the year Two
Thousand the _____ Year of the Republic of India between
S/O/D/O/W/O
aged _____ years, residing at _____
_____ of the first part (hereinafter called 'the party of the first part')
and the Central University of _____ of the second part.

WHEREAS the Central University of _____ (hereinafter referred in
as "the University") have engaged the party of the first part as
_____ (Designation) and the party of the first part has
agreed to serve the University on the terms and conditions hereinafter contained;

Now these present witness and the parties here to respectively agree as follows:

1. The party of the first part shall submit to the orders of the University and of the authorities under whom he may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty _____ (Date) subject to the terms and conditions herein contained.
2. The party of the first part shall devote his / her whole time and attention efficiently and diligently to his / her duties and at all time obey the rules including the University Servants Conduct Rules prescribed for the time being for the regulations of the branch of the University to which he may be attached and shall whenever required to perform such duties as may be assigned to him / her from time to time.
3. The party of the first part shall be of the Teacher's / Officer's rank and his / her status shall be that of _____ (Designation) in _____ (Department / Centre/Office) as on the date of appointment.

Model Ordinance 14**CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY**
(Act Section 28 (1) (o), statute 22(1))

Teachers of the University means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the University or in any College or Institution maintained by the University and are designated as teachers by the Ordinances.

A teacher of the University shall be a whole-time salaried employee of the University and shall devote his / her whole-time to the University and does not include honorary, visiting, part-time and ad-hoc teachers.

Provided that nothing contained in this Ordinance shall apply to the work undertaken in connection with the examination of Universities or learned bodies or Public Service Commissions or to any literary work or publication or radio / television talk or extension lectures or, with the permission of the Vice-Chancellor, to any other academic work.

No whole-time salaried teacher of the University shall without the permission of the Executive Council engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. However, teachers may engage in consultancy work as per UGC guidelines and with prior approval of the University.

Nature of Duties

Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required by and in accordance with the Act, the Statutes and Ordinances framed there-under, for the time being in force, whether the same relate to organisation of teaching, research, extension, examination of students, their discipline, welfare, and generally to act under the direction of the authorities of the University.

PERIOD OF PROBATION AND CONFIRMATION

The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.

The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.

Subject to this Clause it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.

Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by Central Government.

All other Central Government rules on probation and confirmation shall be applicable mutatis mutandis.

Confirmation

It shall be the duty of the Registrar to place before the Executive Council the case of Confirmation of a teacher on probation, not later than forty days before the end of the period of probation.

The Executive Council may then either confirm the teacher or decide not to confirm him, or extend the period of probation so as not to exceed twenty-four months in all.

In case the Executive Council decides not to confirm the teacher, whether before the end of twenty-four months' period of his / her probation, or before the end of the extended period of probation, as the case may be, he shall be informed in writing to that effect, not later than thirty days before the expiration of that period.

Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting.

Increment

Every teacher shall be entitled to increment in his / her scale of pay, unless the same is withheld or postponed by a resolution of the Executive Council and after the teacher has been given due opportunity to make his / her written representation.

Age of retirement

Subject to the provision of Statute 25, every teacher confirmed in the service of the University, shall continue in such service until he / she attains the age of superannuation as prescribed by the UGC and Govt. of India from time to time.

Provided further that if the date of Superannuation of a teacher falls at any time during the Academic Session the Executive Council, may on the recommendation of the Vice-Chancellor re-employ the teacher for any period up to the end of the academic session, with a view not to disturb the teaching work of the Department / Centre.

In special cases, a teacher on his / her attaining the age of superannuation, may be re-employed on a contract in keeping with the regulations in this behalf as issued by the UGC from time to time.

Variations in terms and conditions of service

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

Provided that no change in the terms and conditions of service of a teacher shall be made after his / her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave; leave salary and removal from service so as to adversely affect him.

Professional Code of Conduct

Every teacher of the University shall abide by the Code of Conduct framed by the University and the following lapses would constitute misconduct on the part of a University teacher.

- i) Any lapses in performing his / her duties as assigned by the university from time to time.
- ii) Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his / her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the university.
- iii) Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his / her relationship with his / her colleagues and trying to use the above considerations for improvement of his / her prospects or any other such actions which are against the interest of the university.
- iv) Refusal to carry out the decisions by appropriate administrative and academic bodies and / or functionaries of the University.

- v) Indulging in Plagiarism of any sort within the legal meaning, interpretation and expression of the term.

Resignation

A whole-time salaried teacher may, at any time, terminate his / her contract by giving the University three months' notice in writing or on payment to the University of three months salary in lieu thereof. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.

Provided that the Executive Council may waive the requirement of notice at its discretion.

Contract

The written contract between a teacher and the University required to be entered into under Section 33 (1) of Central University Act shall be in the form prescribed by the Ordinances.

12. (i) **Fixation of pay of re-employed pensioners**
As per the Government of India Rules issued from time to time.

Teaching Days, Work Load And Leave Rules

The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the UGC and GOI from time to time.

Model Ordinance 15**SENSITIZATION, PREVENTION AND
REDRESSAL OF SEXUAL HARASSMENT
(Act Section 28(n))**

Gender equity, including protection from sexual harassment and right to work with dignity is universally recognized basic human right. Eradication of social evils has been the prime aim of Constitution of India. Article 15 of the Constitution of India prohibits discrimination on grounds of religion, race caste, sex, or place of birth. Article 42 makes provision for securing just and human conditions of work. Article 51-A(e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities; to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the "Elimination forms of discrimination against women." Resultantly, the Central University of hereby introduces and enforces Ordinance titled "Sensitization, Prevention and Redressal of Sexual harassment."

Bodies of SPARSH:

SPARSH shall include the Apex body of SPARSH (ABS) and the University Complaints Committee (UCC). The ABS shall aim to sensitize and work to prevent sexual harassment in the university. The UCC shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action.

Functions, Powers and duties of ABS:

- i. To uphold the commitment of the Central University of to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.
- ii. To promote a social and psychological environment which will raise awareness about gender based discrimination and prevent sexual harassment and other acts of gender based violence.
- iii. To generate awareness about gender based discrimination, sexual harassment and other acts of gender based violence.

Functions, powers and Duties of UCC:

- i. To fulfill the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace.

- ii. To evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence.
- iii. To ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints.

Operational definitions:

- ❖ **Sexual harassment:** This shall include such unwelcome sexual behaviour (whether directly or by implication) as:
 - a. Unwanted physical contact and advances.
 - b. A demand or request for sexual favours.
 - c. Sexually-coloured remarks
 - d. Displaying pornography
 - e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
- ❖ **Academic staff:** This shall include any person on the staff of the university who is appointed to a teaching and/or research post, whether full time, temporary, adhoc, part time, visiting, honorary, or on special duty, or employees on a casual or project basis.
- ❖ **Campus:** This includes all the places vested, controlled and/or administered by the Central University of
- ❖ **Non-governmental Organization (NGO):** This shall include any NGO registered under the Societies Registration Act or is a public Charitable Trust. Such an NGO should be engaged in work connect with gender equality.
- ❖ **Counsellor:** This shall include any women from among the staff, who has expertise in social and personal counseling on matters arising out of incidents of sexual harassment.
- ❖ **Non-teaching staff:** This shall include any person on the staff of the university who is not appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part time, on daily wages, on honorary or on special duty, or deputation, and shall include employees on a casual or project basis.
- ❖ **Resident:** This shall include any person who is a temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by the Central University of
- ❖ **Service provider:** This shall include any person who runs or manages commercial enterprises, or provides services on the campus.

Constitution of ABS:

The ABS committee shall consist of the following members, who will be nominated by the Vice-Chancellor.

- i. The chairperson, a women nominated by the Vice-Chancellor, Central University of from amongst the faculty members.
- ii. Five members representing various faculties/centers of the University, of which at least three shall be women.
- iii. Two students representatives of which at least one be girl student (names to be proposed by Dean, Student Welfare for Vice-Chancellor's approval).
- iv. Two members from the non-teaching staff, of which at least one should be women.
- v. One woman NGO representative.
- vi. One woman counselor.

Constitution of UCC:

The Vice-Chancellor shall nominate the members of UCC from among the members of the Apex Committee. It shall comprise of the following.

- i. Five (at least three women) teacher representatives.
- ii. One non-teaching staff representative of the University.
- iii. One person, with known contribution to women's issues, to be co-opted from outside the University, who could be an NGO representative.
- iv. The chairperson shall be elected from amongst the above-mentioned members.
- v. One member-secretary shall also be elected from amongst the above-mentioned members.

Term of office of chairperson and members of ABS and UCC:

- i. The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office.
- ii. Provide that no chairperson or nay member shall hold office for more than two terms.

Vacancy of the office of chairperson or members of ABS/UCC:

If the office of the chairperson or any other members becomes vacant, or if either of them remains absent without written intimation for three consecutive meetings, or for two months, whichever is more, another member may be appointed to fill in the vacancy. The new chairperson/member shall be nominated by the Vice-Chancellor.

Procedures for Transaction of Business of ABS:

- i. The ABS will hold at least five meetings/programmes in an academic year, with not more than 2 months gap between the two meetings.
- ii. Proceedings of all the meetings shall be recorded, confirmed and adopted ABS members.
- iii. Any may request the chairperson to call an emergent meeting of the ABS for which at least 24 hours advance notice shall be given. The quorum for the meeting shall be one third members of the ABS.

Procedure for Filing Complaints with the UCC:

- i. Wide publicity to be given for filing complaints.
- ii. Complaints to be registered in strict confidentiality.
- iii. Taking cognizance of complaints about sexual harassment, the UCC shall conduct enquiries, provide assistance and redressal to the victims, recommend penalties and other action to be taken.
- iv. Any student resident, service provider, outsider, faculty member or non-teaching staff **may a complaint** of sexual harassment against a student, resident, service provider, outsiders, faculty members or non-teaching-staff.
- v. **The party** may lodge a complaint directly to the Vice-Chancellor, or to any member of the UCC.
- vi. The complaint may be oral or in writing. If it is oral, it shall be put into writing by the UCC.
- vii. The UCC may hear both the parties (Complaint and the accused) in a manner as it may deem appropriate, and determine the course of action that the situation merits.
- viii. The UCC will be responsible for conducting a formal enquiry against the student/teacher/non-teaching staff member/service provider allegedly involved in a case on the basis of its findings during the preliminary enquiry.
- ix. The inquiry shall be conducted under the rules and procedure already laid down by the University and will be in conformity with the principles of natural justice.
- x. The formal inquiry shall commence within a week and shall be completed within two months from the date of its reference. If the UCC finds it impractical to dispose the case within the given time, it will be recorded in writing, and the period may be extended by the Vice-chancellor.

Penalties:

These shall be awarded as per University rules for employees. In case of students/service providers, they could include

- ❖ Warning

- ❖ Debarring entry into hostel/campus
- ❖ Withholding results
- ❖ Expulsion from the university
- ❖ Denial of re-admission
- ❖ Written apology
- ❖ Bond of good behaviour

Note: In case of harassment by an outsider, that is, a person unconnected with the University, the university authorities shall initiate action by making a complaint with the appropriate authorities..

MODEL ORDINANCE 16**Curbing the Menace of Ragging in Higher Educational Institutions
(Act Section 28 (n))**

Ragging is prohibited and punishable under the UGC Regulations on "Curbing the Menace of Ragging in Higher Educational Institutions (2009)" as issued and amended by the UGC from time to time.

MODEL ORDINANCE 17

**MANNER OF APPOINTMENT AND EMOLUMENTS OF EMPLOYEES
OTHER THAN TEACHERS AND OTHER ACADEMIC STAFF
28(1)(o) read with Statute 23(2) of the University Act & Statutes**

The employees of the university, other than teachers and other academic staff, shall be grouped in to Group A,B and C category and such other categories as classified by Govt. of India from time to time.

The age, qualifications and method of recruitment for appointment to various posts in the university shall be such as may be prescribed in the cadre recruitment rules or as determined by the Executive Council from time to time by the university.

The emoluments of these employees shall be as prescribed by Govt. of India / UGC from time to time.

SELECTION COMMITTEE

The Selection Committee shall comprise the following:

**i. Selection Committees for the posts of Group A & B
(Other than Statutory positions)**

1	Vice-Chancellor / Pro-Vice-Chancellor* (* in the absence of Vice-Chancellor) or nominee of the Vice Chancellor not below the rank of the Professor.	:	Chairman
2	Two members from amongst the members of the Executive Council to be nominated by the Executive Council	:	Member
3	Two experts not in service of this University to be nominated by the Vice-Chancellor	:	Member
4	One member who is a woman, a SC/ST category and one minority member to be co-opted if he / she is not in the Selection Committee (in case the candidates appearing belong to any of the above category)	:	Member
5	The Head of the Department concerned	:	Member
6	Registrar	:	(Member - Secretary)

ii) Selection Committee for the posts of Group C

1.	Dean (any School of Studies) (to be nominated by the Vice-Chancellor)	:	Chairman
2.	One member of Executive Council to be nominated by the Executive Council	:	
3.	Two members of the teaching staff of the University to be nominated by the Vice-Chancellor		
4.	One expert not in service of this University, to be nominated by the Vice-Chancellor	:	
5.	One member who is a woman, a SC/ST category and one minority member to be co-opted if he / she is not in the Selection Committee (in case the candidates appearing belong to any of the above category)		
6.	The Head of the Department concerned		
7.	Registrar / Deputy Registrar* (in the absence of Registrar to be nominated by the Vice-Chancellor)	:	(Member - Convenor)

- a) The candidates for selection to the posts of Group A & B will be selected by Selection Committee through personal interview.
- b) University may conduct competitive written test / trade test / technical test for the selection of such posts as may be prescribed in the CRR.
- c) The candidates will be picked-up for interview on the basis of marks obtained in the written test, in order of merit, in the ratio of 10:1 of the vacancies to be filled-up.

1. The Chairman will be entitled to vote at the Selection Committee meeting and shall have a casting vote in case of a tie.
2. The recommendations of the Selection Committee in respect of the posts of groups A & B will be submitted to the Executive Council and orders of appointments will be issued only after the approval of the Executive Council .
3. The Vice-Chancellor may be authorized to make appointments on the basis of the recommendations of the Selection Committee to the posts of Groups C.

4. The rules and procedures prescribed by the Govt. of India in respect of the Reserved categories shall be followed as provided in Section 7 of the University Act and as prescribed by the GOI from time to time.
5. The rules of Govt. of India in regard to Pay & Allowances, Leave, Pension and P.F. shall be followed subject to amendments if any, from time to time.
6. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
7. If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
8. No recommendation should be made with a condition attached to it.
9. The University will have the right to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases of all posts on the recommendations of the screening and Selection Committee.
10. The relaxation in age, qualification etc., shall be applicable to the SC/ST, OBC, physically challenged etc. candidates as per rules of GOI.
11. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age etc, it shall be so stated and recorded.
12. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons there-for.
13. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
14. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number (10:1) on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
15. The in-service candidates should apply through proper channel. The conditions of Age and experience will be relaxed for in-service candidates, on the recommendations of the Selection Committee.

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15. The in-service candidates should apply through proper channel. The conditions of Age and experience will be relaxed for in-service candidates, on the recommendations of the Selection Committee.

