1.2.1 Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Programme Code	Programme name	Year of Introduction	Status of implementation of CBCS / elective course system (Yes/No)	Year of implementation of CBCS / elective course system	Link to the relevant document
B.A. (Gujarati)	Yes	Yes	1	2011-12	https://gurukulmahilacollege.com/wp-content/uploads/2024/08/1.2.1-The-Gujarat-Public-Universities-Uniform-Statutes-2024_02-08-2024-2.pdf
B.A. (Hindi)	Yes	Yes	2	2011-12	
B.A. (English)	Yes	Yes	3	2011-12	
B.A. (Economics)	Yes	Yes	4	2018-19	
B.A. (Home-Science)	Yes	Yes	5	2011-12	
B.Com. (Accounting)	Yes	Yes	6	2011-12	
B.Com. (Computer Science)	Yes	Yes	7	2011-12	
M.A. - ENGLISH (SFI)	Yes	Yes	8	2020-21	
M.Com (SFI)	Yes	Yes	9	2022-23	

ARS Nagar

પરીપત્ર:

વિષય : ગુજરાત પબ્લિક યુનિવર્સિટીઝ યુનિફોર્મ સ્ટેચ્યુટસ–૨૦૨૪ તા.૩૧/૦૭/૨૦૨૪ની અમલવારી બાબત
સંદર્ભ: ગુજરાત પબ્લિક યુનિવર્સિટીઝ એકટ– ૨૦૨૩ તા.૦૯/૧૦/૨૦૨૩

ભકતકવિ નરસિંહ મહેતા યુનિવર્સિટી અનુસ્નાતક ભવનોના અધ્યક્ષશ્રીઓ, સંલગ્ન તમામ કોલેજોના આચાર્યશ્રીઓ, અધ્યાપકશ્રીઓ તથા અનુસ્નાતક કેન્દ્રોના પ્રોફેસર/ઈન્ચાર્જશ્રીઓ, યુનિવર્સિટીના તમામ વહીવટી વિભાગોના વડાશ્રીઓને જણાવવાનું કે, શિક્ષણ વિભાગના જાહેરનામા ક્રમાંક: GH/SH/40/GCU/2024/19/KH.1 Dt:30-07-2024થી "The Gujarat Public Universities Uniform Statutes, 2024" તા.૩૧/૦૭/૨૦૨૪ના રોજથી લાગુ કરવામાં આવેલ હોય, જેની અમલવારી કરવા જણાવવામાં આવે છે.

કા. કુલસચિવ
Registrar
Bhakta Kavi Narsinh Mehta University
Junagadh

બિડાણ: "The Gujarat Public Universities Uniform Statutes, 2024"

ક્રમાંક :બીકેએનએમયુ/સા.વ.વી/૫૧/૨૦૨૪
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ખડીયા, જુનાગઢ
તા : ૦૨/૦૮/૨૦૨૪

પ્રતિ,

- ભકતકવિ નરસિંહ મહેતા યુનિવર્સિટી સંલગ્ન તમામ કોલેજોના આચાર્યશ્રીઓ, અનુસ્નાતક કેન્દ્રોના ઈન્ચાર્જશ્રીઓ તેમજ અનુસ્નાતક ભવનોના અધ્યશ્રીઓ
- યુનિવર્સિટી વહીવટી વિભાગના વિભાગીય અધિકારીશ્રીઓ અને ખાસ ફરજ પરના અધિકારીશ્રીઓ

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2) યુનિવર્સિટી સત્તા મંડળના તમામ સભ્યશ્રીઓ
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EDUCATION DEPARTMENT NOTIFICATION

Sachivalaya, Gandhinagar, 30th July, 2024

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PART IV-B

Rules and Orders (Other than those published in Parts I, I-A, and I-L) made by the Government of Gujarat under the Gujarat Acts

EDUCATION DEPARTMENT

NOTIFICATION

Sachivalaya, Gandhinagar, 30th July, 2024

GUJARAT PUBLIC UNIVERSITIES ACT, 2023.

No. GH/SH/40/GCU/2024/19/KH.1:- In exercise of the powers conferred by sub-section (8) of section 21 of the Gujarat Public Universities Act, 2023 (Guj. 15 of 2023), the Government of Gujarat hereby prescribes the following uniform Statutes to be followed by all the Public Universities, namely: - the Maharaja Sayajirao University of Baroda, the Gujarat University, the Sardar Patel University, the Veer Narmad South Gujarat University, the Saurashtra University, the Maharaja Krishnakumarsinhji Bhavnagar University, the Hemchandracharya North Gujarat University, the Dr. Babasaheb Ambedkar Open University, the Krantiguru Shyamji Krishna Verma Kachchh University, the Bhakta Kavi Narsinh Mehta University and the Shri Govind Guru University in the State of Gujarat.

CHAPTER I

PRELIMINARY

Short titles, commencement and applicability.

1. (1) These Statutes may be called 'The Gujarat Public Universities Uniform Statutes, 2024'.

(2) These Uniform Statutes shall come into force on such date as the State Government may, by notification in the *Official Gazette*, appoint.

(3) These Uniform Statutes shall be applicable to the Universities governed by the Gujarat Public Universities Act, 2023, conducted, constituent and affiliated colleges/ recognised institutions/ learner support centres and recognized institutions.

Definitions.

2. In these Statutes, unless the context otherwise requires, -

(1) "ABC" means Academic Bank of Credit;

(2) "Academic Board for Quality Improvement" means a Board created at each university for improving quality of research, training, education and extension activities at the university;

(3) "academic services unit" means university science and instrumentation centre, academic staff college, computer centre, university printing press or any other unit providing specialised services for the promotion of any of the objectives of the university;

(4) 'Act' means the Gujarat Public Universities Act, 2023;

(5) "adjunct professor", "adjunct associate professor" or "adjunct assistant professor" means a person from industry, trade, agriculture, commerce, social, cultural, academic or any other allied field who is so designated during the period of collaboration or association with the university;

(6) "affiliated college" means a college which has been granted affiliation by the university;

(7) "aggrieved student" means a student who has any complaint in the matter concerned with the grievances defined under this statute and includes a person seeking admission to a university or college or recognized institution of higher education;
(8) 'Agreement' means the agreement of the service to be executed by the teacher appointed by the University in the written contract entered into between the teacher and the Competent Authority/Officer or the person authorised;
(9) 'Annexure' means a section or table of subsidiary matter at the end of these Statutes;
(10) 'Appointing Authority' means the authority competent to make the appointments;
(11) "authorities" means the authorities of the university as specified by or under the Act;
(12) "autonomous college", "autonomous institution" or "autonomous department" means a college, institution or department to which autonomy is granted and is designated to be so by these Statutes;
(13) "autonomy" means a privilege of the university conferred by these Statutes to permit a college, institution or a university department to conduct academic programme, examinations and develop syllabus for the respective subjects. A college, institution or a university department, which has been granted autonomy shall have full academic, administrative and financial autonomy subject to the provisions of University Grants Commission (UGC);
(14) "AYUSH" means Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy;
(15) "B.Ed." means Bachelor of Education;
(16) "bodies" means the bodies of the university formed by the respective authorities;
(17) "BoM" means Board of Management;
(18) "CABE" means Central Advisory Board of Education;
(19) 'Cadre' means strength of the service or a part of service, sanctioned as a separate unit, by the University Grants Commission and accepted by the University, from time to time;
(20) "CBSE" means Central Board of Secondary Education;
(21) "CIET" means Central Institute of Educational Technology;
(22) "Clear days" means days excluding the day of issue of notice of the meeting and the day of the meeting;
(23) 'Coaching Classes' means the teaching activities undertaken privately by individual or by a group of teachers other than his/their regular duties at any place for any Certificate, Diploma, Degree or any other course of any University/Institution/Board;
(24) "collaboration" means collaborative academic activity of the university or college or institution with other universities, academic institutions including local, regional, national or international institutions, research institutions and organisations in the field of agriculture, industry, trade

and commerce, sports, social, cultural, science, technology and any other such field;

(25) "college" means a college constituted by the university, or affiliated to the university, situated in the university area;

(26) "College Grievance Redressal Cell (CGRC)" means a Cell constituted under this Statute, at the level of a college or recognized institution, as the case may be;

(27) "Common Board for Quality Improvement" means a Board created for the purposes of improving quality of research, training, education and extension activities at the Universities;

(28) "community college" means an institution providing skill-based expert academic programme as prescribed in these Statutes;

(29) 'Compensatory Allowance' means allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed;

(30) 'Competent Authority' means the authority constituted under provisions of this Act competent to exercise different powers under the Act and/or in these Statutes;

(31) "conducted college" means a college maintained and managed by the university;

(32) "Constituent College" means a college or an institution maintained by the University;

(33) 'Continuous Service' means service rendered by the teacher, under the Appointing Authority or Authorities, without any break or with condoned break(s) by competent authority;

(34) "Convocation" means a ceremonial assembly of a University, normally held for conferring degrees, diplomas, certificates, academic distinctions and other awards to its eligible candidates;

(35) "Course" means a program focused on improving the skill and knowledge of a participant, offered by and it is directed toward a degree program;

(36) "Dean/s" means the Dean/s of the University appointed as per the Act;

(37) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the university or college or recognized institution and published in the prospectus;

(38) "De-Notified Tribes (Vimukta Jatis)" means tribes declared as such by the State Government, from time to time;

(39) "department" means a department conducting research, providing consulting and extension services, and teaching a particular subject or a group of subjects in a college and university as prescribed in these Statutes;

(40) 'Departmental Committee' means committee constituted for the University Schools, University Departments, Conducted Colleges and University Institutions under these statutes;

(41) "Department Grievance Redressal Cell (DGRC)" means a Cell constituted under this Statute;

(42) "Director" means a head of an institution including a centre or a school of the university as designated by the Board of Management or a head of a recognised institution;

(43) "Director of Higher Education" and "Director of Technical Education" means respectively Director of Higher Education, Gujarat State and Director of Technical Education, Gujarat State;

(44) 'Disciplinary Authority' means the Authority or the Officer authorised to take disciplinary action against the teacher, except otherwise provided in the Act;

(45) 'Duty' means the compliance of the responsibilities the teacher is expected to comply by virtue of his taking a job as a teacher or assuming an office as provided in these Statutes;

(46) "e-Learning Material" means and includes contents in the form of structured course material, as a part of one or more courses in the Online Programme, in digital format delivered through Learning Management System, which is inter alia self-explanatory, self-contained, self-directed at the learner, and amenable to self-evaluation, and enables the learner to acquire the prescribed level of learning in a course of study, but does not include text-books or guide-books; as defined in these regulations;

(47) 'Emolument' means salary, subsistence allowance or compensatory allowance, if any, payable to the teacher and includes any remuneration of the nature of salary received in respect of foreign service;

(48) 'Employee' means, an individual who works for employer; university / an institution /a college during employment with recognized rights and duties assigned.

(49) 'Employer' means, a university / an institution /a college that hires employees offering salary in exchange for the assigned work of teaching and or work assigned thereof"

(50) "Empowered Autonomous College" means an autonomous college that is approved by the University Grants Commission (UGC) as a College with potential for Excellence or College of Excellence, which has high level grade as specified by the Government by notification in the Official Gazette as has been given the status of Empowered Autonomous College by the Authority under these Statutes, with a power to grant degree of such College jointly with the affiliating University;

(51) "Empowered Autonomous Cluster Institutions" means a group of autonomous colleges or institutions of the same management or educational society which includes the colleges or institutions, identified by the University Grants Commission (UGC) as College with potential for excellence or College of Excellence, which have high level grade as specified by the Government by-notification in the Official Gazette as has been given the status of Empowered Autonomous Cluster Institution by the Authority under these Statutes, and is empowered to grant a joint degree with the affiliating University;

(52) "Empowered Autonomous Skills Development College" means, a college which has been recognised by the university for conducting the skills

development programmes as prescribed by the university as per the National, State Level policy regarding Skills Qualification and Education Framework and which is given the status of Empowered Autonomous Skills Development College by the university to which it is affiliated/constituted and is empowered to grant a joint degree, certificate, diploma and advanced diploma with the affiliating university;

(53) 'Expert' means and includes any person having attained certain level of recognised excellence and expertise in the form of teaching and/or research in the University and/or Colleges/Recognized Institutions, deemed Universities and such other institutions/organisations recognised by statutory bodies in the country or abroad;

(54) "Faculty" means the principal academic coordinating authority of the university in respect of studies and research in relation to the subjects included;

(55) 'Family' means the wife or husband of the teacher, as the case may be, legitimate children including adopted children, step children, parents, sisters and brothers, if residing with and wholly dependent on him/her;

(56) "fee" means tuition fees, other fees and charges, including developmental charges; paid for imparting education;

(57) 'First Appointment' means the appointment of the teacher who is not holding any appointment, for the time being, under the University, Institution, even though he may have previously held any such appointment either temporary or on tenure basis;

(58) 'Foreign Service' means service in which the teacher receives his salary, with the sanction of the Competent Authority, from any source other than funds and finance of the University;

(59) "GCED" means Global Citizenship Education;

(60) "GER" means Gross Enrolment Ratio;

(61) 'Government' means the Government of Gujarat unless otherwise;

(62) "Graduation Ceremony" means ceremonial assembly of an affiliated college/recognised institution held for distributing degrees, diplomas, certificates and other awards to its eligible students;

(63) "grievances" include the following complaints of the aggrieved students, namely: —

(a) making admission contrary to merit determined in accordance with the declared admission policy of the State and university;

(b) irregularity in the admission process by the university or college or recognized institution;

(c) refusing admission in accordance with the declared admission policy as published in prospectus;

(d) publishing any information in the prospectus, which is false or misleading, and not based on facts;

(e) withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with the university or college or recognized institution by a person while seeking admission in such university or college or recognized institution, with a

view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue;

(f) demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such university or college or recognized institution;

(g) breach of the policy for reservations in admission as may be applicable;

(h) insisting upon students to submit the original academic and personal certificates and testimonials like mark sheets, school leaving certificate and other such documents at the time of admission, wherever such original documents are not compulsorily required;

(i) complaints of alleged discrimination of students on the grounds of gender, race, caste, class, creed, place of birth, religion and disability;

(j) non-payment or delay in payment of scholarships to any student by the university or college or recognized institution after receiving the same from concerned authority;

(k) non-adherence of rules of refund of fees in case of cancellation of admission;

(l) undue delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;

(m) failure to provide student amenities as may have been promised or required to be provided by the university or college or recognized institution;

(n) non-transparent or unfair evaluation practices;

(64) 'Grievances Committee' means the Grievances Committee constituted under the Act;

(65) "He" refers to all the genders;

(66) "He/She" refers to gender-specific personal pronouns;

(67) "Head of the University Department", "Head of the Institution" and "Head of the College Department" means respectively, a Head of the University Department, a Head of the Recognised Institution and a Head of the College Department, as prescribed in these Statutes;

(68) "HECI" means Higher Education Commission of India;

(69) "HEGC" means Higher Education Grants Council;

(70) "HEI" means Higher Education Institutions;

(71) "higher education" means the pursuit of knowledge beyond learning at the stage of higher secondary school education;

(72) 'Holiday' means a Sunday or any other day declared as holiday by Government or by the University;

(73) 'Honorarium' means recurring payment granted to the teacher by the University, for special work of occasional or of intermittent character;

(74) "Hostel" means a place of residence for the students of the university or a college or an institution, provided, established, maintained, by the university or college or institution, as the case may be;

(75) "institution" means an academic institution of learning, other than a college, associated and admitted to the privileges of the university;

(76) "Institutional Grievance Redressal Cell (IGRC)" means a Cell constituted under this Statute;

(77) "interdisciplinary studies" means the combined academic studies and research in different disciplines as prescribed by this statute;

(78) 'Joining Time' means the time limit prescribed for and the period availed of by the teacher to join a new post and includes period of travel to or from a station to which he is posted or transferred;

(79) "Learner Support Centre" means a centre established, maintained or recognised by the Higher Educational Institution for advising, counselling, providing interface between the teachers and the learners, and rendering any academic and any other related service and assistance required by the learners (Related to Dr. Babasaheb Ambedkar Open University);

(80) "Learner Support Services" means and includes such services as are provided by a Higher Educational Institution in order to facilitate the acquisition of teachinglearning experiences by the learner to the level prescribed by or on behalf of the Commission in respect of a programme of study under Open and Distance Learning mode and/or Online mode;

(81) 'Leave' means permission granted by the Competent Authority to the teacher to remain absent from duty;

(82) 'Leave Salary' means the monthly emoluments paid by the University to the teacher on leave;

(83) 'Lien' means title of the teacher who holds substantively, either immediately or on the termination of the period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively;

(84) "management" means the trustees or the managing or governing body, by whatever name called, of any trust registered under the Gujarat Public Trusts Act- 2011, or any society registered under the Indian Societies Registration Act, 1860 or a Company registered under section 8 of the Companies Act, 2013, under the management of which one or more colleges or recognised institutions or other institutions of higher learning, are conducted and admitted to the privileges of the university:

Provided that, in relation to any college or institution established or maintained by the Central Government or the State Government or a local authority like a Municipal Council or Municipal Corporation, it means, respectively, the Central Government or the State Government or the Municipal Council or the Municipal Corporation, as the case may be;

(85) 'Medical Authority' means the Medical Board constituted by the Competent Authority or the Medical Officer of the University;

(86) "MOOC" means Massive Open Online Course;

(87) "MoE" means Ministry of Education;

(88) 'Month' means a calendar month i.e. any one of the twelve portions into which the conventional year is divided, or a period from any day in one month to corresponding day of the next calendar month;

(89) "multidisciplinary studies" means the combined academic studies and research in different streams of a particular discipline as prescribed by these Statutes;
(90) "MWCD" means Ministry of Women and Child Development;
(91) "NAAC" means National Assessment and Accreditation Council;
(92) "NAS" means National Achievement Survey;
(93) "NBA" means National Board of Accreditation;
(94) "NCERT" means National Council of Educational Research and Training;
(95) "NCF" means National Curriculum Framework, National Curriculum Framework for Early Childhood Care and Education (NCFECCE) National Curriculum Framework for School Education (NCFSE) National Curriculum Framework for Teacher Education (NCFTE) and National Curriculum Framework for Adult Education (NCFAE);
(96) "NCFTE" means National Curriculum Framework for Teacher Education;
(97) "NCIVE" means National Committee for the Integration of Vocational Education;
(98) "NCTE" means National Council for Teacher Education;
(99) "NCVET" means National Council for Vocational Education and Training;
(100) "NETF" means National Educational Technology Forum;
(101) "NHEQF" means National Higher Education Qualifications Framework;
(102) "NHERC" means National Higher Education Regulatory Council;
(103) 'NGO' means and includes any non-government organization, registered under State or Central Government Act operating on a secular, non-profit basis and involved in work for wellbeing of the society.
(104) "NIRF" means National Institutional Ranking Framework;
(105) "NIT" means National institute of Technology;
(106) "NITI" means National Institution for Transforming India;
(107) "Nomadic Tribes" means tribes wandering from place to place in search of their livelihood, as declared by the State Government and Central Government, from time to time;
(108) "non-vacational academic staff" means such staff as the State Government may classify to be non-vacational academic staff and includes all such staff which is complimentary to academic staff but, shall not include the staff engaged purely in discharging administrative functions;
(109) "NPST" means National Professional Standards for Teachers;
(110) "NRF" means National Research Foundation;
(111) "NSQF" means National Skills Qualifications Framework;
(112) "ODL" means Open and Distance Learning;
(113) "office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non—compensatory allowance is attached;

(114) 'Officiating' means to carry out function/s and/or duties of the post lying vacant to carry out smooth conduct for a specific period of time;

(115) "Ombudsperson" means the Ombudsperson appointed under this Statute;

(116) "Online Mode" means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using internet, e-Learning Materials and full-fledged programme delivery through the internet using technology assisted mechanism and resources;

(117) "Open and Distance Learning Mode" means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using a variety of media, including print, electronic, online and occasional interactive face-to-face meetings with the learners or Learner Support Services to deliver teaching-learning experiences, including practical or work experiences;

(118) "Open University" means a Higher Educational Institution which imparts education only through Open and Distance learning mode and/or Online mode using variety of media including print, electronic, online, information and communication technology educational aids including Open Educational Resources (OERs) or Massive Open Online Courses (MOOCs) etc. and is not having any provision for offering higher education in conventional mode in its Act or Memorandum of Association or other statutory documents governing the Higher Educational Institution;

(119) "Other Backward Classes" means any socially and educationally backward classes of citizens as declared by the State Government and includes Other Backward Classes declared by the Government of India in relation to the State of Gujarat;

(120) "PARAKH" means Performance Assessment, Review and Analysis of Knowledge for Holistic development;

(121) 'Pay' means the amount drawn on monthly basis sanctioned for a post, in scale of pay held substantively or in officiating capacity and includes Personal pay, Special Pay, Dearness pay and any other emoluments specially classed as 'Pay' by the Government, from time to time;

(122) "PCI" means Pharmacy Council of India;

(123) 'Pension' means the monthly emoluments payable to the teacher after his retirement from the service, as per the Government Rules, specified from time to time and includes gratuity, commutation and family pension;

(124) 'Pensionable Pay' means average pay earned by the teacher for the period as may be decided by the Government, from time to time;

(125) 'Pensionable Service' means service, which qualifies the teacher to receive a pension from the Government or the University;

(126) 'Permanent Post' means the post approved by Government or the University, carrying a definite scale of pay, sanctioned without time limit;

(127) 'Personal Pay' means additional pay granted to the teacher to save him/her from a loss of substantive pay in respect of permanent post other than the

tenure post, due to revision of pay or due to any reduction of such substantive pay, otherwise than as a disciplinary measure;

(128) "PFMS" means Public Financial Management System;

(129) "Ph.D." means Doctor of Philosophy;

(130) "post-graduate department" means a department in a college of higher learning, research or specialised studies, recognised to be so by the university and imparting post-graduate instruction or guidance for teaching and research;

(131) "prescribed" means prescribed by these Statutes or Ordinances or Regulations, as the case may be, made by or under the Act;

(132) 'Presumptive Pay' means the pay of a post to which the teacher would be entitled, had he held the said post and had he been performing his duties;

(133) "principal" means the head of a college or an institution duly approved by the State Government;

(134) "Professor", "Associate Professor" or "Assistant Professor" means as notified by University Grants Commission (UGC) from time to time;

(135) "Principal Executive Officer" means the Principal Executive Officer appointed under section 8 of the Act;

(136) "PSSB" means Professional Standard Setting Body;

(137) "PTR" means Pupil Teacher Ratio;

(138) 'Qualifying Service' means the service rendered by the teacher for which pension is payable, under these Statutes or otherwise as prescribed by the Government from time to time;

(139) "R&I" means Research and Innovation;

(140) "RCI" means Rehabilitation Council of India;

(141) "recognised institution" means an institution of higher learning, research or specialised studies, other than a college, and recognised to be so by the university;

(142) "Regional Centre" means a Centre established or maintained by the Higher Educational Institution for the purpose of coordinating and supervising the work of the Learner Support Centres in the region as per its territorial jurisdiction and for performing such other functions as may be conferred on such Centre by the statutory authorities of the Higher Educational Institution;

(143) "registered graduate" means a graduate of a university registered or deemed to be registered by or under the Act with one of the universities;

(144) "RPWD" means Rights of Persons with Disabilities;

(145) 'Salary' means total monthly emoluments drawn by the teacher and includes pay and allowances admissible, from time to time;

(146) 'Salary Grant' means running scale of the grant received from the Government against the salary of approved employees and teachers working in the University, appointed against Government sanctioned teaching posts;

(147) "satellite centre" means an integral part of an affiliated or conducted college or recognised institution imparting academic programme, co-curricular, research and extension activities in rural or tribal region,

neighboring the location of such college or institution, established with the object of reaching the unreached, on the terms and conditions specified by the State Government by an Order in the Official Gazette;

(148) 'Scale of pay' means running scale of pay which, subject to any conditions prescribed in these Statutes, rises by periodical increments from a minimum to a maximum, recommended by UGC/AICTE/other apex bodies and accepted by Government from time to time;

(149) "SCDP" means School Complex/ Cluster Development Plans;

(150) "SCERT" means State Council of Educational Research and Training;

(151) "SCF" means State Curricular Framework;

(152) "Schedule" means the schedule to the Act;

(153) "Scheduled Castes" means such castes, races or tribes or parts of, or groups within, such castes, races or tribes as under Article 341 of Constitution to be the be Scheduled Castes for the purpose of the Act;

(154) "Scheduled Tribes" means such tribes or tribal communities or parts of or groups within, such tribes or tribal communities as are deemed under Article 342 to be Schedule Tribes for the purpose of the Act;

(155) "school" means a school of studies maintained by or recognised as such by the university or autonomous college, Empowered Autonomous College, Empowered Autonomous Cluster Institution;

(156) "SDG" means Sustainable Development Goals;

(157) "SEDG" means Socio- Economically Disadvantaged Group;

(158) "self-financing course" means the course conducted by a university, college or self-financed institute on self-finance basis as approved by the university;

(159) 'Selection Grade' means the Selection Grade sanctioned to the teacher as per the recommendations of the University Grants Commission and accepted by the Government and the University, from time to time;

(160) "self-financing institute" means the institute functioning on self-finance which has obtained previous sanction of the State Government and affiliated/constituted with the university/Government or such component authorities or approved institutions without Government Grant;

(161) "Self-Learning Material" for Open and Distance Learning mode means and includes contents in the form of course material, whether print or in e- form, which is interalia self-explanatory, self-contained, self-directed at the learner, and amenable to self-evaluation, and enables the learner to acquire the prescribed level of learning in a course of study, but does not include text-books or guide-books;

(162) "Self-Learning e-Module" for Online mode means a modular unit of course material in e-learning form which is inter alia self-explanatory, self- contained, self-directed at the learner, and amenable to self-evaluation, and enables the learner to acquire the prescribed level of learning in a course of study and includes contents in the form of a combination of the following e-Learning content, namely:- (a) e-Text Materials; (b) Video Lectures; (c) Audio-Visual interactive material; (d)

Virtual Classroom sessions; (e) Audio Pod casts; (f) Virtual Simulation; and (g) Self-Assessment Quizzes or Tests;

(163) 'Seniority Criteria' means:

(a) Seniority for nomination shall be on the basis of date of permanent appointment.

(b) The sequence in which permanent appointment is made determines the seniority.

(c) The date of commencement of duty in the institution in a permanent capacity, determines seniority. An exception to this is on a statutory absence when appointed to the post e.g. maternity leave, adoptive leave etc.

(d) If two or more members commence duty on the same day following an interview process, their order of seniority shall be based on the order the members were ranked in the interview process. i.e. the member who was ranked highest following the interview process should be given the higher seniority ranking.

(e) If a member leaves the institution either voluntarily or is redeployed and is subsequently reappointed to the institution in a permanent capacity at a later date, then the member's seniority shall commence from the date of re-commencement of employment in a permanent capacity.

(164) 'Senior Scale' means the senior scale sanctioned to the teacher as per the recommendations of the University Grants Commission and accepted by the Government and the University, from time to time;

(165) "SEZ" means Special Education Zone;

(166) "Skills Knowledge Provider" means an institution which has been recognised by the university for conducting such courses as prescribed by the university as per the National, State Level policy regarding Skills Qualification Framework;

(167) "Special Backward Category" means Socially and Educationally Backward Classes of citizens declared as a Special Backward Category by the State Government;

(168) 'Special Pay' means an addition, of the nature of pay, to the emoluments of a post or of a teacher granted in consideration of –

(a) the especially arduous nature of duties;

(b) a specific addition to the work or responsibility;

(169) "State Government" means, The Government of Gujarat;

(170) "Statutes", "Ordinances", "Regulations" and "Rules" mean, respectively, the Statutes, Ordinances, Regulations and Rules made by or under the Act;

(171) "STEM" means Science, Technology, Engineering and Mathematics;

(172) "Student" means an individual who is admitted and registered for an academic programme of the University or affiliated, conducted, autonomous colleges and recognised, institutions of the University;

(173) "Sub-Campus" means a comprehensive inherent independent unit of the university for a predetermined geographical jurisdiction approved by competent authority for decentralization of academic, administrative,

research and extension activities of that jurisdiction, with the objective of improving efficiency and effectiveness;

(174) 'Subsistence Allowance' means monthly grant paid to the teacher, who is not in receipt of pay or leave salary during the period of his suspension;

(175) 'Substantive appointment' means an appointment made in a substantive or a permanent capacity in a permanent post which is clearly vacant;

(176) 'Substantive pay' means the pay, personal pay or emoluments classed as pay, under these Statutes to which the teacher is entitled, on account of a post to which he has been appointed substantively or by reasons of his substantive position in the Cadre; but does not include special pay;

(177) "SWAYAM" (Study Webs of Active Learning for Young Aspiring Minds) means the learning management system as specified in the UGC (Credit Framework for online learning courses through SWAYAM) Regulations, 2016;

(178) "teacher" means full time approved professor, associate professor, assistant professor, reader, lecturer, librarian, principal, Director of an Institution, deputy or assistant librarian in the university, college librarian, Director or Instructor of physical education in any university department, conducted, affiliated or autonomous college, autonomous institution or department or recognised institution of the university;

(179) 'Temporary appointment' means an appointment made on purely temporary basis as per the provisions made in the Act;

(180) 'Tenure post' means a permanent post which the teacher may not hold, for more than a limited period without reappointment;

(181) "TET" means Teacher Eligibility Test;

(182) "university" means any of the state universities mentioned in the Schedule;

(183) "university area" means the area specified against the name of the university in the Schedule;

(184) "university department" means a department established and maintained by the university as prescribed by these Statutes, conducting research, providing consultancy and extension services, and teaching a particular subject or a group of subjects;

(185) 'University Fund' means the funds of the University as provided by the Act;

(186) "University Grants Commission" means the University Grants Commission established under the University Grants Commission Act, 1956;

(187) "University Grievance Redressal Cell (UGRC)" means a Cell constituted under this Statute,

(188) 'University Institute' means a centre, a school or an institute established and maintained by the University;

(189) "university institution" means a centre, a school, or an institute established and maintained by the university as prescribed by these Statutes;

(190) "university teacher" means a full time teacher appointed by the university;

(191) 'Vacation' means summer or winter vacation for University Teachers approved by University authorities;

(192) "Vice-Chancellor" means the Vice-Chancellor of the University;

(193) 'Working hours' means the working hours prescribed by the University Grants Commission and accepted by the Government and by the University for the teachers working in the University Departments/conducted colleges/University institutions, from time to time;

(194) The words and expressions used but not defined in these Statutes shall have the same meanings respectively assigned to them in the Act.

CHAPTER II
OFFICERS OF THE UNIVERSITY
(Under Section 8 of the Act)

Powers and Duties of Vice-Chancellor.

3. (1) The Vice-Chancellor shall be the principal academic and executive officer of the university responsible for the development of academic programs of the university He shall oversee and monitor the administration of the academic programs and general administration of the university to ensure efficiency and good order of the university.

(2) He shall be entitled to be present, with the right to speak, at any meeting of any other authority or body or committee of the university, but shall not be entitled to vote thereat, unless he is the Chairperson or member of that authority or body.

(3) The Vice-Chancellor shall have the power to convene meetings of any of the authorities, bodies or committees, as and when he considers it necessary to do so.

(4) The Vice-Chancellor shall ensure that directions issued by the State Government are strictly complied with given time frame or, as the case may be, implemented.

(5) It shall be the duty of the Vice-Chancellor to ensure that the directives of the State Government, if any, and the provisions of the Act, Statutes, Ordinances and Regulations are strictly observed and that the decisions of the authorities, bodies and committees which are not inconsistent with the Act, Statutes, Ordinances and Regulations are properly implemented.

(6) The Vice-Chancellor may defer implementation of a decision taken or a resolution passed by any authority, body or committee of the university if, he is of the opinion that the same is not consistent with the directives of the State Government or with the provisions of the Act, Statutes, Ordinances and Regulations or that such decision or resolution is not in the interest of the university and at the earliest opportunity refer it back to the authority, body or committee concerned for reconsideration in its next meeting with reasons to be recorded in writing If differences persist, he shall within a week, giving reasons submit it to the State Government for decision and inform about having done so to the members of the authority, body or committee concerned After receipt of the decision of the State

Government, the Vice-Chancellor shall take action as directed by the State Government and inform the authority, body or committee concerned, accordingly.

(7) If there are reasonable grounds for the Vice-Chancellor to believe that there is an emergency which requires immediate action to be taken, or if any action is required to be taken in the wide interest of the university, he shall take such action, as he thinks necessary, and shall at the earliest opportunity, report in writing the grounds for his belief that there was an emergency, and the action taken was inevitable by him, to such authority or body as shall, in the ordinary course, have dealt with the matter In the event of a difference arising between the Vice-Chancellor and the authority or body whether there was in fact an emergency, or on the action taken where such action does not affect any person in the service of the University, or on both, the matter shall be referred to the State Government whose decision shall be final:

Provided that, where any such action taken by the Vice-Chancellor affects any person in the service of the university, such person shall be entitled to prefer, within thirty days from the date on which he receives notice of such action, an appeal to the Board of Management

Explanation - For the purposes of this sub-section, action taken by the Vice-Chancellor shall not include disciplinary action taken against any employee of the university

(8) Where any matter is required to be regulated by the Statutes, Ordinances or Regulations, but no Statutes, Ordinances or Regulations are made in that behalf or where there is an exigency to amend Statutes, Ordinances or Regulations, the Vice-Chancellor may, for the time being, regulate the matter by issuing such directions as he thinks necessary, and shall, at the earliest opportunity thereafter, place them before the Board of Management or other authority or body concerned for approval He shall, at the same time, place before such authority or body for consideration the draft of the Statutes, Ordinances or Regulations, as the case may be, required to be made in that behalf:

Provided that, such direction shall have to be converted into Statute, Ordinance or Regulations as the case may be, within six months of issuing of such direction failing which such direction shall automatically lapse

(9) The Vice-Chancellor shall be the appointing and disciplinary authority for the university teaching and non-teaching staff. All the appointments shall be made by the Vice-Chancellor only after the approval of the Board of Management.

(10) The Vice-Chancellor shall be the appointing and disciplinary authority for officers of the university of the rank of Assistant Registrar and of the rank equivalent thereto and above.

(11) As the Chairperson of the authorities or bodies or committees of the university, the Vice-Chancellor shall be empowered to suspend member from the meeting of the authority, body or committee for persisting to

obstruct or stall the proceedings or for indulging in behaviour unbecoming of a member, and shall report the matter accordingly, to the State Government.

(12) The Vice-Chancellor shall place before the Board of Management a report of the work of the university periodically as provided under the Ordinances.

(13) The Vice-Chancellor shall have the powers to take decision up to Rs. 10 lakhs.

(14) The Vice-Chancellor shall: -

(a) introduce and nurture innovations in the existing education teaching system through Choice Based Credit System (CBCS) and interdisciplinary, multidisciplinary, skill based approach so as to reflect robust intellectual and inexhaustible creativity.

(b) establish Academic Bank of Credits (ABC), a national-level facility which will be a bank for academic purposes with students as academic account holders, as per the guidelines issued by UGC under NEP-2020.

(c) have a robust mechanism to develop plan and strategies, encourage & motivate students for Research Internship with Faculty and Researchers at institutions as per guidelines issued by UGC under NEP-2020.

(d) make innovative pedagogies and to develop the linkage of Graduate Attributes with learning needs and pedagogical approaches to better serve towards achieving the vision of NEP-2020 as per the guidelines issued by UGC.

(e) develop various strategies and initiatives and provide an excellent opportunity through a wide array of activities for Internationalization such as internationally relevant curricula, brand building of Education Institutions in abroad, academic and research collaboration with foreign universities, credit recognition under twining arrangements, global citizenship approach and engaging with foreign alumni.

(f) develop Multiple Entry and Exit option as per UGC guidelines in academic programs which would remove rigid boundaries and create new possibilities for students to choose and learn the subject(s) of their choices.

(g) develop seamless student mobility, between or within degree-granting institutions through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption as per the guidelines issued by UGC for NEP-2020.

(h) implement Multidisciplinary and Holistic Education in institutions as per the guidelines issued by UGC for NEP-2020.

(i) develop separate ‘Centers of Adult Education’ for achieving 100% literacy as per the guidelines issued by UGC for NEP-2020.

(j) include provision of IKS programs in their IDPs and offer IKS programs.

(k) establish teacher education programs within composite multidisciplinary programs and develop rigorous training for teachers in learner-centric pedagogy and on how to become high-quality online content creators

themselves using online teaching platforms and tools as per the guidelines issued by UGC for NEP-2020.

(l) carry out all instructions, norms, regulations as and when issued by UGC from time to time.

(15) The Vice-Chancellor shall have the power to, --

(a) accord recognition to institutions of higher learning, research specialized studies in accordance with the provisions of the Act;

(b) accord recognition to autonomous colleges, empowered autonomous colleges or cluster of institutions and empowered skills development colleges in accordance with the provisions of the Act;

(c) accord recognition to private skills education providers in accordance with the provisions of the Act;

(d) accord recognition as qualified teachers to the well-known experts from the field of application oriented industries or companies and domain specific experts in various professional skills, working as training experts in private skills education providers and empowered skills development colleges, required for implementation of NEP-2020;

(e) approve the recommended panel of referees for thesis or dissertations for awarding post-graduate, doctorate, post-doctoral and higher degrees.