16. Outstation candidates belong to SC/ST categories called for interview will be paid equivalent to return single second class railway fare towards journey expenses on production of proof.
17. The Chairman shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act/ Statute/ Ordinance.
18. Canvassing in any form on behalf of any candidate will disqualify such candidate.
19. The Selection Committee's recommendations, when approved shall remain valid for a period of one year from the date of such approval.
20. The application forms will be sold and the registration fee collected as prescribed by the University from time to time. The SC/ST /Physically Handicapped candidates and in-service candidates of CUK need not pay registration fee.
21. In cases of any disputes any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the **High Court in whose jurisdiction the University is located.**

SCHEDULE -I Group-'C'

SCHEDULE -I Group-'C'

The constitution of the Departmental Promotion Committee for promotion to non-teaching posts with the maximum grade pay of Rs.2,800/- (or the equivalent slab in the revised scale) or below be as follows:

- a) Registrar Chairman
- b) Dean of School or Head of the Section concerned
- c) Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members.
- d) Deputy Registrar (Administration)

SCHEDULE -II (Group A & B)**SCHEDULE - II (GROUP A & B)
GROUP B**

The constitution of the Departmental Promotion Committee for promotion to non-teaching posts exceeding the grade pay of Rs.4,800/- (or the equivalent slab in the revised scale) or below be as follows:

- a) Pro Vice-Chancellor
Chairman
(or senior most Dean in case PVC is not available)
- b) Two members of the Executive Council of whom at least one in the service of the University to be nominated by the Vice-Chancellor
- c) Head of the Department/Section concerned
- e) Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members.
(Action of the Vice-Chancellor be reported to the Executive Council at the next meeting)
- d) RegistrarMember Secretary

GROUP A

The constitution of the Departmental Promotion Committee for promotion to non-teaching posts exceeding the grade pay of Rs.4,600/- (or the equivalent slab in the revised scale) or below be as follows:

- e) Vice-Chancellor
(or PVC in case VC is not available) Chairman
- f) Two members of the Executive Council of whom at least one in the service of the University to be nominated by the Vice-Chancellor
- g) Head of the Department/Section concerned
- f) Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of

the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members.

(Action of the Vice-Chancellor be reported to the Executive Council at the next meeting)

h) Registrar

Member Secretary

PROMOTION POLICY

PROMOTION POLICY

Promotional avenues to the non-teaching staff shall be in accordance with the Rules as determined by the EC.

CADRE RECRUITMENT RULES

1. The University shall have the following methods of recruitment for employees of the university, other than teachers and other academic staff:
 - i. By direct recruitment;
 - ii. By promotions;
 - iii. By deputation of employees whose services are borrowed from other organisations
 - iv. By appointment of contract service;
 - v. Re-employment of persons who retired from service
2. Appointment to a post in any grade by promotion shall be made, whether in permanent or officiating capacity, from amongst employees serving in posts in the next lower grade in a service, subject to such conditions of eligibility as may be prescribed by the Executive Council.
3. Every appointment by promotion shall be on the basis of suitability, past performance and conduct, as evident in the Annual Confidential Reports, besides due regard to seniority, on the recommendation of the Departmental Promotion Committee, constituted for the purpose from time to time.
4. Provided that the Departmental Promotion Committee for promotion to posts, the maximum grade pay which is Rs.2,800/- or below (or such maximum pay as may be in the corresponding revised pay scale) shall be appointed in the manner provided in Schedule-I and that exceeding Rs.2,800/- shall be as prescribed in Schedule-II
5. The scales of pay for the posts in various employees of the university, other than teachers and other academic staff in the University shall be

as prescribed by the UGC from time to time, and emoluments shall be drawn at the minimum of the scale or at such higher stage as may be fixed in accordance with the rules prescribed in this behalf by the GOI / UGC and specified in the appointment order.

6. Provided that the pay scales may be revised from time to time by GOI / UGC and upon such revision, every employee shall have an option, to be exercised in writing within a prescribed time limit, as to the pay scale in which he / she shall draw his emoluments.
7. Details of qualifications, experience and age etc. for selection to the following statutory, non-teaching posts.

The qualifications, experience and age etc. required for Statutory posts and non-teaching posts should be as prescribed by Govt. of India / UGC from time to time.

MODEL ORDINANCE 18**FEES PAYABLE BY STUDENTS OF THE UNIVERSITY**

1. The Executive Council on the recommendations of the Academic Council shall, from time to time prescribe the fees payable by students .
2. Students admitted to various programmes of studies shall pay the fees as prescribed.
3. **Due date and mode of payment:**
 - 1) The students shall deposit fees as prescribed by the University from time to time.
 - 2) Fees shall be paid on or before the date fixed by the University.
4. **Delay or default in payment:**
 - 1) If a student does not pay fee on time, a fine shall be levied as follows:
 - a) 10% of the fees for the first 10 days
 - b) 20% of the fees for the next 10 days
 - c) 30% of the fees thereafter up to the last date of the month in which the fee is due.
 - 2) The Vice-Chancellor, on his / her behalf any other officer to whom this / her power has been delegated may on the recommendations of the Dean of the School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application setting for the reasons for late payment of fee. Such applications should be submitted well ahead of the due dates, so that a decision may be taken.
 - 3) Names of the defaulters, which shall be put up on the Notice Board shall be removed from the rolls of the University with effect from the first day of the following month.
 - 4) A student whose name has been struck off from rolls of the University may be re-admitted on the recommendations of the Dean of the School concerned and on payment of arrears of fees in full and other dues, together with a re-admission fee as fixed by the University. However, such re-admission shall be within the same semester and subject to the student fulfilling the minimum attendance criteria.

- 5) Whenever a student proposes to withdraw from the University, he shall submit an application to the Dean of the School concerned through the Head of the Department / Centre/Centre intimating the date of his / her withdrawal. If he fails to do so, his / her name shall continue to be kept on the rolls of the University for maximum period of one month following the month up to which he has paid the fees. He shall also be required to pay all fees/charges that may fall due during this / her period.

5. Blind students exempted:

Blind students shall be exempted from payment of all the tuition fees.

6. Concession in fee:

- 1) The Dean of the School, on the recommendations of a Committee consisting of the following, shall grant free-ships up to the percentage which may be prescribed by the University Grants Commission in this / her regard:
 - i. Dean – Chairman
 - ii. Three Heads of Department /Centres nominated by the Vice Chancellor.
 - iii. Three students of the Department / Centre/Centre concerned nominated by the Vice-Chancellor.
- 2) If the number of applicants for free-ships is more than the number of free ships available, the committee referred to in sub-clause (1) may recommend half free-ships to some of the applicants so that the total of free-ships does not exceed the prescribed percentage.
- 3) Applications for concession in fees shall be submitted on the prescribed form to the Dean of the School concerned through the Head of the Department / Centre / Centre by 31st August or by such other date as may be specified by the Dean. Applications received after that date shall not ordinarily be entertained.
- 4) The following factors shall be taken into account while making recommendations on the applications of students for grant of free ships:
 - a. Academic record of the student;
 - b. His / her progress in studies in the case of renewal of free-ships;

- c. His / her financial position; and
- d. Any other factor, which shall also be recorded. The list of students to whom concessions have been awarded ordinarily shall be notified by 30th September.

- 5) Free-ships granted during the academic year shall not be renewed automatically in the following year. The Students in need of such concession shall submit fresh applications every year, which shall be considered along with new applications received in the year.
- 6) A free ship granted to a student may be cancelled if his / her conduct or progress in studies is found to be unsatisfactory or if his / her financial condition improves and he is no longer in need of fee concession.
- 7) Fees concession for SC/ST/Kashmiri migrant students and any other category as per Govt. of India directives shall be applicable.

7. Refund of fees, security deposit etc.:

- 1. Security deposit or caution money are refundable, on an application from the student on his / her leaving the University, after deducting all dues, fines and other claims against him.
- 2. If any student does not claim the refund of any amount lying to his / her credit within one calendar year of his / her leaving the University, it shall be considered to have been donated by him to the Students' Aid Fund.

Explanation:

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

- 3. If, after having paid the fees, a candidate desires his / her admission to be cancelled, he shall be refunded all fees and deposits except Tuition fee for one month, Admission Fee and Enrollment fee, provided his / her application for withdrawal is received by the Registrar at least five clear days before the commencement of the academic session concerned or within five clear days after the completion of admission.
- 4. If, after having paid his / her / her fees a candidate does not join the University, only the sports fee and security Deposit shall be

refunded to him /her, provided his / her / her application for withdrawal is received by the Registrar not later than 15 clear days after the commencement of the academic session concerned.

5. Application for withdrawal received after the expiry of 15 days from the commencement of the academic session would entitle a student for the refund of Security Deposit / Caution Money only.
6. If a Student owes any money to the University on account of any damage he may have caused to the University property, it shall be along with outstanding Tuition Fee and fines, if any deducted from the Security Deposit due to him.
8. **The fees for the various University Courses shall be as follows:**
(To be indicated by each university as applicable)
 - I – Administrative process fee**
 - (a) Application Form Fee (with Brochure & Examination Fee)
 - (b) Enrolment Fee
 - II – Extra Curricular Activities Fee**
 - (a) Sports Fee
 - (b) Cultural Activities Fee
 - (c) Students' Welfare Fee
 - (d) Medical Fee
 - III – Course Fees**
 - (a) Tuition Fee
 - (b) Laboratory Fee
 - (c) Library Fee
 - IV – Deposits (Refundable)**
 - (a) Caution Money (Laboratory)
 - (b) Caution Money (Library)
 - (c) Caution Money (Hostel)
9. Students shall not be issued Hall Tickets or allowed to appear at the Examinations unless they have cleared their dues and paid the examination fee.
10. Fees for re-checking Examination results:

The fees for re-checking examination results shall be fixed by the University.

Provided that the fees shall be refunded to the candidate if, on re-checking the results, any error or omission is discovered in the results notified by the University.

11. Fees for the supply of Statement of Marks:

1. Every candidate shall pay along with the examination fee, a fee as fixed by the University for the supply of statement of marks for each examination.
2. The statement of marks shall be sent to the candidates through the Head of the Department / Centre concerned.
3. Duplicate copies of Statement of Marks shall be supplied on payment of a fee as fixed by the University for each statement of marks.

12. Fees for issuing transfer, provisional and other certificates:

1. The following shall be the fees for issuing Transfer/Provisional and other Certificates and for duplicate copies thereof.

<ol style="list-style-type: none"> a. Transfer Certificate Duplicate copy of the Transfer Certificate b. Provisional Certificate of having passed an examination of the University Duplicate copy of the above c. Degree Certificate (In-Person) Degree Certificate (In-absentia) Duplicate copy of Degree (on production of FIR) d. Bonafide Certificate e. Any other certificate f. Duplicate copy of any other certificate 	}	as fixed by the University
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2. A student or candidate, who wishes to add or to alter his / her name as originally recorded in the University Registers shall pay a fees fixed for the purpose by the University. Such addition or alteration shall be made to his / her original name as alias in the University Enrollment Register after he has fulfilled the necessary formalities.

3. A student who applies for alteration of the record of his / her date of birth as entered in the University Registers shall pay fees fixed for the purpose by the University. No change in the date of birth shall be made unless approved by the competent authority.

MODEL ORDINANCE 19
Section 28(o); Statute 2(iii) and 12(xx)

TRAVELING AND HALTING ALLOWANCE RULES

1. These Rules may be called the Traveling and Halting Allowance Rules of the Central University of
2. They shall apply to :
 1. Members of the authorities of the University and members of the Committee(s) appointed by the authorities or by the Vice Chancellor
 2. Officers and employees (teaching and non-teaching) of the University.
 3. Students proceeding on approved excursions / field work and any other academic activities
3. Traveling and Halting Allowance shall be applicable to the following categories as below.
 - a. Members of authorities, Members of Committees appointed by the above authorities.
 - i. Journey by Rail: AC II Tier each way fare for the members from the place of the residence to place of work and back/
 Journey by Air: As per rules of Govt. of India.
 - ii. Rate of road mileage: As per rules of Government of India.
 - iii. The rates of road mileage will be on the basis of prevailing rates in the Metropolitan city of a particular State and, if no rates have been fixed, then the rules of neighboring States may be adopted. However, if no such rates have been prescribed, the following rates of road mileage allowance may be fixed subject to other conditions governing grant of Road Mileage Allowance and regulations of T.A. claim as per the order issued on the subject from time to time.

(i) For journeys performed in own car/taxi	Rs.16/km
(ii) For journeys performed by autorickshaw/ Own scooter	Rs.8/km
(iii) Daily Allowance: (as per Annexure)	

Provided that the Vice Chancellor may grant traveling and halting allowance at any other rate or rates in special cases, if necessary.

- b. Members of the authorities other than the employees of the University who reside at Headquarters shall be entitled to traveling allowance for attending meetings of authorities or Committees as prescribed under 3 (a)(2) above.
- c. Vice Chancellor
 (i) Journey by Rail: Air conditioned or accommodation of the highest class provided by the Railway.
 (ii) Journey by Air: Executive / Business Class
 (iii) Rate of road mileage : Actual fare as per rules of Government of India.
- d. Other Employees of the University
 For purposes of traveling/halting allowance members of the staff will be categorized into five grades as follows:

Basic Pay + NPA + Stagnation Increment.

Rs. 10,000 and above and those in the pay scales of HAG+ pay scale and above

- i) Rs. 7,600 – 9,000
 ii) Rs. 5,400 – 8,000
 iii) Rs. 4,200 – 4,800
 iv) Below Rs. - 4,200

Grade pay (1)	Travel Entitlements (2)
Officers drawing grade pay of Rs.10,000/- and above and those in pay scale of HAG+ and above	Business/Club class by air/AC First class by train
Officers drawing grade pay of Rs.7,600, 8700, 8900 and 9000/-	Economy Class by air/AC First class by Train
Officers drawing grade pay of Rs.5,400, 6000, 6600, 7000, 8000/-	Economy Class by air/AC II Tier class by train
Officers drawing grade pay fo Rs.4,200 - Rs.4,600/- and Rs.4800/-	AC II Tier class by train
Officers drawing grade pay below Rs.4,200	First Class/AC III Tier/AC Chair car by train

Note 1: 'Pay' means, pay in the revised scales of pay special pay, non practicing allowance, personal pay and any other emoluments which may be specially classed as pay, actually drawn by the person.

Note 2 : In the case of re-employed persons, 'pay' will include the amount of original pension and pension equivalent of retirement gratuity which he has been allowed to draw in addition to pay on re-employment. If the total of pay plus pension etc. exceeds the maximum of the pay scale of the post, such excess will be ignored.

Note 3: Honorarium or part time workers shall rank in such grade as the Vice Chancellor may be decided on a case to case basis.

e) Students proceeding on academic activities.

4. General

- i) A member of the staff will be paid traveling/halting allowance for travel in connection with official work or in connection with congresses, conferences or seminars when he/she is sent as a delegate by the University (and is not paid by the authorities organizing the congress etc) or when he to proceed on field work or accompany students on educational tour/field work. Approval of the competent authority prescribed for the purpose shall, however, be taken before undertaking such journeys. Note : In the case of congresses/conferences/seminars, approval of the Vice Chancellor shall be obtained. The Deans may sanction field work by teachers and other Research/Technical Staff of the University in respect of projects approved by the University and within the sanctioned provision.
- ii) In case of other tours on official work, Finance Officer, Deans and Registrar may authorize the move in the case of staff working with them. In the case of Deans and Registrar the tour programme shall be got approved by the Vice Chancellor of the University.
- iii) When a person combines tour with vacation/leave and does not return to headquarters immediately on completion of tour, he will be entitled to traveling/halting allowance for onward journey only.
- iv) When a member of the vacation staff is required to come to headquarters from outside to attend, during vacation meetings of the Registrar or other Statutory bodies and of Committees appointed by these bodies or meetings of examination committees etc. he will be entitled to travel grant

for the journey from the place of stay outside to the place of the meeting and back but not to any halting allowance.

- v) A person compulsorily recalled to duty before the expiry of leave sanctioned to him will be entitled to draw travel grant from the place at which the communication reaches him provided the leave is curtailed by not less than a month. If the period by which the leave is curtailed is less than a month travel grant may be allowed at the discretion of the Vice Chancellor.
- vi)
 - a) A teacher attending conference/seminar/workshop etc. with the financial assistant under the scheme "Unassigned Grants" of University Grants Commission, rules of unassigned shall be followed.
 - b) In respect of teachers nominated/deputed to attend the conferences/seminar/ workshop from out of the University funds other than unassigned grants the following cases of teachers shall be considered for approval by the competent authority.
 - i) A person who is nominated or elected as President of Chairman of the Conference/meeting/section etc.
 - ii) A person whose paper has been accepted for being presented at the Conference/Seminar.
 - iii) The traveling allowance shall not exceed the actual traveling expenses and halting allowance that they may be paid in special case to the participating shall be decided by the Vice Chancellor.
 - vii) On educational tour/field work trips, the railway fare will be allowed at the concessional rate; where such concession is permissible under the railway regulations, by the class to which the person is entitled according his grade.
 - viii) The authority competent to permit a person to proceed on tour etc. may sanction an advance to cover his traveling expenses for a period not exceeding thirty days. A second advance is not permissible except under special sanction of the Vice Chancellor, until an account has been given of the first advance.
 - ix) The T.A. bills shall be submitted within a month of the completion of the tour. Balance out of the advance, if any,

for the journey from the place of stay outside to the place of the meeting and back but not to any halting allowance.

- v) A person compulsorily recalled to duty before the expiry of leave sanctioned to him will be entitled to draw travel grant from the place at which the communication reaches him provided the leave is curtailed by not less than a month. If the period by which the leave is curtailed is less than a month travel grant may be allowed at the discretion of the Vice Chancellor.
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 - i) A person who is nominated or elected as President of Chairman of the Conference/meeting/section etc.
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 - viii) The authority competent to permit a person to proceed on tour etc. may sanction an advance to cover his traveling expenses for a period not exceeding thirty days. A second advance is not permissible except under special sanction of the Vice Chancellor, until an account has been given of the first advance.
 - ix) The T.A. bills shall be submitted within a month of the completion of the tour. Balance out of the advance, if any,

shall however be refundable immediately. Unless permitted by the Vice Chancellor the entitlement of a person to traveling and halting allowances is forfeited as deemed to have been relinquished if the claim is not preferred within six months from the date on which they become due.

- x) Traveling and halting allowances once drawn and admitted shall not be revised in consequence of revision of TA regulations or increase in pay resultant on promotion/grant of advance increments with retrospective effect except for late authorization/drawl of increments.
- xi) The Deans and Registrar will be their own Controlling Officers. They will also be Controlling Officers in the case of the staff working with them.
- xii) It is the duty of a Controlling Officer before signing or counter – signing a traveling allowance bill
 - a. To see that the halt has not been unnecessarily or unduly protracted;
 - b. To satisfy himself that traveling allowance for journey by Rail has been claimed for the class of accommodation actually used; and
 - c. To observe any other instructions which the Registrar or the Vice Chancellor may give for his guidance. The Controlling Officer may disallow any claim, in his opinion, does not fulfill the above conditions.
- xiii) The Controlling Officer may permit a person to draw the actual cost of hiring a conveyance not exceeding the scales given below in connection with a journey performed in the University's interest within a radius of 8 kms. From his headquarters when a staff car /University conveyance is not made available and no traveling is admissible.

Rules in this regard shall be as prescribed as per Govt. of India rules issued and amended time to time.

Note: The conveyance hire reimbursed shall normally be the bus fare if the places to be visited are connected by the public conveyance. If on such routes any other conveyance is hired, the hire charges may be reimbursed on the certificate of the Finance Officer, Deans and Registrar that in the interest of the University work or due to the urgency it was necessary to hire such a

shall however be refundable immediately. Unless permitted by the Vice Chancellor the entitlement of a person to traveling and halting allowances is forfeited as deemed to have been relinquished if the claim is not preferred within six months from the date on which they become due.

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Rules in this regard shall be as prescribed as per Govt. of India rules issued and amended time to time.

Note: The conveyance hire reimbursed shall normally be the bus fare if the places to be visited are connected by the public conveyance. If on such routes any other conveyance is hired, the hire charges may be reimbursed on the certificate of the Finance Officer, Deans and Registrar that in the interest of the University work or due to the urgency it was necessary to hire such a

conveyance. If the places to be visited are not connected by public conveyance, scooter fare may be paid.

Note 1: Conveyance expenses will not be reimbursed in respect of a journey if the person concerned is granted any compensatory leave or otherwise receives any special remuneration, for the purpose of the duty which necessitated the journey. However, where the person is recalled to office from his residence the controlling officer may reimburse conveyance expenses in addition to the overtime allowance admissible to him.

Note 2: In the case of a person less than in rank of Assistance or equivalent conveyance expenses may be paid if he is required to come to office outside the ordinary hours of duty and does not receive any special remuneration /overtime allowance.

Note 3 : When a person travels a class lower than that he is entitled, he shall be entitled to the reimbursement fare of the class actually used.

Schedule (DA Rates)

Grade pay(1)	Daily Allowance
Officers drawing grade pay of Rs.10,000/- and above and those in of HAG+ and above	Reimbursement for Hotel accommodation / guest house of upto Rs. 5000/- per day / reimbursement of AC taxi charges of upto 50 kms per day for travel within the city and reimbursement of food bills not exceeding Rs. 500/- per day.
Officers drawing grade pay fo Rs.7,600 to- Rs.9,000/-	Reimbursement for Hotel accommodation / guest house of upto Rs.3000/- per day; reimbursement of non-AC taxi charges of upto 50 kms per day for travel within the city and reimbursement of food bills not exceeding Rs. 300/- per day.
Officers drawing grade pay fo Rs.5,400 to- Rs.7,000/-	Reimbursement for Hotel accommodation / guest house of upto Rs.1500/- per day; reimbursement of taxi charges of upto Rs.150 per day for travel within the city and reimbursement of food bills not exceeding Rs.200/- per day.
Officers drawing grade pay fo Rs.4,200 to - Rs.4,800/-	Reimbursement for Hotel accommodation / guest house of upto Rs.500/- per day; reimbursement of taxi charges of upto Rs.100 per day for travel within the city and reimbursement

	of food bills not exceeding Rs.150/- per day.
Officers drawing grade pay below Rs.4,200	Reimbursement for Hotel accommodation / guest house of upto Rs.300/- per day; reimbursement of travel charges of upto Rs.50 per day for travel within the city and reimbursement of food bills not exceeding Rs.100/- per day.

Anything which is not contained in this ordinance may be dealt as per rules of Government of India.

MODEL ORDINANCE 20**UNIVERSITY BUILDING COMMITTEE**
(Act Section 28(j))

1. There shall be a Building Committee consisting of the following members, namely:

- a. The Vice Chancellor (Chairperson)
- b. A Representative of the CPWD / PWD not below the rank of Executive Engineer
- c. A member of Panning Board nominated by Vice Chancellor
- d. The Finance Officer
- e. A Representative of User Department
- f. Two teachers of the University not below the rank of Professor nominated by the Vice Chancellor
- g. Principals of engineering college in the University or from nearby University Engineering College.
- h. The University Engineer
- i. The Registrar – Member Secretary

NOTE :The Dean of the Faculty/ the Head of the Department / the Head of the Institution, who is the main user of the proposed Building, may be invited to attend the meeting in which the said project comes up for consideration.

2. The Committee shall:

- a. be responsible for finalizing the Plans and Estimates of the various Building Projects approved by the UGC, or other funding Agencies, and for proper utilization of the Grants received from the UGC etc;
- b. be responsible for the maintenance and upkeep of the University Buildings;
- c. assess the cost of repairs, additions, alteration and demolition of the University Buildings annually and prepare the Budget for the same to be submitted for approval of the Executive Council.
- d. exercise all such powers, as delegated to it by the Executive Council from time to time and
- e. Constitute one or more Sub Committees to look after any of the functions and responsibilities assigned to it.

3) The Committee shall meet at least twice in a year, or as and when necessary.

- 4) One third members shall form the quorum.
- 5) The composition of the Building Committee should be intimated to the University Grants Commission immediately after it is constituted.
 - 1) The Building Committee shall be responsible for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds received from the University Grants Commission the Government and from the University's own resources.

NOTE: The above mentioned composition and functions shall stand amended as per the notifications / instructions issued by the UGC from time to time.

MODEL ORDINANCE 21**PURCHASE COMMITTEE**
(Act Section 28(j))

1. There shall be a Purchase Committee of the University for the purchase of goods consisting of the following members, namely :
 - i. One of the Deans to be nominated by Vice chancellor (Chairman)
 - ii. The Registrar
 - iii. The Finance Officer
 - iv. Head of the Department/Institution concerned;
 - v. Officer in charge of Purchase & Procurement- (Secretary).

2. The above Committee shall be responsible for procurement of Goods as defined hereunder:

The term "goods" includes all articles, material, commodities, live stock, furniture, fixtures, raw material, spares, instruments, machineries, equipments etc. purchased or otherwise acquired for the use of the University but excludes books, publications, periodicals etc. for a library

3. The procedure to be followed in making procurement for the university School / Department / Centre / Division / Sections / should conform to the following yardsticks:
 - (i) The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring School / Department/Centre/Division/Section.
 - (ii) The specifications so worked out should meet the basic needs of the Department/Centre/Section without including superfluous and non-essential features, which may result in unwarranted expenditure.
 - (iii) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs;
 - a. Offers should be invited following a fair, transparent and reasonable procedure;
 - b. The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects;
 - c. The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;

- d. At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
- e. School / Department/Centre/Division/Section may with the approval of competent authority procure the required goods from firms under DGS&D rates.

(iv) The University may utilize the approved registered suppliers for procurement of goods through Limited Tender Enquiry. A Head of Department may also register suppliers of goods which are specifically required by the Department or Office.

4. Purchase of goods without quotation :

Purchase of goods upto the value of Rs.15,000/- (Rupees Fifteen Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

"I, _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price".

5. Purchase of goods by purchase committee:

Purchase of goods costing above Rs.15,000/- (Rupees Fifteen Thousand) only and upto Rs.1,00,000/- (Rupees One Lakh) only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the competent authority. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

"Certified that we _____, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."

6. Purchase of goods directly under rate contract :

The University may directly procure goods under rate contract from DGS&D. The prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The Department/Centre/Division/Section shall make its own arrangement for inspection and testing of such goods where required.

A demand for goods should not be divided in to small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of competent authority required with reference to the estimated value of the total demand.

7. Purchase of goods through bids:

The University may follow the following standard method of obtaining bids in :

- (i) Advertised Tender Enquiry;
- (ii) Limited Tender Enquiry;
- (iii) Single Tender Enquiry.

Advertised Tender Enquiry :

- (i) Subject to exceptions incorporated under Rules as above, invitation to tenders by advertisement should be used for procurement of goods of estimated value Rs. 25 lakh (Rupees Twenty Five Lakh) and above. Advertisement in such case should be given in the Indian Trade Journal (ITJ), published by the Director General of Commercial Intelligence and Statistics, Kolkata and at least in one national daily having wide circulation.
- (ii) The University should also publish all its advertised tender enquiries on the website and provide a link wit N!C website. It should also have its website address in the advertisements in Indian Trade Journal and Newspapers.
- (iii) The University should also host the complete bidding document in its website and permit perspective bidders to make use of documents downloaded from the website by payment of the amount specified, if priced.
- (iv) Where the University feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the

Department/Centre/Section may send copies of the tender notice to the Indian embassies abroad as well as to the foreign embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries.

- (v) Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

Limited Tender Enquiry:

- (i) This method may be adopted when estimated value of the goods to be procured is up to Rupees Twenty-five Lakhs. Copies of the bidding document should be sent directly by speed post/registered post/courier/e-mail to firms which are borne on the list of registered suppliers for the goods in question as referred to above. The number of supplier firms in Limited Tender Enquiry should be more than three. Further, web based publicity should be given for limited tenders. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.
- (ii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty five lakhs, in the following circumstances.
- (a) The competent authority in the University certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The University should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.
- (b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry.
- (c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped, is remote.
- (d) Sufficient time should be allowed for submission of bids in

Limited Tender Enquiry cases: Two bid system

For purchasing high value goods of a complex and technical nature, bids may be obtained in two parts as under:

- (a) Technical bid consisting of all technical details along with commercial terms and conditions; and
- (b) Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. The technical bids are to be opened and evaluated by the competent committee or authority. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

Late Bids:

in case of advertised tender enquiry or limited tender enquiry, late bids (bids received after specified date and time for receipt of bids) should not be considered.

Single Tender Enquiry :

Procurement from a single source may be resorted to in the following circumstances:

- (i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- (ii) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- (iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.

Contents of Bidding Document: All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the following headings:

- 1: Instruction to Bidders.
- 2: Conditions of Contract.
- 3: Schedule of Requirements.
- 4: Specifications and allied Technical Details
- 5: Price Schedule (to be utilized by the bidders for quoting their prices)
- 6: Contract Form.
- 7: Other Standard Forms, if any, to be utilized by the purchaser and the bidders.

Bid Security :

- (i) To safeguard against bidder's withdrawing or altering its bid during the bid validity period in case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders except those who are registered with the Central Purchase Organization, National Small Industries Corporation(NSIC). The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two to five percent of the estimated value of the good to be procured. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, safeguarding to purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final date validity period.
- (ii) Bids Securities of the unsuccessful bidders should be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 30th day of the award of the contract.

Advance payment to supplier:

Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or suppliers made. However, it may become necessary to make advance payments in the following types of cases :

- (i) Advances payment demanded by firms holding maintenance contracts for servicing of Air-conditioners, computers, other costly equipment, etc.
- (ii) Advance payment demanded by firms against fabrication contracts, turn-kay contracts etc.

Such advance payments should not exceed the following limits:

- (i) Thirty per cent of the contract value to private firms:

12. Similarly, in the event of a change in the rate already approved by the Purchase Committee and time when does not permit the convening of a meeting of the Purchase Committee, the purchase of the revised rates shall be approved by the competent authority and the same shall be placed before the next meeting of the Purchase Committee.
13. The Purchase Committee may appoint a Sub Committee consisting of at least three members, as and when required.
14. One third of the members shall form the quorum.
15. Anything not covered in the above rules will be governed by the GOI (GFR Rules 2005) as issued and amended from time to time.