(16)

(a) The Vice-Chancellor shall have right to cause inspection to be made by the Registrar or such person or persons or body of persons as he may direct, of the university, its buildings, laboratories, libraries, museums, workshops and equipment and of affiliated, conducted or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider, hall or hostel maintained or recognized by the university, and of the examinations, teachings and other work conducted by or on behalf of the university, and to cause an inquiry to be made in a like manner regarding any matter connected with the administration or finance of the university, affiliated, conducted or community or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider:

Provided that, the Vice-Chancellor shall, in the case of affiliated or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider, give notice to the management of such affiliated or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider of his intention to cause an inspection or an inquiry to be so made:

Provided further that, the management shall have the right to make such representation to the Vice-Chancellor as it thinks necessary before such inspection or inquiry is made;

(b) after considering such representation, if any, the Vice-Chancellor may cause such inspection or inquiry to be made or may drop the same;

(c) in the case of management when an inspection or inquiry has been caused to be made, the management, shall be entitled to appoint a representative, who shall have the right to be present and be heard at such inspection or inquiry;

(d) the Vice-Chancellor may, if the inspection or inquiry is made regarding any college or institution admitted to the privileges of the university, communicate to the management the result of such inspection or inquiry;

(e) the management shall communicate to the Vice-Chancellor such action, if any, as it proposes to take or has been taken by it;

(f) where the management, does not, within the time fixed by the Vice-Chancellor, take action to his satisfaction, the Vice-Chancellor shall be competent to impose a fine upon the management and direct the management to stop the fresh admissions to the colleges or institutions or to decide any other action to be taken in this behalf and the same shall be communicated to the management concerned for compliance.

(17) The Vice-Chancellor shall forward to the State Government report on the recommendation of the Board of Management, regarding the temporary alternative arrangements, in the interest of students, to run the day to day academic and administrative activities, of the management of an affiliated college, institution or autonomous college or empowered autonomous college or cluster of institutions in case of dispute regarding the management of the affiliated college and where irregularities or commissions or omissions of criminal nature by the management of such college or institution or mismanagement of such college or institutions are, prima facie, evident to committee of inquiry appointed by the university and to make the necessary arrangements to run the day to day academic and administrative activities of such college till the dispute is statutorily resolved The decision of the State Government in this behalf shall be final and binding.

(18) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be conferred upon him by or under the Act.

(19) When the office of the Vice-Chancellor falls vacant or the Vice-Chancellor is, by reason of illness or absence or any other cause, unable to perform the duties of his office for a period not exceeding six months, the State Government shall appoint a suitable in-charge Vice-Chancellor until the1 new Vice-Chancellor assumes duty or the Vice-Chancellor resumes duty, as the case may be. The State Government shall appoint a senior dean of that university as the in-charge Vice-Chancellor, for a period of not more than twelve months.

Enquiry committee for Vice-Chancellor to be appointed by the State Government.

4. There shall be an enquiry committee to be appointed by the State Government for disciplinary actions against the Vice-Chancellor:

(1) Retired judge of the Gujarat High Court;

(2) Retired Vice-Chancellor of the University;

(3) Senior Advocate of the Gujarat High Court.

Dean/s of Faculties/ Director/s of School of Studies.

5. (1) The Dean/s shall be a senior most professor of affiliated college/ conducted college/constituent college/ recognized institutions/ Learners Support Centres nominated by the Vice-Chancellor. In case an eligible senior most professor is not available, the senior most principal of affiliated college/ constituent college/ conducted college/ recognized institutions/ Learners Support Centres can be nominated for the position of the Dean/s.

(2) There should be not more than 20 Dean/s of Faculties/ Director/s of School of Studies in a University. After completion of five years' tenure other Dean/s of Faculties/ Director/s of School of Studies shall be appointed on the basis of rotation.

(3) There shall be rotation amongst subjects of same faculty for the appointment of Dean.

(4) Appointment of the Dean/s of Faculties/ Director/s of School of Studies shall be for a term of five years or till he attains the age of superannuation, whichever is earlier and he shall not be eligible for re-appointment in that university:

(5) Provided that, the new Vice-Chancellor may continue his services as a Dean/s till the new Dean/s is duly appointed:

(6) Provided further that, in case vacancy occurs in the office of the Vice-Chancellor because of death, resignation or otherwise, the dean/s shall continue to hold the post till the end of that academic year

(7) The Vice-Chancellor may nominate Associate Dean/s for the particular group of related board of studies, as may be required, for assistance, support and co-ordination and the minimum qualifications and experience for such nomination shall be at par with the post of Dean/s.

(8) The Director of the School of Study by virtue will be the ex-officio Dean of the Faculty.

Powers and Duties of Dean/s.

6. (1) The Dean/s shall, —

(i) for The Maharaja Sayajirao University of Baroda, admission shall be under the purview of Dean/s;

(ii) be responsible for academic planning and academic audit of the programs and implementation of academic policies approved by the Academic Council in respect of academic development, maintenance of quality of education including standards of teaching and research and training of teachers within his faculty He shall work directly under the superintendence, direction and control of the Vice-Chancellor;

(iii) be responsible for development and application of quality benchmarks or parameters for various academic and administrative activities of higher education, ranking and implementation of The National Education Policy (NEP) – 2020;

(iv) facilitate the creation of a learner-centric environment conducive for quality education;

(v) arrange for feedback responses from the students, the teachers, non-teaching staff, the parents and the other stakeholders on quality-related institutional processes;

(vi) ensure appropriate actions, as are needed for maintenance of quality of teaching spelt out by the Centre for Internal Quality Assurance (CIQA);

(vii) ensure that the teachers appraisal by students is carried out and the reports thereof are sent to the university authorities concerned;

(viii) be responsible for dissemination of information on the various quality parameters of higher education, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions;

(ix) organize inter-institutional and intra-institutional workshops, seminars on quality related themes and promotion of quality circles;

(x) co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of institutional database, through management information system for the purposes of maintaining or enhancing the institutional quality;

(xi) be responsible for development of quality culture in higher education;

(xii) prepare Annual Quality Assurance Report of programs within his faculty, based on the national and international ranking/ accreditation quality parameters or assessment criteria, developed by the relevant quality assurance bodies, in the prescribed format;

(xiii) be responsible for bi-annual development of quality parameters and ranking of integral units of higher education based on the Annual Quality Assurance Report;

(xiv) interact with State Quality Assurance Cell in the pre-accreditation and post-accreditation quality assessment and ranking, sustenance and enhancement endeavours;

(xv) recommend to the Board of Management proposals for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and making Regulations for their award;

(xvi) recommend to the Board of Management through the Academic Council, proposals for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centres, knowledge resource centres, Science and Technology Parks, entrepreneurship development and industry incubation centre, start-ups, innovation, intellectual property rights centre, workshops, hobby centres, museums, etc;

(xvii) control, regulate and co-ordinate research activities to maintain standards of teaching and research in the university departments, post-graduate departments in colleges and recognized institutions;

(xviii) recommend to the Academic Council proposals for conduct of post-graduate courses in university departments, post-graduate departments in colleges and recognized institutions;

(xix) recommend to the Academic Council the norms of recognition of post-graduate teachers and research guides in post-graduate departments in colleges, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions;

(xx) recommend to the Academic Council the norms of recognition of under-graduate teachers and project guides in under-graduate departments in colleges, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions;

(xxi) recommend to the Academic Council the norms of recognition of experts working in industries or private professional skills development companies or private skills development institutions, as recognized teachers for the certificate or diploma or advanced diploma or associate degree programs which may be run by colleges, institutions, autonomous colleges and institutions, empowered autonomous colleges or cluster of institutions, empowered skills development colleges and private skills education provider, as recommended by the university authorities;

(xxii) be responsible for ensuring standards of under-graduate and post-graduate teaching and research in the faculty;

(xxiii) be responsible for successful implementation of key reforms of NEP-2020 in the university with the approval of Academic Council Board;

(xxiv) be responsible to decide various courses and their credits runs under university with the approval of Academic Council Board

(xxv) be responsible for ensuring academic development of the faculty under his purview and proper implementation of the decisions of the Board of Studies, Faculty, Academic Council, Board of Management and the Board of Examinations and Evaluation in respect of his faculty;

(xxvi) be responsible for creation of a repository of questions with model answers which shall be continuously updated and expanded;

(xxvii) enquire into any malpractices committed in any academic programs in the faculty by a university department, affiliated or conducted or community or autonomous, empowered autonomous colleges or cluster of institutions or recognized institutions, on being directed by the Academic Council and submit a report of the findings to the Academic Council;

(xxviii) render necessary assistance for redressal of grievances of the students in the faculty;

(xxix) prepare proposals for award of fellowship, scholarship and other distinctions in the faculty for submission to the Academic Council;

(a) prepare reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission and any such other body;

(b) exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Vice-Chancellor from time to time.

Selection committee for the post of Registrar.

7. (1) The Selection Committee for the post of Registrar in the University shall have the following composition.

(2) The Vice Chancellor shall be the Chairperson of the Selection Committee.

(a) One senior professor nominated by the State Government from other University - Member.

(b) One nominee of the Board of Management – Member

(c) One expert (not below the rank of Professor or its equivalent) representing SC/ ST/ SEBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

Removal of Registrar.

8. (1) When the office of the Registrar falls vacant on account of one reason or the other such as long illness or long absence or resignation, the Vice - Chancellor may appoint an officiating Registrar or Joint Registrar/Deputy Registrar/Assistant Registrar after taking the approval from the State Government:

Provided that, the registrar's post is being administrative, the charge of Registrar shall be given to Joint Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, Chief Account Officer or the University Engineer.

(2) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice - Chancellor may request the State Government, in writing stating the reasons therein, for the removal of the Registrar. Before taking such action, the Registrar shall be given an opportunity of being heard. The State Government shall put up the matter for the consideration of the Board of Management whose decision shall be final.

Powers and Duties of Registrar.

9. (1) The Registrar shall, —

(a) be entitled to a motor car including its maintenance, repairs and fuel required thereof, and all other sanities to act as a Registrar of the University and other facilities as may be determined by the State Government from time to time;

(b) shall be entitled to unfurnished residential accommodation as also a free telephone service (with STD facility) at his/her residence;

(c) act as a Member-Secretary of the Board of Management, Academic Council and such other authorities, bodies and committees, as prescribed by or under the Act;
(d) be the appointing and the disciplinary authority of the employees of the university other than the teachers, non-vacation academic staff and officers of the rank of Assistant Registrar and other officers holding posts equivalent thereto or above. An appeal by a person aggrieved by the decision of the Registrar may be preferred within thirty days from the date of communication of such decision, to the Vice-Chancellor;
(e) shall continue to be governed by the same retirement benefit scheme, (namely 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;
(f) shall be entitled to such leave, allowances, provident fund and other, terminal benefits as prescribed by the Government of Gujarat from time to time;
(g) be the custodian of the records, the common seal and such other property of the university as the Board of Management may, commit to his charge;
(h) prepare and update the Handbook of the Statutes and Regulations approved by the authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the university;
(i) receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action;
(j) render necessary assistance for inspection of the university, its buildings, class rooms, laboratories, libraries, knowledge resource centre, museums, workshops and equipment is made by such person or persons or body of persons, as directed by the Vice-Chancellor;
(k) organize training and orientation of non-teaching employees in the university and affiliated colleges/ recognised institutions/ learner support centres;
(l) The Registrar shall have the powers to take decision up to Rs. 5 lakh.
(m) have the power to enter into agreements, sign documents and authenticate records on behalf of the university, subject to the decision of the authorities of the university;
(n) place before the Board of Management a report of the development activities of the university every six months;
(o) have the power to seek information in regard to any matter of the university, from the Dean/s, Finance and Accounts Officer and any other officer of the university for submission to the State Government/ Central Government and other external agencies.

Controller of Examination.

10. (1) The Controller of Examination shall be a whole-time salaried officer appointed by the University as per University Grants Commission (UGC) norms on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the

purpose and shall be placed in the scale of pay as per University Grants Commission (UGC) norms.

Provided that the Controller of Examinations shall retire on attaining the age as prescribed by Government of Gujarat.

(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 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 Selection Committee for the post of Controller of Examination in the University shall have the following composition.

(a) Vice Chancellor Chairperson;

(b) Dean (Academics and Research) Member;

(c) One senior professor nominated by the Board of Management from other University – Member;

(d) One expert to be nominated from national importance institutions by Vice Chancellor Member;

(e) Registrar Member Secretary;

(f) One expert representing SC/ST/SEBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

(4) Appointment of the Controller of Examination shall be for a term of five years or till he attains the age of superannuation, whichever is earlier and he shall not be eligible for re-appointment in that university.

(5) If the services of the Controller of Examination are borrowed from Government or any other organization/institution, the terms and conditions of his/her services shall be governed by the Deputation Rules of the Government of Gujarat.

(6) When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness, absence or may 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.

(7) A Controller of Examination on Deputation may be repatriated earlier than the stipulated period by the Board of Management on the recommendations of the Registrar and Vice Chancellor.

(8) The Controller of Examination shall be entitled to unfurnished residential accommodation as also a free telephone service (with STD facility) at his/her residence.

(9) The Controller of Examination shall be entitled to such leave, allowances, provident fund and other, terminal benefits as prescribed by the Government of Gujarat from time to time.

(10) The Controller of Examination shall be entitled to the facility of staff car between the Office and his/her residence.

(11) The Controller of Examination shall –

(a) The Controller of Examination will be responsible for the preparation of the programmes and the conduct of University Examinations at different centres as may be fixed by the university and it shall be his/her duty to make arrangements connected with the printing of the question papers of the University Examinations.

(b) He shall also be in charge of preparation and publication of results of the University examinations with approval/direction of Registrar.

(c) He shall undertake such projects regarding research and reforms in Examinations as may be approved by the Executive Council and the Academic Council.

(d) He shall be the custodian of all the question papers, mark-sheets and all other confidential records connected with Examinations.

(e) He shall arrange to prepare every year panels of teachers in the University area and of suitable teachers in other universities in the state eligible for appointment as examiner/paper setter/moderator in each subject at different University Examinations and shall place them for approval of the respective Boards of Studies/Faculty/Examiner Committee/Academic Council and Vice-Chancellor.

(f) He shall carry out such duties regarding examinations as may be assigned to him by the Vice Chancellor or the Registrar.

(g) He shall take necessary steps for ICT enabled examination process or digitalization of examination process with prior approval of Registrar and Vice-Chancellor.

(h) He shall also make all necessary arrangements regarding the convocation and the award of Degrees, Diplomas, medals and prizes etc.

Director of Board of Examinations.

11. (1) The Director of Board of Examinations shall be a whole-time salaried officer appointed by the University as per University Grants Commission (UGC) norms on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as per University Grants Commission (UGC) norms.

(2) He shall work directly under the directions and control of the Vice-Chancellor He shall discharge his functions under the superintendence, direction and guidance of the Board of Examinations and Evaluation, and shall be concerned with the implementation of the policies and directives given by the Board of Examinations and Evaluation

(3) The qualifications and experience for the purpose of selection of the Director of Board of Examinations shall be as may be specified by the UGC or State Government, by an order published in the Official Gazette

(4) The Director of Board of Examinations shall be appointed by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under the Act:

Provided that, in appointing the Director of Board of Examinations preference shall be given to the persons with proven capacity of use of technology in delivery of education

(5) The Selection Committee for the post of Director of Board of Examinations in the University shall have the following composition.
   (a) The Vice Chancellor shall be the Chairperson of the Selection Committee.
   (b) One senior professor nominated by the Board of Management from other University - Member.
   (c) Two experts in the concerned subject nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management – Member
   (d) One of the Dean nominated by the Vice-Chancellor – Member
   (e) One of the Head of Department nominated by the Vice-Chancellor - Member
   (f) The Registrar – Member Secretary
   (g) An academician representing SC/ST/SEBC/EWS/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

(6) Appointment of the Director of Board of Examinations shall be for a term of five years or till he attains the age of superannuation, whichever is earlier and he shall not be eligible for re-appointment in that university.

(7) The Director of Board of Examinations shall, —
   (a) be the principal officer-in-charge of the conduct of university examinations, tests and evaluation, and declaration of their results;
   (b) be the Member-Secretary of the Board of Examinations and Evaluation and of the committees appointed by the Board except the committees constituted for appointment of paper-setters, examiners and moderators;
   (c) be responsible for making all arrangements necessary for holding examinations, tests and evaluation, and for timely declaration of results;
   (d) evolve and implement in consultation with the Board of Examinations and Evaluation, processes for proper and smooth conduct of examinations and evaluation;
   (e) prepare and announce in advance the programme of examinations, after seeking approval of the Board of Examinations and Evaluation;
   (f) arrange for printing of question papers;
   (g) to recommend Vice-Chancellor regarding disciplinary action wherever necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and evaluation, found guilty of malpractices in relation to the examinations and evaluation, as in the statutes, ordinances or State Government Policy;
   (h) review, from time to time, the results of university examinations and evaluation, and forward reports thereon to the Board of Examinations and Evaluation;

(i) strive to declare the results of every examination and evaluation conducted by the University within thirty days from the last date of the examination for that particular course and shall in any case declare the results latest within forty-five days as provided in section of Admissions, Examinations, Evaluation and other matters relating to students and in case of delay, prepare a detailed report outlining the reasons;

(j) take all steps for implementation of all academic and administrative decisions taken by the Board of Examinations and Evaluation;

(k) implement decisions taken by the various university authorities, connected with the examination and evaluation process;

(l) implement all policy and operative decisions with reference to the choice based credit system and NEP-2020, both at the under-graduate, post-graduate levels and in other teaching programs;

(m) organize workshops for teachers in the subjects concerned, in order to acquaint them with new trends in the assessment processes, such as cognitive and summative assessment, creation and use of repository of questions, use of technology in paper setting and conduct of examinations, tests and evaluation;

(n) ensure innovative and effective use of information and communication technology in the entire process of the conduct of examinations and evaluation;

(o) arrange for proper assessment of performance of candidates at the examinations and process the results;

(p) ensure that answer books for all degree examinations are assessed through the central assessment system with proper monitoring and Guidance;

(q) ensure that every teaching and non-teaching employee in the university, affiliated or conducted college or recognized institution renders necessary assistance and service on compulsory basis in respect of examinations of the university and in evaluation process;

(r) carry out all other duties and functions assigned to him by the Board of Examinations and Evaluation;

(s) undertake any other task assigned to him by the university authorities to carry out the objectives of the Board of Examinations and Evaluation, and to ensure that the objects of the university are accomplished;

(t) exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Vice-Chancellor and other authorities or state government from time to time

(8) When the office of the Director of Board of Examinations is vacant or when the Director of Board of Examinations is, by reason of illness, absence or may 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 ma appoint for the purpose.

(9) A Director of Board of Examinations on deputation may be repatriated earlier than the stipulated period by the Board of Management on the recommendations of the Vice-Chancellor.

Finance and Accounts officer.

12. (1) The Finance and Accounts Officer be a whole-time salaried officer appointed by the University as per University Grants Commission (UGC) norms on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as per University Grants Commission (UGC) norms.

(2) He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

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

(4) In case the person possessing the qualifications and experience as specified in sub-section (1) cannot be appointed, the Finance and Accounts Officer may be appointed from amongst the Government Officers of the State Finance and Accounts Service, holding the post not below the rank of Deputy Director

(5) The Finance and Accounts Officer shall be appointed by the Vice-Chancellor on the recommendation of the Selection Committee constituted for the purpose under the Act

(6) The Selection Committee for the post of Finance and Accounts Officer in the University shall have the following composition.

(a) Vice Chancellor Chairperson

(b) One senior professor nominated by the Board of Management from other University - Member.;

(c) Two experts to be nominated by the Vice-Chancellor;

(d) Registrar

(e) One expert representing SC/ST/SEBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

(7) The appointment of the Finance and Accounts Officer shall be for a term of five years or till the age of superannuation, whichever is earlier, and he shall not be eligible for re-appointment in that university

(8) The Finance and Accounts Officer shall, —

(a) exercise general supervision over the funds of the university and advise the Vice-Chancellor as regards the finances of the university;

(b) hold and manage the funds, property and investments, including university corpus and endowed property, for furthering the objects of the university, with the approval of the Vice-Chancellor;

(c) ensure that the limits fixed by the university for recurring and non-recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted;

(d) keep watch on the state of the cash and bank balances and investments;

(e) ensure effective revenue management by keeping watch on the process and progress of collection of revenue, and advise the Vice-Chancellor on the methods to be employed in this regard;

(f) get the accounts of the university audited, regularly;

(g) ensure that the registers of buildings, land, equipment, machinery and other assets are maintained up-to-date and that the physical verification and reconciliation of these assets and other consumable material in all offices, conducted colleges, workshops and stores of the university are conducted regularly;

(h) propose to the Vice-Chancellor that explanation be called for unauthorized expenditure or other financial irregularities from any academic member or non- vacation academic staff or an officer of the university of the rank of Assistant Registrar or equivalent and above;

(i) propose to the Registrar that explanation be called from any non-academic member of the university, other than the teacher, non-vacation academic staff and an officer of the university of the rank of Assistant Registrar or equivalent and above, for unauthorized expenditure or irregularities in any particular case, and recommend disciplinary action against the persons in default;

(j) call for, from any office, center, laboratory, conducted college, department of the university or university institution, any information and returns that he thinks necessary for the proper discharge of his financial responsibilities with prior approval of office of the Vice-Chancellor or the Registrar;

(k) maintain the minutes of the meetings of the Finance and Accounts Committee;

(l) be responsible for preparation and maintenance of accounts by double entry accounting system, on cash basis, presenting the annual financial estimates (budget), statement of accounts and audit reports, to the Finance and Accounts Committee and to the Board of Management;

(m) prepare financial reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission, University Grants Commission and any such body providing funds to the university;

(n) exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Vice-Chancellor or by the Registrar, from time to time

(9) When the office of the Finance and Accounts Officer is vacant or when the Finance and Accounts Officer is, by reason of illness, absence or may 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.

(10) A Finance and Accounts Officer on Deputation may be repatriated earlier than the stipulated period by the Board of Management on the recommendations of the Registrar and Vice Chancellor.

Director of Research.

13. (1) The Director of Research shall be a whole-time salaried officer appointed by the university as per University Grants Commission (UGC) on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as per University Grants Commission (UGC).

(2) He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

(3) The Selection Committee for the post of Director of Research in the University shall have the following composition.

(a) The Vice Chancellor shall be the Chairperson of the Selection Committee.

(b) One senior professor nominated by the Board of Management from other University - Member.

(c) Two experts in the concerned subject nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management – Member

(d) One of the Dean nominated by the Vice-Chancellor – Member

(e) One of the Head of Department nominated by the Vice-Chancellor - Member

(f) The Registrar – Member Secretary

An academician representing SC/ST/SEBC/EWS/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

(4) Appointment of the Director of Research shall be for a term of five years or till he attains the age of superannuation, whichever is earlier and he shall not be eligible for re-appointment in that university.

(5) When the office of the Director of Research is vacant or when the Director of Research is, by reason of illness, absence or may 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 Director of Research on Deputation may be repatriated earlier than the stipulated period by the Board of Management on the recommendations of the Registrar and Vice Chancellor.

(7) The Director of Research shall be capable of maintaining the confidence and cooperation of members engaged for research, managing effectively and efficiently the research program and administrative affairs of the university and creating an environment conducive to intellectual and research growth.

(8) The Director of Research shall –

(a) be responsible for providing research leadership, which normally includes promoting and facilitating leading-edge research, including collaborative and interdisciplinary research, in areas related to the goals of the university;

(b) build and provide sufficient support for, a community of innovative researchers to enhance research capacity at the university and to increase

internal and external research opportunities for faculty, post-doctoral fellows and graduate students;

(c) develop networks between the research centre of the university and researchers in the field in the public and private sectors, locally, nationally and internationally;

(d) act as the nexus between the university and the community with respect to research initiatives of mutual benefit; where applicable, developing mutually beneficial linkages with industry in order to develop partnerships and collaborative research;

(e) transfer knowledge to society through outreach (e.g. collaborative research; seminars; workshops; lectures; websites; publications) and, where applicable, through technology transfer (e.g. collaborative research; contract work; and commercialization of intellectual property);

(f) develop strong linkages with appropriate academic departments and units and adding value to line departments through aiding faculty and student recruitment and retention by enriching the research environment; advancing curriculum; informing the teaching of colleagues; mounting workshops and seminars; providing interdisciplinary research training and mentoring for undergraduate and graduate students; and regular communication of research centre activities and opportunities for faculty and students' involvement;

(g) lead strategic planning for the research centre to ensure that the research objectives are aligned with the university's Strategic Plan objectives;

(h) oversee the proper discharge of administrative duties of the university research including supervising personnel, financial management, and operations;

(i) work effectively with the university's governance committee(s);

(j) pursue the equity goals of the university in the operations of the research;

(k) manage the research plan effectively and efficiently, ensuring that accepted standards of research and ethical behaviour are met;

(l) manage the space needs for the research in cooperation with appropriate university authorities;

(m) represent the interests of the university research internally with senior academic administration;

(n) enhance the reputation of the university by undertaking quality research and communicating that research to the society and encourage and support the raising of funds for research conducted by the university, capital and operating funds, including cooperation with the Alumni and Development Department's fund raising initiatives.

Director of Sub-Campus University/ Regional Centres.

14. (1) The Director of Sub-campus/ Regional Centres shall be a full time salaried officer who shall work under the superintendence, direction and control of the Vice-Chancellor.

(2) The Director of Sub-campus/ Regional Centres shall be a person who is holding the post of professor or principal or equivalent position in any university or institute of national repute engaged in teaching, research and

development activities, with not less than fifteen years teaching or research or administrative experience.

(3) The Director of Sub-campus/ Regional Centres shall be appointed by the University as per University Grants Commission (UGC) norms on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as per University Grants Commission (UGC) norms.

(4) When the office of the Director of Sub- Campus is vacant or when the Director of Sub-Campus is, by reason of illness, absence or may 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.

(5) A Director of Sub-Campus on Deputation may be repatriated earlier than the stipulated period by the Board of Management on the recommendations of the Registrar and Vice Chancellor.

(6) The Selection Committee for the post of Director of Sub-campus/ Regional Centres in the University shall have the following composition:

(a) The Vice Chancellor shall be the Chairperson of the Selection Committee.

(b) One senior professor nominated by the Board of Management from other University - Member.

(c) Two experts in the concerned subject nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management – Member

(d) One of the Dean nominated by the Vice-Chancellor – Member

(e) One of the Head of Department nominated by the Vice-Chancellor - Member

(f) The Registrar – Member Secretary

An academician representing SC/ST/SEBC/EWS/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

(7) The Appointment of the Director of Sub-campus/ Regional Centres shall be for a term of five years or till he attains the age of superannuation, whichever is earlier and he shall not be eligible for re-appointment in that university.

(8) The Director of Sub-campus/ Regional Centres shall, —

(a) be the chief academic and administrative officer of the Sub-Campus/ Regional Centres;

(b) oversee and monitor the administration of the academic programs of the colleges and recognized institutions in the district;

(c) oversee and monitor general administration of the Sub-Campus/ Regional Centres of the university and ensure efficiency and good order of the university departments or schools or institutions on the Sub-Campus/ Regional Centres;

(d) act as a link between the university, colleges and recognized institutions in the district, as well as departments, schools or institutions on the Sub-Campus/ Regional Centres of the university;

(e) ensure that appropriate actions as are needed for maintenance of quality of teaching, as specified by the Centre for Internal Quality Assurance (CIQA) and the university authorities, are initiated, records thereof are maintained, teacher's appraisal by students is carried out and reports thereof are sent to university authorities;

(f) co-ordinate evaluation, academic training workshops or seminars, quality measurement and other academic, administrative, financial and related activities in the district and on the Sub-Campus/ Regional Centres;

(g) ensure establishment of inter-institutional and intra-institutional information and communication technology linkages among the affiliated colleges/ recognised institutions/ learner support centres and recognized institutions in the district;

(h) ensure that the decisions of the colleges or university departments, schools, institutions on the Sub-Campus/ Regional Centres and their functioning is not inconsistent with the Act, Statutes and Regulations;

(i) organize workshops and training programs for the benefit of the teaching and support staff in the district and on the Sub-Campus/ Regional Centres;

(j) ensure that financial discipline is maintained and expenditures of the campus are within the budgetary provisions recommended by the Sub-Campus/ Regional Centres committee and sanctioned by the Finance and Accounts Committee of the university;

(k) ensure that the annual audited accounts related to the Sub-Campus/ Regional Centres are prepared and sent to the university at the end of each financial year;

(l) undertake any other task that may be assigned to him by the university authorities to ensure that the objectives of the university are accomplished;

(m) exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Vice-Chancellor, from time to time.

15. (1) The Director of Innovation, Start-ups, Internship, Incubation, Collaborations Technology and Linkages shall be a full time salaried officer who shall be responsible for creation and cultivation of an enabling environment to propagate the concept of innovation, for converting innovative ideas into working models through a process of incubation which shall finally lead to creation of an enterprise and to cultivate, establish, maintain and strengthen the link of the university with premier national and international universities and institutions He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

Director of Innovation, Start-ups, Internship, Incubation, Collaborations Technology and Linkages.

(2) The Director of Innovation, Start-ups, Internship, Incubation, Collaborations Technology and Linkages shall be appointed by the University as per

University Grants Commission (UGC) norms on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as per University Grants Commission (UGC) norms.

(3) The Selection Committee for the post of Director of Innovation, Start-ups, Internship, Incubation, Collaborations Technology and Linkages in the University shall have the following composition:
   (a) The Vice Chancellor shall be the Chairperson of the Selection Committee.
   (b) One senior professor nominated by the Board of Management from other University - Member.
   (c) Two experts in the concerned subject nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management – Member
   (d) One of the Dean nominated by the Vice-Chancellor – Member
   (e) One of the Head of Department nominated by the Vice-Chancellor - Member
   (f) The Registrar – Member Secretary
   An academician representing SC/ST/SEBC/EWS/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

(4) The Appointment of the Director of Innovation, Start-ups, Internship, Incubation, Collaborations Technology and Linkages shall be for a term of five years or the age of superannuation, whichever is earlier, and he shall not be eligible for re-appointment in that university.

(5) When the office of the Director of Innovation, Start-ups, Internship, Incubation, Collaborations Technology and Linkages is vacant or when the Director of Innovation, Start-ups, Internship, Incubation, Collaborations Technology and Linkages is, by reason of illness, absence or may 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 Director of Innovation, Start-ups, Internship, Incubation, Collaborations Technology and Linkages on Deputation may be repatriated earlier than the stipulated period by the Board of Management on the recommendations of the Registrar and Vice Chancellor.

(7) The Director of Innovation, Start-ups, Internship, Incubation, Collaborations Technology and Linkages shall, —
   (a) be the principal officer who shall lead and provide vision to the Centre for Innovation, Incubation and Enterprise with his dynamism and enterprise;
   (b) spearhead the awareness and training programs for imparting education on intellectual property rights and aspects associated therewith;
   (c) organize training programs for creating awareness on the importance of entrepreneurship, start-ups, and research;

(d) organize and create support system for cultivation and incubation of good ideas into a scalable mode that would eventually culminate into the establishment of small, medium and large industry;
(e) work towards creating a liaison with national and international bodies and agencies involved in creating and developing entrepreneurial skills in students;
(f) take all steps to facilitate colleges to establish linkages with knowledge based and other types of industries;
(g) conduct training programs to guide the young entrepreneurs in operational aspects, legal aspects, intellectual property rights, patent related issues, business model creation and financial aspects;
(h) implement the policies and strategies for promotion of international linkages with premier national and international universities and institutions, as envisaged by the Board of National and International Linkages and the university authorities;
(i) process applications for visits of teachers and students from university departments, institutions, conducted colleges, colleges and recognized institutions to national and international universities or institutions and assist them on logistic support for such visits;
(j) oversee and monitor administration of Foreign Students Assistance Cell which gives facility of a Single Window Admission Operation to the foreign students;
(k) process the applications received from foreign students for their visits to other parts of India;
(l) supervise the working of the Migrant Indian Students' Cell established for providing Single Window Operation for students coming from other parts of the country;
(m) undertake any other task that may be assigned to him by the university authorities, to ensure that the objectives of the Board for Innovation, Start-ups, Internship, Incubation, Collaborations Technology and Enterprise and Board of National and International Linkages are accomplished;
(n) exercise such other powers and perform such other duties, as prescribed by or under the Act or assigned to him by the Vice-Chancellor, from time to time.

Director Knowledge Resource Centre.

16. (1) The Director Knowledge Resource Centre shall be a full time salaried officer of the university and he shall be appointed by the University as per University Grants Commission (UGC) norms on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as per University Grants Commission (UGC) norms. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

(2) The Selection Committee for the post of Director Knowledge Resource Centre in the University shall have the following composition:

(a) The Vice Chancellor shall be the Chairperson of the Selection Committee.

(b) One senior professor nominated by the Board of Management from other University - Member.
(c) Two experts in the concerned subject nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management – Member
(d) One of the Dean nominated by the Vice-Chancellor – Member
(e) One of the Head of Department nominated by the Vice-Chancellor - Member
(f) The Registrar – Member Secretary
An academician representing SC/ST/SEBC/EWS/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

(3) The Appointment of the Director Knowledge Resource Centre shall be for a term of five years or the age of superannuation, whichever is earlier, and he shall not be eligible for re-appointment in that university.

(4) When the office of the Director Knowledge Resource Centre is vacant or when the Director Knowledge Resource Centre is, by reason of illness, absence or may 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.

(5) A Director Knowledge Resource Centre on Deputation may be repatriated earlier than the stipulated period by the Board of Management on the recommendations of the Registrar and Vice Chancellor.

(6) The Director Knowledge Resource Centre shall, —
(a) be a Member-Secretary of the Knowledge Resource Centre Committee and shall ensure proper implementation of the decisions taken by the Knowledge Resource Centre Committee;
(b) be the custodian of all books, periodicals, manuscripts, journals in print, audio and digital format, and all equipment in the Knowledge Resource Centre;
(c) evolve and implement such processes and procedures to ensure that the books, periodical, manuscripts, journals and equipment in the Knowledge Resource Centre are not lost or damaged, and no irregularities take place in the Knowledge Resource Centre;
(d) cause periodical verification of stock, prepare appropriate report that includes losses, and place it before the Knowledge Resource Centre Committee;
(e) be responsible for the development, modernization, up keeping and management of university Knowledge Resource Centre;
(f) render assistance and guidance to the concerned officer at Knowledge Resource Centre on the Sub-Campus of the university;
(g) render assistance and advice to libraries and librarians of affiliated colleges/ recognised institutions/ learner support centres by conducting annual meeting of the librarians of affiliated colleges/ recognised institutions/ learner support centres;

(h) conduct training programs and workshops to update the skills and knowledge of librarians of affiliated colleges/ recognised institutions/ learner support centres;
(i) create awareness among the students of various departments of the university regarding the availability of resources, information, search techniques and databases through the information literacy programme;
(j) undertake any other task assigned to him by the university authorities to ensure that the objectives of Knowledge Resource Centre are accomplished;
(k) exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Vice-Chancellor, from time to time.

Director of Lifelong Learning and Extension.

17. (1) The Director of Lifelong Learning and Extension shall be a full time salaried officer of the university and shall be responsible to carry out the activities of the Board of Lifelong Learning and Extension. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

(2) The Director of Lifelong Learning and Extension shall be appointed by the University as per University Grants Commission (UGC) norms on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as per University Grants Commission (UGC) norms.

(3) The Selection Committee for the post of Director of Lifelong Learning and Extension in the University shall have the following composition:
(a) The Vice Chancellor shall be the Chairperson of the Selection Committee.
(b) One senior professor nominated by the Board of Management from other University - Member.
(c) Two experts in the concerned subject nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management – Member
(d) One of the Dean nominated by the Vice-Chancellor – Member
(e) One of the Head of Department nominated by the Vice-Chancellor - Member
(f) The Registrar – Member Secretary
An academician representing SC/ST/SEBC/EWS/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

(4) The Appointment of the Director of Lifelong Learning and Extension shall be for a term of five years or the age of superannuation, whichever is earlier, and he shall not be eligible for re-appointment in that university.

(5) When the office of the Director of Lifelong Learning and Extension is vacant or when the Director of Lifelong Learning and Extension is, by reason of illness, absence or may 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 Director of Lifelong Learning and Extension on Deputation may be repatriated earlier than the stipulated period by the Board of Management on the recommendations of the Registrar and Vice Chancellor.

(7) The Director of Lifelong Learning and Extension shall be the ex-officio head of the Department of Lifelong Learning and Extension.

(8) The Director of Lifelong Learning and Extension shall, —

(a) be responsible for implementation of policies and recommendations of the Board of Lifelong Learning and Extension;

(b) promote research in the field of lifelong learning, value education, Indian Knowledge System, life skills for adults and senior citizens, and for longevity;

(c) organize lower level skills development programs for training female and male nurses to handle elderly patients or terminally ill patients;

(d) organize the teaching programs which include credit based certificate and diploma programs for graduate students and advanced diploma programs at post-graduate level in value education and longevity;

(e) organize post-graduate teaching programs exclusively in the domain of value education and life skills for adults and senior citizens;

(f) organize and co-ordinate awareness activities for adults and senior citizens on life skills for coping with old age, information on social organization and Government Schemes for elderly persons and briefing on home for the aged;

(g) undertake any other task as may be assigned by the university authorities, State Government so as to carry out objectives of the Board for Lifelong Learning and Extension;

(h) exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Vice-Chancellor, from time to time.

Director of Students' Development and Director of National Service Scheme.