MODEL ORDINANCE 22**MEDIUM OF INSTRUCTION AND CONDUCT OF EXAMINATIONS**
As stipulated under Section 23(c) (g) of the University Act

1. The medium of instruction in respect of all courses conducted in the Schools, Centres and departments admitted to the privileges of the University shall be English, except in cases of studies/research in Languages.
2. Examinations of the University, other than the doctorate examination shall be open to regular and eligible students, i.e. such students who have undergone a regular course of study in the University for a period specified for that course of study after fulfilling the minimum attendance and credit requirements as laid down by the University.
3. All examinations of the University (except entrance examinations) shall be conducted at headquarters i.e. Gulbarga (**place of university.....**) through internal assessment by the faculty members concerned. The format and timing of continuous internal assessment shall be decided by the concerned faculty member and the format and timing of the end-semester examinations shall be decided by the School Board. Provided however that all end – semester examinations for different Departments / Centres in a School shall normally be conducted in a commonly agreed time frame within the semester.
 - i. The format of the entrance examination shall be decided by the Schools concerned and same approved at the School Board. The Entrance Examination shall be held at headquarters and other such places as specified and approved by the university from time to time.
 - ii. Provided further that the Heads of Departments concerned shall prepare the question bank for the entrance examinations to be forwarded to the Controller of Examinations through the Dean of the School concerned. The Controller of Examinations shall set the question paper from the question banks received in confidential manner and conduct the entrance examination.
4. Question papers of all examinations shall be set and answered in English language subject to the following conditions:
 - i. Question papers of all examinations in languages shall be set and answered in the respective languages.
 - ii. Provided that candidates appearing at an examination in languages other than English may be permitted to answer a part of the question

paper in English and the rest in the language concerned.

DISCIPLINE AMONG STUDENTS IN UNIVERSITY EXAMINATIONS

I. UNIVERSITY END SEMESTER EXAMINATIONS

1. The end-semester examinations shall be held under the general supervision of the Head of Department by the faculty member concerned. He / she shall be responsible for the fair and orderly conduct of the examination.
2. In case of detection of unfair means (as specified in clause 1 of General Guidelines below), the same shall be brought to the notice of the Head of department concerned who shall submit a full report of the same to the Dean concerned for further action specified under clause 5 of the General Guidelines below.

II. ENTRANCE EXAMINATIONS

1. During an entrance examination the candidates shall be under the disciplinary control of the Chief Superintendent of the centre who shall issue the necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination for that session.
2. The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee in terms of clause 4 of General Guidelines below. The Committee will make recommendations for disciplinary action as it may deem fit to the Vice-Chancellor as provided under Clause 7.
3. Everyday, before an examination begins, the invigilators shall call upon all the candidates to search their persons, tables, desks, etc. and ask them to hand over all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a late-comer is admitted this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his / her identification card and hall ticket with him/her.

III. GENERAL GUIDELINES

1. Use of Unfair means:
A candidate shall not use unfair means in connection with any

examination. The following shall be deemed to unfair means:

- a. Found in possession of incriminating material related / unrelated to the subject of the examination concerned.
- b. Found copying either from the possessed material or from a neighbour
- c. Inter-changing of answer scripts.
- d. Change of seat for copying.
- e. Trying to help other candidates.
- f. Found consulting neighbours
- g. Exchange of answer sheets or relevant materials.
- h. Writing some other candidate's register number in the main answer paper.
- i. Insertion of pre- written answer sheets (Main sheets or Additional Sheets)
- j. Threatening the invigilator or insubordinate behaviour as reported by the Chief Superintendent and / or Hall Superintendent.
- k. Consulting the invigilator for answering the questions in the examination.
- l. Cases of impersonation
- m. Mass copying.
- n. Using electronic devices for the purpose of malpractice.**

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

2. If the Vice-Chancellor is satisfied that there has been mass-scale copying or use of unfair means on a mass-scale at particular center(s), he may cancel the examination of all the candidates concerned and order re-examination.
3. Where the invigilator incharge is satisfied that one third (1/3) or more students were involved in using unfair-means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying.

- a) The Chief Superintendent of the examination centre shall report to the Controller of Examinations without delay and on the day of the occurrence if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.
- b) A candidate shall not be forced to give a statement but the fact of his/her having refused to make a statement shall be recorded by the Chief Superintendent and shall be got attested by two other members of the supervisory staff on duty at the time of occurrence of the incident.
- c) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer-book. The answer-book in which the use of unfair means is suspected shall be seized by the Chief Superintendent, who shall send both the answer-books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.
- d) All cases of use of unfair means shall be reported immediately to the Controller of Examinations by the Centre Superintendent, examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examination as the case may be, with all the relevant material

4. Examination Discipline Committee

- a) All the cases of alleged use of unfair means shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor.
- b) The Committee shall consist of five members drawn from amongst the teachers and officers of the University. One member will be nominated as Chairman from amongst them by the Vice Chancellor.
- c) A member shall be appointed for a term of two years, and shall be eligible for re-appointment.
- d) Three members present shall constitute the quorum.
- e) Ordinarily, all decisions shall be taken by the Committee by simple majority. If the members cannot reach a consensus, the case shall be referred to the Vice-Chancellor, whose decision shall be final.

- f) All decisions taken by the Examination Discipline Committee will be placed before the Vice-Chancellor for approval.
- g) A candidate, within one month of the receipt of the decision of the University, may appeal to the Vice-Chancellor, in writing for a review of the case. If the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.
5. The Examination Discipline Committee may recommend one of the following punishments for cases of unfair means.

Nature of unfair means	Scale of Punishment
If the candidate has used unfair means specified in sub-Clause (a) to (g) of Clause 3	Cancel all the University Examinations registered by the candidate in that session.
If the candidate has repeated the unfair means shown at 3(a) to (g) a second time.	Cancel the University Examination of all subjects registered by the candidate in that session and debar him/her for the next examination session (i.e. all University Examinations in the subsequent session)
If the candidates has repeated the unfair means shown at 3(a) to (g) third time.	Cancel the University Examination of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University Examination.
If the candidate used unfair means in sub Clause (h) of Clause	Cancel the University Examinations of all subjects registered by the candidate during that semester only.
If the candidates used unfair means in sub Clause (i) of Clause	Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two subsequent examination sessions.
If the candidates use unfair means in sub Clause (j) of Clause 3.	Cancel the University Examinations of all subjects registered by the candidate for hat session and debar him/her for two years from registering and appearing for the University Examination.
If the candidates used unfair means in sub Clause (k) of Clause	Cancel the examination of all subjects registered by the candidate for that session.
If the candidates used unfair means in sub clause (l) of Clause	Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the examination sessions. Moreover, relevant legal action shall be initiated if an outsider is involved.

<p>If the candidates used unfair means in sub Clause (m) of Clause 3.</p>	<p>ix) a) In the Single Hall : Cancel the relevant examination taken by the students of that Hall. Debar the concerned Hall Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation, etc. for the next six examination sessions. b) In a Centre : Cancel the relevant examination taken by the students of the center. Debar the Hall Superintendents and the Chief Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation etc., for the next six examination sessions and cancel the examination center for two years.</p>
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IV. AWARD OF GRADES

The total performance within a semester and the continuous performance from the second semester onwards will be indicated by a Grade Point Average (GPA), Weighted Average Marks (WAM) Cumulative Grade Point Average (CGPA) and Overall Weighted Percentage Marks (OWPM), respectively. Hence CGPA and OWPM are the real indicators of a student's performance. They are calculated by the formulations given below:

$$\begin{aligned} \text{WAM} &= (\sum C_i) / (\sum C_i), \text{ GPA} = (\sum C_i G_i) / (\sum C_i) \\ \text{OWPM} &= (\sum \sum C_{ni} M_{ni}) / (\sum \sum C_{ni}), \\ \text{CGPA} &= (\sum \sum C_{ni} G_{ni}) / (\sum \sum C_{ni}) \text{ where} \end{aligned}$$

C_i – number of credits for the i^{th} course,
 M_i – marks obtained in the i^{th} course,
 G_i – grade point obtained in the i^{th} course,
 C_{ni} – number of credits of the i^{th} course of the n^{th} semester
 M_{ni} – marks of the i^{th} course of the n^{th} semester
 G_{ni} – grade points of the i^{th} course of the n^{th} semester

A candidate has to secure a minimum of 50 percent of marks (Two Sessional Tests marks plus End – Semester examination mark) in the course taken, to pass in that course. A candidate who has not secured a minimum of 50 percent of marks in a course shall be deemed to have failed in that course. A student cannot repeat the End Semester examination in a course in which he / she has passed to improve the score.

A student with arrears can repeat End semester examinations for a maximum of three times (excluding the first appearance), along with the subsequent End semester examinations. The Sessional Marks obtained by the student will be carried over for declaring the result.

Grading System:

The term grading system indicates a Six (6) point scale of evaluation of the performances of students in terms of marks, grade points, letter grade and class.

The marks and the grades obtained in the courses corresponding to the best 72 credits including the best 54 core credits and the best 18 credits for electives will taken into consideration account in arriving the OWPM (for two year Masters' Programme). The marks and the grades obtained in the courses corresponding to the best 108 credits including the best 81 core credits the best 27 credits for electives will be taken into account in arriving at the OWPM (for three year Master's Programme).

OWPM	Letter Grade	Class
75 – 100	O	Outstanding
65 – 74	A+	First
60 – 64	A	First
55 – 59	B+	Second
50 – 54	B	Second
0 – 49	F	Fail

Conversion of Percentage of Marks to Grade points

The percentage of marks obtained by a student in a course will be indicated by a grade point and a letter grade. A Six (6) point scale as used for the evaluation of the performance of the student as given below.

Marks	Grade Point	Letter Grade
75 – 100	5.50 – 6.00	O
65 – 74	4.50 – 5.49	A+
60 – 64	4.00 – 4.49	A
55 – 59	3.50 – 3.99	B+
50 – 54	3.00 – 3.49	B
0 – 49	0.00 – 2.99	F

MODEL ORDINANCE 23**AWARD OF UNDERGRADUATE / P.G. DEGREES AND DIPLOMAS /
P.G. DIPLOMAS & CERTIFICATES OF THE UNIVERSITY
(For Regular on Campus Mode)***[Act – Section 6(1) (ii), Section 28(1)(d)] of the Act)*

1. All the Courses of study leading to award of respective Degrees/ Diplomas/Certificates shall be conducted by the Schools / Departments / Centres established by the University and its Colleges.

2. Duration of the Course

- I) The duration of the Course shall be five years for integrated programmes spread over ten semesters with exit option after three years (six semesters) leading to the award of the Undergraduate Degree.
- II) The duration of Post Graduate Course shall be two / three years (four / six semesters)
- III) M.Phil. and Ph.D. Programmes shall be governed as per UGC norms / regulations (2009) as issued and amended from time to time.
- IV) The duration of the Certificate / Diploma Programmes shall be as under

UNIVERSITY WISE INSERTION

CERTIFICATE / DIPLOMA PROGRAMMES	DURATION

- V) A Student shall be required to attend at least 75% of the classes actually held in each subject to the satisfaction of the School / Department / Centre and such seminars, sessionals and practicals as may be prescribed.

Provided that the Dean of the School concerned on the recommendations of the Head of the Department / Centre may condone the shortage in attendance not exceeding 5% for valid and convincing reasons.

Provided, further that students deputed by the University to take part in the extra co-curricular events be given a concession of upto 5% attendance, if necessary, in addition to the relaxation in the attendance requirement as provided above. Such concessions would be available for the days of actual participation in the event, including journey time with the prior approval of the Dean of the Students Welfare.

3. Eligibility for admission:

The eligibility criteria for admission to various Courses offered by the University are as under:

(as approved by the Academic Council or any other body authorized for the purpose from time to time).

4. Courses of study and framing of the Syllabi

- i) The Courses in a Subject of study shall be those approved by the Academic Council, on the recommendations of the School Board, Board of Studies of the Department /Centre concerned.
- ii) The Syllabi / Course structure for the Programme of study shall be as approved by the Academic Council on the recommendations of the School Board, Board of Studies of the Department /Centre concerned.

5. Removal of Students from the Courses

The Dean of the School on a reference from a Department or Centre may recommend to the Vice-Chancellor the removal of a student from a Course on the basis of unsatisfactory academic performance and / or misconduct (as defined in the Regulations / Rules).

6. Conferment of Honorary Degrees

The Executive Council may, on the recommendation of the Academic Council and by resolution passed by a majority of not less than two-thirds of the members present and voting, make proposals to the Visitor for the conferment of Honorary Degrees.

Provided that in case of emergency, the Executive Council may on its own, make such proposals.

The following Honorary Degrees may be conferred upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to learning or eminent services to the cause of Education or Society, a fit and proper person to receive such Degree(s):

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

Degrees, including Honorary Degrees, shall be conferred at convocation / special Convocation and may be taken in person or in absentia.

MODEL ORDINANCE 24**CONDITIONS OF RESIDENCE OF THE
STUDENTS OF THE UNIVERSITY
(Section 28 (1) (h) of the Act)**

The objectives of the Halls of Residence (Hostels) are as follows:

- (a) to provide to the students of the University a congenial place to live so that they can devote themselves to pursuit of higher learning;
- (b) to provide enlightened guardianship to the students during an impressionable age when they are living away from their parents/guardians;
- (c) to ensure that students coming from different backgrounds have an opportunity to live together, imbibe a spirit of co - operation and goodwill and acquire broader societal frame;
- (d) to provide opportunities for co-curricular and extra-curricular activities for all round development of individual personality and for giving expression to their artistic and creative talent; and
- (e) to develop in the students the capacity to govern their own affairs.

Residence in Campus

- (a) The students residing in the Halls of Residence shall pay such fee as may be prescribed by the relevant Ordinance from time to time.
- (b) The University shall maintain such Halls of Residence as may be necessary to fulfill the objectives of residence.
- (c) Every Hall of Residence shall have a name as the University may assign to it.
- (d) A Hall of Residence may accommodate reasonable number of students preferably not accommodating more than two students in a room.
- (e) Each Hall of Residence shall be under the charge of a Warden.

Supervision and Control - Central Committee on Residence

- (a) The supervision and control of the Hall of Residence is vested in the Vice - Chancellor. The Chief Warden will assist the Vice -Chancellor in performing his function with the help of a Central Committee on Residence.

(b) The Central Committee shall be appointed by the Vice - Chancellor or by such person he may specify on his behalf and shall comprise the following:

- (i) Dean, Students' Welfare;
- (ii) Chief Warden;
- (iii) Director Sports; and
- (iv) 3 Wardens of Halls of Residence maintained by the University by rotation.

(c) The term of office of the Central Committee shall be two years in the first instance.

(d) The functions of the Committee shall be as follows:

- i. Management, selection and admission of students to the University Halls of Residence.
- ii. Supervision of the Halls of Residence and advice University on matters of policy, etc; relating to their management;
- iii. Maintenance of discipline amongst the resident students;
- iv. Transfer of a student from one Hall to another; and
- v. Such other duties as may be assigned by the Vice – Chancellor.

(e) The Committee may admonish a student for misconduct, may impose a fine as fixed by the University on a student, may remove a student from the Hall of Residence.

(f) The Central Committee shall meet as often as necessary and at least twice in every semester. Meetings shall be convened and presided over by the DSW and 1/3 of its members shall form the quorum.

(g) The DSW shall submit the decision of the Committee to the Vice -Chancellor who will, wherever necessary, place it before the Executive Council for consideration and further action.

Warden, Prefect and Local Committee

(a) The management of each Hall of Residence and the Mess attached to it shall vest in the Warden who will be assisted by the Prefect, appointed by the Warden, and a Local Committee which may consist of:

- (i) Warden – Chairperson;
- (ii) Prefect; and

- b. Research personnel on projects sponsored by organisations like ICSSR, CSIR, UGC, ICAR. ICSSR in the University on a salary not exceeding the amount of UGC, ICAR and other recognized funding agencies will be accommodated in a Hall of Residence during the tenure of the project subject to availability.

Appointment, Powers and Functions of Wardens

Wardens of Halls of Residence shall be appointed by the Vice-Chancellor for a period of two years and they shall be eligible for reappointment.

1. The Wardens of the Halls of Residence shall perform such duties as are assigned to them by the Vice - Chancellor from time to time and they shall function in consultation with the Chief Warden.
2. Subject to the guidelines of the Central Committee the Warden shall allot rooms to the students and maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.
3. In addition to the specific duties assigned by the Vice -Chancellor the Wardens shall perform the following duties:
 - (i) Welfare of and discipline amongst the residents in the Halls of Residence and to maintain daily record of the resident students such as students present each day, students absent from the Halls of Residence together with reasons for absence.
 - (ii) Oversee health, hygiene and general life of the students in the Halls of Residence and to ensure that the students observe the Regulations and discipline in accordance with the Rules framed thereof.
 - (iii) Report to the Chief Warden all cases of misbehavior, indiscipline and illness of students residing in his Hall of Residence.
 - (iv) Safe custody and maintenance of such properties of the concerned Hall of Residence as are entrusted for their repairs within the funds allotted and norms laid down by the University authorities for the same.
4. The Warden shall have the right to inspect rooms.
5. The Wardens shall have administrative control over the staff assigned to the Hall of Residence.

6. The Warden be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students.
7. The Warden shall be responsible for the proper up keep and maintenance of such properties of the concerned Hall of Residence, as are under his/her charge.
8. The Warden shall allot and supervise Rooms and Guest Rooms.
9. The Warden shall check the Resident Student's Register and the Guest Room Register.
10. The Warden shall take disciplinary action against a resident student for keeping any unauthorized guest.
11. The Warden shall order double-locking of rooms of resident students and their re-opening, when required.
12. The Warden shall take action for the eviction of resident students in consultation with the Chief Warden.
13. The Warden shall periodically verify the furniture and fittings of the rooms with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
14. In case of misuse / damage of the property in the Hall of Residence by the students, the Warden shall impose necessary fines including withholding of the hostel deposit amount.

Unfurnished residential accommodation will be provided to a Warden on rent-free basis for the period of the Wardenship,

He / she shall be entitled to such allowance/special pay as the Executive Council may determine from time to time.

On the expiry of his/her term or on the termination of his/her appointment, the Warden shall be required to vacate his/her accommodation. The Warden shall also be required to vacate the room before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted - special permission by the Vice-Chancellor on the recommendation of the Chief Warden concerned for retaining the room.

Miscellaneous

- 6.1. All students of the University, residing on campus, shall be under the disciplinary control of the Vice - Chancellor, and of the authorities of the University.
- 6.2. The conditions of admission, accommodation and the organisation of mess in the Hall of Residence maintained by Warden shall be in accordance with the Rules which may be framed in this regard by the University.
- 6.3. The prior approval of the Chief Warden shall be necessary for a Warden to go on leave.

When a Warden is on leave his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.

MODEL ORDINANCE 25

**EMPLOYEES AND STUDENTS'
GRIEVANCES REDRESSAL COMMITTEE
(Section 28(n) of the Act)**

There shall be constituted a Mechanism for the redressal of the grievances of Employees and Students of the University.

Unless otherwise mentioned:

Student means all students who are registered for a Programme of study in any School / Centre / Department / College or Campus maintained by the University.

Employee means any person appointed by the University and includes teachers and other staff of the University.

The Grievances Committee shall observe the following general principles:

1. The Campus Community should be made fully aware of the grievance redressal Mechanism;
2. Every grievance from the student / staff should be registered and acknowledged;
3. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
4. As a matter of general rule no grievances should be pending beyond the limit of three months;
5. The officer nominated by the Vice-Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once a week at fixed timings; and
6. He / she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Vice-Chancellor for a decision.

I. STUDENTS GRIEVANCE REDRESSAL COMMITTEE

Chairman – The Pro Vice-Chancellor or such other person to be nominated by the Vice-Chancellor.

Members:

- 3 Representatives of Students' Council.
- 3 Nominees of the Vice-Chancellor.
- Dean of Students' welfare, Member-Secretary.
- Dean of the School concerned (special invitee)

POWERS AND FUNCTIONS

- (i) to entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities - Academic Council and Executive Council for redressal or suitable action; and
- (iii) to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

II. TEACHERS' GRIEVANCES COMMITTEE

There shall be constituted a Committee by the Executive Council consisting of the following:

Vice-Chancellor or his / her representative Chairman
 Five representatives from the teachers community representing gender, minority, SC, ST, OBC
 Vice-Chancellor's nominee shall be the Secretary to the Committee.

POWERS AND FUNCTIONS

- (I) to entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group;
- (II) to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and
- (III) to recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

III. NON-TEACHING STAFF GRIEVANCES COMMITTEE

The Chairman - to be nominated by the Vice-Chancellor.

Five representatives from the non-teaching community representing gender, minority, SC, ST, OBC

The Registrar or his nominee shall be the Member- Secretary of the Committee.

POWERS AND FUNCTIONS

- (i) to accept and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and
- (iii) to recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

MODEL ORDINANCE 26**RULES FOR MEDICAL REIMBURSEMENT
(Act Section 6(xxiii), 28(o); Statute 12(xx))**

The employees of the University will be governed by the Authorised Medical Attendance Rules applicable to the Central Government Employees residing in areas not covered under CGHS scheme.

NOTE:

Employees mean regular / retired employees (both teaching and non teaching) of the University appointed by the Executive Council against a clear vacancy, including employees on deputation.

DEFERRED

MODEL ORDINANCE 27
POWERS AND FUNCTIONS OF
HEADS OF DEPARTMENTS OF STUDIES
(Section 28 (o))

The Head of the Department shall:

- (1) Be the Academic Head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies;
- (2) Maintain discipline in the Classroom and Laboratories through teachers of the Department;
- (3) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
- (4) Be responsible for the coordination and supervision of teaching and research in the Department;
- (5) Recommend leave application of the members of the teaching and non-teaching staff of the Department to the Dean of the School concerned according to the Rules framed for the purpose;
- (6) Be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library;
- (7) Operate the Budget of the Department; and
- (8) Shall be responsible for observance of the provisions of the Act / Statutes / Ordinances and Regulations relating to the Department; and
- (9) Perform such other academic duties as may be assigned to him/her by the Academic Council, the Executive Council or the Vice-Chancellor.

MODEL ORDINANCE 28**POWERS AND FUNCTIONS
OF THE DEANS OF SCHOOLS**
(Statute 5 (3) of the Act)

1. The Dean of the School shall:
 - (a) Co- ordinate and generally supervise the teaching and research works in the School through the Heads of the Departments;
 - (b) Maintain discipline in the classrooms through the Heads of the Departments;
 - (c) Keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials or seminars when these are prescribed;
 - (d) Arrange for the examinations of the University in respect of the students of the School in accordance with such directions as may be given by the Academic Council;
 - (e) Shall be responsible for observance of the provisions of the Act / Statutes / Ordinances and Regulations relating to the Departments and the School;
 - (f) Convene and preside over the meetings of the School Board and keep the minutes of the meetings of the Board; and
 - (f) Per form such other academic duties as may be assigned to him/her by the Academic Council, the Executive Council or the Vice-Chancellor.

MODEL ORDINANCE 29**SCHOOL BOARD
(Statute 15(3) of the Act)**

The School Board shall consist of :

- (i) Dean of the School;
- (ii) All Professors in the School;
- (iii) Heads of the Departments assigned to the School who are not Professors
- (iv) One Associate Professor and one Assistant Professor from each Department in the School by rotation on the basis of seniority;
- (v) One representative each of the Boards of other Schools which have interdisciplinary work with the School, to be nominated by the Vice - Chancellor on the recommendations of the School Board concerned;
- (vi) Not more than two teachers from Colleges, maintained and affiliated, (wherever applicable) nominated by the Vice - Chancellor on the recommendations of the Board of Studies; and
- (vii) Not more than five persons, not in the service of the University or of the College, maintained or affiliated (wherever applicable), nominated by the Academic Council for their special knowledge and expertise in the subject concerned.

Provided that not more than one person per subject shall be nominated.

Provided further that ordinarily at least one person shall be from the State where the University is located.

Terms of Office

The term of Office of members, other than that of the Dean and Professors shall be three years.

Chairman

The Dean of the School shall be the Chairperson of the Board and shall convene and preside over the meetings of the Board.

Powers and Functions

The powers and functions of the Board shall be as follows:

- (a) To prescribe the qualifications for and procedures for admission of candidates to the various study Programmes in the Departments in the School;
- (b) To co-ordinate the teaching, evaluation and research work in the Departments in the School;
- (c) To approve subjects for research for various Degrees.
- (d) To constitute Committees to organise the teaching and research work in subjects or areas which do not fall within the sphere of any Department in the School and to supervise the work of such Committees;
- (e) To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Departments or Committees mentioned in Clause(d) above;
- (f) To consider Schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council;
- (g) To formulate arrangements for the School to participate in the work of the different Centres of Studies in the University;
- (h) To promote and review research within the School and to submit reports on research to the Academic Council;
- (i) To frame general Rules for continuous internal evaluation and end-semester examinations;
- (j) To recommend to the Academic Council, the panel of examiners for the evaluation of thesis after considering proposals received in this regard from BoS;
- (k) To recommend to the Academic Council, the award of research Degrees to candidates who have been found qualified and fit to receive such Degrees;
- (l) To consider and act on any proposal regarding the welfare of the students of the Schools;
- (m) To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice-Chancellor; and
- (n) To delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from time to time.

- (a) To prescribe the qualifications for and procedures for admission of candidates to the various study Programmes in the Departments in the School;
- (b) To co-ordinate the teaching, evaluation and research work in the Departments in the School;
- (c) To approve subjects for research for various Degrees.
- (d) To constitute Committees to organise the teaching and research work in subjects or areas which do not fall within the sphere of any Department in the School and to supervise the work of such Committees;
- (e) To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Departments or Committees mentioned in Clause(d) above;
- (f) To consider Schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council;
- (g) To formulate arrangements for the School to participate in the work of the different Centres of Studies in the University;
- (h) To promote and review research within the School and to submit reports on research to the Academic Council;
- (i) To frame general Rules for continuous internal evaluation and end-semester examinations;
- (j) To recommend to the Academic Council, the panel of examiners for the evaluation of thesis after considering proposals received in this regard from BoS;
- (k) To recommend to the Academic Council, the award of research Degrees to candidates who have been found qualified and fit to receive such Degrees;
- (l) To consider and act on any proposal regarding the welfare of the students of the Schools;
- (m) To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice-Chancellor; and
- (n) To delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from time to time.

Meetings

- (a) The Board shall hold at least two ordinary meetings in an Academic year, one in each semester;
- (b) The Dean may convene special meetings of the Board at his own initiative or at the suggestion of the Vice - Chancellor or on a written request from at least one-fifth of the members of the Board.

Quorum

The quorum for the meeting of the Board shall be one-third of its total members.

Notice

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

The Dean may convene emergency meeting of the Board at short notice.

Rules of Business

Rules of conduct of the meetings shall be as prescribed by the Regulations in this regard.

MODEL ORDINANCE 30**CONVOCATION**

(Section 28(0) and Statute 29 of the Act)

Convocation

Convocation for the purpose of conferring Degrees shall be held on such date and place as may be fixed by the Chancellor.

Special Convocation

A special Convocation may be held at such time as may be decided by the Executive Council for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendation of the Academic Council.

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

The Chancellor shall preside over at the Convocations of the University held for conferring Degrees.

Notice

Not less than four weeks' notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.

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

The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.

Provided that in case the Convocation is not held in a particular year, the Vice - Chancellor shall be competent to authorise admission of successful candidates in the year to their respective Degrees in absentia and issue the degrees on payment of prescribed fee.

Application

A candidate for the Degree must submit to the Officer concerned his/ her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee.

Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Chancellor and their Degrees shall be given by the Controller of Examinations on application and payment of the prescribed fee.

Fees

The fee for admission to the Degree at the Convocation in person and in absentia shall be fixed by the University.

Honorary Degree

Honorary Degree shall be conferred at Convocation / Special Convocation and may be taken in person or in absentia.

The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice -Chancellor or by a person nominated by him.

Candidates at the Convocation shall wear Academic Dress (gowns) appropriate to their respective Degree as specified by the University. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University.

Academic Dress

The Academic Dress of the University for the Convocation shall be as prescribed by the University.

Convocation Procedure

The Convocation Procedure shall be as laid down in the Regulations.

MODEL ORDINANCE 31**AWARD OF FELLOWSHIP, SCHOLARSHIPS, STUDENTSHIPS,
MEDALS AND PRIZES**

(Section 6 (1) (xii) and Section 28 (1) (f) of the Act)

1. In order to encourage meritorious and deserving students to pursue Courses of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, Studentships and Free-ships, for financial help, and also provide for award of Medals and Prizes.
2. There shall be instituted Scholarships in every subject to be awarded to the students of the University/Affiliated Colleges (wherever applicable) subject to availability of funds. Rules for award of the same will be laid down in the Regulations.
3. There shall be fee concession in the form of half and full Free-ships of tuition fee in each School and teaching Departments as per norms of the UGC.
4. There shall also be a scheme of merit Scholarship, subject to availability of funds, where the first and second rank holders in every subject will be awarded Scholarship the quantum of which shall be decided by the University from time to time.
5. All types of Scholarships and Freeships shall be administered at the University level by a Committee to be constituted by the Vice-Chancellor.
6. There shall be Fellowships instituted in the University, subject to availability of funds, for studies or research as approved under the norms of UGC or other funding Agencies from time to time.
7. There shall be a scheme to award medals/ prizes to the meritorious students of the University and Affiliated Colleges / Institutions (wherever applicable) for their best performance in various University Examinations.
8. The University shall have power to institute endowments from time to time in accordance with the Central Universities Act 2009.
9. There shall also be a Committee constituted by the Vice-Chancellor for administration of each endowment and to implement the objects of the endowment.

10. Detailed guidelines shall be framed from time to time by the Executive Council governing the administration of Scholarships, Free-ships, Fellowships, Medals and other such endowments created in the University.

MODEL ORDINANCE 32**BOARD OF RESEARCH STUDIES**
(Section 28 (1) (l) and (o) of the Act)

1. There shall be constituted a Board of Research Studies comprising of the following:
 - (i) Vice-Chancellor / PVC – Chairperson - Ex-officio
 - (ii) Deans of Schools of Studies - Members - Ex-officio
 - (iii) Heads of Departments (not exceeding 5 by rotation) - Members - Ex-officio
 - (iv) Professors other than Deans of Schools and Heads of Departments (not exceeding 5 by rotation) - Members - Ex-officio
 - (v) Four Associate Professors to be nominated by the Vice-Chancellor representing different disciplines in the University - Members
 - (vi) Four external experts to be nominated by the Vice-Chancellor representing different disciplines in the University - Members
 - (vii) Registrar - Secretary - Ex-officio

2. Subject to the overall guidance of the Academic Council, the Board of Research Studies shall perform, interalia, the following functions:
 - (i) To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
 - (ii) To evaluate institutional research projects for funding by national / international agencies;
 - (iii) To review the current status of research in each department and critically examine the progress thereof from time to time;
 - (iv) To indicate the priority areas of research in the departments particularly with reference to the role and responsibility of the University under Section 6 (1) (i) and (xi) of University Act taking into account the facilities available in the University and also create

- facilities wherever necessary in keeping with the major thrust areas accepted for the concerned Departments and individual interest of the members of the faculty;
- (v) To evolve norms for consultancy and sharing of revenue between the Principal Investigator and the University for approval of the Executive Council; and
 - (vi) To perform such other functions as may be assigned to it by the Academic Council.
3. The Board of Research Studies shall meet regularly at least twice a year.
 4. The Board of Research Studies may determine its own procedures for working.
 5. The quorum of the Board shall be one-third of the total members;
 6. The term of Office of the members other than ex-officio members shall be for a period of three years.