18. (A) The Director of Students' Development:

(1) The Director of Students' Development shall be nominated by the Vice-Chancellor, from amongst the teachers having minimum aggregate teaching experience of ten years and desired exposure in the field of extra- curricular and extension activities. He shall work directly under the superintendence, directions and control of the Vice-Chancellor.

(2) The Vice-Chancellor shall invite applications from the eligible aspiring candidates and shall nominate a suitable person as the Director of Students' Development from amongst them.

(3) The person nominated as the Director of Students' Development shall continue to draw from the original establishment the same pay-scale which he was drawing in his previous service on the date of nomination as the Director of Students' Development.

(4) Nomination of the of the Director of Students' Development shall be for a term of three years or till he attains the age of superannuation, whichever is

earlier and he shall not be eligible for re-nomination. Age of the Director of Students' Development shall not be more than 45 years at the time of nomination.

(5) When the office of the Director of Students' Development is vacant or when the Director of Students' Development is, by reason of illness, absence or may 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 Director of Students' Development on Deputation may be repatriated earlier than the stipulated period by the Board of Management on the recommendations of the Registrar and Vice Chancellor.

(7) The Director of Students' Development shall, —

(a) work towards promotion of cultural, recreational and welfare activities of students in colleges, institutions and university departments;

(b) conduct leadership training programs for students;

(c) ensure that there are mentors and counselling cells for the young students in colleges, institutions and university departments;

(d) organize anti-ragging committees and squads and ensure that all necessary measures are taken to prevent ragging in the university, colleges and the institutions;

(e) look into the grievances and general welfare of the students;

(f) help in building-up the all-round personality of students and to groom them to be future leaders and confident adults;

(g) organize cultural and recreational activities jointly with regional, national and international bodies;

(h) promote the interest of the youth and develop their skills for appreciation of the fine and performing arts, pure arts and literary skills;

(i) organize university, state, national and international level competitions, skills development workshops and interactive programs in various fields for the students;

(j) train the students for state, national and international level competitions in various cultural activities;

(k) undertake any other task assigned to him by the university authorities to carry out objectives of the Students' Development;

(l) exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him, by the Vice-Chancellor, from time to time.

(8) Terms and conditions for the service of Director of Students' Development shall be, —

(a) Terms and conditions of service of the Director of Students' Development shall be the same as the terms and conditions of service of his original post and shall not be altered to his disadvantage during his tenure as the Director of Students' Development.

(b) On nomination as the Director of Students' Development, the pay last drawn by him on his original substantive post, shall be protected.

(c) The person nominated as the Director of Students' Development shall hold a lien on the substantive post held by him prior to the nomination and he shall stand retired from his original post in accordance with the terms and conditions of service of that post.

(d) The Director of Students' Development shall work directly under the supervision and control of the Vice-Chancellor.

(e) The Director of Students' Development may, by writing under his signature addressed to the Vice-Chancellor, after giving one month's notice resign from his office and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or from the date of expiry of the said notice period, whichever is earlier.

(f) The Director of Students' Development may be relieved from his office by the Vice-Chancellor by giving one month's notice in writing.

(B) The Director of National Service Scheme:

(1) The Director of National Service Scheme shall be nominated by the Vice-Chancellor from amongst the teachers having minimum aggregate teaching experience of ten years, experience of at least three years as NSS Programme Officer and desired exposure in the field of National Service Scheme activities.

(2) The Vice-Chancellor shall invite applications from the eligible aspiring candidates and shall nominate a suitable person as the Director of National Service Scheme from amongst them.

(3) The person nominated as the Director of National Service Scheme shall continue to draw from the original establishment the same pay-scale which he was drawing in his previous service on the date of nomination as the Director of National Service Scheme.

(4) Nomination of the Director of National Service Scheme shall be for a term of three years or till he attains the age of superannuation, whichever is earlier and he shall not be eligible for re-nomination. Age of the Director of National Service Scheme shall not be more than 45 years at the time of nomination.

(5) Terms and conditions for the service of Director of National Service Scheme shall be, —

(a) Terms and conditions of service of the Director of National Service Scheme shall be the same as the terms and conditions of service of his original post and shall not be altered to his disadvantage during his tenure as the Director of National Service Scheme.

(b) On nomination as the Director of National Service Scheme, the pay last drawn by him on his original substantive post, shall be protected.

(c) The person nominated as the Director of National Service Scheme shall hold a lien on the substantive post held by him prior to the nomination and he shall stand retired from his original post in accordance with the terms and conditions of service of that post.

(d) The Director of National Service Scheme shall work directly under the supervision and control of the Vice-Chancellor.

(e) The Director of National Service Scheme may, by writing under his signature addressed to the Vice-Chancellor, after giving one month's notice resign from his office and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or from the date of expiry of the said notice period, whichever is earlier.

(f) When the office of the Director of National Service Scheme is vacant or when the Director of National Service Scheme is, by reason of illness, absence or may 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.

(g) A Director of National Service Scheme on Deputation may be repatriated earlier than the stipulated period by the Board of Management on the recommendations of the Registrar and Vice Chancellor.

(h) The Director of National Service Scheme may be relieved from his office by the Vice-Chancellor by giving one month's notice in writing.

(6) The Director of National Service Scheme shall, —

(a) work towards promotion, co-ordination and conduct of different activities under National Service Scheme in colleges, institutions and university departments;

(b) organize university, State, National and International level workshops, seminars, camps, competitions for National Service Scheme volunteers;

(c) train the students for State, National and International competition;

(d) undertake any other task assigned to him by the State National Service Scheme coordinator, State Government and the university authorities to carry out the objectives of National Service Scheme;

(e) exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Vice-Chancellor, from time to time.

Director of Sports and Physical Education.

19. (1) The Director of Sports and Physical Education shall be a full time Director, and Physical Education salaried officer responsible for promoting the culture of sports and supervising sports related activities in the university, colleges and recognized institutions. He shall work under the superintendence, direction and control of the Vice-Chancellor.

(2) The Director of Sports and Physical Education shall be appointed by the University as per University Grants Commission (UGC) norms on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as per University Grants Commission (UGC) norms.

(3) The Selection Committee for the post of Director of Sports and Physical Education in the University shall have the following composition:

(a) The Vice Chancellor shall be the Chairperson of the Selection Committee.

(b) One senior professor nominated by the Board of Management from other University - Member.

(c) Two experts in the concerned subject nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management – Member
(d) One of the Dean nominated by the Vice-Chancellor – Member
(e) One of the Head of Department nominated by the Vice-Chancellor - Member
(f) The Registrar – Member Secretary
(g) An academician representing SC/ST/SEBC/EWS/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

(4) The Appointment of the Director of Sports and Physical Education shall be for a term of five years or the age of superannuation, whichever is earlier, and he shall not be eligible for re-appointment in that university.

(5) When the office of the Director of Sports and Physical Education is vacant or when the Director of Sports and Physical Education is, by reason of illness, absence or may 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 Director of Sports and Physical Education on Deputation may be repatriated earlier than the stipulated period by the Board of Management on the recommendations of the Registrar and Vice Chancellor.

(7) The Director of Sports and Physical Education shall, —
(a) cultivate excellence in various domains of sports and also to promote a spirit of healthy competition;
(b) promote sports, culture and organize activities in the field of sports in colleges, institutions and university departments;
(c) co-ordinate and organize activities related to various sports jointly with regional and national bodies;
(d) organize university level competitions, sports skill development camps in various sports on the university campus;
(e) train students for regional, national and international competitions in various sports;
(f) to prepare the report of the Board of Sports and Physical education to be submitted before the Board of Management;
(g) undertake any other task that may be assigned to him by the university authorities, so as to carry out objectives of the Board of Sports and Physical education;
(h) exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Vice-Chancellor, from time to time.

University Legal Officer.

20. (1) The University Legal Officer shall be a full time salaried officer responsible for administrating, maintaining and handling plan, guide and monitor, handle all the legal issues, court cases arising between various departments, colleges and within university.

(2) The University Legal Officer shall be appointed by the University as per University Grants Commission (UGC) norms on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as per University Grants Commission (UGC) norms.

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

(4) When the office of the University Legal Officer is vacant or when the University Legal Officer is, by reason of illness, absence or may 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.

(5) A University Legal Officer on Deputation may be repatriated earlier than the stipulated period by the Board of Management on the recommendations of the Registrar and Vice Chancellor.

(6) The Selection Committee for the post of University Legal Officer in the University shall have the following composition:

(a) The Vice Chancellor shall be the Chairperson of the Selection Committee.

(b) One senior professor nominated by the Board of Management from other University - Member.

(c) Two experts in the concerned subject nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management – Member

(d) One of the Dean nominated by the Vice-Chancellor – Member

(e) One of the Head of Department nominated by the Vice-Chancellor - Member

(f) The Registrar – Member Secretary

(g) An academician representing SC/ST/SEBC/EWS/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

(7) The Appointment of the University Legal Officer shall be for a term of five years or the age of superannuation, whichever is earlier, and he shall not be eligible for re-appointment in that university.

(8) The University Legal Officer shall, -

(a) keep a track of legal activities/ projects undertaken by District Legal Service Authority;

(b) take initiatives for the development of Legal Aid activities in the University;

(c) prepare an annual budget of all financial expenses to be incurred during the academic year The records of such expenses shall be maintained;

(d) undertake any other task that may be assigned to him by the university authorities, so as to carry out objectives of the University Legal Committee;

(e) exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Vice-Chancellor, from time to time.

CHAPTER III
AUTHORITIES OF THE UNIVERSITY
(Under Section 13, 20 (c) and 20 (n) of the Act)

Board of Management.

21. (A) Members of the Board of Management:

(a) For the member as prescribed in **14(5)(e)** of the Act, provided that for Dr. Babasaheb Ambedkar Open University the Board of Management shall have one head, to be nominated by the Chairperson from amongst the heads of departments, on seniority basis, by rotation and also on the basis of additional criteria as may be prescribed by the Statutes.

(b) For the member as prescribed in **14(5)(g)** of the Act, provided that for Dr. Babasaheb Ambedkar Open University the Board of Management shall have two persons representing Open and Distance Learning to be selected by the Chairperson, out of whom one shall be selected from Scheduled Castes or Scheduled Tribes or De-Notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Class categories, by rotation.

(c) For the member as prescribed in **14(5)(h)** of the Act, provided that for Dr. Babasaheb Ambedkar Open University the Board of Management shall have two representatives of college managements of the Learner Support Centres to be nominated by the Chairperson from amongst the representatives of management, and further provided that same management shall not have second consecutive institutional representation: Provided that, out of the two representatives, one member shall be selected by rotation, from amongst the Scheduled Castes or Scheduled Tribes, or De-Notified Tribes (Vimukta Jatis) or Other Backward Class, if any.

(B) Mandatory Criteria for Nomination of Members of the Board of Management:

The members nominated by the Chairperson shall be from autonomous/affiliated/conducted/constituent colleges/Learner Support Centres of the concerned university which must be accredited by the National Assessment and Accreditation Council (NAAC) or National Board of Accreditation (NBA).

(C) Seniority Criteria for Nomination of Members of the Board of Management:

(1) Seniority for nomination shall be on the basis of the date of permanent appointment from the concerned cadre.

(2) The sequence in which a permanent appointment is made determines the seniority.

(3) The date of commencement of duty in the institution in a permanent capacity, determines seniority. An exception to this is on a statutory absence when appointed to the post e.g. maternity leave, adoptive leave etc.

(4) If two or more members commence duty on the same day following an interview process, their order of seniority shall be based on the order the members were ranked in the interview process. i.e. the member who was ranked highest following the interview process should be given the higher seniority ranking.

(5) If a member leaves the institution either voluntarily or is redeployed and is subsequently reappointed to the institution in a permanent capacity at a later date, then the member's seniority shall commence from the date of re-commencement of employment in a permanent capacity. However, it is provided that if a member is sent on deputation to some other institution or posting with the consent of the parent department specifically keeping the lien on the existing post then the seniority will remain unaffected.

(D) Additional Criteria for Nomination of Members of the Board of Management:

(a) Head or Director

(i) He/ She should be a permanent Professor and Head of Department at the University level.

(ii) He/ She should be a Ph.D. Guide and at least 3 students should have completed their Ph.D. Degree under his/her guideship.

(iii) He/ She should have at least 10 years of experience as permanent teaching faculty at the university level.

(iv) He/ She should have at least 12 research papers published in a peer-reviewed journal.

(b) Dean

(i) He/ She should be a permanent Professor/Head of Department at the University level.

(ii) He/ She should be a Ph.D. Guide and at least 3 students should have completed their Ph.D. Degree under his/her guideship.

(iii) He/ She should have at least 10 years of experience as permanent teaching faculty at the university level.

(iv) He/ She should have at least 12 research papers published in a peer-reviewed journal.

(c) Teachers (who are not Principals)

(i) He/ She should be a permanent faculty approved by the respective university.

(ii) He/ She should be a Ph.D. Guide.

(iii) He/ She should have at least 10 years of experience as permanent teaching faculty approved by the respective university.

(iv) He/ She should have at least 5 research papers published in a peer-reviewed journal.

(d) Teachers of affiliated/ constituent college/ Learner Support Centre

(i) He/ She should be a permanent faculty at affiliated/ constituent college/ Learner Support Centre of University.

(ii) He/ She should be a Ph.D. Guide.

(iii) He/ She should have at least 10 years of experience as permanent teaching faculty at affiliated/ constituent college/ Learner Support Centre of the University.

(iv) He/ She should have at least 5 research papers published in a peer-reviewed journal.

(e) Members of the Academic Council

(i) He/ She should be a permanent faculty approved by the respective university and a member of the Academic Council.

(ii) He/ She should be a Ph.D. Guide.

(iii) He/ She should have at least 10 years of experience as permanent teaching faculty approved by the respective university.

(iv) He/ She should have at least 5 research papers published in a peer-reviewed journal.

(f) All the members of the Board of Management shall be nominated by the Chairperson as per the provisions of section 14 of the Act.

(g) At least one-third of the total members to be nominated by the Chairperson of the Board of Management shall be invariably women.

(h) Meetings of the Board of Management:

The Board of Management shall meet as and when required but not less than two times a year.

(i) Notice of the Meeting for the Board of Management:

The Registrar shall issue a notice of meeting of the Board of Management at least fifteen clear days before the date of the meeting. He shall issue an agenda of the meeting to all the members of the Board of Management at least ten clear days prior to the date of the meeting:

Provided that the Chairperson shall have the power to waive the period of notice in case of an emergency meeting:

Provided further that in case of emergency, the proposal not included in the agenda of the meeting, may be taken up for consideration, as a table agenda with the consent of the Chairperson.

(j) Quorum for the Board of Management:

The quorum for the meeting of the Board of Management shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(k) Conduct of Business for the Board of Management:

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

(2) The Chairperson, or in his absence, the senior most person selected by the members present from amongst themselves shall preside at the meeting.
(3) Once the meeting commences the first business to be transacted shall be reading and signing the minutes of the previous meeting. Along with this Action Taken Report and Compliance Report of the previous meeting shall be reviewed invariably.
(4) After reviewing the Action Taken Report and Compliance Report of the previous meeting, if work seems not to be done as per the agenda item then discussions shall be held for it. On the basis of the discussion the Chairperson shall take the decision to continue or discontinue with the said agenda item.
(5) Recommendations, if they are part of the business to be entertained at the meeting by the three members selected by the Chairperson.
(6) The Chairperson has the authority to maintain order and may caution or exclude any member disrupting the meeting's decorum.
(7) All members should conduct themselves in a professional manner, respecting the right of others to speak.
(8) Members must declare any conflicts of interest at the start of the meeting or before the discussion of the relevant agenda item. Members with a conflict of interest should recuse themselves from the discussion and decision-making on that item.
(9) Accurate minutes must be kept of each meeting, recording the decisions made and, where appropriate, the reasons for those decisions. Minutes do not need to be a verbatim record but must accurately reflect the discussions held and decisions made.
(10) The Board may establish sub-committees or working groups to deal with specific issues. These groups will report back to the Board, and their recommendations will be subject to the Board's approval.
(11) Periodically, the Board shall review the effectiveness of its meetings to ensure they are well organized, and efficiently run, and that they encourage open communication and meaningful contribution from all members.
(12) The Board of Management may refer any of the subjects within its purview to the relevant authority/public body of the University. The report of such authority/body shall be considered by the Board of Management.
(13) The decision of the Board of Management shall be recorded in the form of a resolution. However, any dissent specifically asked by the member/s for being so recorded shall be recorded.
(14) The members of the Board of Management shall be under obligation to safeguard the interest of the University and honour the resolutions.
(15) The consideration of the Annual Report, Annual Accounts, and financial estimates and resolutions thereon, when they are part of the business to be entertained at the meeting.
(16) The consideration of Ordinances, matters for making, amending, and repealing Statutes, and proposals recommending amendments in the Act.

(17) Any matter for a change in the order of business, provided that such matter shall not affect the order hereinabove indicated or give priority to any item of business over the items mentioned above; or any of them.

(18) Any business and matters of which due notice has been given; in the order in which such business and matters are entered in the statements of business; and matters to be brought forward subject to the provisions of the said Act.

(19) Where necessary, meetings may be conducted through teleconferencing or video conferencing. Such digital meetings must adhere to all the procedural requirements.

(20) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have one casting vote. The Member Secretary of the Board of Management shall have the right to participate in the deliberations but shall not have the right to vote. The permanent invitees shall have the right to participate in the deliberations relating to the particular subject matter only and shall not have the right to vote.

(l) Minutes of the Meeting for the Board of Management:

(1) The Registrar shall submit the minutes of the meeting of the Board of Management within three days from the date of the meeting to the Chairperson for his approval.

(2) The minutes of the meeting shall be circulated to all the members of the Board of Management along with the agenda of the subsequent meeting within 10 days without fail.

(3) On approval of the minutes by the Chairperson, the Registrar or the officers concerned may proceed with the implementation of the resolutions of the Board of Management. The action taken report on the resolutions shall be reported to the Board of Management in its succeeding meeting. The Registrar shall ensure that the action taken on every resolution of the Board of Management is duly reported to the Board of Management as soon as the action thereon is completed.

(4) The agenda of the meeting of the Board of Management along with its enclosures and the minutes of the meeting shall be treated as confidential, till the actions on the resolutions are completed.

22. (A) Members of the Executive Council:

Executive Council.

(a) For the member as prescribed in **16(v)** of the Act, provided that for Dr. Babasaheb Ambedkar Open University the Executive Council shall have three Heads of University Departments, to be nominated by the Vice-Chancellor taking into consideration the overall seniority, by rotation and also on the basis of additional criteria as may be type of the university and prescribed by the Statutes.

(b) For the member as prescribed in **16(vi)** of the Act, provided that for Dr. Babasaheb Ambedkar Open University the Executive Council shall have four Principals of recognized Learner Support Centres, to be nominated by the Vice-Chancellor taking into consideration, by rotation and also on the

basis of additional criteria like overall performance of the Learner Support Centres, student strength at the Learner Support Centres, courses being offered at the Learner Support Centres, Student support at Learner Support Centres etc. as may be prescribed by the Statutes.

(c) For the member as prescribed in **16(viii)** of the Act, provided that for Dr. Babasaheb Ambedkar Open University the Executive Council shall have four teachers of Learner Support Centres, to be nominated by the Vice-Chancellor taking into consideration, by rotation and also on the basis of criteria as may be prescribed by the Statutes.

(d) In addition to the members as prescribed in 16 of the Act, for Dr. Babasaheb Ambedkar Open University the Executive Council shall have two members from the Open and Distance Learning/Online Learning institutes/expertise.

(B) Mandatory Criteria for Nomination of Members of the Executive Council:

The members nominated by the Chairperson shall be from autonomous/affiliated/conducted/constituent colleges/Learner Support Centres of the concerned university which must be accredited by the National Assessment and Accreditation Council (NAAC) or National Board of Accreditation (NBA).

(C) Seniority Criteria for Nomination of Members of the Executive Council:

(1) Seniority for nomination shall be on the basis of the date of permanent appointment from the concerned cadre.

(2) The sequence in which a permanent appointment is made determines the seniority.

(3) The date of commencement of duty in the institution in a permanent capacity, determines seniority. An exception to this is on a statutory absence when appointed to the post e.g. maternity leave, adoptive leave etc.

(4) If two or more members commence duty on the same day following an interview process, their order of seniority shall be based on the order the members were ranked in the interview process. i.e. the member who was ranked highest following the interview process should be given the higher seniority ranking.

(5) If a member leaves the institution either voluntarily or is redeployed and is subsequently reappointed to the institution in a permanent capacity at a later date, then the member's seniority shall commence from the date of re-commencement of employment in a permanent capacity. However, it is provided that if a member is sent on deputation to some other institution or posting with the consent of the parent department specifically keeping the lien on the existing post then the seniority will remain unaffected.

(D) Additional Criteria for Nomination of Members of the Executive Council:

(a) Head

(i) He/ She should be a permanent Professor/Head of Department at the University level.
(ii) He/ She should be a Ph.D. Guide and at least 5 students should have completed their Ph.D. Degree under his/her guideship.
(iii) He/ She should have at least 15 years of experience as permanent teaching faculty at the university level.
(iv) He/ She should have at least 7 research papers published in a peer-reviewed journal.

(b) Principal
(i) He/ She should be a permanent Principal of a college, confirmed by the respective university.
(ii) He/ She should be a Ph.D. Guide and at least 3 students should have completed their Ph.D. Degree under his/her guideship.
(iii) He/ She should have at least 15 years of experience as permanent teaching faculty at college.
(iv) He/ She should have at least 10 research papers published in a peer-reviewed journal.

(c) Teachers (other than Head of Department)
(i) He/ She should be a permanent faculty approved by the respective university.
(ii) He/ She should be a Ph.D. Guide.
(iii) He/ She should have at least 10 years of experience as permanent teaching faculty approved by the respective university.
(iv) He/ She should have at least 5 research papers published in a peer-reviewed journal.

(d) Teachers of affiliated/ constituent college/ Learner Support Centre
(i) He/ She should be a permanent faculty at affiliated/ constituent college/ Learner Support Centre of University.
(ii) He/ She should be a Ph.D. Guide.
(iii) He/ She should have at least 10 years of experience as permanent teaching faculty at affiliated/ constituent college/ Learner Support Centre of the University.
(iv) He/ She should have at least 5 research papers published in a peer-reviewed journal.

(e) All the members of the Executive Council shall be nominated by the Chairperson as per the provisions of section 16 of the Act.

(f) At least one-third of the total members to be nominated by the Chairperson of the Executive Council shall be invariably women.

(g) Meetings of the Executive Council:
The Executive Council shall meet every two months and as and when required.

(h) Notice of the Meeting for the Executive Council:
The Registrar shall issue a notice of the meeting of the Executive Council at least fifteen clear days prior to the day of meeting. He shall send the agenda for the meeting to all the members of the Executive Council at least ten clear days before the meeting.

Provided that the Chairperson shall have the power to waive the period of notice in case of an emergency meeting:

Provided further that in case of emergency, the proposal not included in the agenda of the meeting, may be taken up for consideration, as a table agenda with the consent of the Chairperson.

(i) Quorum for the Executive Council:

The quorum for the meeting of the Executive Council shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(j) Conduct of Business for the Executive Council:

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

(2) The Vice-Chancellor, or in his absence, the senior most person selected by the members present from amongst themselves shall preside at the meeting.

(3) Once the meeting commences the first business to be transacted shall be reading and signing the minutes of the previous meeting. Along with this Action Taken Report and Compliance Report of the previous meeting shall be reviewed invariably.

(4) After reviewing the Action Taken Report and Compliance Report of the previous meeting, if work seems not to be done as per the agenda item then discussions shall be held for it. On the basis of the discussion the Chairperson shall take the decision to continue or discontinue with the said agenda item.

(5) Recommendations, if they are part of the business to be entertained at the meeting by the three members selected by the Chairperson.

(6) The Chairperson has the authority to maintain order and may caution or exclude any member disrupting the meeting's decorum.

(7) All members should conduct themselves in a professional manner, respecting the right of others to speak.

(8) Members must declare any conflicts of interest at the start of the meeting or before the discussion of the relevant agenda item. Members with a conflict of interest should recuse themselves from the discussion and decision-making on that item.

(9) Accurate minutes must be kept of each meeting, recording the decisions made and, where appropriate, the reasons for those decisions. Minutes do not need to be a verbatim record but must accurately reflect the discussions held and decisions made.

(10) The Executive Council may establish sub-committees or working groups to deal with specific issues. These groups will report back to the Executive Council, and their recommendations will be subject to the Executive Council's approval.

(11) Periodically, the Executive Council shall review the effectiveness of its meetings to ensure they are well organized, and efficiently run, and that they

encourage open communication and meaningful contribution from all members.

(12) The business at the meeting of the Executive Council shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed on the agenda shall be considered, unless otherwise decided at the meeting.

(13) The decision of the Executive Council shall be recorded in the form of resolution. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

(14) Any matter for a change in the order of business, provided that such matter shall not affect the order hereinabove indicated or give priority to any item of business over the items mentioned above; or any of them.

(15) Any business and matters of which due notice has been given; in the order in which such business and matters are entered in the statements of business; and matters to be brought forward subject to the provisions of the said Act.

(16) Where necessary, meetings may be conducted through teleconferencing or video conferencing. Such digital meetings must adhere to all the procedural requirements.

(17) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have one casting vote.

(k) Minutes of the Meeting for the Executive Council:

(1) The Registrar shall submit the minutes of the meeting of the Executive Council within seven days from the date of the meeting to the Chairperson for his approval.

(2) The minutes of the meeting shall be circulated to all the members of the Executive Council along with the agenda of the subsequent meeting without fail.

(3) On approval of the minutes by the Chairperson, the Registrar or the officers concerned may proceed with the implementation of the resolutions of the Executive Council. The Registrar shall ensure that the action taken on every resolution of the Executive Council is duly reported to the Executive Council as soon as the action thereon is completed.

Academic Council.

23. (A) Members of the Academic Council:

(a) the Vice-Chancellor - Chairperson;

(b) the Registrar – Member-Secretary;

(c) Deans of Faculties and Associate Deans (if any);
Provided that for The Maharaja Sayajirao University of Baroda, the Vice-Chancellor shall nominate 5 Deans of Faculties, by rotation, on the basis of seniority and also on the basis of additional criteria.

(d) the Controller of Examination;

(e) the Finance and Accounts Officer;

(f) the Vice-Chancellor shall nominate the following members, as per the recommendations of a special committee appointed by him on seniority basis and also on the basis of additional criteria: —

(i) eight Principals of conducted, autonomous or affiliated/constituent colleges which are accredited B+ grade by the National Assessment and Accreditation Council (NAAC) or National Board of Accreditation (NBA), as the case may be, out of whom one shall be woman and one shall be a person belonging Scheduled Castes or Scheduled Tribes or De-Notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Class, by rotation, on seniority basis:

Provided that for The Maharaja Sayajirao University of Baroda; one Principal of constituent colleges which are accredited by the National Assessment and Accreditation Council (NAAC) or National Board of Accreditation (NBA), as the case may be;

Provided that for Dr. Babasaheb Ambedkar Open University the Academic Council shall have four Principals from Learner Support Centres approved/recognized by Babasaheb Ambedkar Open University which are accredited B+ grade by the National Assessment and Accreditation Council (NAAC) or National Board of Accreditation (NBA), as the case may be, out of whom one shall be woman and one shall be a person belonging Scheduled Castes or Scheduled Tribes or De-Notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Class, by rotation, on seniority basis.

(ii) two university professors, out of whom one shall be a person belonging Scheduled Castes or Scheduled Tribes or De-Notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Class, by rotation, on seniority basis;

(iii) one head of a recognised institution, by rotation, on seniority basis;

(g) two teachers, representing each faculty, with not less than fifteen years of teaching experience to be nominated by the Vice-Chancellor, out of whom one shall be a person belonging Scheduled Castes or Scheduled Tribes or De-Notified Tribes (Vimukta Jaties) / Nomadic Tribes or Other Backward Class provided that the reservation per faculty shall be decided by drawing lots:

Provided that, out of the teachers representing each faculties, under this clause, one shall be a woman, to be decided by the Board of Management;

(h) one representative of management nominated by the Board of Management:

Provided that for The Maharaja Sayajirao University of Baroda this clause shall not be applicable;

(i) Eight eminent experts from the institutes or organisations of national repute, such as Indian Institute of Technology, Indian Institute of Science Education and Research, Indian Institute of Management, Indian Space Research Organisation, Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Institute of Company Secretaries of India, Indian Council for Social Research, Industrial Associations, Indian

Olympic Association and allied fields and as much as possible representing all the faculties, nominated by Vice-Chancellor in consultation with the State Government;

(j) Chairpersons of Board of Studies;

(k) an eminent person from The Gujarat Chamber of Commerce and Industry [GCCI] in the field of business and industry can be a member, as nominated by the Vice-Chancellor.

(l) In addition to the members as prescribed in 18(4) of the said Act, for Dr. Babasaheb Ambedkar Open University the Academic Council shall have four representatives of Open and Distance Learning/Online Learning institute/expertise.

(B) Mandatory Criteria for Nomination of Members of the Academic Council:

The members nominated by the Chairperson shall be from autonomous/affiliated/conducted/constituent colleges/Learner Support Centres of the concerned university which must be accredited by the National Assessment and Accreditation Council (NAAC) or National Board of Accreditation (NBA).

(C) Seniority Criteria for Nomination of Members of the Academic Council:

(1) Seniority for nomination shall be on the basis of the date of permanent appointment from the concerned cadre.

(2) The sequence in which a permanent appointment is made determines the seniority.

(3) The date of commencement of duty in the institution in a permanent capacity, determines seniority. An exception to this is on a statutory absence when appointed to the post e.g. maternity leave, adoptive leave etc.

(4) If two or more members commence duty on the same day following an interview process, their order of seniority shall be based on the order the members were ranked in the interview process. i.e. the member who was ranked highest following the interview process should be given the higher seniority ranking.

(5) If a member leaves the institution either voluntarily or is redeployed and is subsequently reappointed to the institution in a permanent capacity at a later date, then the member's seniority shall commence from the date of re-commencement of employment in a permanent capacity. However, it is provided that if a member is sent on deputation to some other institution or posting with the consent of the parent department specifically keeping the lien on the existing post then the seniority will remain unaffected.

(D) Additional Criteria for Nomination of Members of the Academic Council:

(a) Principal

(i) He/ She should be a permanent Principal of a college, confirmed by the Commissioner of Higher Education and the respective university.

(ii) He/ She should be a Ph.D. Guide and at least 3 students should have completed their Ph.D. Degree under his/her guideship.

(iii) He/ She should have at least 15 years of experience as permanent teaching faculty at a college or the university level.

(iv) He/ She should have at least 10 research papers published in a peer-reviewed journal.

(b) University Professor

(i) He/ She should be a permanent Professor at the University level.

(ii) He/ She should be a Ph.D. Guide and at least 3 students should have completed their Ph.D. Degree under his/her guideship.

(iii) He/ She should have at least 10 years of experience as permanent teaching faculty at the university level.

(iv) He/ She should have at least 12 research papers published in a peer-reviewed journal.

(c) Head

(i) He/ She should be a permanent Professor and Head of Department at the University level.

(ii) He/ She should be a Ph.D. Guide and at least 5 students should have completed their Ph.D. Degree under his/her guideship.

(iii) He/ She should have at least 10 years of experience as permanent teaching faculty at the university level.

(iv) He/ She should have at least 12 research papers published in a peer-reviewed journal.

(d) All the members of the Academic Council shall be nominated by the Chairperson as per the provisions of section 18 of the Act.

(e) At least one-third of the total members to be nominated by the Chairperson of the Academic Council shall be invariably women.

(f) Meetings of the Academic Council:

The Academic Council shall meet as and when required, but not less than four times a year.

(g) Notice of the Meeting for the Academic Council:

The Registrar shall issue a notice of the meeting of the Academic Council at least fifteen clear days prior to the day of meeting. He shall send the agenda for the meeting to all the members of the Academic Council at least ten clear days before the meeting.

Provided that the Chairperson shall have the power to waive the period of notice in case of an emergency meeting:

Provided further that in case of emergency, the proposal not included in the agenda of the meeting, may be taken up for consideration, as a table agenda with the consent of the Chairperson.

(h) Quorum for the Academic Council:

The quorum for the meeting of the Academic Council shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no

quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(i) Conduct of Business for the Academic Council:

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

(2) The Vice-Chancellor, or in his absence, the senior most person selected by the members present from amongst themselves shall preside at the meeting.

(3) Once the meeting commences the first business to be transacted shall be reading and signing the minutes of the previous meeting. Along with this Action Taken Report and Compliance Report of the previous meeting shall be reviewed invariably.

(4) After reviewing the Action Taken Report and Compliance Report of the previous meeting, if work seems not to be done as per the agenda item then discussions shall be held for it. On the basis of the discussion the Chairperson shall take the decision to continue or discontinue with the said agenda item.

(5) Recommendations, if they are part of the business to be entertained at the meeting by the three members selected by the Chairperson.

(6) The Chairperson has the authority to maintain order and may caution or exclude any member disrupting the meeting's decorum.

(7) All members should conduct themselves in a professional manner, respecting the right of others to speak.

(8) Members must declare any conflicts of interest at the start of the meeting or before the discussion of the relevant agenda item. Members with a conflict of interest should recuse themselves from the discussion and decision-making on that item.

(9) Accurate minutes must be kept of each meeting, recording the decisions made and, where appropriate, the reasons for those decisions. Minutes do not need to be a verbatim record but must accurately reflect the discussions held and decisions made.

(10) The Academic Council may establish sub-committees or working groups to deal with specific issues. These groups will report back to the Academic Council, and their recommendations will be subject to the Academic Council's approval.

(11) Periodically, the Academic Council shall review the effectiveness of its meetings to ensure they are well organized, and efficiently run, and that they encourage open communication and meaningful contribution from all members.

(12) The business at the meeting of the Academic Council shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed on the agenda shall be considered, unless otherwise decided at the meeting.

(13) The decision of the Academic Council shall be recorded in the form of resolution. It shall not contain the deliberations and discussions. However,

any dissent specifically asked by the member/s for being so recorded, shall be recorded.

(14) Any matter for a change in the order of business, provided that such matter shall not affect the order hereinabove indicated or give priority to any item of business over the items mentioned above; or any of them.

(15) Any business and matters of which due notice has been given; in the order in which such business and matters are entered in the statements of business; and matters to be brought forward subject to the provisions of the said Act.

(16) Where necessary, meetings may be conducted through teleconferencing or video conferencing. Such digital meetings must adhere to all the procedural requirements.

(17) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have one casting vote.

(j) Minutes of the Meeting for the Academic Council:

(1) The Registrar shall submit the minutes of the meeting of the Academic Council within seven days from the date of the meeting to the Chairperson for his approval.

(2) The minutes of the meeting shall be circulated to all the members of the Academic Council along with the agenda of the subsequent meeting without fail.

(3) On approval of the minutes by the Chairperson, the Registrar or the officers concerned may proceed with the implementation of the resolutions of the Academic Council. The Registrar shall ensure that the action taken on every resolution of the Academic Council is duly reported to the Academic Council as soon as the action thereon is completed.

(k) Powers and Duties of Academic Council

(1) The Academic Council shall have the following powers and duties, namely: —

(i) to ensure that the university becomes a vibrant hub for promotion of research and development, interactions and linkages with industries, foreign universities, cultivation of intellectual property rights and entrepreneurship and incubation of knowledge linked industries;

(ii) to consider and approve with modifications, if any, the matters referred to it by the Board of Studies through the faculty;

(iii) to ensure that there is choice based credit systems for all certificates, diplomas, degrees, post-graduate programs and other academic distinctions through implementation of the National Education Policy (NEP) – 2020;

(iv) to ensure that the spirit of research and entrepreneurship percolates to all colleges and recognized institutions of the university;

(v) to approve fees, other fees and charges as recommended by the Board of Deans;

(vi) to recommend to the Board of Management, the institution of degrees, diplomas, certificates and other academic distinctions;

(vii) to propose draft of Ordinances relating to the academic matter to the Board of Management;

(viii) to make, amend or repeal Ordinances and Regulations relating to academic matters;

(ix) to allocate subjects to the faculties;

(x) to prescribe qualifications and norms for appointment of paper-setters, examiners, moderators and others, concerned with the conduct of examinations and evaluation;

(xi) to consider and make recommendations to the Board of Management for creation of posts of university teachers and non-vacation academic staff, required by the university from the funds of the university and from the funds received from other funding agencies and prescribe their qualifications, experience and pay-scales;

(xii) to prescribe norms for recognition of any member of the staff of an affiliated college or recognized institution as a teacher of the university, in consonance with the norms of the University Grants Commission and the State Government;

(xiii) to prescribe norms for granting affiliation, continuation of affiliation, extension of affiliation to colleges, and recognition, continuation of recognition, extension of recognition to institutions of higher learning and research or specialized studies;

(xiv) to grant affiliation to colleges or institutions in accordance with the provisions of the Act, the Statutes, Ordinances and Regulations;

(xv) to accord recognition to various certificate, diploma, advanced diploma and degrees programs run by private skills education providers and empowered autonomous skills development colleges, in consonance with the norms of the University Grants Commission and the State Government;

(xvi) to recommend to the State Government the comprehensive perspective plan as prepared by the Board of Deans and recommended by the Board of Management;

(xvii) to approve annual plan for the location of colleges and institutions of higher learning, as prepared by the Board of Deans and recommended by the Board of Management;

(xviii) to recommend to the Board of Management conferment of autonomous status on institutions, departments, affiliated or conducted colleges and recognized institutions in accordance with the provisions of the Statutes;

(xix) to approve new courses, interdisciplinary courses and short-term training programs referred to it by the Board of Deans;

(xx) to approve the course syllabi, course credit, paper-setters, examiners and moderators paper-setters, and evaluation schemes of various courses recommended by the faculty concerned;

(xxi) to advise the university on all academic matters and submit to the Board of Management feasibility reports on academic programs;

(xxii) to create policy, procedure and practice for multidisciplinary, research and all programs recommended by the National Education Policy (NEP) – 2020;

(xxiii) to create policy for mobility of students among various universities of the State and also lay down the policy for giving flexibility to choose and learn different course modules among different faculties in a university or other universities in the State as recommended by UGC, State and Central Government and other regulating agencies under the National Education Policy (NEP) – 2020;

(xxiv) to work out the procedures, policies and practices to introduce more flexible approach to education and of 'adaptive pace of learning' with minimum and maximum duration for completion of a degree and other academic programs;

(xxv) to ensure that the research projects are an integral part of post-graduate programs as recommended by the National Education Policy (NEP) – 2020;

(xxvi) to prepare academic calendar of the university for the subsequent academic year as per the guidelines from the University Grants Commission and the State Government, three months before the expiry of the current academic year;

(xxvii) to recommend to the Board of Management establishment of departments, colleges, schools, centers, institutions of higher learning, research and specialized studies with the approval of the State Government;

(xxviii) to exercise such other powers and perform such other duties as may be conferred or imposed on it by or under the Act, the Statutes, Ordinances and Regulations and the State Government;

(xxix) to work in accordance with the goals and objectives outlined in NEP-2020 as per guidelines issued by NEP-2020

(2) The Academic Council shall refer all matters or decisions involving financial implications to the Board of Management for approval

Board of Deans/ Directors School of Studies.