MODEL ORDINANCE 33
FUNCTIONS AND DUTIES
OF THE DEPARTMENTS IN THE SCHOOL
(Statute 15(5) (b) of the Act)

Constitution of the Department

Each Department in a School shall consist of the members as given in the Statutes 15(5) (b) and also such other persons as are designated members of the Department by the School Board concerned on the recommendations of the Department concerned.

Duties of the Department

Duties of the Department shall be:

- (a) To admit students to the various Courses offered and to suggest the procedure for such admissions;
- (b) To suggest the pattern and the schedule of sessional evaluation for each Course offered by the Department;
- (c) To make proposal to the Academic Council, through the School Board, regarding the creation and abolition of teaching posts;
- (d) To propose research projects to be taken up by the members of the Department individually and in groups;
- (e) To propose and suggest the curriculum and reference and other reading materials for the programmes of study to the BoS.
- (f) To constitute Committees from its members and to assign to these Committees specific functions falling within its competence;
- (g) To appoint from amongst its teachers advisers to students;
- (h) To propose schemes for and help in the maintenance and improvement of the standards of various Programmes of study and research of the subject in the department; and
- (i) To perform such other functions as may be assigned to it by the concerned School or the Vice-Chancellor.

MODEL ORDINANCE 34**APPOINTMENT OF EXAMINERS**

[Act Section 28(1)(g), Statute 12(2)(xiv)] of the Act

I. FOR UNIVERSITY CONTINUOUS AND END SEMESTER EXAMINATIONS

The University continuous and end semester examinations shall be conducted by the faculty member concerned who will also decide the format of the examination after consultation and approval of the Head of the Department / Dean of School concerned.

II. FOR AWARD OF M.Phil. and Ph.D. DEGREE

Examiners for M.Phil. and Ph.D. shall be appointed by the Vice-Chancellor from amongst a panel of names recommended by the School Board and considered and approved by the Academic and Executive Councils.

FOR UNIVERSITY ENTRANCE EXAMINATIONS

The examiners for entrance examinations (if conducted) for admission to various Programmes of the University shall be appointed by the Vice-Chancellor on the basis of the recommendations of the Deans of the Schools concerned who will also recommend the syllabus and format for the same.

However, wherever common entrance exam is conducted, the participating Universities will decide the norm of evaluation.

MODEL ORDINANCE 35**APPOINTMENT OF ADJUNCT FACULTY MEMBERS &
SCHOLARS IN RESIDENCE**

(Section 6(1) (viii) and (xvi) and Section 28(1)(0) of the Act)

1. To encourage interdisciplinary collaboration in research and teaching, the Executive Council shall appoint adjunct faculty members, who preferably are relatively younger and mid-career professionals and specialists, from other Universities / reputed research institutions / organisations (AEC, ICSSR, CSIR, ICAR, etc).
2. Such faculty should possess postgraduate or doctoral qualifications and have academic and research credentials; will be eligible for appointment as Adjunct Faculty in a University Department and may also include professionals and specialists from PSUs and business corporations,
3. The adjunct faculty member will be appointed on a tenure appointment for one academic year, or for two semesters.
4. They will be offered a token honorarium of up to Rs.1500/- per teaching hour/session, subject to a maximum of Rs.30, 000/- per month.
5. The host University will provide them suitable office-space to facilitate their working and interaction with students and peers.
6. There will not be more than 5 such members at any given time in the University.

SCHOLARS-IN-RESIDENCE

1. Senior professionals and specialists from research and professional organizations (for example AEC, ICSSR, CSIR, ICAR, etc.) and those with PSUs and business corporations, with postgraduate or doctoral qualifications and with academic and research credentials will be eligible for appointment as Scholar-in-Residence in a University Department.
2. NRI and PIO professionals and specialists, working in overseas organizations, will also be eligible for these positions. Similarly, these positions will be open to those overseas (non-Indian) professionals and specialists who have been dealing with India issues in their work.

3. The Scholar-in-residence will be appointed on a tenure appointment ranging between six and twenty-four months and will be offered a consolidated remuneration of up to Rs.80,000/- a month, and a contingency grant of Rs.1,00,000/- per annum.
4. Besides, the host University will provide them suitable office-space and residential accommodation.
7. There will not be more than 2 such members at any given time in the University.
8. The Vice-Chancellor after consulting the person concerned and the Heads of two concerned Department/Centre/Institute shall make his recommendation to the Executive Council for appointment as an adjunct faculty member / scholar in residence.

MODEL ORDINANCE 36

**EQUIVALENCE COMMITTEE FOR
RECOGNITION OF EXAMINATIONS/DEGREES**

(Section 28 1 (0) of the Act)

Composition

There shall be an Equivalence Committee consisting of the following members:

- | | |
|---|-----------|
| (1) Pro-Vice-Chancellor
or nominee of Vice-Chancellor | Chairman |
| (2) Deans of the Schools | Members |
| (3) One person nominated by the
Academic Council from amongst its
members for a period of three years | Member |
| (4) Controller of Examinations | Member |
| (5) Registrar | Secretary |

Functions

The functions of this Committee shall be:

1. To examine and recommend to the Academic Council equivalence of such examinations/degrees as may be referred to it from time to time including those of foreign Universities.
2. To examine and recommend to the Academic Council the withholding, suspension or cancellation/ recognition to any examination/degree for such reasons and such time as it may deem fit.
3. The Committee may invite a domain expert, wherever necessary, to assist it in its functioning.

Rules of Business

The Committee shall frame the Rules of business and lay down guidelines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, in this behalf, to the Equivalence Committee.

MODEL ORDINANCE 37**POWERS AND FUNCTIONS OF
THE DEAN, STUDENTS' WELFARE**
(Section 28 (1) (l) and (o) of the Act)

1. The Dean of Students' Welfare (DSW) shall look after the general welfare of the students outside the classroom which contribute to the growth and development of their personality. The DSW shall endeavor to promote understanding among the students of fuller realisation of their objects through fruitful intellectual, social, cultural and corporate life in the University.
2. The DSW shall assist the Vice-Chancellor in all matters affecting, students generally and shall exercise such powers and perform such other duties as assigned to the DSW by the Vice-Chancellor.
3. In addition to all other duties, the DSW shall perform duties and functions in respect of the following matters in consultation and coordination with other relevant Officers and units of the University:
 - a. arrangement of facilities for educational tours and excursions and participation in sports activities outside the University;
 - b. organisation of social and cultural activities with student participation;
 - c. organisation of student bodies in the University and their functioning;
 - d. student-teacher relationship;
 - e. financial aid to needy students;
 - f. securing fellowships or scholarships for further studies in the country or abroad;
 - g. health and medical services;
 - h. student counseling;
 - i. special arrangement to be provided, if any, to women students, and differently abled students;
 - j. liaison between University administration and students;
 - k. student-information services;
 - l. alumni association; and
 - m. Issue of certificates as authorized and delegated by the Vice-Chancellor
4. The DSW shall maintain essential particulars of each student from the date of his enrollment in the University.
5. The DSW may communicate with the parents/ guardians of the students in respect of any matter requiring assistance and cooperation of the parents/guardians.

6. The DSW will function under the control of the Vice-Chancellor and will be a member of Discipline Committee and other Committees involving students and student's matters.

7. The DSW shall report to the Vice-Chancellor cases of students who require special attention or whose conduct and activities are not in the best interests of the University or who are not likely to profit by their continuance in the University.

MODEL ORDINANCE 38**FLOATING POSTS***(Section 28(0) of the Act)*

1. There shall be a few floating posts of Professors, the number of which shall depend on the posts sanctioned by the University Grants Commission from time to time and as approved by the Executive Council of the University.
2. These posts shall not be assigned to any particular Department but shall be made available to certain Departments which may be finding it difficult to fill up certain vacancies by the normal procedure.
3. Persons appointed against these posts will be eminent scholars including those who may have retired as Professors from this University or any other University or similar institutions of higher learning in India or abroad.
4. All appointments under floating posts will initially be made ordinarily for one year and efforts continued for filling these posts in the normal course.

Provided that no floating appointment shall be renewed at the end of the year if the vacant post in the Department is filled up.

5. No appointment letters to persons appointed under the floating posts shall be issued unless the appointee enters into a contract with the University as per Proforma Prescribed for 'Contract Appointment'.
6. Persons appointed under these posts shall be eligible to draw the pay last drawn or as fixed by the Executive Council in accordance with the U.G.C. guidelines in this regard.

MODEL ORDINANCE 39
ADMISSION, ENROLMENT, MIGRATION AND
TRANSFER OF STUDENTS
(Section 28(0) of the Act)

1. No student shall be eligible for admission to any Under-Graduate or Post-Graduate Course of study under this University on migration from any other University or Board unless he has passed the equivalent examination or examinations of the University or Board as prescribed by the Ordinances for admission to the concerned Course or Courses by this University.

Provided that the application for admission must be supported by:

- (a) A migration/no objection certificate from the concerned University/Board; and
- (b) A certificate from the Principal of the College in which last studied testifying the record of attendance and conduct of the student.

Provided that the application of a student who has not completed his Course of study and has not appeared at the examination for which he was reading in any other University or Board in India shall be considered for admission in a Course of this University whose pattern and syllabi are similar to that Course studied by him in the former University/Board.

Transfer of a student from one affiliated College to another (wherever applicable) during a particular Course of study shall be permitted only on the production of:

- (i) A transfer/no objection certificate issued by the Principal of the College from which the migration is sought;
- (ii) Certified copies of the report of attendance against his name in the register of students of the College concerned; and
- (iii) A certificate from the University / College testifying to the conduct of the student.

MODEL ORDINANCE 40**DEANS' COMMITTEE**

(Section 28 (1) (l) and (o) of the Act)

1. The University shall constitute a Committee of Deans of the University to be known as the Deans' Committee.
2. The Deans' Committee shall comprise the following:

(i) The Vice-Chancellor	- Chairperson (Ex-Officio)
(ii) All Deans of Schools	- Members (Ex-Officio)
(iii) Registrar	- Secretary
3. The functions of this Committee will be as follows :
 - a. To recommend deputation of teachers for International Conferences;
 - b. To consider such matters as may be necessary arising from the conduct of examinations, standard of results, etc;
 - c. To consider general administrative matters relating to functioning of Schools and Departments; and
 - d. To consider such other matters as may be assigned to it by the Executive Council or may be referred to by the Vice-Chancellor.
4. The meetings of the Deans' Committee shall be convened by the Chairperson.
5. The quorum of the Committee shall be 1/3rd of the total number.
6. The rules of conduct of meetings shall be as may be prescribed by Regulations in this regard.

MODEL ORDINANCE 41
CODE OF CONDUCT OF
THE EMPLOYEES OF THE UNIVERSITY
(Under Section 6 (1) (xxi) of the Act)

PART-I

1. These Rules may be called the "Central University of (Conduct) Rules".
2. Unless the context otherwise requires:
 - a. "Employee" means teaching and non-teaching employees of the University.
 - b. "Members of family" in relation to an employee includes:
 - (i) The wife or husband, as the case may be, of the employee whether residing with the employee or not, but does not include a wife or husband, as the case may be, separated from the employee by a decree or orders of a competent court.
 - (ii) Son or daughter or step son or step-daughter of the employee wholly dependent on him but does not include a child or step child who is no longer in any way dependent on the employee, or of whose custody the employee has been deprived by or under any law.
 - (iii) Any other person related whether by blood or marriage to the employee or to the employee's wife or husband, and wholly dependent on the employee.
 - c. "Prescribed Authority" means the Vice-Chancellor or the authority prescribed by the Executive Council for the purpose of these rules as a whole or for any particular rule.

PART-II

3. (1) Every employee shall at all times:
 - (i) Maintain absolute integrity;
 - (ii) Show devotion to duty and
 - (iii) Do nothing which is unbecoming of an employee of the University.

(2) (i) Every employee, holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority:

(ii) (a) No employee shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior.

(b) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.

(c) An employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

(iii) Unless otherwise stated specifically in the terms of appointment and the contract, every whole time employee may be called upon to perform such duties as may be assigned to him by the competent authority beyond scheduled working hours and on closed holidays and Sundays.

(iv) An employee shall observe the scheduled hours of working during which he must be present at the place of this duty.

(v) Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. If an employee is absent from duty without permission for a continuous period of 90 days, he shall be treated as absconding from duty and his service shall be deemed as terminated.

Explanation: Nothing contained in clause (ii) of sub-rule 3.2 shall be construed as empowering an employee to evade his responsibilities, by seeking instructions form or approval of a superior officer or authority when such instructions are not necessary under the scheme of distributions of powers and responsibilities.

4. (i) No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm having official dealings with the University.

(ii) No employee shall, in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or nay other person if any member of his family is employed in that company or firm or

under that person or if he or any other member of his family is interested in such matter or contract in any other manner.

5. (1) No employee shall be a member of, or be otherwise associated with any political party or any organisation which takes part in politics not shall he take part in subscribed in aid of, or assist in any other manner, any political movement or activity.
- (2) It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be subversive of the Government or the University as by law established and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the University.
- (3) If any question arises whether a party is political party or whether any organisation takes part in or whether any movement or activity falls within the scope of sub-rule 5.2. the decision of the University thereon shall be final.
- (4) No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in, an election to any legislature or local authority:

Provided that:

- (i) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted:
- (ii) An employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation: The display of an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

6. No employee shall join or continue to be a member of an association, the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India, public order, decency or morality.
7. No employee shall-
 - (i) engage himself or participate in any demonstration or strike which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order,

- decency or morality, or which involves contempt of court, defamation or incitement to an offence; or
- (ii) resort to or in any way abet in any form of strike or coercion or physical duress in connection with any matter pertaining to his services or the service of any other employee.

8. (i) No employee shall, except with the previous sanction of the University, own wholly or in part, or conduct, or participate in the editing or management of any newspaper or other periodical publication.

(ii) No employee shall, except with the previous sanction of the University, or of the prescribed authority or except the bona fide discharge of his duties-

- (a) publish a book himself or through a publisher, or contribute an article to a book or a compilation or articles.
- (b) Participate in a radio broadcast or contribute any article or write a letter to any newspaper or periodical either in his own name or anonymously or in the name of any other person:

Provided that no such sanction shall be required-

- (i) If such publication is through a publisher and is of a purely literary, artistic or scientific character, or
- (ii) Such broadcast or such contribution or writing is of a purely literary artistic or scientific character.

8. A. (i) Whenever an employee wishes to put forth any claim or to seek redress of any grievance or any wrong done to him, he must forward his case through proper channel and shall not forward any advance copies of his application to any higher authority. Unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

(ii) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

9. No employee shall, in any radio broadcast or in any document published in his own name or in anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact opinion—

(i) Which has the effect of an adverse criticism of any current or recent policy or action of the University or the University Grants Commission or the Government; or

(ii) Which is capable of embarrassing the relations between the University and the Commission or the Government.

Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

10. (1) Save as provided in sub-rule 10.3 below no employee shall except with the previous sanction of the University give evidence in connection with any enquiry conducted by any person, committee or authority.