24. (1) There shall be a Board of Deans/ Directors of School of Studies to co-ordinate, oversee, implement and to supervise the academic activities of the university. It shall be responsible to plan the development of the university in academics, research and development, entrepreneurship, intellectual property rights, incubation of industries and linkages with industries for integrated planning It shall also plan, monitor, guide and co-ordinate under-graduate and post-graduate academic programs and development of affiliated colleges/ recognised institutions/ learner support centres.

(2) The Board of Deans/ Directors of School of Studies shall consist of the following members, namely: —

(a) the Vice-Chancellor, Chairperson;

(b) the Deans of faculties;

(c) the Director of Innovation, Startups, Internship, Incubation, Collaborations Technology and Linkages;

(d) the Director of Research;

(e) the Director of IQAC.

(A) Powers and Duties of Board of Deans/ Directors of School of Studies

(1) The Board of Deans/ Directors of School of Studies shall have the following powers and duties, namely: —

(a) to make recommendations to the Academic Council for the conduct of post-graduate courses in university departments and post-graduate departments in colleges and recognized institutions;

(b) to consider and recommend to the Academic Council, new courses, interdisciplinary courses and short-term training programmes referred to it by the faculty;

(c) to recommend to the Academic Council, the norms of recognition of post-graduate teachers and research guides in colleges and recognized institutions;

(d) to grant recognition to the post-graduate teachers and research guides as recommended by the Research and Recognition Committee in accordance with the norms prescribed by the Academic Council;

(e) to recommend to the Vice-Chancellor recognition of private skills education providers and empowered autonomous skills education colleges by following the procedure as prescribed under the Act;

(f) to consider and recommend to the Academic Council the proposals submitted by the private skills education providers and empowered autonomous skills development colleges in respect of starting new certificate, diploma, advanced diploma and degree programs and designing the curricula thereof;

(g) to prepare a comprehensive perspective plan of five years for integrating therein the plan of Development in a manner ensuring equitable distribution of facilities for higher education, as per the guidelines framed by the Commission;

(h) to prepare the annual plan for the location of colleges and institutions of higher learning, in consonance with the perspective plan;

(i) to conduct academic audit of the university departments, institutions, affiliated colleges/ recognised institutions/ learner support centres, autonomous university departments and institutions, empowered autonomous colleges, cluster of institutions, empowered autonomous skills development colleges and recognized institutions, which shall be carried out by an Academic Audit Committee, having an equal number of internal and external members;

(j) to oversee the continuation of affiliation to colleges and continuation of recognition to institutions through a system of academic audit;

(k) to recommend proposals to the Academic Council for the establishment of conducted colleges, schools, departments, institutions of higher learning, research and specialized studies, academic services units, libraries, laboratories and museums in the university;

(l) to consider and make recommendations to the Academic Council for creation of posts of university teachers and non-vacational academic staff required by the university, from the funds of the university and from the funds received from other funding agencies, and prescribe their qualifications, experience and pay-scales;

(m) to make proposal to the Board of Management for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and make regulations for their award;

(n) to recommend to the Board of Management through the Academic Council, the proposal for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centers, workshops, hobby centers, museums, etc;

(o) to recommend to the Academic Council the proposals to prescribe fees, other fees and charges;

(p) to draft Ordinances and place them before the Management;

(q) to draft regulations and place them before the Board of Management and the Academic Council, as the case may be, for its approval

(2) The Board of Deans/ Directors of School of Studies shall appoint a Research and Recognition Committee for each Board of Studies, -

(a) The Research and Recognition Committee shall consist of the following members, namely: -

(i) the Vice-Chancellor, Ex-officio Chairman;

(ii) Dean of the faculty concerned and Associate Dean of the concerned group of subjects, if any;

(iii) the Chairperson, Board of Studies;

(iv) two experts in the subject, to be nominated by the Vice-Chancellor, not below the rank of Professor, who have successfully guided at least three Doctorate of Philosophy (PhD) students and have published research work in recognized or reputed national or international journals, anthologies, etc, one of whom shall be from outside the university;

(b) the Research and Recognition Committee shall have the following powers and duties, namely: —

(i) to approve the topic of thesis or dissertation in the subject;

(ii) to recommend to the Vice-Chancellor a panel of referees for thesis or dissertations for awarding post-graduate, doctorate and higher degrees, based on the criteria as approved by the Academic Council;

(iii) to recommend to the Board of Deans/ Directors of School of Studies, by following appropriate process, names of post-graduate teachers, research scientists in the recognized research and other institutions, active research

and development experts having of not less than ten years' experience in research and development laboratories or centres in variety of industries, for recognition as approved research guides;

(iv) to undertake any other task in academic and research and development matters, as may be assigned to it by the Board of Deans/ Directors of School of Studies, the Faculty and the Academic Council

(3) Meetings of the Board of Deans/ Directors of School of Studies:
The Board of Deans/ Directors of School of Studies shall meet at least twice a year or on requisition of one-third of its sitting members.

(4) Notice of the Meeting of the Board of Deans/ Directors of School of Studies:
The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

(5) Quorum of the Board of Deans/ Directors of School of Studies:
The quorum for the meeting of the Board of Deans/ Directors of School of Studies shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(6) Conduct of Business for the Board of Deans/ Directors of School of Studies:

(1) The Vice Chancellor shall be the Chairperson or in his absence, a person selected by the members present from amongst themselves shall preside at the meeting.

(2) The business at the meeting of the Board of Deans/ Directors of School of Studies shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed in the agenda shall be considered serially, unless otherwise decided at the meeting.

(3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(4) The decision of the Board of Deans/ Directors of School of Studies shall be recorded in the form of resolution.

(7) Minutes of the Meeting for the Board of Deans/ Directors of School of Studies:

(1) The minutes of the meeting of the Board of Deans/ Directors of School of Studies shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Deans/ Directors of School of Studies.

(3) The action taken on the resolutions shall be reported to the Board of Deans/ Directors of School of Studies in the succeeding meeting.

(4) If required, the Chairperson may invite members of the Centre for Internal Quality Assurance (CIQA) to the meetings of the Board of Deans/ Directors of School of Studies for assistance or seeking inputs on any matter. The member(s) so invited would be treated as an invitee and shall not have the right to vote on any decision of the Board of Deans/ Directors of School of Studies.

Board of Studies.

25. (1) There shall be a Board of Studies for every subject or group of subjects. The Board of Studies shall be the primary academic body of the university

(2) The Board of Studies shall consist of the following members, namely: —

(a) head of the university department or institution in the relevant subject:

Provided that, where there is no university department in the subject, the Board shall, at its first meeting co-opt the head of the department who is recognized for imparting teaching to post graduate students in an affiliated college or a recognized institution having post graduate teaching in that subject;

(b) six teachers having minimum ten years teaching experience, nominated by the Vice-Chancellor in consultation with the Dean of the respective faculty, from the following categories, namely: —

(i) two teachers from amongst the full time teachers of the university departments in the relevant subject, from which one should be the senior most teacher;

(ii) two teachers from amongst recognized post-graduate teachers in affiliated/ constituent colleges, or recognized institutions or post-graduate centres offering post-graduate programme in the concerned subject;

(iii) three teachers from affiliated/ constituent colleges and recognized institutions other than heads of departments;

(c) three heads of departments from affiliated/ constituent colleges or recognized institutions to be nominated by the Vice-Chancellor in consultation with the Executive Council, from amongst the heads of departments of affiliated colleges/ recognised institutions/ learner support centres;

(d) the Board of Studies, at its first meeting, shall, -

(i) Subject to the provisions of Ineligibility for second consecutive term section, select one of the members as a chairperson of the board of the studies from amongst its members:

Provided that the member to be selected as a chairperson of Board of Studies shall be a post graduate recognized teacher imparting teaching to post graduate students; and thereafter co-opt –

(ii) one professor from other universities; and

(iii) four experts as under: -

(A) a person holding a rank not lower than that of Assistant Director, in national laboratories or institutions; or recognized institutions or industry or experts in the related field having published at least one reference book in the subject; or at least three research papers in recognized national or international journals;
(B) an eminent scholar in the subject;
(C) an eminent person from the subject-related industries or association or professional body;
(D) person having at least ten years working or ownership or advisory or consultancy experience in the field relevant to the subject
(E) top rankers of the Final Year Graduate and Final Year Post Graduate examination of previous year of the concerned subject as invitee members for discussions on framing or revision of syllabus of that subject or group of subjects for one year

(A) Powers and Functions of Board of Studies:

(1) The Board of Studies shall have the following powers and duties, namely: —

(a) to recommend to the Board of Management through the faculty or faculties concerned and the Academic Council, the introduction of new diplomas and degrees;
(b) to recommend to the Board of Management through the faculty or faculties concerned and the Academic Council, the discontinuation of diplomas and degrees which have become irrelevant;
(c) to recommend to the faculty concerned, the course syllabi, course structures and evaluation schemes of various courses;
(d) to recommended to the reference books or supplementary reading books and such other material useful for study of the course;
(e) to recommend to the faculty, modifications in respect of addition or deletion or updating of courses;
(f) to prepare the panels of paper-setters, examiners and moderators for the university examinations and evaluation, based on the criteria laid down by the Academic Council and recommend them to the Board of Examination and Evaluation;
(g) to suggest to the Dean of the faculty concerned, organization of orientation and refresher courses in the subject in the summer or winter vacations;
(h) to prepare the requirements with regard to library, laboratory, equipment in respect of courses concerned;
(i) to suggest extension programs with respect to the courses introduced;
(j) to understand the requirements of industry or corporate or society at large and to incorporate them into the syllabi to make the teaching-learning process relevant to the needs of the time;
(k) to encourage learning by collaboration and participation by using information and communication technology tools;

(l) to design curricula, add vocational content to every discipline and to prescribe the minimum period to pursue skill development programme and the level of proficiency expected.

(2) Meetings for Board of Studies:
The Board of Studies shall meet at least three times a year and or on requisition of one- third of its sitting members.

(3) Notice of the Meeting for Board of Studies:
The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

(4) Quorum of Board of Studies:
The quorum for the meeting of the Board of Studies shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(5) Selection of the Chairperson for Board of Studies:
The Chairperson of the Board of Studies shall be the senior most member of Board of Studies as per appointment seniority.

(6) Co-option for the Board of Studies:
Co-option of one head of the department who is recognized for imparting teaching to post-graduate students in an affiliated college or recognized institution having post-graduate teaching in that subject, when there is no University department in that subject, one professor from other University and four experts under the relevant provisions of the Act, shall take place in the first meeting of the Board of Studies in the manner decided by the Board of Studies in the first meeting.

(7) Conduct of Business for Board of Studies:
(1) The Chairperson or in his absence, a person selected by the members present from amongst themselves shall preside at the meeting.
(2) Any two or more Boards may, and at the request of the Academic Council or the Board of Management, shall meet and act in concurrence and render a joint report upon any matter which lies within the purview of both or all of them. The quorum of a joint meeting of the Boards shall include a full quorum of each Board represented, no member present being counted on more than one separate quorum. The joint meeting shall select one of the Chairpersons of the Boards of Studies as the Chairperson.
(3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(4) If required, the Chairperson may invite members of the Centre for Internal Quality Assurance (CIQA) to the meetings of the Boards of Studies for assistance or seeking inputs on any matter. The member(s) so invited would be treated as an invitee and shall not have the right to vote on any decision of the Boards of Studies.

(8) Minutes of the Meeting for Board of Studies:

(1) The minutes of the meeting of the Board of Studies shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Studies.

Board of Post-Graduate Education in Colleges.

26. (1) There shall be a Board of Post-Graduate Education in Colleges with broad objectives of initiating and strengthening of quality post-graduate programs in various disciplines of learning in colleges

(2) The Board of Post-Graduate Education in Colleges shall meet not less than four times in a year, two of which shall necessarily be in the month of September or October and December or January, each year

(3) The Board of Post-Graduate Education in Colleges shall consist of the following members, namely: —

(a) the Vice-Chancellor - Chairperson;

(b) the Deans of faculties and Associate Deans, if any;

(c) one faculty-wise expert from other universities, nominated by the Vice-Chancellor, each having minimum experience of five years as a professor;

(d) at least three faculty-wise senior most heads of departments in colleges/ learner support centres, with minimum experience of five years as a recognized post-graduate teacher, from post- graduate centers in colleges, preferably from different districts to be nominated by the Vice-Chancellor;

(e) Directors of all sub-campuses;

(f) Deputy Registrar of the administrative section concerned, shall act as the Secretary of the Board

(4) The Board of Post-Graduate Education in Colleges shall have the following powers and duties, namely: —

(a) to recommend creation of a new post-graduate centre in a particular discipline or a new course in the existing post-graduate centre in an affiliated college;

(b) to create synergy for the growth of the post-graduate centers at district level through district sub-campuses;

(c) to initiate and encourage the use of technology in a blended form of education in the post-graduate centers;

(d) to propagate and keep track of quality enhancement in post-graduate centers by initiating teacher’s capacity enhancement activities;

(e) to initiate research and development activities in post-graduate centers;

(f) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Post-Graduate Education in Colleges.

(A) Meetings for Post- Graduate Education in Colleges:
The Board of Post-Graduate Education in Colleges shall meet at least four times a year, two of which shall necessarily be in the month of September or October and December or January of the year.

(B) Notice of the Meeting for Post- Graduate Education in Colleges:
The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

(C) Quorum of Post- Graduate Education in Colleges:
The quorum for the meeting of the Board of Post-Graduate Education in Colleges shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(D) Conduct of Business of Post- Graduate Education in Colleges:
(1) The Vice Chancellor shall be the Chairperson or in his absence, one of the Deans selected by the member's present shall preside at the meeting.
(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(E) Minutes of the Meeting for Post- Graduate Education in Colleges:
(1) The minutes of the meeting of the Board of Post-Graduate Education in Colleges shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Post-Graduate Education in Colleges.
(3) If required, the Chairperson may invite members of the Centre for Internal Quality Assurance (CIQA) to the meetings of the Board of Post-Graduate Education in Colleges for assistance or seeking inputs on any matter. The member(s) so invited would be treated as an invitee and shall not have the right to vote on any decision of the Board of Post-Graduate Education in Colleges.

27. (1) The Board of Examinations and Evaluation shall oversee the conduct of examinations in the autonomous colleges, institutions, university departments, affiliated colleges/ recognised institutions/ learner support centres and all other educational institutions and university institutions and

Board of Examinations and Evaluation.

be the authority to deal with all matters relating to examinations and evaluation. The Board of Examinations and Evaluation shall also oversee the conduct of examinations in the autonomous colleges, institutions, university departments and university institutions

(2) The Board of Examinations and Evaluation shall meet at least twice in an academic year

(3) The Board of Examinations and Evaluation shall consist of the following members, namely: —

(a) the Vice-Chancellor - Chairperson;

(b) the Deans of Faculties and Associate Deans, if any;

(c) two Principals other than Dean, nominated by the Board of Management;

(d) one professor of the university departments, to be nominated by the Board of Management, on the basis of seniority and rotation;

(e) one teacher from affiliated/ constituent Colleges/ Learner Support Centres other than heads of Departments or Principals with the minimum teaching experience of fifteen years to be nominated by Board of Management;

(f) one expert in the field of evaluation in computerized environment, nominated by the Vice-Chancellor;

(g) one expert not below the rank of Deputy Registrar of other Statutory University from the State of Gujarat who has experience related to examination work in computerized environment as an invitee to be nominated by Vice-Chancellor;

(h) Controller of Examination - Member-Secretary

(A) Powers and Duties of Board of Examinations and Evaluation:

(1) The Board of Examinations and Evaluation shall have the following powers and duties, namely: —

(a) to devise policy, mechanism and operational strategies to do the tasks relating to assessment of performance of students efficiently and in a time bound manner;

(b) to ensure proper organization of examinations and tests of the university, including moderation, tabulation, evaluation and timely declaration of results:

Provided that, the Board of Examinations and Evaluation shall, for the purposes of this clause, give effect to the recommendations of the Board of Students' Development and the Board of Sports and Physical Education, regarding alternative arrangements

(c) to prepare the financial estimates relating to examinations and evaluation for incorporation in the annual financial estimates (budget) of the university and shall submit the same to the Finance and Accounts Committee;

(d) to arrange for strict vigilance during the conduct of examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc;

(e) to establish procedures and devise operative mechanism for credit assessment in the modular structure by the teachers and use computer

technology for the entire process of assessment and evaluation including creating and effectively using a repository of question banks;

(f) to ensure that the assessment of answer books for award of degrees, diplomas or certificates shall be done centrally through central assessment system by following system of masking and de-masking of answer books or any other alternative system for ensuring the objective of secrecy;

(g) to undertake examination and evaluation reforms in order to make examination and evaluation system more efficient;

(h) to appoint paper-setters, examiners and moderators from amongst the persons included in the panels prepared by the respective Boards of Studies and, where necessary, having regard to the recommendations made by the committee under clause (b) of sub-section (5), remove them or debar them;

(i) to approve detailed programme of examinations and evaluation as prepared by the Director, Board of Examinations and Evaluation;

(j) to consider the reports of review of results of university examinations forwarded by the Director, Board of Examinations and Evaluation;

(k) to hear and decide the complaints relating to conduct of examinations and evaluation;

(l) to exercise such other powers in relation to examinations and evaluation as may be assigned to it by or under the Act

1) In case of any emergency requiring immediate action to be taken, the Chairperson of the Board of Examinations and Evaluation or any other officer or person authorized by him in that behalf, shall take such action as he thinks fit and necessary, and shall report the action taken by him at the next meeting of the Board

(2)

(a) In order to appoint paper-setters, examiners and moderators, the Board of Examinations and Evaluation shall constitute committees for every subject consisting of, -

(i) the Dean of the concerned faculty - Chairperson;

(ii) Associate Dean, if any;

(iii) the Chairperson of the Board of Studies concerned;

(iv) two members of the Board of Studies, nominated by it from amongst its members of whom at least one shall be a post-graduate teacher;

(v) the Director of Board of Examinations and Evaluation shall act as a Secretary of such committee

(b) The committee shall prepare lists of persons for various examinations and tests, included in the panels to be prepared by the Board of Studies and shall submit them to the Vice-Chancellor, who shall submit the same with his recommendations, if any, to the Board of Examinations and Evaluation, which shall then appoint paper-setters, examiners and moderators, and where necessary referees

(c) No member of the Board of Examinations and Evaluation or the committees constituted under this section shall be appointed as a paper-setter, examiner, moderator or referee:

Provided that, the Vice-Chancellor shall have power to appoint a member of the Board of Examinations and Evaluation or the committees constituted under this section, as a paper-setter, examiner, moderator or referee where no teacher relating to such subject who is not a member of the Board of Examinations and Evaluation or the committees is available

(3) It shall be obligatory on every teacher and on the non-teaching employee of the University, affiliated, conducted colleges, community colleges or recognized institutions to render necessary assistance and service in respect of examinations of the university and evaluation of students as prescribed by these statutes If any teacher or non-teaching employee fails to comply with the order of the university or college or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action In case of failure on the part of the teacher or non-teaching employee of any affiliated college, conducted college, community college or recognized institution, to comply with the order of the university in this respect, the Vice-Chancellor shall have power to take an appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher, as may be prescribed by the Statutes

(4)

(a) In order to investigate and take disciplinary action for failure to comply with the order of the university for rendering assistance or service in respect of examinations by or on behalf of the university or evaluation of students or formal practices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever, the Board of Examinations and Evaluation shall constitute a committee of not more than five persons of whom one shall be the Chairperson;

(b) Such committee shall submit its report and recommendations to the Vice-Chancellor, who may direct the Director, Board of Examinations and Evaluation, the disciplinary action to be taken against the person or persons involved in the malpractices, directly or indirectly, and the Director, Board of Examinations and Evaluation shall proceed to implement the decision of the Vice-Chancellor.

(5) Meetings of Board of Examinations and Evaluation:
The Board of Examinations and Evaluation shall meet at least twice in an academic year.

(6) Notice of the Meeting for Board of Examinations and Evaluation:
The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

(7) Quorum for Board of Examinations and Evaluation:
The quorum for the meeting of the Board of Examinations and Evaluation shall be one- third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(8) Conduct of Business for Board of Examinations and Evaluation:

(1) The Vice-Chancellor shall be the Chairperson or in his absence, a person selected by the members present from amongst themselves shall preside at the meeting.

(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(3) The decision of the Board of Management shall be recorded in the form of resolution. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

(9) Minutes of the Meeting of Board of Examinations and Evaluation:

(1) The minutes of the meeting of the Board of Examinations and Evaluation shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Examinations and Evaluation.

(3) The action taken on the resolutions shall be reported to the Board of Examinations and Evaluation in its succeeding meeting.

Board of Research.

28. (1) There shall be a Board of Research to cultivate, promote and strengthen research activities and also to plan, co-ordinate, supervise and to raise finances for research activities in university departments, colleges and recognized institutions, as recommended in the National Education Policy (NEP) – 2020

(2) The Board of Research shall consist of the following members, namely: -

(a) the Vice-Chancellor - Chairperson;

(b) the Deans of faculties and Associate Deans, if any;

(c) four eminent researchers, of national or international repute nominated by the Vice-Chancellor, with proven experience; one each from pure and applied sciences and technology, humanities, commerce, accounts and finances, and interdisciplinary studies;

(d) two research teachers, to be nominated by the Vice-Chancellor from university departments;

(e) two teachers, to be nominated by the Vice-Chancellor, from affiliated/ constituent colleges or recognized research institutions having a strong base in research culture;

(f) eight eminent persons from different areas of Science, Commerce, Agriculture, Banking, Finance, Industry, Intellectual Property Rights, etc., who are conversant with the global trends as well as regional issues to be nominated by Board of Management;
(g) the Director of Research – Member-Secretary
(3) The Board of Research shall meet at least three times in a year

(A) Powers and Duties of Board of Research

(1) The Board of Research shall have the following powers and duties, namely: -
(a) to work on long term policy and strategy for promotion of research culture in the university, colleges and recognized institutions;
(b) to advise and encourage the teachers to take up research in emerging areas at individual and group level;
(c) to promote interdisciplinary research programs by coordinating amongst teachers and also to make and articulate policies for sharing of research and development infrastructure, among state universities;
(d) to control, regulate and co-ordinate research activities to maintain standards of teaching and research in the university departments and post-graduate departments in colleges and recognized institutions;
(e) to encourage the university departments, colleges and recognized institutions to hold research seminars in all disciplines for the research students;
(f) to publish research journals, monographs for different disciplines;
(g) to decide upon policy for maintenance of standards of research for PhD degrees, in consonance with the norms of the University Grants Commission and other regulatory bodies;
(h) to work on creation of research and development data base for work done in university departments, colleges and recognized institutions in a stand-alone mode or as group activity or in collaboration with industries and other research and development laboratories;
(i) to work out and initiate research in delivery of education, pedagogy of face-to-face and e-learning, impact of e-learning and virtual classrooms on learning and understanding of students, open distance learning and conventional education;
(j) to make efforts and also assist the teachers, university departments, colleges and recognized institutions to raise the funds for research activities;
(k) to work out the budget for research activities of the university;
(l) to mobilize money from the industry for enhancing research activities;
(m) to identify problems and issues related to the region within the jurisdiction of the university and to take special initiative to address such issues through systematic research;
(n) to work on long-term policies and strategies for creating synergy between researchers and industries resulting into promotion of knowledge and technology transfer and productive conversion of research;

(o) to encourage industries to promote, adopt and participate in the basic and applied research projects;
(p) to establish central research laboratories with the help of participation of national and international industries;
(q) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Research

(2) Meetings of Board of Research:
The Board of Research shall meet at least three times a year or at such other times as may be convened by the Chairperson.

(3) Notice of the Meeting for Board of Research:
The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

(4) Quorum of Board of Research:
The quorum for the meeting of the Board of Research shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(5) Conduct of Business for Board of Research:
(1) The Vice-Chancellor shall be the Chairperson or in his absence, a person selected by the members present from amongst themselves shall preside at the meeting.
(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(6) Minutes of the Meeting of Board of Research:
(1) The minutes of the meeting of the Board of Research shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Research.
(3) The action taken on the resolutions shall be reported to the Board of Research in its succeeding meeting.

29. (1) The faculty shall be the principal academic coordinating authority of the university in respect of studies and research in relation to the subjects included in the respective faculty and also in respect of studies and research in multi-faculties **Faculty.**
(2) The university may have the following faculties, namely: —
(a) Faculty of Arts;

(b) Faculty of Education;
(c) Faculty of Science;
(d) Faculty of Law;
(e) Faculty of Medicine;
(f) Faculty of Science and Technology;
(g) Faculty of Commerce;
(h) Faculty of Management;
(i) Faculty of Forestry;
(j) Faculty of Tribal Studies;
(k) Faculty of Homoeopathy;
(l) Faculty of Architecture;
(m) Faculty of Humanities and Social Sciences;
(n) Faculty of Interdisciplinary Studies.
(o) Faculty of Vocational Studies;
(p) Faculty of Computer Science;
(q) Faculty of Engineering and Technology;
(r) Faculty of Rural Studies;
(s) Faculty of Vocational Studies and training;
(t) Faculty of Home Science;
(u) Faculty of Social Studies;
(v) Faculty of Life-Sciences;
(w) Faculty of Dentistry;
(x) Faculty of Nursing;
(y) Faculty of Environment;
(z) Faculty of Performing Arts;
(aa) Faculty of Fine Arts;
(bb) Faculty of Journalism and Communications;
(cc) Faculty of Family and Community Sciences;
(dd) Faculty of Pharmacy;
(ee) Faculty of Social Work;
(ff) any other faculties to be decided by Academic Council, Executive Council and Board of Management of the university and with prior approval of the State Government.

(3) A faculty shall consist of the following members, namely: —
(a) the Dean of the faculty - ex-officio Chairperson;
(b) the Associate Dean, if nominated by the University;
(c) Chairpersons of each Board of Studies for the subjects comprised in the faculty;
(d) one person, nominated by each Board of Studies, who is an approved teacher and is otherwise eligible to be nominated as a member of the Board of Studies;
(e) five special invitees, who are eminent scholars with proven academic achievements and industrial or professional exposure in the subjects within the faculty, to be nominated by the Vice-Chancellor in consultation with the Dean of the faculty.

(A) Powers and Duties of Faculty:

(1) The faculty shall have the following powers and duties, namely: —

(a) to consider the report on any matter referred to it by the Board of Management, Academic Council or Board of Deans;

(b) to create time bound operative mechanism for implementation of the academic policy decisions;

(c) to consider and recommend with modifications, if any, to the Academic Council, the matters referred to it by the Board of Studies;

(d) to recommend to the Academic Council the course syllabi, course structures and evaluation schemes of various courses, as forwarded by the Board of Studies;

(e) to study and certify the curricula made by the autonomous colleges, empowered autonomous colleges or cluster of institutions;

(f) to recommend to the Board of Deans the requirements regarding the conduct of post-graduate or under-graduate teaching, research, training and instruction, in university departments or institutions, affiliated colleges/ recognised institutions/ learner support centres, including the manpower requirement;

(g) to consider and recommend to the Board of Deans, new courses, interdisciplinary courses and short-term training programs referred to it by the Boards of Studies or the Board of University Departments and Interdisciplinary Studies;

(h) to ensure that guidelines framed by the Academic Council in relation to teaching, research, training and instruction are implemented;

(i) to plan and organize inter-departmental and inter-faculty programs in consultation with the Board of Deans, Boards of Studies and the Board of University Departments and Interdisciplinary Studies;

(j) to recommend to the Academic Staff College and the Academic Council, conduct of refresher and orientation programs for teachers of affiliated colleges/ recognised institutions/ learner support centres and university departments, especially for the revised or newly introduced or interdisciplinary courses of study, training and advance training, field exposure and deputation;

(k) to prepare and submit the annual report of the functioning of the faculty to the Vice-Chancellor;

(l) to undertake any other task in respect of studies and research in relation to the subjects included in the faculty and also in multi-faculties, as may be assigned to it by the university authorities.

(2) Meetings of Faculty:

The Faculty shall meet at least twice a year or on requisition of one-third of its sitting members.

(3) Notice of the Meeting for Faculty:

The Dean of the Faculty concerned shall issue a notice of at least eight clear days along with the agenda for the meeting to all members of the Faculty.

(4) Quorum for Faculty:

The quorum for the meeting of the Faculty shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(5) Conduct of Business for Faculty:

(1) The Dean shall be the Chairperson or in his absence, a person selected by the members present from amongst themselves shall preside at the meeting.

(2) The business at the meeting of the Faculty shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed on the agenda shall be considered serially, unless otherwise decided at the meeting.

(3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(6) Minutes of the Meeting for Faculty:

(1) The minutes of the meeting of the Faculty shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Faculty.

(3) The action taken on the resolutions shall be reported to the Faculty in its succeeding meeting.

School of Studies.

30. School of Studies:

There shall be the following Schools of Studies in the University:

(1) School of Humanities and Social Sciences;

(2) School of Computer Science;

(3) School of Commerce and Management;

(4) School of Education, Distance Education and Educational technology;

(5) any other School of Studies as may be prescribed by the Ordinances.

The powers and functions of the Schools of Studies shall be as prescribed by the Ordinances.

Board of Sub-Campuses/ Regional Centres of University.

31. (1) There shall be a Board of sub-campuses/ Regional Centres of the university to organize the task and activities of the sub-campuses It shall consist of the following members, namely: —

(a) the Vice-Chancellor, Chairperson;

(b) the Deans of faculties;

(c) the Finance and Accounts Officer;

(d) the Directors of all Sub-Campuses;

(e) the Director of Innovation, Incubation, Collaborations, Technology and Linkages;
(f) two members of the Board of Management, to be nominated by the Vice-Chancellor, one of whom shall be a principal and the other shall be a representative of the management;
(g) the Director, Board of Examinations and Evaluation;
(h) the Director, Board of Students' Development;
(i) the Director, Sports and Physical Education;
(j) one Principal, one Teacher, one management representative from the affiliated/ constituent, autonomous colleges within the jurisdiction of each sub-campus to be nominated by the Board of Management;
(k) the Registrar - Member-Secretary
(2) The Board of sub-campuses/ Regional Centres of the university shall meet at least three times in a year.

(A) Powers and Duties of Board of sub-campuses/ Regional Centres of the University:

(1) The Board of sub-campuses/ Regional Centres of the university shall have the following powers and duties, namely: —
(a) to co-ordinate the under-graduate and post-graduate educational activities in the district;
(b) to ensure implementation of various academic, administrative and governance mechanisms of the parent university;
(c) to co-ordinate the intra-institutional and inter-institutional information and communication technology linkages among the institutions of higher education in the district;
(d) to carry out in association with colleges workshops and training programmes for the benefit of teachers and non-teaching employees;
(e) to co-ordinate the examination and evaluation related activities in the district;
(f) to co-ordinate creation of research plans, development plans and other fund raising activities for the colleges and institutions in the district and establish links with the central office of the parent university;
(g) to co-ordinate teaching and learning activities at post-graduate level amongst the colleges and institutions, and render necessary assistance in this regard;
(h) to work as a district level gateway of the university for all academic and administrative tasks of students, research students, teachers, supporting staff and other members of the society;
(i) to prepare financial needs and annual financial estimates (budget) for the financial year and submit it to the central office of the parent university;
(j) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the university.

(B) Meetings of Board of sub-campuses/ Regional Centres of the University:

The Board of sub-campuses/ Regional Centres shall meet at least three times a year and at other times, when convened by the Chairperson.

(C) Notice of the Meeting for Board of sub-campuses/ Regional Centres of the University:

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

(D) Quorum of Board of sub-campuses/ Regional Centres of the University:

The quorum for the meeting of the Board of sub-campuses/ Regional Centres shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(E) Conduct of Business for Board of sub-campuses/ Regional Centres of the University:

(1) The Vice Chancellor shall be the Chairperson or in his absence, one of the Deans selected by the member's present shall preside at the meeting.

(2) The business at the meeting of the Board of sub-campuses/ Regional Centres shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed on the agenda shall be considered serially, unless otherwise decided at the meeting.

(3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(F) Minutes of the Meeting for Board of sub-campuses/ Regional Centres of the University:

(1) The minutes of the meeting of the Board of sub-campuses/ Regional Centres shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of sub-campuses/ Regional Centres.

(3) The action taken on the resolutions shall be reported to the Board of sub-campuses/ Regional Centres in its succeeding meeting.

Board of University Departments and Interdisciplinary studies.

32. (1) There shall be a Board of University Departments and Interdisciplinary Studies to promote interdisciplinary education and research on campus and also network with national and international institutions and create an academic and research and development environment that allows free flow of ideas amongst several disciplines

(2) The Board of University Departments and Interdisciplinary Studies shall consist of the following members, namely: -

(a) the Vice-Chancellor, Chairperson;

(b) the Deans of faculties and Associate Deans, if any;

(c) four experts, to be nominated by the Vice-Chancellor from other universities or national level research and development laboratories, one each having minimum experience of five years as a professor or equivalent position in research and development laboratories, in each of the disciplines of science, technology, humanities, commerce and management and interdisciplinary studies;

(d) four heads of departments or senior professors representing various subjects or disciplines in an equitable manner, to be nominated by the Vice-Chancellor.

(3) The Dean of Faculty of Interdisciplinary Studies shall act as a Member-Secretary.

(4) The Board shall meet at least three times a year.

(A) Powers and Duties of Board of University Departments and Interdisciplinary studies:

(1) The Board of University Departments and Interdisciplinary Studies shall have the following powers and duties, namely: —

(a) to devise long term policy and strategy for promotion of quality post-graduate education on university campus;

(b) to prepare a comprehensive development plan for post-graduate education in university departments;

(c) to work on annual financial estimates (budget) for university departments;

(d) to co-ordinate the research and development activities with the Board of Research;

(e) to establish linkages with foreign and Indian premier teaching and research and development institutions or universities for strengthening of teaching and research and development activities on the campus of the university;

(f) to work in tandem with the Board of National and International Linkages to collaborate with national and international agencies, universities (including deemed or self-financed universities) and institutions for sharing of academic resources, running joint teaching programs, running joint degree programs with national and international universities or institutions;

(g) to promote interdisciplinary teaching programs on the campus by coordinating amongst teachers and also to make policy for sharing of academic and research and development infrastructure;

(h) to promote the choice based credit system in the university departments, the affiliated colleges/ recognised institutions/ learner support centres;

(i) to work out and initiate use of technology in delivery of education;

(j) to promote the face-to-face and e-learning process in classroom teaching, use of mini-research and maxi research projects as an integral part of post-graduate learning;

(k) to initiate new approaches and methodology for assessing learning by students as a continuous online process;

(l) to recommend to the Vice-Chancellor, —

(i) the posts of university teachers (including aided posts and the posts for the purposes of sub-section (2) of Prior approval of the State Government and powers to issue notifications section of the Act) to be filled by selection, who possess the prescribed minimum and additional qualification;

(ii) emoluments and the number of posts to be filled; and

(iii) the number of posts under sub-clause (i), which may be reserved for the persons belonging to the Scheduled Castes or Scheduled Tribes, Vimukta Jatis (De-Notified Tribes) or Nomadic Tribes or Other Backward Classes.

(m) to undertake any other task as may be assigned by the university authorities to carry out the objectives of the Board of University Departments and Interdisciplinary Studies and of the university.

(2) Meetings of Board of University Departments and Interdisciplinary studies:

The Board of University Departments and Inter-Disciplinary Studies shall meet at least three times a year and at other times, when convened by the Chairperson.