(2) Where any sanction has been accorded under sub-rule 10.1 no such employee giving such evidence shall criticise the policy or any action of the University or Commission or the Government.

(3) Nothing in this rule shall apply to-

(a) The evidence given at an enquiry before an authority appointed by the University, Commission, Government, Parliament or any State Legislature; or

(b) The evidence given in any judicial enquiry; or

(c) The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice Chancellor.

11. No employee shall, except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly any official document, or any part thereof or information to any other employee or any other person to whom he is not authorised to communicate such document or information.

12. No employee shall, except with the previous sanction of the University or of the prescribed authority, ask for or accept contribution to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

13. (1) Save as otherwise provided in these rules, no employee shall accept, or permit any member of his family or any other person acting on his behalf to accept any gift.

Explanation: the expression "gift" shall include fee transport, boarding, lodging or other services or any other pecuniary advantage when provide by any person other than a near relative or personal friend having no official dealings with employee.

Note. 1. A casual meal. Lift or other special hospitality shall be deemed to be gift.

Note. 2. An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firm.

(2) On occasions, such as wedding, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives but he shall make a report to the University if the value of any such gift exceeds—

- (i) Rs. 500 in the case of an employee holding any Class I (Group A) or Class II (Group B) post;
- (ii) Rs. 250, in the case of an employee holding any class III (Group C) post: and
- (iii) Rs. 100, in the case of an employee holding Class IV (Group C) post.

(3) On such occasions as are specified in sub-rule 13.2 an employee may accept gifts from his personal friends having no official dealing with him, but he shall make a report to the University if the value of any such gift exceeds—

- (i) Rs. 200, in the case of an employee holding any Class I (Group A) or Class II (Group B) post;
- (ii) Rs. 100, in the case of an employee holding any class III (Group C) post: and
- (iii) Rs. 50, in the case of an employee holding Class IV (Group C) post.

(4) In any other case, an employee shall not accept, or permit any member of his family or any other person acting on his behalf to accept, any gift without the sanction of the University, if the value thereof exceeds—

- (i) Rs. 75, in the case of an employee holding any Class I (Group A) or Class II (Group B) post; and
- (ii) Rs. 25, in the case of an employee holding any class III (Group C) or Class IV (Group C) post.

(5) Notwithstanding anything contained in sub-rules 13.2, 13.3 and 13.4 an employee may receive gifts of symbolic nature from foreign dignitaries and retain such gifts.

- (6) Gifts from foreign dignitaries which are not of symbolic nature may be retained by an employee if the market value of the gift in the country of origin does not exceed Rs.3,000.
- (7) Where there is doubt whether gift received from a foreign dignitary is of symbolic nature or not, or where the market value of the gifts in the country of origin apparently exceeds Rs. 3,000 or where there is any doubt about the actual market value of the gifts, the acceptance of such gifts and retention thereof by the employee shall be regulated by the instructions issued by the government/ University in this regard from time to time.
- (8) An employee shall not accept any gift from any foreign firm which is either contracting with the University or is one with which the employee had/has or is likely to have official dealings. Acceptance of gifts by an employee from any foreign firm shall be subject to the provisions of sub-rule 13.4

13. A. No. employee shall-

- I. Give or take or abet the giving or taking of dowry; or
- II. Demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

14. No employee shall except with the previous sanction of the Vice-Chancellor, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any other employee

Provided that nothing in this rule shall apply to –

- I. A farewell entertainment of a substantially private and informal character held in honour of an employee on the occasion of his retirement or transfer or any person who has recently the service of the University; or
- II. The acceptance of simple and inexpensive entertainment arranged by public bodies or institutions

Note : Exercise of pressure or influence of any sort on any employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character and the collection of subscriptions fro Group 'C' employees under any circumstances for the entertainment of any employee not belonging to Group "C" is forbidden.

15. (1) No employee shall except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment:

Provided that an employee may, without such sanction-

- I. Undertake honorary work of a social or charitable nature; or
- II. Undertake occasional work of a literary, artistic or scientific character; or
- III. Participate in sports activities as amateur subject to the condition that in all the cases his official duties do not thereby suffer. He shall not undertake or shall discontinue such work or activity, if so directed by the University.

Explanation: Canvassing by an employee in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family shall be deemed to be breach of this sub-rule.

(2) Every employee shall report to the University if any member, of his family is engaged in a trade or business or own or manages an insurance agency of commission agency.

(3) No employee shall, without the previous sanction of the University except in the discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purpose:

Provided that an employee may take part in the registration, promotion or management of :

- (i) A co-operative society substantially for the benefit of the employees registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force; or
- (ii) A literary, scientific or charitable society registered under the Societies Registration Act, 1960 (2 of 1960) or any other law for the time being in force.

(4) No employee may accept any fee for any work done by him for any private or public body or any private person without the sanction of the competent authority of the University,

16. (1) No employee shall speculate in any stock, share, or other investment.

Explanation: Frequent purchase or sale or both of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

(2) No employee shall make or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his official duties.

(3) If any question arises whether any transaction is of the nature referred to in sub-rule 16.2 the decision of the University thereon shall be final.

(4) (i) No employee shall, save in the ordinary course of business with a bank or a public limited company, either himself or through any member of his family or any other person acting on his behalf:

(a) Lend or borrow or deposit money, as a principal or an agent, to, or from, or with any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; or

(b) Lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that an employee may give to or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee:

Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by an employee with the previous sanction of the University.

(ii) When an employee is appointed or transferred to a post of such nature as would involve him in the breach of any or the provisions of sub-rule 16.2 or sub-rule 16.4, he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

17. An employee shall so manage his private affairs so as to avoid habitual indebtedness or insolvency. An employee against whom any legal

proceedings is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forth with report the full facts of the legal proceedings to the University.

Note: The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the employee could not have foreseen or over which he had no control, and had not proceeded from extravagant or dissipated habits shall be upon the employee.

18. (1) Every employee shall on his first appointment to any University service or post submit a return of his assets and liabilities, in such form as may be prescribed by the University, giving the full particulars regarding-
- (a) The immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in the name of any member of his family or in the name of any other person.
 - (b) Shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him.
 - (c) Other movable property inherited by him or similarly owned, acquired or held by him; and
 - (d) Debts and other liabilities incurred by him directly or indirectly.

Note 1: Sub-rule 18.1. shall not ordinarily apply to class IV (Group C) servants but the University may direct that it shall apply to any such employee or class (Group) of such employees.

Note 2: In all returns, the values of items of movable property worth less than Rs. 2,000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, etc., need not be included in such return.

Note 3: (i) Where an employee already belonging to a service, or holding a post is appointed to any other civil service or post he shall not be required to submit a fresh return under this clause.

(ii) Every employee belonging to any service or holding any post included in Group A or Group B shall submit an annual return in such form as may be prescribed by the University in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family, or in the name of any other person.

(2) No employee shall, except with the previous knowledge of the University, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift of otherwise either in his own name or in the name of any member of his family:

Provided that the previous sanction of the University shall be obtained by the employee if any such transaction is :-

(1) With a person having official dealings with the employee.

(3) Where an employee enters into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall, within one month from the date of such transaction, report the same to the University, if the value of such property exceeds Rs.10,000/- in the case of an employee holding any Class I (Group A) or Class II (Group B) post or Rs.5,000/- in the case of an employee holding any Class III (Group C) or Class IV (Group D) post:

Provided that the previous sanction of the University shall be obtained if any such transaction :-

(i) With a person having official dealings with the employee.

(4) The University may, at any time by general or special order, require an employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall if so required by the University, include the details of the means by which, or the source from which, such property was acquired.

(5) The University may exempt any category of employee belonging to Class III (Group C) or Class IV (Group D) from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the Executive Council.

Explanation 1: For the purpose of sub-rule (1) the expression movable property includes :

- (a) Jewellery, insurance policies the annual premia of which exceeds Rs.2,000/- or one sixth of the total annual emoluments received from the University, whichever is less, shares, securities and debentures;
- (b) Loans advanced by such employees whether secured or not;
- (c) Motor cars, motor cycles, horses, or any other means of conveyance; and

(d) Refrigerators, radios, radiograms and television sets.

Explanation 2: For the purpose of this rule, "lease" means, except where it is obtained from or granted to a person having official dealings with the employee, a lease of immovable property from year to year or for any term exceeding one year of receiving a yearly rent.

18-A Restriction in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.

Notwithstanding anything contained in sub-rule 18.2, no employee shall, except with the previous sanction of the prescribed authority:

- (a) Acquire by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;
- (b) Dispose of by sale, mortgage, gift, or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;
- (c) Enter into any transaction with any foreigner, foreign Government, foreign organization or concern :-
 - (i) for the acquisition by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, or any immovable property.
 - (ii) For the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of, any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

19(1) No employee shall, except with the previous sanction of the University, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

- (2) Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the University regarding such action.

20. No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.

21(1) No employee shall enter into or contract a marriage with a person having a spouse living; and

(2) No employee having a spouse living shall enter into or contract a marriage with any person;

Provided that the University may permit an employee to enter into or contract any such marriage as is referred to in clause 1 or clause 2, if it is satisfied that:

- (a) Such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and
- (b) There are other grounds for so doing.
- (c) An employee who has married or marries a person other than of India Nationality shall forthwith intimate the fact to the University.

22. An employee shall :

- (a) Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- (b) Not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- (c) Refrain from consuming any intoxicating drink or drug in a public place;
- (d) Not appear in a public place in a state of intoxication;
- (e) Not use any intoxicating drink or drug, to excess.

Explanation : For the purpose of this rule, 'public place' means any place or premises (including a conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise.

23. If any question arises relating to the interpretation of these rules, it shall be referred to the Executive Council whose decision thereon shall be final.

24. Unless there is anything repugnant in the Central Universities Act, Statutes, Ordinances, any amendments to the Central Civil Services (Conduct) Rules, 1964 shall be deemed to be the amendments of the relevant provision of these rules or any order or administrative instruction already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government.

MODEL ORDINANCE 42**COURSES OF STUDY**

(Section 28 (b))

1. There shall be Courses of study in the University for the Degrees, Diplomas and Certificates in various Schools as under:

(NAMES OF COURSES)

2. The Regulations in respect of all the Courses listed above shall be framed by the University.

In addition to the above the Academic Council shall have the power to introduce, modify or discontinue a programme on the recommendations of the concerned School Board.

3. The percentage of marks as given in the minimum eligibility requirements and allotted seats shall be approved by the Academic Council from time to time.
4. The Degrees/Diplomas/Certificates as decided by the University in the minimum eligibility conditions shall be from those Universities/ Institutions/ Boards which have been recognised by the University.

MODEL ORDINANCE 43

ADMISSION COMMITTEE
(Section 6(xviii))

There shall be Admission Committee for all the Programmes in each School / Department for regulating the admissions to all Courses offered in the University comprising the following:

- | | |
|---|----------|
| (i) The Dean of the School concerned (in case of single discipline Schools) / Head of the Department | Chairman |
| (ii) One faculty member, not below the rank of an Associate Professor to be nominated by the Dean | Member |
| (iii) Three teachers, one each from amongst the Professors, Associate Professors and Assistant Professor by rotation | Members |
| (iv) One person each representing SC / ST / OBC/ women and Minority candidates from the teaching community preferably if not already represented by the above members | Members |

2. The Committee shall

- i. scrutinize the Application Forms for admission of the candidates in accordance with the conditions of admission prescribed by the Academic Council from time to time;
- ii. conduct the Admission Test(s) and/or Interview; or as otherwise provided.
- iii. however in case of Common Entrance test, the performance in such test will form the basis for subsequent admission process.
- iv. after the evaluation of the Admission test(s), a reasonable number of candidates from each category will be called for admission to the course concerned subject to their scoring the minimum cut-off marks in the entrance test for admission to different courses as prescribed by the Academic Council;
- v. prepare the merit list based on the marks obtained by the candidates in the Admission Test and/or Interview;
- vi. prepare a list of the candidates selected for admission to be submitted by the Chairman of the Committee to the Dean of the School concerned;
- vii. Suggest methods to improve reliability and standard of the entrance test(s).

- 2.1 The members of the Committee other than ex-officio members shall hold office for a term of one academic year.
- 2.2 In case of non-availability of any teacher from any of the aforesaid categories, the Head of the Department may appoint another teacher from the remaining categories of the teachers by rotation.
- 2.3 The Chairman of Admission Committee may co-opt not more than three members of the Department/Centre representing different areas of specialisation under intimation to the Vice-Chancellor.
- 2.4 Not less than 50% of total number of members of the Committee shall form the quorum.

MODEL ORDINANCE 44
RESERVATION OF SEATS AND OTHER SPECIAL
PROVISIONS FOR ADMISSION
(Section 7)

1. Reservation of Seats

Reservation of seats shall be in accordance with the provisions of the Central Educational Institutions (Reservation in Admission) Act 2006 and Circulars of Government of India issued and amended in this regard from time to time.

1.2 Candidates seeking admission under the reserved categories shall be required to fulfill the prescribed eligibility conditions for admission to the Course.

1.3 The relaxation in the minimum prescribed percentage of marks in the qualifying examination for admission to a Course shall be permissible only in one of the categories.

1.4 If a candidate in the reserved category qualifies for admission in the general category he/she shall be transferred to the general category without prejudice to the number of seats already allocated in that category which will be offered to the next eligible candidate in that category.

1.5 If sufficient number of candidates are not available in OBC category, such vacant seats shall be transferred to the general category.

1.6 The relaxation of marks as given in Para 4.1 (c) and 4.2 (a) below will **not** be applicable to the candidates applying for the admission to Part – time/ Evening Courses in the University.

2. Scheduled Castes and Scheduled Tribes

22.5% of seats in all Courses will be reserved for Scheduled Castes and Scheduled Tribes candidates in the following order:

2.1 15% of seats will be reserved for Scheduled Castes and 7.5% for Scheduled Tribes.

27% of seats will be reserved for OBC.

2.2 The reservation, as mentioned in sub-para (2.1) above, is interchangeable, i.e., if sufficient number of candidates is not available to fill up the seats reserved for Scheduled Tribes, they may be filled up by suitable candidates from Scheduled Castes and vice-versa.

2.3 Candidates belonging to Scheduled Castes and Scheduled Tribes will

be given relaxation to the extent of 5% in the aggregate of marks obtained in the qualifying examination.

2.4 The Application Form of a candidate in this category must be submitted alongwith a Certificate of Verification from one of the following authorities:

- a) District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/City Magistrate (not below the rank of First Class Stipendiary Magistrate /Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner.
- b) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- c) Revenue Officer not below the rank of Tehsildar.
- d) Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
- e) Administrator/Secretary to Administrator/Development Officer (Laccadive and Minicoy Islands).
- f) An Application Form received without certificate is liable to be rejected.

2.5 The vacant seats of SC/ST which could not be filled, due to non-availability of either Scheduled Caste or Scheduled Tribe candidates or both, with the pass marks in the entrance test, if any, may be thrown open to the general category in that year provided this has been notified to the Special Commission for Scheduled Castes/Tribes of University Grants Commission and Ministry of Human Resource Development and concurrence has been obtained.

4. Special provision for Admission

4.1 Outstanding Players

(b) A specified number of seats in both the under-graduate and post-graduate Courses, may be earmarked by the Academic Council for admission of outstanding players and sports persons, who have represented their Universities/Region/State, provided that they fulfill the minimum eligibility requirements prescribed for seeking admission to various Courses.

(c) Relaxation to the extent of 5% of marks in the aggregate or in the

subject, as the case may be, will be given to such candidates.