(3) Notice of the Meeting for Board of University Departments and Interdisciplinary studies:

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

(4) Quorum of Board of University Departments and Interdisciplinary studies:

The quorum for the meeting of the Board of University Departments and Inter- Disciplinary Studies shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(5) Conduct of Business for Board of University Departments and Interdisciplinary studies:

(1) The Vice Chancellor shall be the Chairperson or in his absence, one of the Deans selected by the member's present shall preside at the meeting.

(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(6) Minutes of the Meeting for Board of University Departments and Interdisciplinary studies:

(1) The minutes of the meeting of the Board of University Departments and Inter- Disciplinary Studies shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of University Departments and Inter-Disciplinary Studies.

(3) If required, the Chairperson may invite members of the Centre for Internal Quality Assurance (CIQA) to the meetings of the Board of University Departments and Inter-Disciplinary Studies for assistance or seeking inputs on any matter. The member(s) so invited would be treated as an invitee and shall not have the right to vote on any decision of the Board of University Departments and Inter-Disciplinary Studies.

Board of Lifelong Learning and Extension.

33. (1) There shall be a Board for Lifelong Learning and Extension to create skilled and learned human power through its various degree level programmes and skills development programmes.

(2) The Board for Lifelong Learning and Extension shall meet at least twice in a year.

(3) The Board for Lifelong Learning and Extension shall consist of the following members, namely: —

(a) the Vice-Chancellor - Chairperson;

(b) the Deans of faculties;

(c) three eminent experts, nominated by the Vice-Chancellor, working in the domain of lifelong learning skills, value education and in field of longevity;

(d) two teachers from university departments, nominated by the Vice-Chancellor, who are actively engaged in innovation, research and development;

(e) two teachers from the affiliated/ constituent colleges/ learner support centres, nominated by the Vice-Chancellor, who are actively engaged in innovation, research and development and extension;

(f) the Director, Centre of Lifelong Learning and Extension – Member-Secretary.

(A) Powers and Duties of Board of Lifelong Learning and Extension:

(1) The Board of Lifelong Learning and Extension shall have the following powers and duties, namely: -

(a) to create synergy at policy and operative level mechanism for co-existence and co-operation between various teaching, research and development institutions and various regional and national bodies and governmental agencies in the domain of lifelong learning, value education and life skills for senior citizens;

(b) to supervise and monitor the activities of an independent Centre for Lifelong Learning and Extension that shall be set up by the university to carry out the objectives of the Board;
(c) to look into budgets and financial needs of the Centre for Lifelong Learning and Extension;
(d) to prepare an annual programme of activities of the Centre for Lifelong Learning and Extension and to review the same periodically;
(e) to submit an annual report to the Board of Management;
(f) to undertake any other task that may be assigned by the university authorities to carry out the objectives of the Board of Lifelong Learning and Extension.

(2) There shall be a Department of Lifelong Learning and Extension headed by the Director, to carry out the objectives of the Board of Lifelong Learning and Extension.

(3) Meetings of Board of Lifelong Learning and Extension:
The Board of Lifelong Learning and Extension shall meet at least twice a year.

(4) Notice of the Meeting for Board of Lifelong Learning and Extension:
The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

(5) Quorum for Board of Lifelong Learning and Extension:
The quorum for the meeting of the Board of Lifelong Learning and Extension shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(6) Conduct of Business for Board of Lifelong Learning and Extension:
(1) The Vice-Chancellor shall be the Chairperson or in his absence, a person selected by the members present from amongst themselves shall preside at the meeting.
(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(7) Minutes of the Meeting for Board of Lifelong Learning and Extension:
(1) The minutes of the meeting of the Board of Lifelong Learning and Extension shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Lifelong Learning and Extension.

(3) If required, the Chairperson may invite members of the Centre for Internal Quality Assurance (CIQA) to the meetings of the Board of Lifelong Learning and Extension for assistance or seeking inputs on any matter. The member(s) so invited would be treated as an invitee and shall not have the right to vote on any decision of the Board of Lifelong Learning and Extension.

Board of Information Technology.

34. (1) There shall be a Board of Information Technology to create an umbrella structure to professionally manage the selection, deployment and use of application software and technology in Academics, Finances and Administration, paperless governance, address the issues relating to use of the right kind of technology, software, hardware and connectivity to deploy technology in all domains of activities and associated tasks of the university and to project the funds required for that purpose.

(2) The Board of Information Technology shall meet at least three times in a year.

(3) The Board of Information Technology shall consist of the following members, namely: —

(a) the Vice-Chancellor - Chairperson;
(b) the Deans of faculties and Associate Deans, if any;
(c) the Director of Board of Examinations and Evaluation;
(d) the Finance and Accounts Officer;
(e) one professor from university departments having knowledge and expertise in the domain of software and hardware, nominated by the Vice-Chancellor;
(f) two experts in the field of information and communication technology, nominated by the Vice-Chancellor, one of whom shall be an expert in software and the other in the field of hardware;
(g) the Registrar;
(h) the Dean of Faculty of Computer Science / Director – School of Computer Science shall act as a Member-Secretary.

(A) Powers and Duties of Board of Information Technology:

(1) The Board of Information Technology shall have the following powers and duties, namely: —

(a) to plan information technology services through information technology infrastructure;
(b) to decide the annual budget of the university for creating technology related infrastructure;
(c) to devise strategy for creation of virtual classrooms and laboratory infrastructure;
(d) to lay down the policy for networking in the various campuses of the university;
(e) to lay down the policy for generating financial resources in the field of higher education, research and development and allied projects or programs;

(f) to advise and assist the university to create inter-university and intra-university networks for connecting university administration, departments and colleges;
(g) to assist the university to be part of the national knowledge grid;
(h) to assist the university network, for connecting it with other universities in the State;
(i) to ensure quality and efficiency in the various levels of information technology infrastructure and services within parameters defined by the university;
(j) to devise a policy and strategy plan for use of technology in all aspects connected with academics, evaluation, finances and administration;
(k) to monitor use of technology in administration, finances and evaluation activities of the university;
(l) to devise strategy and technology, financial requirement and operative level mechanism for use of information-flow-line for integrating face-to-face and e-learning objects and also for creation of virtual lecture and laboratory infrastructure;
(m) to work out an approach and operating plan for creation of a repository of data on students, teachers, technical and other staff and other relevant information;
(n) to advise on purchase of software, hardware and networking for university departments and university system as a whole;
(o) to assist and advise the use of technology in blended learning, making of e-learning objects, and teachers training in use of multi-media;
(p) to work out appropriate policy and procedure for creation of a Data Repository Cell for creation, up-gradation and maintenance of data on students, teachers as well as other staff members in the institutions and give a Unique Identification Number;
(q) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Information Technology.

(2) Meetings for Board of Information Technology:
The Board of Information Technology shall meet at least three times a year.

(3) Notice of the Meeting of Board of Information Technology:
The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

(4) Quorum of Board of Information Technology:
The quorum for the meeting of the Board of Information Technology shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(5) Conduct of Business for Board of Information Technology:

(1) The Vice-Chancellor shall be the Chairperson or in his absence, a person selected by the members present from amongst themselves shall preside at the meeting.

(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(6) Minutes of the Meeting for Board of Information Technology:

(1) The minutes of the meeting of the Board of Information Technology shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Information Technology.

(3) The action taken on the resolutions shall be reported to the Board of Information Technology in its succeeding meeting.

Board of National and International Linkages.

35. (1) There shall be a Board of National and International Linkages to cultivate, establish, maintain and strengthen the link of the university with premier national and international universities and institutions.

(2) The Board shall meet at least three times in a year.

(3) The Board of National and International Linkages shall consist of the following members, namely: -

(a) the Vice-Chancellor - Chairperson;

(b) the Deans of faculties and Associate Deans, if any;

(c) one member of the Board of Management, from amongst its selected members, nominated by the Vice-Chancellor;

(d) one senior professor, nominated by the Vice-Chancellor from the university post-graduate Department;

(e) two principals, of whom one shall be from autonomous or empowered autonomous colleges or empowered autonomous institutions and one shall be from affiliated/ constituent colleges/ learner support centre to be nominated by the Vice-Chancellor;

(f) one expert from industries having proven expertise about National and International linkages to be nominated by Commission;

(g) the Director, Innovation, Incubation, Collaborations, Technology and Linkages – Member-Secretary.

(A) Powers and Duties of Board of National and International Linkages:

(1) The Board of National and International Linkages shall have the following powers and duties, namely: —

(a) to work on long term policy and strategy for promotion of inter-linkages, establishment of foreign universities in Gujarat with premier national and international universities and institutions, as per the policy of UGC, State and Central Government;

(b) to evolve a process to collaborate with national and international agencies, universities, colleges and institutions for sharing of academic resources, exchange programs of students and teachers, running joint research and development and teaching programs, running joint degree programs with national and international universities, colleges and institutions;
(c) to evolve mechanism for visits of teachers or research and development scientists or experts from industry and other entities, to the university departments, colleges and institutions and vice-versa, and also to work out the details on logistic support for such visitors;
(d) to evolve mechanism for visits of teachers and students from university departments, colleges and institutions to national and international universities, colleges or institutions and vice-versa, and also to work out details on budgetary provisions and logistic support for such visits;
(e) to evolve a mechanism to assist foreign students and migrant Indian students, their admissions and completion of other statutory formalities;
(f) to organize cultural and other activities such as visits of foreign students and migrant Indian students to other parts of India;
(g) to make arrangements for other logistic infrastructure, if any, created by the university for foreign students, foreign universities and migrant Indian students;
(h) to work out budgetary provision for activities of the Board and for providing various services to foreign students and migrant Indian students;
(i) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of National and International Linkages and State Government.

(2) Meetings of Board of National and International Linkages:
The Board of National and International Linkages shall meet at least three times a year.

(3) Notice of the Meeting for Board of National and International Linkages:
The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

(4) Quorum of Board of National and International Linkages:
The quorum for the meeting of the Board of National and International Linkages shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(5) Conduct of Business for Board of National and International Linkages:

(1) The Vice-Chancellor shall be the Chairperson or in his absence, a person selected by the members present from amongst themselves shall preside at the meeting.

(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(6) Minutes of the Meeting for Board of National and International Linkages:

(1) The minutes of the meeting of the Board of National and International Linkages shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of National and International Linkages.

(3) The action taken on the resolutions shall be reported to the Board of National and International Linkages in its succeeding meeting.

Board of Innovation, Incubation and Enterprise.

36. (1) There shall be a Board of Innovation, Incubation and Enterprise for creation and cultivation of an enabling environment to propagate the concept of innovation and to convert the innovative ideas into working models through a process of incubation which shall finally lead to the creation of enterprise.

(2) The university shall establish an independent Centre for Innovation, Incubation and Enterprise to carry out the objectives of the Board for Innovation, Start-ups, Internship, Incubation, Collaborations Technology and Enterprise. The Centre shall exercise the powers and perform the duties as may be assigned by the Board, from time to time.

(3) The Board for Innovation, Start-ups, Internship, Incubation, Collaborations Technology and Enterprise shall consist of the following members, namely: -

(a) the Vice-Chancellor - Chairperson;

(b) the Deans of faculties and Associate Deans, if any;

(c) five prominent industrialists, nominated by Board of Management from manufacturing, information and communication technology, bio-sciences and technology, agro industries and service industries;

(d) one senior manager from the lead bank of the District in which head quarter of the University is located to be nominated by Vice-Chancellor;

(e) two teachers from university departments or university institutions, who are active in innovation, research and development nominated by the Vice-Chancellor;

(f) two teachers, nominated by the Vice-Chancellor, from affiliated/ constituent colleges/ learner support centres who are active in innovation, research and development;

(g) the Director, Innovation, Incubation, Collaborations, Technology and Linkages - Member-Secretary.

(4) There shall be minimum three meetings of the Board to be conducted in the year.

(A) Power and Duties of Board of Innovation, Incubation and Enterprise:

(1) The Board of Innovation, Incubation and Enterprise shall have the following powers and duties, namely: -

(a) to create synergy at policy and operative level mechanism for co-existence and co-operation between various research and development activities in university departments, colleges and various industries in the State and in other States;

(b) to create synergy through operative policy mechanism and support system for incubation of good ideas such as product, process, service and innovation, into a scalable mode so as to establish small, medium and large industries;

(c) to establish a system to support protection of intellectual property rights at national and global level;

(d) to establish a system so as to guide and help young entrepreneurs in operational, legal, business model creation and financial support;

(e) to project and plan the activities to be carried out by the Centre for Innovation, Incubation and Enterprise;

(f) to prepare annual programs of activities of the Centre for Innovation, Incubation and Enterprise and review the same periodically;

(g) to prepare the annual budget of the Centre for Innovation, Incubation and Enterprise;

(h) to oversee and monitor the activities of the Centre for Innovation, Incubation and Enterprise;

(i) to submit an annual report of working of Centre for Innovation, Incubation and Enterprise to the Board of Management;

(j) to undertake any other task as may be assigned by the university authorities to carry out the objectives of the Board for Innovation, Start-ups, Internship, Incubation, Collaborations Technology and Enterprise.

(2) Meetings of Board of Innovation, Incubation and Enterprise:

The Board of Innovation, Incubation and Enterprise shall meet at least twice a year.

(3) Notice of the Meeting for Board of Innovation, Incubation and Enterprise:

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

(4) Quorum for Board of Innovation, Incubation and Enterprise:

The quorum for the meeting of the Board of Innovation, Incubation and Enterprise shall be one-third of the number of the sitting members. If there

is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(5) Conduct of Business for Board of Innovation, Incubation and Enterprise:

(1) The Vice-Chancellor shall be the Chairperson or in his absence, a person selected by the members present from amongst themselves shall preside at the meeting.

(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(6) Minutes of the Meeting for Board of Innovation, Incubation and Enterprise:

(1) The minutes of the meeting of the Board of Innovation, Incubation and Enterprise shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Innovation, Incubation and Enterprise.

(3) The action taken on the resolutions shall be reported to the Board of Innovation, Incubation and Enterprise in its succeeding meeting.

Board of Students' Development.

37. (1) There shall be a Board of Students' Development to plan and oversee the various cultural and welfare activities of the students in colleges, institutions and university departments The activities of the Board of Student's Development shall be carried out by the Director of Students' Development.

(2) The Board of Students' Development shall consist of the following members, namely: -

(a) the Vice-Chancellor - Chairperson;

(b) one professional, nominated by the Vice-Chancellor, in the field of Performing Arts;

(c) one professional, nominated by the Vice-Chancellor in the field of Art and Fine Arts;

(d) two teachers, nominated by the Vice-Chancellor involved in cultural or welfare activities out of whom one shall be woman;

(e) Director of National Service Scheme (NSS) of the University;

(f) the Director, Board of Students' Development, Member-Secretary

(A) Powers and Duties of Board of Student's Development:

(1) The Board of Students Development shall have the following powers and duties, namely: -

(a) to take necessary steps for promotion of culture and students' development activities in colleges and university departments;
(b) to establish links with regional and national bodies in the various cultural activities and to promote various activities jointly with them;
(c) to take up activities in colleges and university departments to promote interest and skills for appreciation in the field of performing arts, pure art and painting skills;
(d) to hold university level competitions, skills development workshops, interactive activities in order to bring the society closer to the colleges, institutions and university;
(e) to establish rapport with groups (excluding political parties), societies and other professional bodies so as to involve them in the activities of Board of Students Development;
(f) to devise, develop and implement innovative schemes of students' development including Earn and Learn Scheme, Education Loan, Vice-Chancellors Aid Fund, Endowment Schemes, Student Exchange Schemes, etc.;
(g) to devise a mechanism of grievance redressal of student and prevention of sexual harassment and ragging of students and to prepare and submit the Annual Report of the Board to Board of management for approval;
(h) to devise a mechanism to implement recommendations of the Commission as regards students' development and culture;
(i) to take necessary measures to ensure participation of well-trained teams in various regional, national and international level competitions, and cultural, recreational and other activities;
(j) to devise, develop and implement schemes of career counselling, psychological counselling and rehabilitation and upliftment of differently-abled students;
(k) to co-ordinate activities of National Service Scheme (NSS) and National Cadet Corps (NCC) in university and affiliated colleges/ recognised institutions/ learner support centres;
(l) to recommend to competent authority to make alternative arrangements regarding examinations for students participating in the inter-university or national or international sports, cultural competitions or NCC, NSS events during the relevant schedules of examinations as prescribed by Ordinances;
(m) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Students' Development and Students' Development Cell.

(2) There shall be a Students' Development Cell and Students Grievance Redressal Cell in the university and in the colleges and recognized institutes to devise an operational level mechanism to assist the Students and provide for prompt redressal of student's grievances These Cells shall be as under, -

(a) Students' Development Cell -

To assist students on the issues and difficulties in various facets related to their day to day life and other aspects connected with their academic world,

personality development and healthy campus life Such cell in the university shall be headed by Director, Students' Development. The Cell shall consist of other seven members nominated by Vice-Chancellor from amongst the Teachers on the Campus to be the ex-officio members. There shall be Students' Development Cell in each college and recognized Institution which shall be headed by Vice-Principal or Senior Teacher Nominated by the Principal and other four members shall be nominated by the Principal to include Teachers, Female Teacher, Social Worker and Counsellor to be the ex-officio members.

(b) Students Grievance Redressal Cell –

There shall be Students Grievance Redressal Cell at the University and each college and recognized institutions to resolve the Grievances of Students and to suggest to the higher authorities' different ways and means to minimize and prevent such grievances The functional mechanism of working of Students Grievance Redressal Cell shall be prepared in accordance with the provisions of the University Grants Commission (Grievance Redressal) Regulations, 2012, or any other regulations for the time being in force. (Redressal of Grievances of Students) Regulations, 2023, or any other regulations for the time being in force.

(3) Meetings for Board of Student's Development:

The Board of Students' Development shall meet at least twice a year or at such other times as may be convened by the Chairperson.

(4) Notice of the Meeting for Board of Student's Development:

The Director of Students' Development shall issue a notice of the meeting to the members at least eight clear days before the date of the meeting, along with the agenda for the meeting.

(5) Quorum of Board of Student's Development:

The quorum for the meeting of the Board of Students' Development shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(6) Conduct of Business for Board of Student's Development:

(1) The Vice-Chancellor shall be the Chairperson or in his absence, a person selected by the members present from amongst themselves shall preside at the meeting.

(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(7) Minutes of the Meeting for Board of Student's Development:

(1) The Director of Students' Development shall prepare the minutes of the meeting immediately after the meeting is concluded and shall submit the same to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Students' Development.

(3) The action taken on the resolutions shall be reported to the Board of Students' Development in its succeeding meeting.

(4) If required, the Chairperson may invite members of the Centre for Internal Quality Assurance (CIQA) to the meetings of the Board of Students' Development for assistance or seeking inputs on any matter. The member(s) so invited would be treated as an invitee and shall not have the right to vote on any decision of the Board of Students' Development.

Board of Sports and Physical Education.

38. (1) There shall be a Board of Sports and Physical Education in the university to promote the culture of sports and look after sports related activities The activities of the Board shall be carried out by the Director of Sports and Physical Education.

(2) The Board of Sports and Physical Education shall consist of the following members, namely: -

(a) the Vice-Chancellor - Chairperson;

(b) three professionals, nominated by the Vice-Chancellor with established actual credibility in different fields of sports;

(c) one permanent regular teacher from the university department of Physical Education, nominated by the Board of Management;

(d) two permanent regular sports teachers, from affiliated/ constituent, conducted or autonomous colleges/ learner support centres, nominated by the Board of Management;

(e) Zonal or Divisional president (principal of the host college/ learner support centre) and secretary (director physical education of the host college/ learner support centre), nominated by the Vice-Chancellor, with the tenure of one year;

(f) the Director, Sports and Physical Education - Member-Secretary.

(A) Powers and Duties of Board of Sports and Physical Education:

(1) The Board of Sports and Physical Education shall have the following powers and duties, namely: -

(a) to take necessary steps for promotion of sports culture and activities in the field of sports in colleges and university departments;

(b) to establish links with regional and national bodies in the various sports and to promote various activities jointly with them;

(c) to establish rapport with groups, societies and other professional bodies so as to involve them in the activities of Board of Sports and Physical Education;

(d) to take up activities in colleges, recognized institutions and university departments to promote interest and also skills in various sports as per the policy of the university and also national policies in the field of sports;
(e) to hold university level competitions, sports skills development camps, interactive activities and also training workshops in various sports in order to bring the society closer to the colleges, institutions and university;
(f) to encourage participation in regional, national and international level activities and competitions through well trained teams in various sports;
(g) to recommend to competent authority to make alternative arrangements regarding examinations of students participating in the inter-university or national or international sports tournaments or events during the relevant schedules of examinations as prescribed by Ordinances;
(h) to undertake any other task as may be assigned by the university authorities so as to carry out the objectives of the Board of Sports and Physical Education;
(i) to frame rules for the conduct of Inter class/collegiate/ university sports, tournaments, and physical education activities like physical fitness tests, traditional games, relay games, recreational games, coaching, training camp, etc;
(j) to prepare the budget for presenting to the finance committee;
(k) to conduct Inter-university/ national/ state competitions/ tournaments/ events/ camps etc;
(l) to allow funds towards the expenses of the tournaments and competitions;
(m) to decide whether the university should participate in various inter-university/National/state etc. competitions and to prepare the budget for the expenses involved in such participation;
(n) to conduct/ organize inter-university/ national/ state-competitions / tournaments/ events/ programs/ seminars/ workshops/ symposia etc.;
(o) to conduct yoga activities;
(p) to provide coaching/training in various games and sports;
(q) to provide advanced coaching and training for adventure sports/events and self-defence activities such as karate, horse riding, civil defence, mountaineering training, disaster management training, environmental-related activities, and coastal/ border/marine-related activities;
(r) to develop multi-sided physical education, health care, and promotion of the international system of youthfulness adventure and readiness to participate in services related to the defence of peace and International understanding;
(s) to establish facilities, programs, and activities of research, training, and extension services that promote the highest aims of physical education, sports, and yoga;
(t) to provide/create an academic program /Course in Physical Education, Sports, yoga, and allied sciences as per the norms of UGC /NCTE, makes and defined by value education, global outlook, and interdisciplinary;

(u) to develop the sports facility in the University and generally to take such other steps as may be found necessary for fulfilment of objects of the board/University, the due discharge of its responsibilities.

(2) Meetings of Board of Sports and Physical Education:
The Board of Sports and Physical Education shall meet at least twice a year or at such other times as may be convened by the Chairperson.

(3) Notice of the Meeting for Board of Sports and Physical Education:
The Director of Sports and Physical Education shall issue a notice of the meeting to the members at least eight clear days before the date of the meeting, along with the agenda for the meeting.

(4) Quorum for Board of Sports and Physical Education:
The quorum for the meeting of the Board of Sports and Physical Education shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(5) Conduct of Business for Board of Sports and Physical Education:
(1) The Vice-Chancellor shall be the Chairperson or in his absence, a person selected by the members present from amongst themselves shall preside at the meeting.
(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(6) Minutes of the Meeting of Board of Sports and Physical Education:
(1) The minutes of the meeting of the Board of Sports and Physical Education shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Sports and Physical Education.

Joint Board of Vice-Chancellors.

39. (1) There shall be a Joint Board of Vice-Chancellors to co-ordinate, oversee, implement and to supervise the overall activities being carried out at the Public Universities of the Gujarat State. It shall be responsible to plan the overall development of the university in various fields like research and development, entrepreneurship, intellectual property rights, incubation of industries and linkages with industries for integrated planning, academics, skill development, internship, establishment of foreign educational centres and other.

(2) The Joint Board of Vice-Chancellors shall consist of the following members, namely: —

(a) the senior most Vice-Chancellor from amongst all the Vice-Chancellor's of public universities under the Gujarat Public Universities Act-2023, as Chairperson;

(b) the next senior most Vice-Chancellor shall be the Vice-Chairperson;

(c) the remaining Vice-Chancellor's of all the public universities under the Gujarat Public Universities Act-2023, Members;

(d) the Registrar of the Public University from which the Vice-Chancellor is a Chairperson, shall be Member-Secretary.

(A) Powers and Duties of Joint Board of Vice-Chancellors:

The Joint Board of Vice-Chancellors shall have the following powers and duties namely:-

(a) to ensure that all the public universities of Gujarat State becomes a vibrant hub for promotion of various activities related to education namely; promotion of research and development, interactions and linkages with industries, foreign universities, cultivation of intellectual property rights and entrepreneurship and incubation of knowledge linked industries;

(b) to consider and approve with modifications, if any, the matters referred to it by the public universities/ State Government;

(c) to present the Education system of Gujarat State around the globe as and when asked by the State Government;

(d) to actively participate in various events related to Education;

(e) to ensure that the spirit of education percolates to all colleges and recognized institutions of the university;

(f) to ensure that all the public universities of Gujarat State participates for securing foremost rank for becoming world class universities;

(g) to ensure that all the public universities of Gujarat State works smoothly both academically and financially;

(h) to help the State Government educational programs and quality improvement;

(i) to collect membership fees from the universities, to contribute the funds and to utilize the funds for various development activities of students and teachers, like, establishment of common facility for students, centralized admissions and examinations for all universities, preparing common structure in order to frame ordinances etc.;

(j) to share the expertise of universities for various projects approved by the State Government and to ensure that all the universities are developed equally;

(k) to propose grants from the State Government for various projects related to emerging technologies, skill development and education development of the state;

(l) to conduct discussion on recommendations of a particular university and to suggest them workable solution/s;

(m) to encourage strict implementation of the National Education Policy – 2020 & Standard Operating Procedure and to strictly follow the Uniform Model Statutes approved by the State Government;

(n) to encourage all educational institutions/ universities for getting accreditation and to ensure that they participate for various accreditation procedures without gap or delay;

(o) to take appropriate steps in order to develop common research projects and institutional development plans that shall contribute through education in the development of the country;

(p) to develop their own agenda for common improvement of State Universities and solve major problems.

(B) Meetings of the Joint Board of Vice-Chancellors:

The Joint Board of Vice-Chancellors shall meet every two months and as and when required.

(C) Notice of the Meeting for the Joint Board of Vice-Chancellors:

The member-secretary shall issue a notice of the meeting of the Joint Board of Vice-Chancellors at least fifteen clear days prior to the day of meeting. He shall send the agenda for the meeting to all the members of the Joint Board of Vice-Chancellors at least ten clear days before the meeting.

Provided that the Chairperson shall have the power to waive the period of notice in case of an emergency meeting:

Provided further that in case of emergency, the proposal not included in the agenda of the meeting, may be taken up for consideration, as a table agenda with the consent of the Chairperson.

(D) Quorum for the Joint Board of Vice-Chancellors:

The quorum for the meeting of the Joint Board of Vice-Chancellors shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(E) Conduct of Business for the Joint Board of Vice-Chancellors:

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

(b) The Chairperson, or in his absence, the Vice-Chairperson shall preside at the meeting.

(c) Once the meeting commences the first business to be transacted shall be reading and signing the minutes of the previous meeting. Along with this Action Taken Report and Compliance Report of the previous meeting shall be reviewed invariably.

(d) After reviewing the Action Taken Report and Compliance Report of the previous meeting, if work seems not to be done as per the agenda item then discussions shall be held for it. On the basis of the discussion the

Chairperson shall take the decision to continue or discontinue with the said agenda item.

(e) Recommendations, if they are part of the business to be entertained at the meeting by the three members selected by the Chairperson.

(f) All members should conduct themselves in a professional manner, respecting the right of others to speak.

(g) The Chairperson has the authority to maintain order and may caution or exclude any member disrupting the meeting's decorum.

(h) Members must declare any conflicts of interest at the start of the meeting or before the discussion of the relevant agenda item. Members with a conflict of interest should recuse themselves from the discussion and decision-making on that item.

(i) Accurate minutes must be kept of each meeting, recording the decisions made and, where appropriate, the reasons for those decisions. Minutes do not need to be a verbatim record but must accurately reflect the discussions held and decisions made.

(j) The Joint Board of Vice-Chancellors may establish sub-committees or working groups to deal with specific issues. These groups will report back to the Joint Board of Vice-Chancellors, and their recommendations will be subject to the Joint Board of Vice-Chancellors approval.

(k) Periodically, the Joint Board of Vice-Chancellors shall review the effectiveness of its meetings to ensure they are well organized, and efficiently run, and that they encourage open communication and meaningful contribution from all members.

(l) The business at the meeting of the Joint Board of Vice-Chancellors shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed on the agenda shall be considered, unless otherwise decided at the meeting.

(m) The decision of the Joint Board of Vice-Chancellors shall be recorded in the form of resolution. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

(n) Any matter for a change in the order of business, provided that such matter shall not affect the order hereinabove indicated or give priority to any item of business over the items mentioned above; or any of them.

(o) Any business and matters of which due notice has been given; in the order in which such business and matters are entered in the statements of business; and matters to be brought forward subject to the provisions of the said Act.

(p) Wherever necessary, meetings may be conducted through teleconferencing or video conferencing. Such digital meetings must adhere to all the procedural requirements.

(q) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have one casting vote.

(F) Minutes of the Meeting for the Joint Board of Vice-Chancellors:

(a) The Member-Secretary shall submit the minutes of the meeting of the Joint Board of Vice-Chancellors within seven days from the date of the meeting to the Chairperson for his approval.

(b) The minutes of the meeting shall be circulated to all the members of the Joint Board of Vice-Chancellors along with the agenda of the subsequent meeting without fail.

(c) On approval of the minutes by the Chairperson, the member-secretary or the officers concerned may proceed with the implementation of the resolutions of the Joint Board of Vice-Chancellors. The Member-Secretary shall ensure that the action taken on every resolution of the Joint Board of Vice-Chancellors is duly reported to the Joint Board of Vice-Chancellors as soon as the action thereon is completed.

Cessation of Membership.

40. Notwithstanding anything contained in the Act or the Statutes made there under, where a person, selected, nominated, appointed or co-opted, as the case may be, as an officer of university or a member of any of the authority or bodies of the university by virtue of his being eligible to be so selected, nominated, appointed or co-opted as such an officer or a member under any of the categories of officers or members specified by or under the relevant provisions of the Act in relation to such office, authority or body, he shall cease to be such an officer of the university or a member of such an authority or a body as soon as he ceases to belong to such category and shall be deemed to have vacated his office as such officer or member.

Disqualification for Membership of Authority.

41. (1) A person shall be disqualified for being a member of any of the authorities, bodies and committee of university and voting to the authorities, bodies and committees, if he-

(a) is of unsound mind and stands so declared by a competent court; or

(b) is an undischarged insolvent; or

(c) has been convicted of any offence involving moral turpitude; or

(d) is conducting or engaging himself in private tuitions or private coaching classes; or

(e) has been punished for indulging in or promoting unfair practices in the conduct of any examination and evaluation, in any form, anywhere; or

(f) has wilfully omitted or refused to carry out the provisions of the Act, Statutes or Ordinances, or has acted in any manner detrimental to the interests of the university; or

(g) has been punished in any form, by the competent authority for committing a misconduct; or

(h) discloses or causes to disclose to the public, in any manner whatsoever, any confidential matter, in relation to the examination and evaluation, the knowledge of which he has come to be in possession, due to his official position:

Provided that, the right of voting of the person in respect of clauses (e) and (g) shall remain suspended during the term of punishment under the said clauses

Ineligibility for second consecutive term and in any other Board/Council/Committee.

42. (1) No person shall be a member of Board of Management or Chairman of Board of Studies, for a second consecutive term whether, as a selected, nominated or co-opted member, as the case may be:

Provided that, any person who was the member of the Board of Management of the university or Chairman of the Board of Studies, for the first time whether as selected, nominated or co-opted member, as the case may be, on the date of commencement of the Act, shall not be deemed to have enjoyed the consecutive term if he is nominated or selected or co-opted for the first time after the commencement of the Act.

(2) If any of the member to be nominated proved guilty after due legal process, in the past then he/she should not be nominated/appointed in any of the Board/Council/Committee etc.

Conclusiveness of Decision Authority.

43. Save as otherwise provided by or under the provisions of the Act, each authority of the university while acting and exercising its powers and discharging functions or duties assigned to it by or under the provisions of the Act, shall have the exclusive jurisdiction to deal with and decide the matters assigned to it and discharging functions or duties assigned to it by or under the provisions of the Act.

Resignation of Membership.

44. (1) A member, other than an ex-officio member, may resign by writing under his signature. A nominee of the State Government may resign by addressing to the State Government, and any other member may resign by addressing to the Vice-Chancellor. The person shall cease to be a member upon his resignation being accepted by the State Government or the Vice-Chancellor, as the case may be, or upon expiry of thirty days from the date of resignation, whichever is earlier.

(2) If a person nominated, selected, appointed or co-opted to any authority or body remains absent without prior permission of the authority or body for three consecutive meetings, he shall be deemed to have vacated his membership and he shall cease to be a member from the date of the third such meeting in which he has remained absent:

Provided that, such member should have attended at least one meeting in the previous year

Casual vacancy and standing committee to fill vacacies.

45. If the position/ place of any category/ member of Board/Council/Committee etc remains/falls vacant then the next senior most member shall be nominated, till completion of the respective authorities/board/council/committee etc till the expiry of that respective body:

Provided that, the vacancy in any authorities should be filled with next senior person from respective cadre within 30 days.

Authorities competent to give administrative and financial approval.

46. (1) Universities shall make the appropriate regulations in respect of the delegation of powers as per the provisions of section 24 (1) (e) of the Act. The financial powers of authorities, other than Vice-Chancellor and Registrar, of the University shall be decided by the Board of Management.

(2) The Board of Management shall decide the number of paid posts to be sanctioned at various positions, with prior approval of the State Government.

(3) The tenure of any Board, Committee, Authority or any position shall be finalized by the Board of Management, if not mentioned in the Statutes.

CHAPTER IV
FUNCTIONAL OMBUDSPERSON SEARCH MECHANISM COMMITTEE OF WORKING COMPOSITION OF STUDENTS' ON TO BE GRIEVANCE REVISITED REDRESSAL CELL

Mandatory publication of prospectus, its contents and pricing.

47. (1) Every university or college or recognized institution shall publish and upload on its website, before expiry of preferably at least sixty days prior to the date of commencement of the admission process to any of its courses or programs of study, a prospectus containing the following for the information of person intending to seek admission to such university or college or recognized institution and the general public, namely:—

(a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the university, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;

(b) each component of the fee, deposits and other charges payable by the students admitted to such university or college or recognized institution for pursuing a course or program of study, and the other terms and conditions of such payment;

(c) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;

(d) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student to a particular course or program of study, specified by the university or college or recognized institution;

(e) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;

(f) rules or regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine may be imposed.

(g) the percentage of tuition fee and other charges refundable to a student admitted in such university or college or recognized institution in case student withdraws from such university or college or recognized institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
(h) documents to be submitted at the time of admission;
(i) details of the teaching faculty, including their educational qualifications, alongwith the category they belong to Regular or Visiting and teaching experience of every member of its teaching faculty;
(j) information with regard to physical and academic infrastructure and other facilities including hostel accommodation, library and hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the university or college or recognized institution ;
(k) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the university or college or recognized institution;
(l) clear demarcation of aided and un-aided courses;
(m) any such information as the university or college or recognized institution may deem fit.

(2) The university or college or recognized institution shall publish or upload information referred to in sub-para (1) above, on its official website, and inform prospective students and the general public by giving wide publicity in newspapers and through other media.

(3) The university or college or recognized institution shall fix the price of each printed copy of the prospectus including admission form, being not more than the reasonable cost of its publication and distribution, and no profit be made out of the publication, distribution or sale of prospectus.

Exclusion to Entertain Grievances.

48. Grievances relating to subject matters governed by any Statutory Mechanism evolved by the State Government for which grievance redressal mechanism has specifically been provided under the relevant State Act, shall not be entertained by the Grievances Redressal Cells or the Ombudsperson.

Grievance Redressal Cells.

49. (1) Department Grievance Redressal Cell (DGRC):

(i) In case of universities, all complaints relating to university department or university institution shall first be addressed to Department Grievance Redressal Cell (DGRC) to be constituted at the level of university department or university institution, composition of which shall be as follows:—
(a) Head of the university department or university institution – Chairperson;
(b) A Professor from outside the university department or university institution to be nominated by the Vice-Chancellor- Member ;

(c) A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the university department or university institution – Member-Secretary.

(i) The Chairperson and members of the Cell shall have a term of two years.

(ii) The quorum for the meeting shall be two, including Chairperson.

(iii) The DGRC shall follow the principles of natural justice while deciding the grievances of the students.

(iv) The DGRC shall resolve the grievance within period of fifteen days of receiving the complaint and shall submit its report to the head of the department or head of the institution, as the case may be.

(v) The DGRC shall provide a copy of the order to the aggrieved person(s).

(2) Institutional Grievance Redressal Cell (IGRC):

(i) The complaints not related to university department or university institution and the grievances not resolved at the DGRC shall be referred to the Institutional Grievance Redressal Cell (IGRC) to be constituted by the Vice-Chancellor of the university, composition of which shall be as follows:—

(a) Dean / Senior professor – Chairperson.

(b) two senior professors other than Chairperson - Member

(c) Director, Students' Development -Member Secretary.

(ii) The Chairperson of IGRC and DGRC shall not be the same. The tenure of the Cell members shall be two years.

(iii) The quorum for the meetings shall be two, including Chairperson.

(iv) The IGRC shall consider the recommendation of DGRC while taking the decision. However, the IGRC shall have the power to review recommendations of the DGRC.

(v) The IGRC shall follow the principles of natural justice while deciding the grievances.