- (d) Such students will be nominated by the Vice-Chancellor over and above the seats allotted to each Course, on the recommendation of the Games and Sports Committee.

4.2 N. C. C. Cadets

- (a) Relaxation to the extent of 5% of marks in the aggregate or in one subject, as the case may be, will be given to NCC Cadets having the following NCC Certificates for admission to all Courses:
- (i) "A" Certificate for admission to undergraduate Courses.
 - (ii) "B" or "C" Certificate for admission to a postgraduate Course.
- (b) Students admitted on the basis of NCC will have to continue in the NCC at least for one year.
- (c) The relaxation of marks on the basis of NCC Certificate shall be permissible only on the production of a certificate duly verified by the NCC Officer

4.3 N. S. S. Volunteers

NSS volunteers who have attended two 10 days' Special Camps and one National Integration Camp or Republic Day Camp may be provided a relaxation of 2% marks in the aggregate or in one subject as the case may be, for admission to **all Courses**.

Relaxation of marks given on the basis of NSS Certificates shall be permissible on the production of relevant Certificates.

4.4 Physically Handicapped

Relaxation to the extent of 5% marks in the prescribed percentage of marks for the admission in B.Ed. and Dip. in Basic Training Courses may be given to the handicapped candidates, provided they produce a Certificate from a competent authority and qualify the admission test and interview.

4.5 Foreign Students

- (a) The admission of foreign students may not exceed 10% of the total number of students admitted to a Course, subject to their qualifying in the admission test and satisfying other conditions as laid down from time to time by the Academic Council.
- (b) In addition to the above provision the foreign candidates sponsored by the Government of India, may also be admitted as per the conditions provided in various schemes.

MODEL ORDINANCE 45**STUDENTS DISCIPLINE**
Section 6(xxii), Statute 28(1)

1. Discipline includes the observance of good conduct and orderly behaviour by the students of the University;
2. The following and such other Rules as framed by the University from time to time, shall strictly be observed by the students of the University;
 - 2.1 Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places;
 - 2.2 No student shall visit places or areas declared by the University as "Out of Bounds" for the students;
 - 2.3 Every student shall always carry on his/her Identity Card issued by the competent authority;
 - 2.4 Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the University;
 - 2.5 Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action;
 - 2.6 The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the competent authority; and
 - 2.7 If a student is found to be continuously absent from Classes without information for a period of 15 days in one or more Classes, his/her name shall be struck off the rolls. He/she may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee etc. He/she will not be readmitted beyond the prescribed period.
3. Indiscipline shall include:
 - 3.1 Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
 - 3.2 Causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc.;
 - 3.3 Disobeying the instructions of teachers or the authorities;
 - 3.4 Misconduct or misbehaviour of any nature at the time of elections to the

student bodies or at meetings or during curricular or extra-curricular activities of the University;

3.5 Misconduct or misbehaviour of any nature at the Examination Centre;

3.6 Misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any visitor to the University;

3.7 Causing damage, spoiling or disfiguring to the property/equipment of the University;

3.8 Inciting others to do any of the aforesaid acts;

3.9 Giving publicity to misleading accounts or rumour amongst the students;

3.10 Mischief, misbehaviour and/or nuisance committed by the residents of the hostels;

3.11 Visiting places or areas declared as 'out of bounds' for the students;

3.12 Not carrying the Identity cards issued by the Proctor;

3.13 refusing to produce or surrender the Identity Card as and when required by - Proctorial and other Staff of the University;

3.14 Any act and form of sexual harassment, ragging or discrimination on the basis of caste, category, religion, race;

3.15 Engaging in unlawful activities that includes membership of banned organizations, organizing meetings and processions without due permission of the competent authorities; and

3.16 Any other conduct anywhere which is considered to be unbecoming of a student.

4. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:

(1) Fine;

(2) Campus Ban;

(3) Expulsion; and

(4) Rustication.

However, no such punishment shall be imposed on an erring student unless he / she is given a fair chance to defend himself / herself. This shall not preclude the Vice-Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him / her.

5. All powers relating to discipline and disciplinary action in relation to the student shall vest in the Vice-Chancellor. However, the Vice-Chancellor may delegate all or any of his powers as he deems proper to the competent authority or to the Discipline Committee as the case may be or any functionary of the University.

6. (i) Without prejudice to Section 11(5) and also Statute 28(1), there shall be a Discipline Committee comprising of the following members:

- (1) Vice-Chancellor's nominee or Pro-Vice-Chancellor
- (2) Dean Students' Welfare
- (3) Deans of the Schools
- (4) Warden, who shall be invited, when the matter concerning his/her Hall of Residence is required to be placed before the Committee for consideration
- (5) Proctor (Member/Secretary)

(ii) Subject to any powers conferred by the Act and the Statute on the Vice-Chancellor, the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.

- (iii) The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other Orders under them shall be binding on all the students of the University.
- (iv) The recommendations of the Discipline Committee shall be submitted to the Vice-Chancellor whose decision will be final and binding. However, the Vice-Chancellor, if he is of the opinion that the case merits' review, may refer the case back to the Discipline Committee for reconsideration.
- (v) Appeal against the decision of the Vice-Chancellor will be dealt in accordance with the provisions of Section 34 of the Central Universities Act 2009.
- (vi) One-third of the total members shall constitute the quorum for a meeting of the said Committee.

MODEL ORDINANCE 47**GAMES AND SPORTS COMMITTEE**
(Section 28(l))

1. (a) There shall be a Games and Sports Committee consisting of the following members, namely:
 - (1) Chairman, appointed by the Vice-Chancellor
 - (2) Dean Students' welfare
 - (3) Presidents of various Games and Sports Clubs
 - (4) One Outstanding Sportsman from among the students on rolls, nominated by the Chairman for a period of one year
 - (5) Director of Physical Education, who shall be the Ex-Officio Secretary of the Games and Sports Committee
- (b) The Chairman of the Committee shall hold office for a term of two years.
2. The Committee shall :
 - (1) make arrangements and supervise the games and sports of the University and frame Regulations in this regard;
 - (2) frame the budget for games and sports;
 - (3) allocate finances to the various Clubs;
 - (4) maintain the play-grounds, gymnasia, swimming pools of the University;
 - (5) hold contests, competitions, tournaments, athletic meets etc.;
 - (6) recommend to the Vice-Chancellor the names of outstanding players and sportsmen to be nominated for admission
 - (7) perform such other functions, as may be assigned to it by the Academic Council from time to time; and
 - (8) take measures to attract the sports talent available in the University.

The Director, P/E will operate the budget under the supervision of DSW.

The Committee shall hold its meetings at least once in two months under the supervision of the DSW.

One-third of the total members shall form the quorum for a meeting of the Committee.

MODEL ORDINANCE 48

COMMITTEE ON EQUIVALENCE OF EXAMINATIONS

Section 28(10 (g))

1. There shall be a standing Committee on Equivalence of Examinations consisting of the following members, namely:
2. **The functions of the Committee shall be**
 - (1) to consider the proposal in respect of the recognition of new courses/examinations of other Universities/Boards/ Institutions together with the report of the Dean of the School concerned who has examined the courses of study and the standard of the Courses and to recommend to the Academic Council the Examinations of other Universities/Boards/Institutions as equivalent to the corresponding Examinations of the University;
 - (2) to report to the Academic Council on all matters, which are referred to it;
 - (3) to consider requests for recognition of Examinations received from other Universities and Institutions and submit its recommendations to the Academic Council; and
 - (4) to prepare a case of moving application for seeking recognition of Degrees/Diplomas and Certificates awarded by the University equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other institutions within and outside the country.
3. Not less than half the total number of members of the Committee shall constitute the quorum for a meeting of the Committee.

MODEL ORDINANCE 49**THE PROCTOR**
(Section 28(1) (o) of the Act)

1. The Proctor shall be appointed by the Vice-Chancellor from amongst the teachers, of the University not below the rank of Associate Professor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as may be delegated/assigned to him/her by the Vice-Chancellor

"Students", referred to above, mean regular, private/ex- students of the University on the rolls of Departments of Studies/Hostels/Centres/Schools.
2. The Proctor shall hold office for a period of three years and shall be eligible for reappointment.
3. The Proctor shall have all such powers delegated to him/her by the Vice-Chancellor.
4. The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
5. The Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee.
6. The Proctor shall be assisted by Deputy Proctors and Assistant Proctors appointed by the Vice-Chancellor for a term of three years.
7. The Deputy Proctors and Assistant Proctors shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
8. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
9. The Proctor shall :
 - (1) monitor the disciplinary climate prevailing in the student community;
 - (2) take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
 - (3) collect relevant facts about the incidents of indiscipline, evaluate the

evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and

- (4) issue all orders relating to disciplinary proceedings against students.
- 10. The Proctor shall make arrangement for the maintenance of Cycle/Scooter Stands in the Schools.
- 11. The Proctor shall maintain liaison with the local Administration in matters regarding the law and order situation in the University Campus.
- 12. The Proctor shall have the power:
 - (1) to suspend or institute proceedings in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself;
 - (2) to suspend or gate a student up to a maximum period of two weeks; and
 - (3) to impose a fine as prescribed from time to time.
- 13. In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.
- 14. Foreign students welfare (visa etc.)
- 15. VIP Security
- 16. Protection of University property

The Proctor shall perform such other functions as the Vice-Chancellor may direct from time to time.

MODEL ORDINANCE 50**Transfer of Credit**

Under Section 6(2) (iv) of the Central Universities Act 2009

This Ordinance is aimed at providing a framework for promoting and facilitating the Inter-university transfer and mobility of students across different Universities of India and abroad can work well. A fully evolved credit transfer scheme involves (a) transfer of credits by students of the University to other Universities/educational institutions; and (b) acceptance of credits earned by a students from other Universities.

In the absence of a national qualification framework and credit transfer scheme, individual Universities can, at the most, create a facilitative mechanism for transfer of credit to other Universities/educational institution by prescribing a procedure for the issue of transcript to students seeking transfer of credit.

As regards acceptance of credit transfer from other Universities, an individual University can, even in the absence of a national policy, put in place a framework and procedure for accepting transfer of credits earned by their students from other Universities. However, due safeguards will have to be put in place to ensure that the credit transfer does not lead to dilution in the quality.

This Ordinance is aimed at prescribing:

- (a) procedure for facilitating and promoting transfer of credits earned by the students of the University to other Universities/educational institutions; and
- (b) policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/educational institutions.

Facilitation for Transfer of Credits to other Universities/educational institutions

- 1) The University shall facilitate transfer of credits earned by its students to other Universities/educational institutions.
- 2) A student of the University seeking transfer of credit to other Universities/educational institutions shall submit a written request, along with the fee as prescribed by the Academic Council from time to time, to the Controller of Examination.
- 3) The Controller of Examination, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University

and shall forward the application of the students to the University/educational institution concerned.

Policy and Procedure for accepting Credit Transfer from other Universities

- 4) The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/educational institutions/research institutions:
 - a) Universities recognised under Section 12(b) of the UGC Act.
 - b) Universities that are members of the Association of Indian Universities.
 - c) Such foreign University, the Courses/Programmes of which are recognised as equivalent to those of Indian Universities by the Association of Indian Universities.
 - d) Indian Institutes of Technology (IIT)
 - e) Indian Institutes of Management (IIM)
 - i) National Institutes of Technology (NIT)
 - f) Indian Institutes of Science Education and Research (IISER)
 - g) Indian Institutes of Information Technology (IIIT)
 - h) Schools of Planning and Architecture (SPA)
 - j) All India Institute of Medical Sciences (AIIMS)
 - j) Such Indian or Foreign University/educational institution/research institution with which the University has signed an MOU for students and faculty exchange.
 - k) Any other University/ educational institution/ research institution that has been recognised and approved for the purpose of credit transfer by the Academic Council of the University.

- 5) Request for acceptance of transfer of credits shall:
 - a) be entertained only if received from such candidates who have been duly selected for admission in a Programme of study, as per the Rules and regulations governing admission in the University;
 - b) have to be made by the student concerned within 10 days from the date of his/her admission in the University.
 - c) have to be made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time.
 - d) have to be supported by such documents as may be prescribed by the Academic Council.

- 6) Dean of the School concerned shall be the Nodal Office for receiving and processing the request for accepting the transfer of credits. To facilitate and

expedite the process, the Dean may constitute a committee comprising a senior faculty as chairman and two to three faculty members to process and finalise the request for acceptance of credit.

- 7) The maximum credits that can be accepted for transfer shall not exceed 20% of the total credits required for the completion of the Programme of study in which a student has been admitted. Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least B grade or GPA of 2 or 50% marks, as the case may be. In case a student has earned more credits from other Universities/educational institutions/research institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the School concerned in this regard shall be considered as final.
- 8) The credit equivalence for accepting credit transfer shall be determined as under:
 - a) for credit earned by students from Universities that have the credit system in place, a Course work requiring 10 hours of contact hours shall be considered as equivalent to 1 credit of the University; and
 - b) for Courses completed from Universities/educational institutions/research institutions that do not follow credit system but have semester system in place, a course work requiring a minimum 30 lecture hours per semester shall be considered as equivalent to 3 credits of the University; and
 - c) for Courses completed from Universities/educational institutions/research institutions that neither follow the credit system nor have the semester system, a Course work requiring formal classroom instruction/lab work of at least 3 hours per week it shall be considered as equivalent to 3 credits of the University.
- 9) The University may also permit its students to accumulate certain credits from other Universities/educational institutions/research institutions in full or partial fulfilment of the required Course work. In such cases:
 - a) the student shall be required to obtain prior approval of the Dean of the School;
 - b) the Courses can be undertaken only in the institutions specified in para 4 above; and
 - c) the maximum number of credits that can be accumulated by a student from other institutions shall not exceed 20% of the total credits prescribed for the successful completion of the programme of study.

MODEL ORDINANCE 51**VISITING FELLOW**

(Section 6(xvi) Statute 12(xviii))

1. A Visiting Fellow should be a scholar of eminence in his/her subject.
2. Superannuated persons up to the age of 70 years may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and maximum – up to three months.
3. The Visiting Fellow may be paid daily allowance not exceeding Rs.600/- per day for visits up to one month. For visits beyond one month, the rate may be as in the case of Visiting Professor.
4. Travel expenses may be met in accordance with the Rules of the University.
5. The parent institution will grant academic leave with pay and usual allowance for the duration of the appointment as Visiting Fellow.
6. The host University would provide accommodation to the Visiting Fellow in the University Guest House free of charge, but food charges would be paid by the Visiting Fellow.

The same person may not be invited as Visiting Fellow more than once in a year in the same University, but the period of 3 months can be split up as desired by the University within the period of one year.

MODEL ORDINANCE 52
Under Section 28 (1) (0) of the Act

**APPOINTMENT OF FACULTY AGAINST SANCTIONED POSTS
UNDER EXIGENT SITUATIONS**

1. Since selection of Faculty against sanctioned position on regular basis takes time, especially in the case of the newly established Central Universities, the University may devise its own mechanism to appoint faculty on such terms and conditions as decided by the Executive Council.
2. Subject to fulfillment of qualifications and experience as prescribed and amended by the UGC from time to time, the University may identify faculty from other Universities and higher education institutions for such appointments.
3. The faculty so appointed may be taken for short / medium term engagement on the basis of deputation / lien and will not exceed a maximum of three years.
4. Such appointment shall be made against sanctioned positions and till such time that regular selections are made.
5. The emoluments and terms of service of such appointments shall be such as decided by the Executive Council.