(vi) The IGRC shall resolve the grievance within period of fifteen days of receiving the complaint. The IGRC shall suggest periodically to the University, different ways and means to minimize and prevent such grievances.

(vii) The IGRC shall provide a copy of the order to the aggrieved person(s).

(3) College Grievance Redressal Cell (CGRC):

(i) In case of colleges or recognized institutions, all complaints shall first be addressed to College or Recognized institution Grievance Redressal Cell (CGRC) composition of which shall be as follows.—

(a) Principal of the affiliated/ constituent college or head of the recognized Institution-Chairperson;

(b) two senior faculty members nominated by the Principal of the College, or head of the recognized institution;

(ii) The tenure of the members shall be two years.

(iii) The quorum for the meeting shall be two, including Chairperson.

(iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.

(v) The CGRC shall resolve the grievance within period of fifteen days of receiving the complaint. The CGRC shall suggest periodically to the Management and University, as the case may be different ways and means to minimize and prevent such grievances.

(vi) The CGRC shall provide a copy of the order to the aggrieved person(s).

(4) University Grievance Redressal Cell (UGRC):

(i) In case of grievance against the university and the grievance not resolved by CGRC, it shall be referred to University Grievance Redressal Cell (UGRC) for which the Vice-Chancellor of the affiliating university shall constitute a University Grievance Redressal Cell (UGRC) consisting of the six members for an individual college or recognized institution or a group of college or recognized institution keeping in view the location of the college or recognized institution. The UGRC shall be constituted by the Vice-chancellor of the university consisting of:—

(a) Dean / Senior professor – Chairperson;

(b) three members from amongst the members of the Board of Management, of whom one shall be a woman and one shall be from Scheduled Castes or Scheduled Tribes or Denotified Tribes or Nomadic Tribes or Other Backward Classes;

(c) Director, Students' Development - Member Secretary.

(ii) The Chairperson and members of the Cell shall have a term of two years.

(iii) The quorum for the meeting shall be three, including Chairperson.

(iv) The UGRC shall follow the principles of natural justice while deciding the grievance of the students.

(v) The UGRC shall resolve the grievance within a period of fifteen days of receiving the complaint.

(vi) The UGRC shall suggest periodically to the Management and University, as the case may be different ways and means to minimize and prevent such grievances.

(vii) The UGRC shall provide a copy of the order to the aggrieved person(s).

(5) Any person aggrieved by the decision of the Institutional Grievance Redressal Cell or University Grievance Redressal Cell may within a period of six days prefer an appeal to the Ombudsperson.

(6) In case the grievance is against any member in the Cell, the concerned member shall abstain himself from the proceeding on such issue.

Ombudsperson.

50. (1) The university shall appoint an Ombudsperson to hear and decide the appeals against the decisions of the Institutional Grievance Redressal Cell or University Grievance Redressal Cell.

(2) The Ombudsperson shall be a person not related to the university and who is a judge not below the rank of retired District Judge or a retired Vice-Chancellor or a retired Registrar or a retired Professor or a retired Principal.

(3) The Ombudsperson shall not, at the time of appointment during one year before such appointment or in the course of his tenure as Ombudsperson be in a conflict of interest with the university where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement towards the university.

(4) The Ombudsperson, or any member of his immediate family shall not—

(a) hold or have held at any point in the past, any post or employment in the office of profit in the university;

(b) have any significant relationship, including personal, family, professional or financial, with the university;

(c) hold any position in university by whatever name called, in the administration or governance structure of the university.

(5) The Ombudsperson in the university shall be appointed by the Vice-Chancellor of the university, with the approval of the Board of Management of the university, on part-time basis from a panel of three names recommended by the Search Committee consisting of the following members, namely:—

(a) Eminent educationist nominated by Board of Management-Chairperson;

(b) Vice-Chancellor of the public university to be nominated by the State Government - Member;

(c) Vice-Chancellor of the concerned university - Member;

(d) Registrar of the concerned university - Secretary.

(6) The Ombudsperson shall be a part-time officer appointed for a period of three years, from the date he resumes the office and may be re-appointed for another one term in the same university. It shall be ensured by the university that the office of Ombudsperson shall not remain vacant for a period more than three months and within such period of vacancy, the Vice-Chancellor shall assign temporary charge to the sitting Ombudsperson from any of the universities governed by the Gujarat Public Universities Act, 2023 (Gujarat Act No. 15 of 2023).

(7) The Ombudsperson shall be paid the sitting fee per day as approved by the Board of Management of the University for hearing the cases, in addition to reimbursement of the conveyance.

(8) The Ombudsperson may be removed on charges of proven misconduct or misbehaviour or for violation of any of the conditions mentioned in sub-clauses (3) and (4) above, by the Vice-Chancellor with the approval of the Board of Management of the University.

Powers and Functions of Ombudsperson.

51. (1) The Ombudsperson shall have power to hear and decide appeals against the decisions of the Institutional Grievance Redressal Cell or University Grievance Redressal Cell.

(2) No appeals for revaluation or remarking of answer sheets shall be entertained by the Ombudsperson. However, appeals relating to issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.

(3) The Ombudsperson may seek an assistance of any person as amicus curiae, for hearing complaints of alleged discrimination.
(4) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving an appeal from the student.

Procedure for Redressal of Grievances by Ombudsperson and Grievance Redressal Cell.

52. (1) University or college or recognized institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student of that university or college or recognized institution may submit an application seeking grievance redressal.
(2) On receipt of any online complaint, the university or college or recognized institution shall refer the complaint to the appropriate Grievance Redressal Cell or the Ombudsperson, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.
(3) The Grievance Redressal Cell or the Ombudsperson, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the university or college or recognized institution and the aggrieved person.
(4) An aggrieved person may appear either in person or be represented by such person other than legal practitioner, as may be authorized to present his case.
(5) The grievances not resolved at the appropriate Grievance Redressal Cell(s) shall be referred to the Ombudsperson.
(6) The university or college or recognized institution shall co-operate with the Ombudsperson or the Grievance Redressal Cell(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson or Grievance Redressal Cell(s), as the case may be, to the Vice-Chancellor of the university.
(7) On the conclusion of proceedings, appropriate Grievance Redressal Cell or the Ombudsperson, as the case may be, shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.
(8) Every order under the signature of the Ombudsperson or Chairperson of the appropriate Grievance Redressal Cell, as the case may be, shall be provided to the aggrieved person and the university or college or recognized institution, as the case may be, and shall be placed on the website of the university or college or recognized institution.
(9) The university or college or recognized institution, as the case may be, shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the university or college or recognized institution, as the case may be, shall be reported by the Ombudsperson to the University Grants Commission.
(10) In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

Information Regarding Ombudsperson and Grievance Redressal Cell.

53. The university or college or recognized institution, as the case may be, shall provide detailed information regarding provisions of Grievance Redressal

Cell(s) and Ombudsperson on their website and in their prospectus prominently.

Consequences of Non-Compliance.

54. The University Grants Commission, in respect of any university or college or recognized institution, as the case may be, which wilfully contravenes this Statute or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal Cell(s), as the case may be, may proceed to take one or more of the following actions, namely:—

(1) Withdrawal of declaration of fitness to receive grants under section 12B of the University Grants Commission Act, 1956 (3 of 1956);

(2) Withholding any grant allocated to the university or college or recognized institution, as the case may be;

(3) Declaring the university or college or recognized institution, as the case may be, ineligible for consideration for any assistance under any of the general or special assistance programmes of the University Grants Commission;

(4) Informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the University Grants Commission, declaring that the university or college or recognized institution, as the case may be, does not possess the minimum standards for redressal of grievances;

(5) Recommend to the affiliating university for withdrawal of affiliation, in case of a college and withdrawal of recognition in case of recognized institution;

(6) Recommend to the concerned State Government for necessary and appropriate action, in case of a university;

(7) Take necessary and appropriate actions against any university or college or recognized institution, as the case may be, for non-compliance:

Provided that no action shall be taken by the University Grants Commission unless the university or college or recognized institution, as the case may be, has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

CHAPTER V
PENALTIES TO BE IMPOSED UPON ERRING AFFILIATED COLLEGES/RECOGNISED INSTITUTIONS/ LEARNER SUPPORT CENTRES

Competent Authority.

55. The Board of Management shall be the competent authority to take disciplinary action against the erring affiliated college or recognised institution, as the case may be.

Violation of Conditions.

56. An affiliated college/recognised institution or the management thereof, as the case may be, shall be liable for disciplinary action, if it commits any of the following acts, namely:-

(1) violates any of the conditions of affiliation/recognition as prescribed in Section 27 of the Act;

(2) acts in a manner prejudicial to the interest of the University and/or acts detrimental to the educational standards;
(3) submits eligibility forms, examination forms or any other forms beyond the date prescribed;
(4) neglects to take due care to maintain peaceful and proper atmosphere during the conduct of examinations;
(5) neglects to exercise due care in the smooth, proper and strict conduct of the examinations, leading to the instances of the mal-practices or adoption of unfair-means at the examination centres of the affiliated college/recognized institution;
(6) permits and/or encourages directly or indirectly mal-practices in the conduct of examinations;
(7) collects unauthorized or higher fees from the students;
(8) neglects to take appropriate disciplinary action as directed by the University against the Principal/Director/teachers or other employees as per the relevant provisions in the Standard Code;
(9) neglects to implement or comply with the decisions of the Grievances Committees of the University constituted under the relevant provisions of the Act, appropriately and promptly;
(10) commits any other act which, in the opinion of the Board of Management, is an act violating the conditions of affiliation/recognition, as the case may be, and/or other rules or directives or orders of the University.

Penalties.

57. The Board of Management may impose any one or more of the following penalties upon the affiliated college/recognised institution or the management thereof, as the case may be, found guilty of an act of violation of conditions specified above, commensuration with the gravity of an act of violation of conditions, namely:-
(1) warning/reprimand;
(2) a fine not less than Rs. ten thousand and not exceeding Rs. ten lakh;
(3) prohibition to continue unauthorized division or course beyond the respective academic year;
(4) prohibiting the students to complete the unauthorized course and/or to appear for examination.
(5) denial to accept the eligibility forms, examinations forms and/or any other forms submitted beyond the prescribed date;
(6) discontinuation of the centre for conducting the examinations for a specified period;
(7) a fine of the amount equivalent to five times the total fees charged to the students admitted in excess along with the reduction in the strength in the courses/divisions/students for the subsequent year/s not more than number of courses/divisions/students admitted in excess of the permitted strength for that academic year;
(8) suspension of affiliation or recognition, as the case may be, and prohibiting new admissions of the students to the courses;
(9) any other punitive action, as it may deem fit.

Procedure to impose penalties.

58. (1) Upon receipt of a complaint, or Suo-moto, if the Board of Deans is prima-facie satisfied that the affiliated college/recognised institution or the management thereof, as the case may be, has committed violation of any of the conditions provided in Clause (2), it shall issue a notice to the management of the erring affiliated college/recognized institution about alleged act/s of violating conditions and shall require the management to submit written explanation to the Vice-Chancellor, within a period of fifteen days. A copy of such notice shall also be sent to the Principal of the affiliated college or Head of the recognised institution, as the case may be.

(2) In case the management fails to submit the written explanation within the stipulated period or admits the acts of violation of conditions indicated in the notice, the Board of Deans shall submit its report to the Board of Management for deciding the quantum of penalties to be imposed upon the erring affiliated college/recognised institution or the management thereof, as the case may be;

(3) If the management does not admit the acts of violation of conditions indicated in the notice, the Board of Management shall appoint a committee to cause an inquiry into the matter.

(4) The inquiry committee shall offer reasonable opportunity to be heard to the University and to the management of the erring affiliated college/recognised institution to present their respective claims, with or without oral and/or documentary evidence. The inquiry committee shall record its findings on each act of violation of conditions indicated in the notice and shall also record the reasons for such findings. The inquiry committee shall complete the inquiry and submit the report to the Board of Management, within thirty days from date of its constitution.

(5) The Board of Management on the basis of the findings of the inquiry committee shall decide to impose any or all of the penalties and fines prescribed in this Statute as it may deem fit.

(6) Upon the Board of Management deciding the quantum of penalties, the Board of Deans shall issue the management of the erring affiliated college/recognised institution, a final notice to show cause as to why penalty as decided by the Board of Management should not be imposed on it and shall require the management to submit the written explanation within a period of fifteen days. On receipt of the written explanation and or in absence thereof, the Board of Deans shall place the notice and the written explanation before the Board of Management in its ensuing meeting, which shall, after taking consideration of the cause shown by the management of the erring affiliated college/recognised institution, decide the quantum of penalty to be imposed.

(7) The Board of Deans shall inform the management of the erring affiliated college/recognised institution, of the penalty so imposed, within fifteen days from the date of decision of the Board of Management.

(8) If the management fails to comply with the order of the University imposing penalty, without any reasonable cause, within the period specified in the

order, or within such further period as may be allowed by the University, the management, shall be liable to pay–

(a) the fine which may extend to five thousand rupees per day, for the first default;

(b) the fine which may extend to ten thousand rupees per day, for the second and subsequent defaults.

Effect of imposition of penalty.

59. Imposition of the penalty under this Statute does not imply in any event that the irregularity committed by the erring affiliated college/recognized institution or the management thereof, as the case may be, is regularised or waived.

CHAPTER VI
CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS
(Under Section 20 (a) of the Act)

Honorary degrees and academic distinctions.

60. (1) The University may confer not more than two honorary degrees or academic distinctions per year, in the fields of science, technology, social science, law, physical sciences, art, literature, etc.

(2) The honorary degrees or academic distinctions shall be conferred at the convocation of the University.

Eligibility Criteria for Conferment of Honorary degrees or Academic Distinctions.

61. The following persons shall be considered eligible for conferment of honorary degrees or academic distinctions, namely:-

(1) Persons of distinguished merit who have made outstanding contributions in the sphere of their activities as evidenced by their individual standing and stature, eminence of their personality and impact of their contributions on the society.

(2) Distinguished scholars of national and international recognition/reputation who have put in highest quality research work as demonstrated by very high citation index.

(3) Persons holding fellowship of International bodies such as fellow of the Royal Society, American Academic Sciences, Indian National Sciences, etc.

(4) Noble Laureates.

(5) Persons who have significantly contributed either through research or through high quality social work to the cause of development and empowerment of women and disadvantaged section of the society.

Procedure for Conferment of Honorary degrees or Academic Distinctions.

62. (1) The University shall publish a notification in respect of conferment of honorary degree or academic distinction in the fields of science, technology, social science, law, physical sciences, art, literature, etc., mentioning therein the eligibility conditions.

(2) On receipt of Bio-data from the candidates, the Vice-Chancellor shall appoint a committee consisting of members of the Academic Council, to

scrutinize the applications and to submit the report recommending the suitable names for conferment of honorary degree or academic distinction.

(3) On receipt of the report of the committee, the Vice-Chancellor, may recommend one of the persons recommended by the committee for conferment of honorary degree or academic distinction and shall submit a proposal in this behalf to the Board of Management for approval along with the detailed bio-data of the person so recommended and relevant documents showing his contribution in the fields of science, technology, social science, law, physical sciences, art, literature, etc. at State, National and International level. While recommending the name of the person for conferment of honorary degree or academic distinction, individual's merit shall only be considered.

(4) The University shall not entertain or consider any proposal regarding conferment of an honorary degree or academic distinction without the Vice-Chancellor having obtained the previous approval of the Board of Management.

(5) An honorary degree or academic distinction shall not be considered as an academic qualification.

Procedure for Convocation.

63. (1) In the academic calendar published by the University, in addition to the schedules for academic activities, the tentative dates for convocation shall be included.

(2) The convocation shall be held within 120 days from the date of declaration of results of examinations.

(3) Convocation shall be held on the dates to be fixed by the Vice-Chancellor in consultation with the Chancellor.

(4) In the meeting preceding to the convocation, the Academic Council shall recommend to the Board of Management, the names of persons who are eligible for award of degrees, diplomas, certificates and academic distinctions. Upon recommendation of the Academic Council, the Board of Management shall accord approval to confer such degrees, diplomas, certificates and academic distinctions upon such eligible persons.

(5) No degree, diploma, certificate and academic distinction shall be conferred unless the same has been specified by the University Grants Commission and instituted by the University in accordance with the provisions of the Act.

(6) The University shall notify a programme for convocation at least thirty days before the date so fixed.

(7) Convocation shall include the ceremonial aspects, as per the provisions made for them in the Ordinances.

(8) The University shall have the power to assign affiliated colleges/ recognised institutions/ learner support centres to hold graduation ceremony for their students on its behalf, on the date so fixed, for the purpose of distribution of degrees:

Provided that such graduation ceremony shall be held by the affiliated colleges/ recognised institutions/ learner support centres within one month after the convocation is held by the University.

(9) Such affiliated colleges/ recognised institutions/ learner support centres shall be required to abide by the directions of the University and hold the graduation ceremonies as per the schedule fixed.

(10) The University shall furnish an annual report to the University Grants Commission on the observance of the above provisions, within forty five days after the convocation is held.

CHAPTER VII
ESTABLISHMENT AND MAINTENANCE OF SUB-CAMPUSES/ REGIONAL CENTRES OF THE UNIVERSITY
(Under Section 20 (b) of the Act)

Purpose of the sub-campus/ regional centres.

64. The sub-campus shall be a comprehensive inherent independent unit of the University for a predetermined geographical jurisdiction. The purpose of the sub-campus shall be to decentralize academic, administrative, research and extension activities of the parent University in order to improve efficiency and effectiveness.

Eligibility.

65. The University which has more than 100 affiliated colleges and 50 recognized institutions may apply to the State Government for establishment of a sub-campus, provided that there shall be at least 40 affiliated colleges and/or recognized institutions in the predetermined geographical area.

Establishment of sub-campus/ regional centres.

66. (1) The University desirous of establishing a sub-campus/ regional centres, shall submit an application along with detailed proposal to the Department of Education, through the Director of Higher Education.

(2) The proposal shall contain the following particulars along with the relevant documents in support thereof, namely:-

(a) justification regarding the necessity of establishing a sub-campus/ regional centres;

(b) details of the land proposed for establishment of;

(c) detailed requisition for financial aid from the State Government for land procurement and infrastructural development for the proposed sub-campus/ regional centres, with detailed item-wise description along with the estimated recurring and non- recurring expenditure;

(d) details of whether the sub-campus/ regional centres is proposed to be a domain specific or multi- domain and in case of multi-domain sub-campus, details of the specific domains proposed such as science, law, management, etc.;

(e) the nature and the type of programmes of study, training and research proposed to be undertaken by means of conventional / distance / open /

vocational and any other mode, by the sub-campus/ regional centres and phasing of such programmes with programme-wise enrolment targets.

(f) availability of academic research and training facilities including teaching and non- teaching staff at the disposal of the University;

(g) requirement of teaching and non-teaching staff for the proposed sub-campus/ regional centres;

(h) details of plans for campus development such as construction of buildings, details of structural amenities and infrastructure facilities including academic buildings, laboratories, auditorium, library, equipment, etc. already available and also plans for further expansion;

(i) details of play grounds and other facilities proposed to be created for games and sports and extra-curricular activities like National Cadet Corps, National Service Scheme, etc;

(j) funds available and plans and schemes for the generation of funds internally through the fees from students, revenues anticipated from consultancy services, industry collaborated projects and other activities relating to the objects of the University, and other anticipated incomes;

(k) such other details as the University may like to give;

(l) such other details as may be prescribed by the State Government.

(3) The scrutiny committee constituted by the Department of Education shall scrutinize the proposal submitted by the University and shall inform the University, of the discrepancies, if any, in the proposal or documents submitted, within fifteen days from the date of receipt of the proposal by the State Government and shall ask the University to comply with the requirements, within fifteen days from the date of receipt of such communication by the University.

(4) The scrutiny committee shall scrutinize the proposal submitted by the University after complying with the discrepancies within fifteen days from the date of receipt of the proposal and submit a report thereon with specific recommendation as to its eligibility, to the Department of Education.

(5) The Department of Education shall constitute an inspection committee consisting of senior Government officials and renowned academicians for physical verification of all the documents and to examine the suitability of location and viability of the sub-campus.

(6) The inspection committee, while considering the proposal, may call for such other information from the University as it thinks proper for the purpose.

(7) The inspection committee on and upon consideration of the proposal, physical verification of documents and examining the suitability of location and viability of the sub-campus/ regional centres, shall submit its report with specific recommendation as to the establishment of the sub-campus, or the deficiencies, if any, observed by it, to the Department of Education within a period of two months from the date of its first meeting.

(8) While computing the period of two months, the period commencing from the date on which requisition for any information is issued and ending on

the date on which requisite information is submitted to the committee, shall be excluded.

(9) The Department of Education shall communicate to the University, the deficiencies, if any, observed by the inquiry committee, for removal thereof.

(10) The University shall submit the report regarding removal of deficiencies to the Department of Education, within a reasonable time. The inspection committee, after considering the said report submitted by the University, shall submit its report to the Department of Education with specific recommendations as to the establishment of the sub-campus/ regional centres.

(11) After the receipt of the report of the committee, if the State Government considers it right and proper, it may grant permission to establish the sub-campus/ regional centres. The said decision of the State Government shall be communicated to the University Grants Commission and Ministry of Human Resource Development for information.

(12) The sustainability of the sub-campus will be subject to the existence of the parent University.

(13) If a University desires to establish sub-campus in any foreign country, on its own or in collaboration with any other Indian or foreign university or institution, it shall have to obtain the prior sanction of the Central Government as well.

(14) The University shall utilize the grants received from the State Government only for the purposes for which they are granted.

(15) It shall be the duty of the Director of Higher Education to ensure that grants received from the State Government are utilized by the University in a proper manner.

(16) Purchases of items, procurement of services and construction of buildings/development of infrastructure for the sub-campus shall be carried out by the University strictly in accordance with the policies/directives of the State Governments.

(17) The State Government shall carry out test audit or full audit of the accounts of the sub-campus, at such intervals as it may deem fit.

(18) The University shall submit utilization certificate to appropriate authorities, from time to time.

Award of Degree.

67. The sub-campus shall not be authorized to award degrees to the students. The degrees shall be awarded by the parent University mentioning the name of the sub-campus.

Powers and duties of the sub-campus.

68. The sub-campus shall have the following powers and duties, namely:-

(1) to provide for the under-graduate and post-graduate educational activities in the departments on the sub-campus and in the affiliated colleges/ recognised institutions/ learner support centres under its jurisdiction;

(2) to carry out the examination and evaluation related activities in the departments on the sub-campus and in the affiliated colleges/ recognised institutions/ learner support centres under its jurisdiction;
(3) to provide for academic training workshops or seminars, quality measurement and other academic, administrative, financial and related activities in the departments on the sub-campus and in the affiliated colleges/ recognised institutions/ learner support centres under its jurisdiction;
(4) to organize workshops and training programmes for the benefit of the teaching and support staff in the departments on the sub-campus and in the affiliated colleges/ recognised institutions/ learner support centres under its jurisdiction;
(5) to implement of various academic, administrative and governance mechanisms of the parent university;
(6) to monitor the administration of the academic programmes of the affiliated colleges/ recognised institutions/ learner support centres under its jurisdiction;
(7) to issue transcripts, statements of marks, transference certificate, migration certificate, rank certificates, passing certificates, degree certificates and other certificates and documents as may be directed by the parent University, from time to time, to the students in the department on the sub-campus and in affiliated colleges/ recognised institutions/ learner support centres under its jurisdiction;
(8) to perform such other functions as may be assigned to it by the parent University.

CONSTITUTION, POWERS, DUTIES AND FUNCTIONS OF AUTHORITIES OF THE UNIVERSITY
(Under Section 20 (c) of the Act)
As prescribed in Chapter III of these Statutes.

CHAPTER VIII
NORMS OF GRANT AND WITHDRAWAL OF AFFILIATION TO COLLEGES AND INSTITUTIONS/ LEARNER SUPPROT CENTRES
(Under Section 20 (d) and 20 (o) of the Act)

Norms and procedure for grant of affiliation.

69. (As per UGC ODL OL Regulations 2020 and amendments time to time):
(1) The University shall publish a notification in the local newspaper and also on the official web site of the University, inviting online applications from the managements for opening of new colleges or institutions of higher learning or for starting new courses of study, subjects, faculties, additional divisions or satellite centres which are in conformity with the perspective plan, before 31st August of the year preceding the year from which the permission is to be granted.

(2) The management seeking permission to open a new college or institution of higher learning shall apply online in a prescribed format, along with the affiliation fees prescribed by the University, to the Registrar of the University before the last day of September of the year preceding the year from which the letter of intent from the State Government is sought.

(3) The applicant Society/Trust/Company shall have been registered under the Section 8 of the Companies Act, 2013, as the case may be, at least one year before the date of submission of the application for opening of new colleges or institutions of higher learning.

(4) The following documents shall be uploaded by the management while making online applications for opening new colleges or institutions of higher learning, namely:-

(a) Registration Certificate of the Society/ Trust/Company along with details of constitution and Memorandum of Association;

(b) Audited Statement of Accounts of the previous Financial Year;

(c) details of the latest fund positions along with Bank agreements and receipt of Fixed Deposit of the amount prescribed by the State Government or the University, from to the time;

(d) detailed financial estimate (budget) of the current financial year.

(e) documents showing that the financial transactions of the Society/Trust/ Company are made through Nationalized / Scheduled Banks;

(f) letter given by the Society/Trust jointly with the Nationalized / Scheduled Bank concerned undertaking that deposits in the bank shall not be withdrawn without prior permission of the University;

(g) in case of colleges to be started on 'no grant in aid basis', an Affidavit on the stamp paper of Rs. 300/- to the effect that the expenses incurred on the salary and other expenses of the colleges as per rules, shall be borne by the Society/Trust/Company;

(h) documents relating to own land;

(i) documents relating to rented land;

(j) documents showing that the proposed college has administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University for each of the higher education course/programme with adequate scope for future expansion in conformity with those prescribed by the University Grants Commission/ Statutory/Regulatory body concerned, ensuring that all buildings constructed in the college are disabled friendly;

(k) documents showing that the proposed college has academic building sufficient to accommodate the faculties, lecturer/seminar rooms, library and laboratories with a minimum of the area as prescribed by the University/ Statutory/Regulatory body concerned, from time to time;

(l) documents showing that the proposed college has appointed number of teaching and non-teaching staff as per the University norms;

(m) documents showing that the proposed college has adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage, etc. in

conformity with the norms laid down by the Central/State Public Works Department;

(n) documents showing that the proposed college has taken adequate measures for safety, security, pollution control, etc.

(o) documents showing that the proposed college has a library with books relating to the proposed programmes including both text books, reference books, journals, along with a book bank facility for students belonging to the Scheduled Castes, Scheduled Tribe and such other sections, as may be specified by the University Grants Commission/ Statutory/Regulatory body concerned, from time to time;

(p) documents showing that the proposed college has necessary laboratory equipment as prescribed by the University/Statutory/Regulatory body concerned, from time to time, for each of the higher education programmes;

(q) documents showing that the proposed college has a multi-purpose complex/an auditorium and facilities for sports, canteen, parking, health care, separate common rooms and separate hostels for boys and girls, as per the local requirements as decided by the University;

(r) documents showing that the proposed college has appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi-purpose complex/auditorium, common rooms and hostels for boys and girls, and for other facilities;

(s) registered Lease Agreement, if the playground is it be used on rental basis;

(t) letter from the Competent Authority designated by the State Government for classification of land and its location as Metropolitan or other areas;

(u) land Use Certificate from the Competent Authority designated by the State Government.

(v) building Plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designated by the State Government;

(w) registered documents by the registered Society/ Trust/Company earmarking land and buildings for the proposed college;

(x) detailed Project Report, giving-

(i) background of the Society/ Trust/Company with reference to its experience in promoting, managing and operating educational institutions; details of its promoters including their background; its activities in the social, charitable and educational spheres since its inception and its Vision and Mission;

(ii) development plan for the college with timeline, spelling out its growth plan over the first ten-year period in terms of phasing of academic programmes/ increase in students' intake and introduction of postgraduate programmes/research, and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty, and other support facilities, including student amenities, such as hostels, sports and recreational facilities;

(iii) architectural master plan indicating the land use pattern including those for the future;

(iv) policy with regard to faculty recruitment, retention and development:

(v) structure of academic and administrative governance;

(vi) sources of financing of capital and operating expenditure, besides funds to be generated through students' fees; and

(vii) resource projections and their utilization schedule.

(y) other documents, if any, prescribed by the State Government and the University, from time to time.

(5) The management shall submit a hard copy of the online application along with the attested copies of the required documents mentioned in Clause (4) above to the Academic Section of the University before the last day of the September of the year preceding the year from which the letter of intent from the State Government is sought.

(6) Procedure as notified for grant of permission from the State Government for opening new college or new course, subject, faculty, division or satellite centre and procedure as mentioned in notification for grant of affiliation and provisions of notification for continuation of affiliation, as may be applicable, shall be complied with.

Norms and procedure for grant of permanent affiliation.

70. Norms and Procedure for Grant of Permanent Affiliation:

(1) The University shall publish a notification in the local newspaper and also on the official web site of the University, inviting online applications from the affiliated colleges or institutions for permanent affiliation, before 31st August of the year preceding the year from which permanent affiliation is to be granted.

(2) The affiliated college with at least five years standing as an affiliated college or institution shall be eligible to apply for permanent affiliation.

(3) The affiliated college or institution seeking permanent affiliation shall apply online in a prescribed format, along with the affiliation fees and required documents prescribed by the University, to the Registrar of the University before the last day of September of the year preceding the year from which the permanent affiliation is sought.

(4) The affiliated college or institution seeking permanent affiliation shall submit a hard copy of the online application along with the attested copies of the required documents and requisite fees to the Registrar of the University before the last day of the September of the year preceding the year from which the permanent affiliation is sought.

(5) Only those applications complying with the requirements and received within the prescribed time-limit, shall be accepted and considered by the University.

(6) The Board of Deans shall consider and scrutinize the applications.

(7) The Board of Deans shall inter-alia, apply the following criteria while scrutinizing the applications, namely:-

(a) whether affiliated college or recognised institution has fulfilled all the conditions of affiliation/recognition satisfactorily;
(b) whether has attained high academic and administrative standards as prescribed by the University and the regulatory bodies concerned, from time to time;
(c) whether necessary measures have been taken for fulfilling the objectives of the college and the University.

(8) The Board of Deans in its report shall make specific recommendations to the Academic Council duly supported by the relevant reasons as are deemed appropriate, on or before the last day of February of the next calendar year.

(9) If the Academic Council is satisfied that the affiliated college or institution has fulfilled all the conditions of affiliation prescribed under Section 27 of the Act satisfactorily and has attained high academic and administrative standards as prescribed by the University and regulatory bodies concerned, from time to time, it shall grant permanent affiliation to the college or institution.

(10) If the Academic Council of the University decides not to grant permanent affiliation to the college or institution, the college may apply again if it fulfils the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

(11) As per UGC norms a college must have five acers of land earmarked for the programmed.

(12) The Institute must have infrastructure and other academic and other requirement as prescribed by UGC/ AICTE/ NCTE/ BCI/ MCI/ any other related apex body.

(13) The Institute must have full teaching staff required as per last semester work load and also non-teaching staff as per University/ UGC/ other apex body/ Government.

(14) The proof of last five years' salary should be produced and the salary of teaching and non-teaching staff should not be less than the salary drawing by government employee.

(15) The decision to grant permanent affiliation shall be finally approved by Board of Management and Executive Council after it successfully approved by Academic Council.

(16) The Registrar shall communicate the decision of the Academic Council to the management with a copy to the Director of Higher Education, on or before 15th June of the year from which permanent affiliation is to be granted.

Withdrawal of affiliation.

71. (1) Privileges conferred on the college or institution by affiliation are liable to be withdrawn, if an affiliated college or institution, -

(a) fails to comply with the conditions of affiliation or recognition as provided in Section 27 of the Act; or
(b) fails to allow the College Development Committee to function properly; or
(c) fails to take action as per directions issued under the Act; or

(d) is conducting the college in a manner prejudicial to the interest of the University or the standards laid down by it.

(2) The Board of Deans shall, on receiving a complaint or may, in any other matter, Suo-moto, issue a notice to the management, to show cause as to why the privileges conferred on the college or by affiliation should not be withdrawn in part or in whole or modified.

(3) The Board of Deans shall mention the grounds on which it proposes to take the action and shall send a copy of the notice to the principal of the college. It shall also specify in the notice, the period, being a period, which shall not be less than thirty days within which the management should file its written statement in reply to the notice.

(4) On receipt of such written statement or on expiry of the period specified in the notice issued under Clause (3) above, the Board of Deans shall place before the Academic Council, the show cause notice, and the written statement, if any, with or without the motion for withdrawal or modification of such privileges.

(5) The Academic Council shall, having regard to the interest of students studying in the colleges, shall recommend an action in this behalf to the Vice-Chancellor shall pass the necessary order.

(6) If the Academic Council recommends the affiliation should be withdrawn, it shall be approved by Executive Council and Board of Management then withdrawn in phases.

(7) The Vice-Chancellor, before taking the final decision, shall offer a reasonable opportunity to be heard to the college and the management thereof, to defend their case. The statements of the college and the management thereof, shall be recorded during the course of hearing.

(8) It shall be the responsibility of the Registrar in the consultation with Vice-Chancellor to complete the process of withdrawal of affiliation well in advance and in any case before the last day of March of the year from which the affiliation is to be withdrawn.

(9) The University shall inform the State Government the decision of withdrawal of affiliation of a college.

(10) The management of the college, affiliation of which has been withdrawn by the University, shall have to seek the permission of the State Government as notified by State Government before re-affiliation of the college.

RULES OF PROCEDURE FOR CONDUCT OF BUSINESS AT THE MEETINGS OF AUTHORITIES OF THE UNIVERSITY

(Under Section 20 (e) of the Act)

As prescribed in Chapter III of these Statutes.

CHAPTER IX
UNIVERSITY FUNDING AND NON-FEE REVENUE ALLOCATION GUIDELINES
(Under Section 20 (f) and 20 (h)of the Act)

Manner of raising funds for the university from non-fee sources.

72. (i) The University shall engage in various fund raising activities to secure financial resources to support its mission and objectives.

(ii) Fund raising activities may include but are not limited to:

(a) Soliciting donations from alumni
(b) Soliciting donations from individuals
(c) Grants from corporations.
(d) Pursuing grants from governmental agencies, foundations, and research institutions
(e) Establishing partnerships with external organizations for mutually beneficial initiatives
(f) Offering research and consultancy services to Industry
(g) Development funds raised from the students, raising examination fees, etc.
(h) Supporting industry and research organizations on research and advising on strategic projects
(i) Offering the lab/ workshop facilities on a chargeable basis to startups/ entrepreneurs to support product development
(j) Offering the facilities of the University such as spaces, auditoriums, and outdoor areas for rent to individuals, organizations, or businesses for conferences, ceremonies, or special events.
(k) As and when required and availability of residential facilities such as dormitories or guest houses may be offered for short-term accommodation as per Standard Operating Procedure prepared by the University and approved by the Board of Management.
(l) Income generated from intellectual property, patents, technology transfer, research, guidance to industry and projects.
(m) Income from licensing agreements for the use of the University's brand, logo, or facilities.
(n) Revenue generated through commercialization of research outcomes.
(o) Sales of merchandise, publications, and other educational materials.

(iii) The University would encourage for annual donation and fund raising efforts and encourage all department to do so. These efforts are designed to provide a framework for fund raising, guiding the University community, including alumni, in their philanthropic endeavours.

(iv) The process of determining donation targets shall involve consensus between the University's Board of Management, Finance Committee and relevant stakeholders to ensure alignment with the institution's mission and vision.

(v) The University shall communicate the annual donation targets transparently to its alumni, donors, and the broader community through various channels, including official publications, websites, and fund raising campaigns.

(vi) The achievement of annual donation targets shall be monitored and reported regularly, fostering accountability and transparency in the University's fund raising activities.

(vii) Fifty percent (50%) of all donations received shall be allocated for the benefit of students, including scholarships. This allocation shall support scholarships, research opportunities, and other student-centric initiatives.

(viii) The remainder of the funds generated may be used for development of the University. Transfer of the funds to the development fund of the University would be done only if the University meets the requisite KYC score requirements as prescribed by the Fee Regulatory Committees.

(ix) The University shall establish specialized research centers dedicated to advancing knowledge in research methodology across various disciplines.

(x) These centers shall serve as hubs for interdisciplinary collaboration, providing resources, training, and expertise to faculty, researchers, and students engaged in research activities.

(xi) Funds allocated to specialized research centers shall be utilized for the development of state-of-the-art facilities, acquisition of research tools and technology, and support for faculty and research staff. The goal is to enhance the University's research capabilities, foster innovation, and contribute to the advancement of methodologies in diverse fields of study.

(xii) A portion of the allocated funds shall be dedicated to the development and implementation of knowledge-intensive programs. These programs shall focus on offering cutting-edge, high-impact educational experiences that integrate the latest advancements in knowledge and technology. The funds will support the design and delivery of curriculum, recruitment of qualified faculty, and investment in resources and infrastructure required for these programs. Knowledge-intensive programs aim to position the University as a leader in providing education that meets the evolving demands of a knowledge-driven society.

(xiii) The University should encourage the facility of earning with learning under knowledge intensive program. Standard Operating Procedure (SOP) should be prepared by the University and approved by the Board of Management.

CHAPTER X
NORMS FOR GRANT OF AUTONOMY TO UNIVERSITY DEPARTMENTS OR INSTITUTIONS, AFFILIATED COLLEGES AND RECOGNIZED INSTITUTIONS
(Under Section 20 (g) of the Act)

Objectives of autonomy.

73. (1) An autonomous college/ recognized institution/ university department/ university institution will have the freedom to -

(a) determine and prescribe its own courses of study and syllabi, and restructure and redesign the course to suit local needs, make it skill oriented and in consonance with the job requirements;
(b) prescribe the rules for admission in consonance with the reservation policy of the Government of Gujarat/ national policy;
(c) promote research in relevant fields;
(d) evolve methods of assessment of student's performance, the conduct of examination and notification of results;
(e) use modern tools of educational technology to achieve higher standards and greater creativity and
(f) promote healthy practices such as community service, extension activities, projects for the benefit of the society at large, neighbourhood programmes, etc.

The autonomy shall be a means to achieve higher standards and greater creativity in the future. An autonomous college/recognized institution/ university department/university institution shall be fully accountable for the content and quality of education that it imparts and shall be responsible for evaluation of the students for awards of degrees, diplomas and certificates to be awarded by the University.

(Note: A college shall include affiliated, conducted and/or constituent college)

Relationship with the University, the Government of Gujarat and other Autonomous colleges/Educational Institutions.

74. (1) There will be a symbiotic relationship between the parent university, State Government and the Autonomous College. The relationship between the parent University and the Autonomous College would be in the manner that is conducive for the development of the College with the ultimate aim of converting it into a College of Eminence.

(2) The University shall have the right to review all new courses of an autonomous college/recognized institution/ university department/university institution. Where there is an evidence of decline in standards of quality, the University shall, after careful scrutiny and in consultation with the University Grants Commission, either modify such courses, wherever possible, or cancel such courses.

(3) Autonomous college/recognized institution/ university department/university institution will be free to make use of the expertise of other University departments and institutions to frame their curricula, devise, method of teaching, examination and evaluation. They can recruit their teachers according to the existing procedures and norms prescribed by the competent authority, from time to time.

(4) The University will accept the methodologies of teaching, examination, evaluation and certify the course curriculum of its autonomous college/recognized institution/ university department/university institution. It will also help the autonomous colleges/recognized institutions/university departments/university institutions to develop their academic programmes, improve the faculty and to provide necessary guidance by participating in

the deliberations of the different bodies/committees of the autonomous colleges/recognized institutions/university departments/ university institutions.

(5) The role of the University will be -

(a) to encourage the colleges of good standing under their ambit to apply for autonomous status under the scheme;

(b) to accept the guidelines on the scheme of autonomous colleges issued by the University Grants Commission during the plan periods and from time to time, as binding and a matter of policy;

(c) to promote academic freedom in autonomous college/recognised institution/university department/university institution by encouraging introduction of innovative academic programmes;

(d) to facilitate introduction of new courses of study, subject to the required minimum number of hours of instruction, content and standards provided the UGC Regulations on the Specification of Degrees are followed by the College;

(e) to permit them to issue their provisional, migration and other certificates;

(f) to encourage to form a consortium for mutual co-operation/collaboration in chosen areas such as management skills, national services, entrance examinations, services projects, inter collegiate/intra collegiate sharing of expertise and human resources for teaching programmes;

(g) to encourage to adopt the semester pattern of study, continuous internal assessments, credit system and credit transfer among autonomous colleges/ recognized institutions/ university departments/ university institutions;

(h) to do everything possible to foster the spirit of autonomy and to create a separate wing to facilitate the smooth working of autonomous colleges / recognized institutions / university departments / university institutions;

(i) to consider and accept both internal and external assessment of students in autonomous colleges/ recognized institutions /university departments/ university institutions for admitting them to higher level courses conducted by other colleges/ recognized institutions /university departments/ university institutions;

(j) to consider and accept the decisions of the statutory bodies of the autonomous colleges / recognized institutions/ university departments /university institutions;

(k) to accept the students of autonomous colleges/ recognized institutions/ university departments/ university institutions declared qualified by autonomous colleges / recognized institutions / university departments/university institutions for award of such degrees / diplomas / certificates;

(l) to award degrees/diploma/certificates to the students declared qualified by autonomous colleges / recognized institutions / university departments/university institutions for award of such degrees / diplomas / certificates;

(m) to ensure that degree / diplomas /certificates issued indicate the name of the autonomous college/ recognized institution /university department/ university institution, along with the name of the University;

(n) to nominate eminent academicians of the university to serve in various committees of the autonomous colleges/ recognized institutions /university departments/ university institutions for giving inputs for the improvement of the functioning of the college;

(o) to forward the application of the college for grant of autonomy to the University Grants Commission within the specified timeframe; and

(p) to exercise such other powers and perform such other duties as may be conferred by or under the Act, Statutes, Ordinances, Rules and Regulations.

(6) The State Government will assist the autonomous college/ recognized institution/ university department/university institution by,-

(a) avoiding, as far as possible, transfer of teachers, especially in college and recognized institution, where academic innovation and reforms are in progress, except for need-based transfer;

(b) conveying its concurrence for the grant of autonomy or extension of autonomy of any college/ recognised institution/ university department/ university institution to the University Grants Commission within a period of thirty days after receipt of the recommendation of the Board of Management of the University, failing which it will be presumed that the Government of Gujarat has no objection to grant of autonomy or extension thereof, to the college/recognized institution /university department/ university institution;

(c) maintaining the grant-in-aid pattern even after grant of autonomous status to the college/recognized institution/university department/university institution; and

(d) nominating an academician of repute as its nominee in time on the Governing Body/ Board and other Bodies of the Government Colleges Granted autonomous status.

(e) The State Government will nominate an academician of repute as its nominee in the UGC Expert Committee at the time of fresh induction and extension of autonomous status to a college/recognized institution/university department/university institution;

(f) The State Government will provide the nominee within 30 days of the request;

(g) If the state Government does not provide a nominee within 30 days UGC may proceed with the visit to evaluate the college;

(h) All three stake holders, i.e. the University, the State Government and University Grants Commission, have to play a very harmonious and proactive role as facilitators in letter and spirit.

(7) Autonomous Status:

(a) Autonomy granted to the colleges/ recognized institutions /university departments/ university institutions is institutional and covers all the courses at diploma (under-graduate and post-graduate), under graduate,

post graduate degree and also certificate courses (under-graduate and post-graduate), which are being run by the institution at the time of conferment of autonomous status.

(b) All courses introduced by the institution after the conferment of autonomous status shall also automatically come under the purview of autonomy.

(c) Following the approval of the conferment of the autonomous status to the college, the parent university will issue a notification within 30 days of receipt of the letter of approval from University Grants Commission.

(d) The University will confer the degrees to the students of the autonomous colleges. However, the certificates of the students will have the name of the college as autonomous college inscribed on the certificate;

(e) Partial autonomy cannot be granted to any college/ recognized institution/university department/ university institution. Autonomous status is not conferred on permanent basis. It has to be continuously earned by the college/recognized institution/university department/university institution as per the provisions.

Eligibility.

75. (1) An autonomous status may be conferred by the University on the college/recognized institution/ university Department / university institution which has a standing of more than ten years and which is permanently affiliated or recognized by the University and satisfies other norms and conditions of autonomy prescribed by the University Grants Commission, the State Government and the University, from time to time. An autonomous status may be conferred by the University with the concurrence of the State Government and the University Grants Commission.

(2) All colleges (of any discipline) under Section 2(f) of the University Grants Commission Act, 1956, aided, unaided, partially aided and self-financing are eligible to apply for autonomous status.

(3) Colleges/ recognized institutions/ university departments/university institutions desirous of having autonomy shall make proper preparation with regard to teaching staff, students, local community etc., as prescribed in the guidelines of the University Grants Commission. Such multi-pronged preparation shall be completed well before the autonomy is sought.

(4) Other criteria for identification of colleges and recognized institutions for grant of autonomy:

(a) The college must have valid NAAC accreditation with a minimum a 'A' Grade or equivalent grade level as per the guidelines issued from time to time, for being considered for fresh induction / extension of autonomous status;

(b) In respect of Engineering/Technology/Management Colleges, current NBA accreditation for at least three courses is mandatory;

(c) For existing autonomous colleges before they seek extension of autonomous status they must get accredited by NAAC/NBA;

(d) For colleges which were accredited earlier and seek extension of the autonomous status must give a proof of having applied for accreditation by NAAC/NBA to be considered;
(e) In case of constituent colleges the same may undergo for separate accreditation by NAAC to be considered; and
(f) The colleges which have only NBA accreditation must undergo NAAC accreditation within 2 years of conferment of the autonomous status.

(5) Criteria for Granting Autonomous Status;
(a) Academic reputation and previous performance in University examinations and its academic /co-curricular /extension activities in the past.
(b) Academic /extension achievements of the teaching staff.
(c) Quality and merit in the selection of student and teacher, subject to statutory requirement in this regard.
(d) Adequacy of infrastructure for example, library, equipment, accommodation for academic activities, including facilities for physically and visually challenged students, teachers and staff, etc.
(e) Quality of institutional management.
(f) Financial resources provided by the management / State Government for the development of the institution.
(g) Responsiveness of administrative structure.
(h) Motivation and involvement of teaching and research staff in the promotion of innovative reforms.
(i) Hostel facilities

Procedure to apply for fresh autonomous status.

76. (1) The procedure to apply for fresh autonomous status shall be as follows:
(a) The eligible colleges, as mentioned above, may apply in the prescribed format throughout the year.
(b) The colleges shall submit the proposal to the affiliating university which may forward the same to UGC within 30 days of the receipt of the proposal. In case the proposal is rejected by the university, the decision shall be communicated to the college and UGC through a "Speaking Order".
(c) If the University fails to take any decision on the proposal within 30 days from the receipt of the proposal, it shall be presumed that the University has no objection to the processing of the proposal by the UGC for conferment of Autonomous Status.
(d) The College will forward an advance copy of the proposal to the University Grants Commission indicating the date of receipt of the proposal by the parent university for the record of the UGC.
(e) The University and the state Government will provide the names of eminent academicians within 30 days to be part of the UGC Expert Committee for on- site visit of the college if required as per the guidelines.
(f) If the University and State Government fail to provide the nominees for the UGC Expert Committee the UGC may proceed with the on-spot visit and take decision on the proposal of the college.

(2) The College in its application would also comply with the following:-
  (a) An academic plan showing the courses proposed and their schedule of offering.
  (b) A faculty recruitment policy and plan to meet the academic requirements.
  (c) A student admission policy and plan.
  (d) A research plan indicating the research laboratories and other facilities proposed to be established (for Science and Technology subjects). In case of humanities, social science and other interdisciplinary faculties, the research plan should indicate the broad areas and nature of field work and research sought to be done.
  (e) A networking plan outlining the reaching and research collaborations and partnerships that are proposed to be put in place.
  (f) An infrastructure development plan that would meet the proposed academic and admissions plans as well as all student and other facilities.
  (g) A financial plan, with details of sources.
  (h) A governance plan that indicates the proposed institutional structure and how it overlaps with ownership, decision-making processes and social engagement. This governance plan should be committed to the highest standards of transparency, accountability, and efficiency.

(3) Procedure for Approval by the University Grants Commission:
  (a) If the college is found eligible as per the guidelines an Expert Committee shall be constituted by the Chairman, UGC consisting of the following members:
    (i) Three eminent academicians out of which one shall be the Chairman
    (ii) One academician nominee of the parent university Member
    (iii) One academician nominee of the State Government Member
    (iv) One UGC Official Convenor
  (b) The Chairman, UGC may constitute a Standing Committee of 3-4 members to look into the reports of the Expert Committee for conferment of fresh autonomous status/ extension of autonomous status to colleges before the recommendations are placed the University Grants Commission. The Standing Committee will have the mandate of the examining the reports and submit its recommendations including inconsistencies, if any, in the report to the Commission.
  (c) The college which is accredited with 3.25 and above in a 4-point scale of NAAC/ or equivalent grade level as per the guidelines issued from time to time in two consecutive cycles and also gets a similar grade in the third cycle shall be conferred with the autonomous status without onsite visit by the UGC Expert Committee provided it also adheres to University Grants Commission's Regulations like (a) curbing the menace of ragging in Higher Education Institutions Regulations 2012; (b) UGC (Promotion of Equity in Higher Education Institutions Regulations 2012; (c) UGC (Grievance Redressal) Regulations 2012; etc. in letter and spirit. The applications of such colleges will be considered as reports of the Expert

Committee to be presented before the Standing Committee for consideration.

(d) Colleges which apply for reaccreditation within the stipulated six months before the end of the cycle of accreditation as per the guidelines of NAAC, the gap period between the two consecutive accreditations will be condoned.

(e) In case of another institution which have not applied as per the guidelines mentioned above, the maximum period for condonation would be one year between the two accreditation cycles.

(f) On receipt of the concurrence of the University Grants Commission regarding the conferment and grant of autonomous status to the college/recognized institution/ university department/ university institution, the Executive Council/ Board of Management on the recommendation of the Academic Council, shall confer autonomous status and the Vice-Chancellor shall notify and communicate the said decision to the college/recognized institution/ university department/ university institution concerned. The autonomous status shall be conferred from the date of the University notification before the commencement of the academic year.

Period of Autonomy and Procedure for Monitoring/ Grant for Extension of Autonomous Status.

77. (1) The autonomous status shall be conferred on the college/recognized institution/ university department/university institution initially for a period of ten years.

(2) Each college once granted autonomous status shall undertake all activities as indicated above.

(3) The college shall constitute the Centre for Internal Quality Assurance (CIQA) in the College under intimation to the University Grants Commission. The Cell will have an external Peer Team comprising of academicians of repute and will send report to the University Grants Commission regarding the performance of the College. The report will also be put on public domain on the website of the College. The external peer review shall be conducted atleast once in a year.

(4) On receipt of adverse report by the external peer team of IQAC or in case of complaint, UGC has the power to constitute its own Expert Committee for careful scrutiny of the report and may revoke the autonomous status of the college after giving due opportunity to the management by way of notification and by passing a Speaking Order.

(5) During the initial six years if the college under consideration has obtained the score of 3.51 and above from NAAC on a 4-point scale (i.e. A+ and A++)/ or equivalent grade level as per the guidelines issued from time to time, the college will be granted extension of autonomous status without the visit of the Expert Committee of the University Grants Commission after placing the report of the NAAC team and the reports of the external peer team of the IQAC of the college before the Standing Committee constituted by the University Grants Commission.

(6) If the college does not have the score as mentioned in point 5 above, the University Grants Commission may constitute an Expert Committee for on-spot analysis of the college based on the information provided by the College in the format prescribed by the University Grants Commission. The recommendation of the Expert Committee of the University Grants Commission will be placed before the Standing Committee constituted by the University Grants Commission.

(7) The extension of autonomy shall be as per the norms of UGC.

(8) In case of any delay by the University Grants Commission in reviewing the proposal for grant of extension of autonomous status, the college will continue to enjoy the benefits accrued because of autonomous status.

Mandatory disclosures by the autonomous college.

78. (1) The autonomous status will, without fail, upload on its website information regarding the courses offered by it, the fees for the courses, the details of the faculty along with qualification and unique ID/Aadhaar, the admission procedure, the details relevant infrastructure, research activities of the college along with the details of Ph.D. students enrolled, if any, with the date of enrolment, topics and supervisor. All directives of the University Grants Commission should be strictly followed.

(2) The college will also put on its website the creation of various committees/cells as mandated in the various Regulations of the University Grants Commission notified from time to time.

(3) The College will put an undertaking on its website that it will abide by all the Regulations of the respective University and University Grants Commission notified from time to time.

Powers and Duties of Autonomous College/Recognized Institution/ University Department/ University Institution.

79. (1) The autonomous college/recognized institution/ university department/ university institution shall evolve appropriate mechanism to evaluate the academic performance, improvement in standards and to assess the extent and degree of success in the utilization of autonomy.

(2) The autonomous college/recognized institution/ university department/ university institution shall evolve appropriate mechanism for evaluation by the external Peer Team of IQAC every year. The detailed procedure such as the constitution of the committee, terms of reference to the committee, etc., shall be decided by IQAC. The report of committee shall be placed before the Academic Council of the autonomous college/recognized institution/ university department/ university institution and then before the Governing Body of the autonomous college/recognized institution/ university department/ university institution.

(3) The autonomous college/recognized institution/ university department/ university institution shall function with the objectives of promoting academic freedom and scholarship on the part of teachers and students which are essential to the fostering and development of an intellectual climate conducive to the pursuit of scholarship and excellence, subject to the Act and Statutes, Ordinance, Rules and Regulations made thereunder,

and guidelines of the University Grants Commission on the scheme of autonomous colleges issued from time to time, and shall have freedom to -

(a) determine and prescribe its own courses of study and syllabi and fix the course-wise intake in accordance with the policy of affiliating University and State Government, restructure and redesign the course to suit local needs;

(b) prescribe rules for admission in consonance with the reservation policy of the Government of Gujarat;

(c) evolve methods of assessment of students' performance such as credit/grading system, continuous internal assessment, the conduct of examinations and notification of results;

(d) use modern tools of educational technology to achieve higher standards and greater creativity;

(e) conduct tests and examinations, using innovative methods such as continuous internal assessment for award of the degrees, diplomas, and certificates by the University;

(f) collaborate with institutions/agencies/industries etc. in the teaching, research, extension programs, production of teaching material and institution awards, medals, scholarship, freeship, etc. ;

(g) start a new under-graduate or post-graduate degree/diploma/certificate course with the approval of its Academic Council, for award of degree/diploma/certificate to be conferred by the University. Such courses shall fulfil the minimum standards and norms prescribed by the University/ University Grants Commission in terms of number of hours, curricular contents and standards, intake capacity, etc. , and the University shall be duly informed of such courses at least sixty days before the date of commencement of such courses. The University shall have the right to deny institution of such degree / diploma / certificate (under-graduate and post-graduate), if it is found that such courses do not fulfil the minimum standards and norms prescribed by the University /University Grants Commission in terms of number of hours, curricular contents and standards, intake capacity, etc. The University shall communicate the decision of denial of institution of such degree/diploma/certificate (under-graduate and post-graduate) before the commencement of the academic year.

(h) rename an existing course after restructuring/ redesigning it with the approval of its Academic Council and as per the norms of the University Grants Commission. The new nomenclature shall be as specified by the University Grants Commission under Section 22 of the University Grants Commission Act, 1956. The University shall be duly informed of such proceedings so that it shall award new degrees in place of the old. The University shall have the right to deny institution of such restructured/redesigned degree/diploma/ certificate (under-graduate and post-graduate) course, if it is found that such courses do not fulfil the minimum standards and norms prescribed by the University/University

Grants Commission in terms of number of hours, curricular contents and standards, intake capacity, etc.;

(i) create posts of teachers, non-vacational academic staff and non-teaching employees and appoint suitable persons as per the provisions of these Statutes and/or Standard Code prescribed by the State Government. In case of autonomous colleges/ recognized institutions/ university departments/ university institutions, receiving financial grants in aid from the State Government, the prior permission of the State Government shall be obtained prior to creation and/or appointment of any such staff;

(j) grant eligibility to the existing duly approved teachers of relevant subject for teaching the new inter-disciplinary under-graduate or post-graduate degree/diploma/certificate course on the basis of their academic expertise and experience with appropriate ratification by the University;

(k) appoint the panel of paper setters, examiners, moderators, and invigilators on the recommendation of the Examination Committee;

(l) declare the dates of examinations and their results, as per the recommendations of the Examination Committee.

(4) The autonomous college/recognized institution/ university department/ university institution shall have powers to make, amend or repeal the rules and regulations on the matters of academics, admissions, examinations, administration, financial procedures, etc., subject to the provisions of the Act and Statutes, Ordinances, Rules and Regulations framed thereunder, and guidelines issued by University Grants Commission, from time to time.

(5) The autonomous college/recognized institution shall make, amend, or repeal rules and regulations subject to the prior approval of its Governing Body and autonomous university department/university institution shall make amend or repeal rules and regulations subject to the prior approval of the Board of Management of the University. Such rules and regulations shall come into force from the date of its approval. The University may recommend certain matters to the autonomous college/ recognized institution/ university department/ university institution for making necessary rules or regulations.

(6) The autonomous college/ recognized institution/ university department/ university institution shall notify the rules and regulations so framed, and the amendments made therein, and communicate the same to all concerned, from time to time.

(7) The autonomous college/ recognized institution/ university department/ university institution shall not create any direct or indirect financial liability on the part of the State Government and shall not create any teaching or non-teaching positions without the prior permission of the State Government, in respect of grantable courses/programmes/subjects. However, the total number of sanctioned teaching and non-teaching posts on grant-in-aid basis at the time of conferment of autonomous status to the institution shall be protected by the State Government during the period of autonomy and the college/recognized institution/ university department/

university institution may reallocate such posts to the grant-in-aid courses/subjects as per the requirement.

(8) The autonomous college/ recognized institution/ university department/ university institution shall not exercise such powers so as to result in rendering any of its existing staff surplus, either by reducing the intake capacity or closing the existing subjects or courses.

(9) The autonomous college/ recognized institution/ university department/ university institution, shall be competent to incur expenditure from the funds received from fees for academic programmes started on self-supporting basis for the purpose of creation of posts in various categories for a specific period and granting pay, allowances and other benefits to such posts, provided those posts are not held by such persons who are holding the posts for which contribution of the State Government is received.

(10) Autonomous colleges having permanent affiliation of the University need not apply for affiliation for new courses or subjects. Any new course or subject to be launched by an autonomous college shall be covered under the autonomous status.

(11) All autonomous colleges/ recognized institutions/ university departments/ university institutions, shall upload information on their website regarding courses offered, faculty, availability of infrastructure, admission details, etc.

(12) The autonomous college/recognized institution/ university department/ university institution perform such other duties and responsibilities that may be necessary to fulfil the obligation of autonomous status such as common programmes of student feed-back, self-appraisal by teacher, etc.

Privileges of Autonomous College/recognized institution/ university department/ university institution.

80. (1) The autonomous college/recognized institution/ university department/ university institution once granted autonomous status will have the privilege to-

(a) constitute their own Governing Body, Academic Council and Board of Studies to formulate new courses within the nomenclature specified by UGC as per the Specification of Degrees, 2014 and amended from time to time;

(b) constitute their own Finance Committee.

(1) The above bodies will also have the powers to review all existing courses making curricula more community relevant, skill oriented and keeping in view the employability requirements of the graduates.

(2) The autonomous college/recognized institution/ university department/ university institution can fix fees of the courses at their own level.

(3) The autonomous college/recognized institution/ university department/ university institution will have complete administrative autonomy and have the privilege of appointing their own administrative staff and teaching faculty including Principal. However, the staff will be appointed as per the UGC (Minimum Qualification for Appointment of Teachers and other Administrative Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations 2010 as amended from time to time.

(4) The college/recognized institution/ university department/ university institution will continue to receive funds as being done before the grant of autonomous status, if any.
(5) However, the degree will be awarded by the parent University.

Expectation from autonomous colleges.

81. (1) Start new courses which are skill oriented and make students employable.
(2) Re-structure and design the course curricula to suit local needs.
(3) Inculcate research culture amongst the students and teachers.
(4) Strive for quality in the research undertaken.
(5) Use ICT enabled modern technology in teaching and learning.
(6) Promote healthy practices such as community service, extension services, projects, etc for the benefit of the society.
(7) Use autonomy for the benefit of the society in general and students and teachers in particular.
(8) Advancement of knowledge.

Examinations and declaration of results.

82. (1) The autonomous college/ recognized institution/ university department/ university institution shall conduct the examinations at specified periods as it may determine and notify. The examinations and evaluation system shall be as may be determined by the Examination Committee of the autonomous college/ recognized institution/ university department/ university institution, as the case may be. The examination and evaluation shall be carried out in such a manner as to enhance the trust and the credibility in the minds of the students and the society by being fair and rational.
(2) The students passing the examinations conducted according to the standard set by the autonomous college/ recognized institution/ university department/ university institution shall be awarded degree/ diploma/ certificate by the University as the case may be, as per the provisions of the Act and these Statutes.
(3) The autonomous college/ recognized institution/ university department/ university institution shall strive to declare results of every examination conducted by it within thirty days from the last date of the examination for that particular course and shall, in any case declare the results latest within forty-five days thereof:
Provided that if for any reasons whatsoever, the autonomous college/ recognized institution/ university department/ university institution is unable to finally declare the results of any examination within the aforesaid period of 45 days, it shall submit a report incorporating the detailed reasons for such delay to the Vice- Chancellor of the University.

Raising and utilization of funds.

83. (1) The autonomous college/ recognized institution/ university department/ university institution shall be competent to raise its own resources by-
(a) introducing the new courses and increase in the intake in respect of the courses started on self-financing basis as per norms of the University, respective bodies, AICTE, etc.;

(b) accepting endowment and/or donations in concurrence with the relevant Act/Rules, which are not linked with the admissions;
(c) instituting new degrees / diplomas /certificates;
(d) revising fees of the unaided courses instituted by them with the permission of its management;
(e) grant-in-aid;
(f) other assistance from funding agencies in different fields of Science Technology, Education, Management etc.;
(g) other assistance from funding agencies;
(h) such other sources which are legally permissible in consonance with the objectives of the University/ college/recognized institution/university department/university institution and of grant-in aid;

1) The resources raised by the autonomous college/ recognized institution/ university department/ university institution shall be utilized solely for the purpose of conduct and development of the autonomous college/ recognized institution/ university department/ university institution and as provided for, by the annual financial estimates (Budget) approved by its management.

Action on the inquiry report.

84. (1) The Academic Council of the University, on the basis of the report of the External Peer Review committee constituted by the Academic Council of the autonomous college/ recognized institution/ university department/ university institution and the compliance thereof submitted by the autonomous college/ recognized institution/ university department/ university institution, may recommend to the Executive Council/ Board of Management to take appropriate action or revoke the autonomous status conferred on the autonomous college/ recognized institution/ university department/ university institution.

(2) The Executive Council/ Board of Management of the University shall cause to issue a notice through the Vice-Chancellor to the autonomous college/recognised institution/ university department/university institution to show cause as to why the autonomous status conferred on the college/ recognized institution/ university department/ university institution should not be withdrawn. The Executive Council/ Board of Management shall mention the grounds on which it proposes to take same action and shall also specify in the notice, the period which shall not be more than thirty days within which the autonomous college/recognised institution/university department/ university institutions shall file its written statement in reply to the notice.

(3) On receipt of the written statement or on expiry of the period specified in the show cause notice and after hearing the autonomous college/recognised institution/university department/ university institutions concerned, the Executive Council/ Board of Management shall decide whether the autonomous status shall be revoked or not, recording the reasons therefor.

(4) The Vice-Chancellor shall send the proposal for revocation of the autonomous status along with the show cause notice, written statement, if

any, submitted by autonomous college/recognised institution/university department/ university institution concerned, the decision of the Board of Management and other relevant documents to the State Government and the University Grants Commission for concurrence.

(5) On receipt of the concurrence of the State Government and the University Grants Commission, the Vice-Chancellor shall communicate to the autonomous college/recognised institution/university department/ university institution concerned, the decision of revocation of autonomous status conferred on it.

(6) The revocation of the autonomy conferred on the autonomous college/ recognized institution/ university department/ university institution shall be in phases. The students admitted prior to the revocation of autonomous status shall continue to be treated as students of the autonomous college/ recognized institution/ university department/ university institution and shall be allowed to complete their respective courses to which they are admitted, within the prescribed period.

Surrender of autonomous status.

85. (1) In case the autonomous college/ recognized institution/ university department/ university institution desires to surrender the autonomous status, it shall apply to the Vice-Chancellor in writing with the reasons therefor. The Board of Management, on the recommendation of the Academic Council may grant of permission to surrender such autonomous status and send the recommendation to the University Grants Commission and the same shall take place in phases.

(2) The autonomous college/ recognized institution/ university department/ university institution of which autonomous status is revoked or surrendered, shall resume the status which it had prior to grant of autonomous status, subject to the conditions as may be prescribed by the Board of Management.

Recruitment of the teaching and non-teaching staff.

86. The autonomous college and recognized institution will have the privilege of appointing their own administrative staff and teaching faculty including Principal/Director. The recruitment of teaching staff and their qualifications, and service conditions shall be as per the Regulations prescribed by the University Grants Commission and adopted by the State Government, from time to time, and as per the reservation policy prescribed by the State Government, from time to time. The autonomous college and recognized institution shall also seek approval from the University. The recruitment of non-teaching staff and their qualifications, and service conditions shall be as per the reservation policy prescribed by the State Government, from time to time.

CHAPTER XI
GENERAL RULES OF CODE OF CONDUCT FOR EMPLOYEES (TEACHING AND NON-TEACHING STAFF)
(Under Section 20 (i), 20 (k) and 20 (l) of the Act)

General conditions of conduct.

87. (a) The Code or Professional Ethics for University and College Teachers (1989) that has been adopted by University Grants Commission (Annexure XX) shall be applicable to all Teachers.

(b) Teachers shall be obliged to conduct themselves in an ethical, responsible & professional manner. They shall perform duties (viz. teaching, clinical, research, co-curricular & extracurricular etc) with dedication. They shall also be required to assist the University/Constituent Institutions in administrative activities (viz. general management, admissions, counselling & invigilation etc).

(c) Employees of the University and Teachers shall adhere to a responsible pattern of conduct and demeanour expected from them by the community

(d) Employees of the University and Teachers shall maintain their private affairs in a manner consistent with the dignity of the profession.

(e) Employees are permitted to form Associations / Unions for dealing with their service matters with the prior approval of the State Government. Employees are forbidden to get associated with communal/banned organizations by State & Central Government.

(f) Teaching staff shall refrain from conducting private tuition/coaching classes which are likely to interfere in their professional responsibilities. University shall prepare SOP and punishment rules and take serious view in this matter.

(g) Unless implicitly permitted, employees are forbidden to raise funds for any purpose whatsoever.

(h) Employees shall abide by terms of their appointment, Statutes / Ordinances /Regulations/ Rules/ Policies/ Guidelines and Directives issued by authorities from time to time.

Classification of posts.

88. Posts shall be classified, based on their rank/ appointment, as follows:

(a) Group A (PML-11 and above): Registrar, Joint Registrar, Finance and Accounts Officer, Controller of Examination, Deputy Registrar, Assistant Registrar, Deans, Directors, Principals, Vice Deans/Principals, Medical Superintendent, Additional Medical Superintendent, Senior Professor, Professors, Associate Professors, Chief Accounts Officer, Readers, Senior Scientists, Administrative Officer, Internal Audit Officer, Public Relation Officer, Law Officer, Training and Placement Officer, Librarian, Deputy Librarian, Assistant Librarian, Information Scientist, Technical Officer/ Maintenance Engineer, System Manager/ Senior System Analyst, System Engineer/ Senior Maintenance Engineer, Junior Maintenance Engineer/ Networking Engineer, System Analyst/ Programmer/ System Programmer, Superintendent Engineer (Civil)/ University Engineer, Executive Engineer

(Civil), Executive Engineer (Electrical), and equivalent posts and all other appointments made by Vice-Chancellor.

(b) Group B (PML-8 to 10): Asst. Professors, Senior lectures, Deputy/Assistant Medical Superintendent, lectures, Senior / Junior Residents, Casualty Medical Officers, Scientists, Section Officer, Assistant, Estates Officer, Statistical Officer/ Research cum Statistical Officer, Senior Statistical Assistant, Private Secretary, Deputy Accountant, Office Superintendent, Personal Assistant, Professional Assistant, Senior Technical Assistant, Senior Technical Assistant (Computer)/ Junior Programmer/ Assistant Programmer, Assistant Engineer (Civil/ Electrical/ Mechanical), Junior Engineer, Security Officer, Assistant Security Officer, Guest House Manager and equivalent posts.

(c) Group C (PML-2 to 7): Upper Division Clerk, Lower Division Clerk, Multi-Tasking Staff, Statistical Assistant, Stenographer, Semi Professional Assistant, Library Assistant, Technical Assistant, Laboratory Assistant, Technical Assistant (Computer), Security Inspector, Security Assistant and all other employees (except those covered in Group A and B above) from Academic, Administrative, Technical, Medico-technical, Nursing, Supervisory Industrial Staff of University/Constituent Institutes/ Departments, Assistant Accountant, Head Clerk, Cashier, Senior Clerk, Junior Clerk, Junior Clerk/Typist, Additional Assistant Engineer, Photographer, Laboratory Technician, Carpenter, Proof reader, Telephone Operator, Wireman cum cable jointer, Cook - Khansama, Driver, Animal House keeper, Plumber.

(d) Group D: Attendants, Caretakers, Supervisors, Conductors, vehicle cleaners, tradesmen/Industrial Staff, Machine man (Duplicating), Pump Operator, Gas Plant Operator, Peon/ Ward boy cum peon, Sweeper, Watchman, Helper and equivalent staff of University/Constituent Institutes/Departments.

89. Followings actions and/ or commissions shall constitute a misconduct: - **Actions constituting misconduct.**

(a) Insubordination which will include disobedience of orders issued through rules/regulations and circulars/notices/instructions including lawful verbal orders of a superior.

(b) Habitual late arrival or absence from place of duty for reasons, whatsoever.

(c) Neglect in discharge of duty.

(d) Violent /disorderly /threatening /intimidating behaviour with employee/employees/ students/parents/patients/vendors/clients etc.

(e) Divulging confidential information of the University which will be detrimental to the interest of the University.

(f) Refusal to receive /acknowledge any official communication from authorities.

(g) Making false accusations against fellow employee/employees.

(h) Falsification or tempering of any official document.

(i) Sheltering an offence or failing to report an irregularity/ misconduct / offence/illegal activity of a fellow employee/employees.

(j) Any other act of commission considered prejudicial to Statutes/ Ordnances/ Regulations /Rules/Policies.
(k) Submission of false information at the time of recruitment.
(l) Committing an act involving moral turpitude.
(m) Theft, dishonesty, fraud, misappropriation, bribe, misuse/damage to property of the University.
(n) Intoxication on duty.
(o) Abetting malpractices during examinations and/or in relation to question papers.
(p) Indulging in cybercrime like hacking of official website of the University or its constituents, creation or hosting of fraudulent account on social network, use of abusive/un-parliamentary language or comments and hosting and morphing of pictures of others etc.
(q) In the case of misconduct, the law of natural justice is to be observed, hence the power to take action against misconduct should not lie with one single person, i.e. head of institution (Dean/ Director/ Principal/ Registrar) shall not have the authority without proper investigation of the case through enquiry committee.
(r) The employee must be trialled fairly and be given chance to defend himself without bias.

Minor penalties.

90. Following penalties shall be classified as Minor Penalties:
(a) Reprimand
(b) Recordable warning
(c) Recovery of whole or part of pecuniary loss caused by employee by negligence or breach of order

Major penalties.

91. Following penalties shall be classified as Major Penalties:-
(a) Withholding of increments
(b) Reversion/ Downgrade to a lower post
(c) Removal from service
(d) Dismissal
(e) Compulsory retirement

Disciplinary authority & extent of disciplinary powers.

92. Disciplinary Authority and their powers shall be as follows: -

(a) **Dean/Director/Principal:** Heads of Constituent Institution (Dean/ Director/ Principal) shall have the authority to impose minor penalties on all employees of concerned Constituent Institution as laid down at point no 90 above. When permanent Head of Institution is not posted, officiating incumbent shall exercise these powers only on specific orders of Vice-Chancellor.

(b) **Registrar:** Registrar of University shall have authority to impose both minor & major penalties on Group 'C' & 'D' employees of University Office/Constituent Institutions. However, for the sake of administrative expediency, minor penalties may be imposed by concerned Dean/Director/Principal, on their Group 'C and 'D'

employees, as per para above. Minor penalties, on Group 'C' and 'D' employees of Institutions, shall be imposed by Registrar, only if referred by Head of Institutions, for the purpose of consideration of imposition of Minor Penalty as per point no 90. When permanent Registrar is not posted, officiating incumbent shall exercise these powers on specific orders of Vice-Chancellor.

(c) **Vice-Chancellor:** Vice Chancellor shall have authority to impose both minor & major penalties on all employees. However, for the sake of administrative expediency, minor penalties may be imposed by concerned Dean/Director/Principal, on their employees, as per para above. Minor Penalties, on Group 'A' and 'B' employees of Constituent Institution, shall be imposed by Vice Chancellor, only if referred by Head of Institutions, for the purpose of consideration of imposition of Minor Penalty, as per point no 90. Vice-Chancellor may exercise disciplinary authority over Group 'C' & 'D' employees only during the absence of Registrar.

Procedure of imposition of minor/ major penalties by Vice-Chancellor/ Heads of institutions/ Registrar.

93. If Complaints having been received (including those referred by University Authority) or suo moto, Vice Chancellor (in case of Group 'A' and 'B' employees of the University Office), Dean/Director/Principal (in case of Group 'A', 'B', 'C' & 'D' employees of Institutions) and Registrar (in case of Group 'C' & 'D' employees of the University Office) shall make preliminary informal investigations to ascertain veracity of the complaint. If there is substance in file complaint, Dean/Director/Principial/ Registrar shall seek an explanation from defaulting employee, to be complied within three days, indicating the exact nature of misconduct alleged against him/her. Dean/Director/Principal may dispense with the requirement of seeking Explanation at their discretion.

Taking due cognizance of the reply, Vice Chancellor, Dean/Director/Principal/Registrar shall decide on one of the following courses:-

(i) Exonerate the employee of the charge, if there is no case of imposing a penalty on the employee and close the case.

(ii) In case Vice Chancellor/Dean/Director /Principal/Registrar is convinced that imposition of Major Penalty is not warranted, he/she shall issue "Show Cause Notice" indicating nature of misconduct and proposed penalty, to the defaulting employee and permit him three days to submit final defense.

(iii) After taking due cognizance of the reply, Vice Chancellor/Dean/Director/Principal/Registrar shall impose Minor Penalty/Penalties on the concerned employee and close the case.

(iv) In case employees of more than one Institution are involved in commitment of alleged misconduct and concerned Head of Institution is unable to proceed in the matter at institutional level, he/she shall refer the matter to University for further clarification and action.

(v) In case imposition of Major Penalty is necessitated, enquiry shall be conducted as per procedure laid down as below.

Enquiry committee to be appointed by the Vice-Chancellor of the university.

94. There shall be an enquiry committee for disciplinary actions against teaching and non-teaching staff of the university:

(1) Vice Chancellor nominee – Chairperson;
(2) Retired Judge of the High Court - Chairperson;
(3) Senior advocate of the Gujarat High Court;
(4) Retired Senior level government official;
(5) One member of Board of Management from the concerned University appointed by the Vice Chancellor;
(6) One member of Executive Council from the concerned University appointed by the Vice Chancellor;
(7) One member representing the Management of the affiliated college appointed by the concerned management (if the employee is from affiliated college/ institutions) amongst the Executive Council of concerned University;
(8) One member representing the employee nominated by the employee amongst the Executive Council of concerned University;
(9) Registrar of the University – Member Secretary.

For the affiliated/constituent colleges and recognised institutions the college management shall constitute an enquiry committee.

Procedure for conduct of enquiry.

95. (a) After receipt of reply to Explanation, in case Vice Chancellor/Dean/Director/ Principal/Registrar decides that imposition of Major Penalty may be necessitated, he/she shall issue Charge Sheet to include Statement of Misconducts to the defaulting employee and convene a "One Man Enquiry" to get the evidence reduced to writing. Order of convening an enquiry shall invariably be endorsed to Enquiry Officer and the defaulting employee and shall be accompanied by following documents:-

(i) Charge Sheet.
(ii) Proof of delivery of Charge Sheet to defaulting employee.
(iii) Documentary evidence, if any against the defaulting employee.
(iv) List of witnesses.
(v) Order to appoint Presenting Officer.
(vi) Final defence of the defaulting employee.

(b) Ordinarily Enquiry Officer shall be allotted 10 days of time for submission of Enquiry, duly completed. A Presenting Officer shall be appointed, from amongst employees of University Office/Constituent Institution, to present the case and complete evidence before the Enquiry Committee. Defaulting employee shall be offered full opportunity to present his/her case personally and /or through a Defending Officer, who shall be an employee of University/Constituent Institution, co-opted/selected by defaulting employee. Vice Chancellor/ Dean/ Director/Principal/Registrar shall ensure that Enquiry Officer shall be an

employee of appropriate seniority and shall have no conflict of interest while handling the enquiry. Enquiry officer shall submit Enquiry Report within stipulated time unless granted extension by Convening Authority. Enquiry Report shall invariably contain following: -

(i) Charge Sheet and findings

(ii) Statements/Replies to Questions by all witnesses duly signed by defaulting employees/witnesses/ Presenting Officer/Defending Officer and authenticated by Enquiry Officer.

(iii) Documentary/ material evidence produced, duly authenticated by Enquiry Officer.

96. (a) Vice Chancellor:

Procedure of imposition of minor & major penalties by university authorities.

(i) Vice Chancellor, being the Disciplinary Authority for Group 'A' and 'B' Employees of University Office, shall exercise authority over such employees of University for imposition of minor as well as major penalties, as per procedure laid down at point 88 and 89 above.

(ii) Disposal of Enquiry Reports in respect of Group 'A' & B employees of Institutions, duly finalized & referred by Deans/ Directors/ Principals shall also be decided by Vice Chancellor. In case permanent Registrar is not posted, Enquiry Reports of Group 'C' & 'D' employees, referred by Deans/ Director/ Principals, shall also be decided by Vice Chancellor.

(iii) After due consideration of Enquiry Report, Vice Chancellor shall issue a Show Cause Notice, indicating proposed penalty to the employee and permit him seven days to submit final defence.

(iv) After considering the nature of misconduct and employee's reply to the "Show Cause Notice" Vice-Chancellor shall decide on one of following courses: -

(aa) Exonerate the employee, if there is no case of imposing a penalty on the employee and close the case.

(ab) Impose a Minor or Major Penalty and dose the case.

(v) Order of imposing penalty shall invariably be communicated to the defaulting employee and all concerned including Establishment and Accounts Department.

(b) Registrar:

(i) Disposal of Enquiry Reports in respect of Group C & D employees of Institutions, duly finalized & referred by Deans/ Directors/ Principals shall be decided by Registrar. In addition, Registrars shall have full authority to impose both Major as well as Minor Penalty on or group C and D employees of University Office. Officiating incumbent shall have no disciplinary authority.

(ii) After due consideration of the Enquiry Reports, Registrar shall issue Show Cause Notice, indicating proposed penalty to the employee and permit him seven days to submit his final defence.

(iii) After considering the nature of misconduct and employee's reply to the "Show Cause Notice" Registrar shall decide one of following courses: -
(aa) Exonerate the employee, if there is no case of imposing a penalty on the employee and close the case.
(ab) Impose a Minor or Major Penalty and close the case.

(iv) Order of imposing penalty shall invariably be communicated to the defaulting employee and all concerned including the Establishment/ Personnel and Accounts Department.

Suspension.

97. In case the misconduct is of serious nature, Disciplinary Authority may put the employee under suspension for a maximum period of six months, in consultation with the Vice-Chancellor. During the period of suspension employee shall not leave the city limits without prior approval from Leave Sanctioning Authority.

Composition of enquiry committee.

98. Following aspects shall be ensured:
(a) Enquiry Officer shall not be holding a post lower than the employee proceeded against.
(b) Enquiry Officers should have no conflict of interest in the matters related to the enquiry.

Charge sheet.

99. Following aspects shall be ensured:
(a) Charge Sheet shall be as per format enclosed as Annexure.
(b) Defaulting Employee/ Accused Employee being proceeded against shall be given seven clear days to submit his/her final defence.
(c) Charge sheet shall contain statement of the alleged misconduct and all corroborating evidence in support.

Rights of the accused.

100. Accused/ Defaulting Employee shall have following rights:
(a) Enclose documents as evidence along with his/her explanation to the charge of misconduct.
(b) Present his/her case orally/in writing, as per schedule fixed by the Enquiry Officer/ Committee.
(c) Accused may cross-examine witnesses during oral hearing.
(d) Accused may present witnesses in his/ her support during the oral hearing, after giving timely notice/ intimation to the Enquiry Officer. Such witnesses shall be from amongst the employees of University.

Oral Hearing.

101. Oral hearing shall be recorded in narration form by Enquiry Officer or a member of the Enquiry Committee in his / her own handwriting. Enquiry Officer shall authenticate all the pages of Enquiry Report. A representative of the Constituent Institution of the accused employee shall be nominated as Presenting Officer to present the case on behalf of the University. Witnesses to corroborate the evidence shall be examined at the oral hearing. Accused shall be offered opportunity to cross-examine all witnesses.

Accused may present witness, only from amongst the employees of University, in his/ her support.

102. Even if the accused refuses to be heard in person, oral hearing shall be scheduled and conducted as laid down. Refusal of accused to attend the oral hearing shall be recorded and enquiry report shall be finalized, ex-parte, based on explanation of the accused, if any. **Notice for oral hearing.**

103. Enquiry Officer shall finalize and submit manuscript of the Enquiry Report duly authenticated on all pages to University. Following documents shall invariable be submitted along with Enquiry Report: **Finalization of report by enquiry officer.**

(a) Charge sheet.
(a) Explanation in defence, if received.
(b) Proceeding of oral hearing with all enclosures presented therein.
(c) Notice for submission of final defence.
(e) Employee's Final Défense.
(f) Other documents, if any, relied up on by Enquiry.

104. Disciplinary Authority, after considering the contents of Enquiry Report, shall decide on a reasonable punishment, from amongst those specified at paras **Error! Reference source not found.** and **Error! Reference source no t found.** of these Rules and issue "Show Cause Notice" to the accused employee, indicating his / her intentions along with an opportunity to reply as to why proposed punishment should not be imposed. Accused shall be allowed seven days of time for filing reply to the "Show Cause Notice". **Action on enquiry report.**

105. (a) In case of refusal, by the accused, to acknowledge the documents (viz. Charge Sheet, Proceedings of oral hearing, Notice for Final defence, Show Cause Notice and others) the Enquiry Officer shall proceed ex-parte. **Failure/ Refusal by accused to acknowledgem ent documents.**

(b) In case the accused employee does not respond to charge sheet the enquiry officer/committee may consider the charges and decide the case ex-parte.

106. Competent Authority shall, within 10 days from receipts of reply of Show Cause Notice, decide and communicate punishment to be inflicted on the accused employee. **Final action by competent authority.**

107. Employees shall be required to report incidents related to their arrest and release on bail. They shall be subject to disciplinary action on the grounds of arrest by Police Authorities for any reason. **Reporting of incident.**

108. Record of penalties imposed duly acknowledged by the employees shall be kept on record in personal files. **Documentation.**

109. Ordinarily no cognizance of anonymous and pseudonymous complaint shall be taken. However, if a substance of truth exists in these complaints, Heads **Action on anonymous/ pseudonymous complaint.**

of Institution may investigate further to ascertain the facts of the matter and proceed further as per procedure laid down for disposal of misconduct.

CHAPTER XII
GENERAL RULES OF CODE OF CONDUCT FOR STUDENTS
(Under Section 20(j) of the Act)

Maintaining discipline and decorum within and outside hostels/ halls of residence.

110. (1) If the University/ College provides Halls of Residence/ Hostels, students shall observe and maintain proper discipline within the residential premises. Students are expected to adhere to the general code of conduct within and outside the campus. Any instance of unseemly behaviour or conduct that is likely to tarnish the image or reputation of the University would be regarded as a breach of discipline.

(2) The University shall have the following committees to look into the matters as specified against them:

(a) The Student Disciplinary Committee shall consider the report submitted by the Faculty or Warden with regards to breach of proper discipline within the Academic Block, Hostel and University campus.

(b) The Anti-Ragging Committee shall consider the matters for action against the student indulging in ragging etc.

(c) The Examination Committee shall look into the report submitted by the Faculty for unfair means and malpractice detected during the examination and thereafter for taking proper disciplinary action against them. The Examination Committee shall inquire into all cases of errors, mistakes, negligence, improper conduct and malpractice of any kind reported or suspected to have taken place at any level in the conduct of the examination by paper setter, moderator, supervisor, officer or employee of the University.

Procedure for taking the disciplinary measures.

111. (1) On receipt of the report about an indiscipline, the appropriate Committee shall consider as to whether prima-facie action is required to be taken against the erring student. The appropriate Committee shall issue the show cause notice to the erring student indicating alleged misconduct and/or alleged action and/or breach of discipline at the Examination Hall or Academic Block or Halls of Residence or University campus.

(2) The student(s) may be furnished with a copy of the report and the documents which are relied upon and are to be used against him and/or may direct him to take inspection of such student(s), if it is not possible to furnish a copy thereof.

(3) The show-cause notice shall also contain the proposed penalty that can be imposed against him, if the misconduct is established.

(4) The erring student shall furnish his explanation within the prescribed time and shall be given an opportunity of personal hearing before the appropriate Committee and the Committee shall on consideration of the evidence before it and after giving him reasonable opportunity to defend shall make

recommendations with regards to penalties to be meted out against such student.

(5) The said report of the appropriate Committee containing brief reasons for arriving at the conclusion against the erring student(s), along with all the documents, which are part of the evidence, shall be furnished before the Director for the decision on the disciplinary measure against the erring student.

(6) The University shall prepare a Standard Operating Procedure (SOP) for the Disciplinary Measure, and take approval for same under the Board of Management of the University.

Rules of general conduct.

112. (1) The students are prohibited from parking and commuting with private vehicles inside the University campus. In case of emergency situations, the Campus Administration may relax the norm for a Limited duration of time.

(2) Use or possession of cooking appliances and other unauthorized electrical appliances/gadgets (Like, electric iron, immersion rod, room heater, electric cooler, etc.) is prohibited. However, student(s) may use small electric kettle provided the electric kettle must not exceed 5 Amperes and 240 volts.

(3) Plates/dishes from the Mess building shall not be taken to the rooms of the Halls of Residence without the permission of the Resident Warden(s). Permission may be granted under situations Like illness, etc. provided satisfactory reasons must be made out in writing to the Resident Warden.

(4) Every student is required to be within the premises of Halls of Residence between 2130 hours to 0600 hours next day and can Leave with prior written permission only.

(5) Under exceptional circumstances and for genuine reasons made out in writing, the Assistant Chief Warden may accord written permission for relaxation of appointed hours.

(6) Student(s) are permitted to go on weekends and other University holidays for staying with their parent(s) or Local guardian(s), upon production of a request or authorization by the concerned parent/Local guardian. The Assistant Chief Warden shall satisfy the genuineness of such authorization.

(7) Except authorized by the Registrar or his nominee as the case may be, a male or female person, including student(s), parent(s), is prohibited from entering the designated Halls of Residence for young men and women students

(8) Student(s) representing the University in various competitions (such as, moot courts, etc.) or other functions shall furnish a copy of permission from the relevant Committee and a written application mentioning the duration of their absence to the Assistant Chief Warden.

(9) No student is permitted to entertain or accommodate an unauthorized person in his room.

(10) Student shall respect the discipline and shall maintain calm atmosphere while celebrating a particular achievement. In case of complaint by any other student, the hosting student shall immediately do the needful to respect the other students' needs and request.

(11) A student who is expelled/rusticated from the University shall automatically stand expelled from the Halls of Residence and shall Leave the Hostel within 24 hours.

(12) Playing music at high decibel volume or making noise in such a manner as to disturb the peace of the Halls of Residence is prohibited.

Code of conduct for the students at university, affiliated/ constituent/ conduct college and learner support centre premises.

113. (1) No student shall argue, shout or have conversations in such a manner as to insult others.

(2) No student shall loiter during the class hours.

(3) No student shall smoke, eat or chew tobacco, consume liquor; sedatives/drugs, intoxicating substances, etc., in the University premises or behave in these premises in an indecent or offensive manner.

(4) Student shall maintain self-discipline and self-restraint in their conduct while in the University. All complaints and grievances, if any, must be resolved in a peaceful, proper and timely manner through the redressal mechanism available in the University.

(5) Student shall strictly follow the timings both of the University and Halls of Residence.

(6) Student shall not stay away from any class and shall be asked for written explanation for the same following disciplinary action in case the students are found to be deliberately absenting.

(7) No student shall argue, shout or have conversations in such a manner to insult teachers and / or non-teaching staff.

(8) No student shall ever engage into any type of anti-national activity, terrorist activity or criminal activity.

(9) The disciplinary actions shall be taken, if a student fails to maintain the Code of Conduct for the students.

(10) The powers regarding discipline, disciplinary action and imposing punishments in regard to university shall vest with the Vice-chancellor, and in the case of college the powers shall vest with the principal.

(11) The Vice Chancellor is empowered to impose any of the punishments to these students as specified in these Statutes in the case of university students and the principal is empowered to impose any of the punishments to these students as specified in these Statutes in the case of college students.

(12) The Vice Chancellor is empowered to rusticate the student/s if found guilty in the case of university students and the principal is empowered to rusticate the student/s if found guilty.

CHAPTER XIII
RULES PERTAINING TO MALPRACTICES IN EXAMINATIONS
(Under Section 20(j) of the Act)

General rules.

114. (1) On receipt of a report regarding use of unfair means by any student at any University/ College examinations including breach of any of the rules laid down by the University and its statutes, the Board of Management/ Executive Council shall have power at any time to initiate an enquiry wherever necessary and to punish for such unfair means or breach of the

rules by expulsion of such student either permanently or for a specified period, from any University examination or programme of study in a College or recognized Institution or in the University Department or by cancellation of the result of the student in the examination for which the student appeared and also for imposing fine for resorting to malpractice, according to the gravity of the offence.

(2) Every student enrolled in the University or its constituent institutions/ colleges shall at all times take reasonable steps to ensure and protect the interest and prestige of the University, pursue his/her studies diligently in accordance with the rules, regulations, ordinances and statutes of the University, maintain discipline and do nothing which is unbecoming of a University student, contravention of which shall be deemed to be tantamount to misconduct.

(3) During the examination, candidates shall be under the disciplinary control of the Chief Superintendent of the Centre.

(4) Every day, before commencement of the examination, instructions shall be given to all the candidates to search their persons, desks etc and to hand over all papers, books, notes, photo copies, reference material of any kind, mobile phones, pen scanners, blue tooth equipment, smart watches or any other material that may be used to copy. Late comers may be repeated the same instructions. Being in possession of any of these items shall be construed as intent to use unfair means and shall be dealt with as malpractice and action taken as per the nature of the offence.

115. (1) Bringing in or being in possession of any document, paper, book photocopy, or any other material including electronic devices such as cell phones, digital diary, programmable calculator, pen scanner, Bluetooth equipment, smart watches etc. other than those permitted by the University, in the examination hall, at any time during the examination.

Acts of commission and omission amounting to malpractice.

(2) Taking or giving or attempting to take or give, any help from, or to any person or from any material, written, recorded, typed, printed or electronic or in any other form whatsoever.

(3) Removing original sheets of an answer book and/or inserting new ones, or taking outside the examination hall any answer book issued at the examination or writing answers in any form on the question paper or admission ticket.

(4) Copying answers of another candidate, or assisting any other candidate in copying answers either from his own answer book or from common or different sources.

(5) Being a party to mass copying, that is to say, where, barring minor or insignificant deviations, the question chosen for answering, or the answers of himself and two or more students appearing simultaneously for the examination in the same hall are almost identical in content, sequence, or pattern, or are having such other tell-tale features in common.

(6) Using impersonation technique in any form to write answers in answer books.

(7) The presence of unusual marks, folding, creases, wrinkles or soiled appearances in one or more answer scripts or any other attempt to disclose identity; or writing on the question paper or any other paper some answers to the questions set in the question paper.

(8) Altering, defacing, tampering with the answer book, identity card, or admission ticket or any other relevant document or handing over or parting with his identity card or admission ticket to a third party during the examination period.

(9) In case of apprehension or attempt at apprehension by authorized persons or authority, for any suspected act of malpractice, offering resistance to such apprehension or escaping or attempting to escape or disobeying instructions, or declining to give written explanation when asked to do so, or destroying or substantially altering any material evidence seized, or about to be seized.

(10) Re-entering or attempting to re-enter examination hall, during the hours of examination, after he had left the same earlier, without permission or without proper escort.

(11) Being in possession of answer book outside the examination hall.

(12) Using abusive or obscene language, or behaving in a disorderly or unruly manner or using physical violence, in or around the examination hall.

(13) Using any means to communicate or attempting to communicate with the examiners, or officers of the examination, directly or indirectly with requests, threat, inducement, appeal or undue influence upon them for favor in the examination.

(14) Using or attempting to use any other unfair means to deceive, mislead or induce the authorities.

(15) Communicating with any candidate or any other person in or outside the examination hall with a view to take unfair assistance or aid to answer in the examination, by use of any means of communication.

Disciplinary authorities.

116. (a) The powers regarding discipline, disciplinary action and imposing punishments in regard to University students shall vest with the Vice-chancellor.

(b) The Vice Chancellor is empowered to impose any of the punishments to these students as specified in these Statutes.

(c) The Vice Chancellor may refer any case for the decision of the Board of Management.

(d) Malpractice Enquiry Committee' hereinafter referred to as MPEC shall mean the Committee or standing committee appointed by the BOM or the Vice Chancellor for enquiring into any malpractice, misconduct or lapses committed by a University student.

Constitution of MPEC.

117. (a) The Vice Chancellor shall constitute a Committee known as Malpractices Enquiry Committee (MPEC).

(b) The Committee shall consist of five members as under:

(i) Dean of Faculty/ Principal of the college.

(ii) Senior Member of the University Board.
(iii) University Legal Officer/ Senior Advocate of High Court.
(iv) Lady member of the Executive Council.
(v) Controller of Examinations as Member secretary.

(c) The term of the Committee shall be three years, unless otherwise specified in the order constituting the committee.

(d) The committee shall enquire into cases of alleged malpractices in University examinations, in accordance with procedures outlined in these Statutes, and based on its findings, to recommend the imposition of appropriate penalties by the Disciplinary Authority, on the concerned student.

Procedure for reporting of malpractice.

118. (a) When a case of malpractice is detected at examination halls by any person appointed to supervise the examination other than the Chief Superintendent (e.g.: Invigilator, Room superintendent, squad member, Dy Chief Superintendent, etc) he shall immediately send intimation to the Chief Superintendent and seize all documents and materials concerned which are suspected to be evidence of the malpractice and detain the Candidate. On arrival of the Chief Superintendent, he shall hand over the candidate and the evidence along with a brief report.

(b) If the candidate refuses to hand over the incriminating material or destroys or runs away with the material, the facts shall be recorded and duly witnessed by two members of the supervisory staff and the matter reported to the Controller of Examinations. If the candidate runs away, the assistance of police may be sought to apprehend and securing the presence of the candidate.

(c) The Chief Superintendent when he himself detects the malpractice or on getting the report, shall conduct a preliminary enquiry. Should the enquiry indicate the commitment of malpractice, he shall obtain written statement from the candidate along with the report of the Room Superintendent/invigilator and forward it to the Controller of Examinations.

(d) If the candidate refuses to give a written statement, the candidate shall be asked to record in writing his refusal to give a written statement. If he refuses to do even that, the facts shall be recorded and signed by the Chief Superintendent, duly witnessed by two members of the Supervisory staff.

(e) The Chief Superintendent shall forward a report, along with the answer script and all other incriminating documents, materials or substances, report of the Room Superintendent, statement of the candidate and any other relevant material, in a sealed envelope, to the Controller of Examinations by name, who shall place the same before the MPEC.

(f) The answer book of the candidate detected to be indulging in malpractice shall be seized by the Chief Superintendent and shall be sent to the Controller of Examinations in a separate sealed cover, super scribed "Alleged Malpractice Case," along with his report.

(g) The Chief Superintendent shall expel the candidate detected to be indulging in malpractice.

(h) If any case of malpractice is detected in the valuation Centre by the Custodian, Coordinator or other staff, the Custodian shall report the matter in writing along with all incriminating material and report of the staff who detected malpractice to the Controller of Examinations, by name.

(i) In case the malpractice is detected by an examiner while evaluating an answer script, he shall return the script and other incriminating material, without further valuation, with reasons in writing, to the Controller of Examinations, through the custodian. If already valued, wholly or partially, the marks shall not be entered in the valuation sheet in which marks awarded to other candidates are furnished, but entered in a separate list which is sealed in a separate cover and sent along with other documents.

(j) When a case of copying on a mass scale (more than 1/3 of the total candidates) at a particular examination hall is detected or reported, the Chief Superintendent shall ascertain the facts by a preliminary enquiry, report to the Controller of Examinations and cancel the examination of all the concerned candidates.

Procedure for imposing penalties.

119. (a) No penalties may be imposed on a candidate except after an enquiry is held by the MPEC.

(b) The Controller of Examinations, on getting a report of a case of malpractice, shall issue a notice in writing to the accused student concerned, setting forth the relevant facts in brief, frame definite charges and ask him to show cause as to why action under the regulations should not be taken against him. The student shall also be instructed to appear before the MPEC on a fixed date, time and place.

(c) The candidate shall be required to submit a written statement in his defense within the stipulated time specified.

(d) If the accused student fails to reply in writing and to turn up on the date fixed, the MPEC may proceed with exparte decision and base its findings on the reports and other proceedings in the case and make appropriate recommendations to the Vice-Chancellor.

(e) Where the accused student admits the charge of malpractices, as set out in the show cause notice, in his written reply to the charges, the MPEC may in its 8 discretion, accept the same and make suitable recommendations to the Vice-chancellor including the proposed penalty.

(f) Where the student appears on the fixed date, but denies the charge of malpractices, the MPEC shall proceed to carry out a detailed enquiry.

(g) The MPEC may in its discretion, summon and examine any person not cited or any document not produced before it already.

(h) The statements of each witness shall be recorded separately. The MPEC shall proceed to record its findings on each charge after taking into consideration the representations contained in the student's written reply in his defense, citing reasons for arriving at the findings. For purposes of proper identification, each witness examined and document exhibited shall bear an identifiable connotation and number (such as PW or DW or Exhibit No).

(i) During the course of the inquiry, or on the completion of the inquiry, if the MPEC finds that any other person or persons, ought to have been named as accused of malpractice, the MPEC may in its discretion submit its report against the persons already presented before it, or postpone the further hearing till notice to such other person to show cause, is issued. The evidence already on record shall subject to all just exceptions be read as evidence against the person subsequently summoned.

(j) The accused person shall not have the right or liberty to be assisted or represented by any legal practitioner or other person in the inquiry. But he shall have access to the papers or other materials produced during the inquiry. However, he shall not be entitled to get copies of any such documents or proceedings.

(k) The MPEC in its discretion may also deny inspection of any document, or material, on grounds such as preserving the confidentiality and secrecy associated with valuation or on other similar grounds.

(l) Where the MPEC finds that the accused student is trying to delay the proceedings by arising any tactic, or by unreasonably lengthy or irrelevant examination or cross examination of witnesses, the MPEC shall have the discretion to terminate the proceedings and proceed to give its findings with appropriate recommendations.

(m) Where the proceedings relate to two or more students, the MPEC may jointly inquire into such cases, and where one of the cases has been commenced or inquired into earlier, the evidence on record may be read as evidence in the other case, with liberty to the accused student or students to recall and examine any witness subject to their paying travelling allowance.

(n) On completion of the enquiry, the MPEC shall prepare a report recording its findings on each charge, together with reasons therefore and submit its report to the Vice Chancellor with its recommendation regarding the proposed penalty. However, if the proceedings of the inquiry establish a charge different from those originally framed, it may record its findings on such charges, provided that the findings on such charges shall not be recorded, unless the accused university student has admitted the facts constituting them or had the opportunity of defending himself against them.

(o) The MPEC may also express its views on the role played by any staff members of institutions, in the malpractice alleged, for appropriate action by the University.

(p) On the basis of such findings arrived at by the Vice Chancellor, he may proceed to pass one or more penalties specified in the **Annexure-A** after due consideration of the recommendations made by MPEC.

(q) In case, the Vice Chancellor feels that, it is necessary or advisable to leave the matter for the decision of the Board of Management/ Executive Council, he may direct the case to be placed before the Board of Management/ Executive Council for its decision and the Board of Management/ Executive Council may consider and impose one or more of the said penalties.

(r) The proceedings and records of the MPEC shall be preserved for a minimum period of 5 years from the date of submission of report of MPEC to the University.

Communication of orders, imposing penalties.

120. The Controller of Examinations shall communicate the final decision of the Vice-Chancellor / Board of Management/ Executive Council to the concerned University student, to his parents as well as to the heads of the department to which he belongs.

CHAPTER XIV
PROCEDURE FOR PERMISSION TO TRANSFER OF MANAGEMENT
(Under Section 20(m) of the Act)

Procedure to be followed while granting permission for transfer of management.

121. (1) There shall be no change or transfer of the management of any affiliated college or recognized institution, without prior permission of the University.

(2) The management desirous of transferring the undertaking of any affiliated college or recognized institution, as the case may be, ('the previous management') to the other management ('the new management'), shall seek the prior permission of the State Government.

(3) On receipt of the permission from the State Government, the previous management shall submit a proposal to the University in the prescribed format accompanied by the fees of Rs.25,000/-, which will increase by 10% every year and other documents as may be prescribed by the University.

(4) The proposals so received shall be scrutinized by the Dean of the Faculty concerned and shall be placed before the Board of Management/ Executive Council for consideration and approval.

(5) The Board of Management/ Executive Council of the University shall consider and approve proposals for transfer of management of affiliated colleges and recognized institutions. Only those proposals complying with the requirements shall be considered and approved by the Board of Management.

(6) The decision of the Board of Management shall be communicated to the previous management and the new management within eight days from the date of decision.

(7) On receipt of the permission from the University, the previous management and the new management shall take appropriate steps to obtain the permission of the competent authority for transfer of management under the appropriate law.

(8) On receipt of the permission of the competent authority for transfer of management under the appropriate law, the new management shall submit a copy of such permission along with the undertaking as prescribed under Section 27 of the Act and relevant documents to the University, within eight days from the date of receipt of such permission.

NORMS AND PROCEDURE TO BE FOLLOWED WHILE NOMINATING MEMBERS ON AUTHORITIES, BOARDS AND COMMITTEES
(Under Section 20 (n) of the Act)
As prescribed in Chapter III of these Statutes.

CHAPTER XV
TRANSFER OF THE MANAGEMENT OF A COLLEGE OR INSTITUTION IN THE PUBLIC INTEREST
(Under Section 20(p) of the Act)

Procedure for transfer of management.

122. (1) On receipt of a complaint by the University about the irregularities or commissions or omissions of criminal nature by the management of an affiliated college or recognised institution or about the mismanagement of such college or institution or about such college or institution being managed in a manner detrimental to the public interest or to the interest of the State Government or the University, the Board of Management/ Executive Council of the University may cause an inquiry into the circumstances of the case by a committee consisting of the following persons, namely:-

(a) The Vice Chancellor of the University, Chairperson;
(b) One Dean of the Faculty nominated by the Board of Management;
(c) Registrar of the University – Member Secretary;
(d) Finance and Accounts Officer of the University.

(2) The University shall give notice of not less than fifteen days to the management of such affiliated college or recognised institution to cause an inquiry to be so made.

(3) When an inquiry has been caused to be made, the representative of the management shall be given an opportunity of being heard in relation to the matters pertaining to such inquiry. No legal practitioner shall be allowed at such hearing.

(4) The inquiry committee after making an inquiry, shall submit its report to the University.

(5) The report of the inquiry committee shall be placed before the Board of Management/ Executive Council of the University for consideration. After considering the report, if the Board of Management of the University is of the opinion that it is expedient to transfer the undertaking of the affiliated college or recognised institution in the public interest, it may issue directions to the management of such affiliated college or recognised institution, as may be appropriate in the circumstances, for the purpose of improving the standard of education imparted or for maintaining the discipline or for improving the administration or management of such affiliated college or recognised institution in the manner specified in such direction.

(6) The Board of Management/ Executive Council of the University may issue directions mentioned in Clause (5) above, which may include the following matters, namely:-

(a) requiring the management to pay salary of all employees of the affiliated college or recognised institution, as the case may be, as per the norms;

(b) requiring the management of the affiliated college or recognised institution to appoint the teaching staff possessing prescribed qualifications as are necessary for the purpose of ensuring the maintenance of the academic standards and for maintaining efficient administration and management thereof;

(c) requiring the management of the affiliated college or recognised institution, to avoid any dispute or dissensions amongst the persons managing the affairs of the affiliated college or recognised institution, as the case may be, in the interest of ensuring the smooth and orderly administration;

(d) requiring the management to provide adequate and appropriate accommodation, furniture, stationary, equipment, infrastructure and other facilities which are necessary for efficient administration and management of the affiliated college and recognised institution.

(e) requiring the management not to demand, either directly or indirectly any contribution, donation or payment of any kind either in cash or in kind, from and on behalf of any candidate as a condition for granting him admission to the affiliated college or recognised institution or promotion or any other benefit;

(f) requiring the management to comply with, directives, orders and instructions issued, from time to time, by the State Government or any officer duly authorised by it in this behalf or by the University;

(g) requiring the management to take all such steps and actions as specified in the direction in relation to any matter involving misappropriation or misapplication of the funds of the affiliated college or recognised institution.

(7) Every direction issued under Clauses (5) and (6), shall specify the period within which the direction may be complied with. The Board of Management/ Executive Council of the University may extend this period from time to time, on a written request to that effect by the management, if the circumstances of the case warrant such extension.

(8) If the Board of Management/ Executive Council of the University is of the opinion that the management to which the directions have been issued in pursuance of Clauses (5) and (6), has failed to comply with such directions within stipulated period, it may decide that the entire undertaking of the affiliated college or the recognised institution, as the case may be, shall be transferred to any other management, with a view to maintain continuity of education imparted in the said affiliated college or recognised institution.

(9) The University shall give wide publicity in print as well as electronic media and on the University website soliciting proposals from the managements

interested to take over the undertaking of the affiliated college or recognized institution, as the case may be.

(10) The managements interested to take over the undertaking of the affiliated college or recognized institution shall have the following credentials, namely:-

(a) the colleges and institutions run by the management shall have attained high academic and administrative standards, with at least B plus and CGPA of not less than 2.51; and

(b) the management shall be financial sound as evident from the four years balance sheets.

(c) As far as possible, the management taking over the institution must have knowledge or expertise of the domains of the institution being subsumed.

(11) The proposals received by the University shall be scrutinized by the committee appointed by the Board of Management/ Executive Council of the University. The scrutiny committee in its report shall make specific recommendation as to the suitability of the management to take over the undertaking of the affiliated college or recognized institution. The report of the scrutiny committee shall be placed before the Board of Management/ Executive Council for approval.

(12) The University shall send the report of the inquiry committee, the explanation submitted by the management, the directions issued by the Board of Management/ Executive Council of the University under Clauses (5) and (6), the entire record of the inquiry committee and the details of management desires to take over such affiliated college or recognised institution, to the State Government for approval to transfer the undertaking of the affiliated college or recognised institution to the other management, in the public interest.

(13) The State Government, may take the decision to transfer the undertaking of the affiliated college or recognized institution under such management (hereinafter refer to as 'the previous management') to the other management (hereinafter refer to as 'the new management') in the public interest and the decision of the State Government in this regard shall be final. The new management shall not be connected with the previous management in any manner, whatsoever.

(14) The new management shall have to submit an undertaking to the University to the effect that it shall abide by the conditions of affiliation and recognition as prescribed under Section 27 of the Act.

(15) The decision of the State Government with regard to the transfer of undertaking of affiliated college or recognised institution under the previous management, to the new management, in the public interest shall be informed by the University, by an order, to the previous management, to the new management and to the affiliated college or recognised institution concerned. The University shall cause the substance of such order to be published on the official web site of the University and in the local newspapers.

(16) From the date of the order issued by the University regarding transfer of undertaking of affiliated college or recognised institution under the previous management (hereinafter referred to as "the appointed date"), the entire undertaking of the affiliated college or recognized institution shall stand transferred to the new management.

(17) The new management shall take all such steps as may be necessary to take into its custody and control all the property, effects and actionable claims forming a part of the undertaking of the affiliated college or recognised institution under the previous management and all such property and effect shall be deemed to be in the custody of the new management from the appointed date.

(18) All debts and liabilities of the undertaking of affiliated college or recognised institution under the previous management which stand transferred and attached to the new management shall, after the appointed date, be discharged and satisfied by the new management.

(19) Any will, deed or other document which contains any bequest, gift or trust in favour of the undertaking of the affiliated college or recognised institution under the previous management shall, as from the appointed date, be construed as if the new management was named therein instead of the previous management.

(20) All contracts and working arrangements which are subsisting immediately before the appointed date and affecting the affiliated college or recognized institution shall cease to have effect or be enforceable against the previous management or any person who was surety or had guaranteed the performance thereof, and shall be enforceable as fully and effectually as if instead of the previous management, the new management had been named therein, or had been a party thereto.

(21) Any proceeding or cause of action pending or existing immediately before the appointed date by or against the previous management in respect of the affiliated college or recognised institution concerned, may, as from such appointed date; be continued and enforced by or against the new management as it might have been enforced by or against the previous management and shall cease to be enforceable by or against the previous management, its surety or guarantor.

(22) Every employee in the employment of the affiliated college or recognized institution immediately before the appointed date shall become as from such date, the employee of the new management, and shall hold his office upon the same terms and conditions of service and the new management shall be his appointing and disciplinary authority;

Provided that the service conditions of such employees shall not be varied to their disadvantage:

Provided further that, nothing contained in this clause shall apply to any such employee who has, by notice in writing given to the new management within thirty days next following the appointed date, or such further period as the new management may specify in this behalf, intimated his intention of not becoming the employee of the new management.

(23) The previous management shall, within such period as the University may allow in this behalf, furnish to the new management, -

(a) a complete inventory of all the properties and assets (including particulars of book debts, if any, investments and belongings) of the affiliated college or recognized institution, as the case may be, immediately before the appointed date;

(b) all liabilities and obligations in relation to the affiliated college or recognized institution subsisting at the appointed date; and

(c) all agreements entered into by or on behalf of the previous management with respect to the affiliated college or recognised institution, and in force on such appointed date, including agreements, whether express or implied, relating to terms and conditions of service of any employee of the affiliated college or recognised institution under the previous management under which, the new management has, or will have, or may have liabilities.

(24) The University may give to the new management such directions as it may deem fit and necessary and the new management shall carry out these directions.

(25) If the previous management to which a direction has been issued under Clause (15) does not comply with the direction, the State Government may take appropriate steps in accordance with the law to recover all papers and property of the affiliated college or recognised institution in its possession or under its control.

(26) The provisions of this Statute shall not apply to any educational institutions established or to be established and administered or to be administered by any minority, whether based on religion or language.

CHAPTER XVI
TRANSFER OF THE OF TEACHING AND NON-TEACHING STAFF OR INSTITUTION IN THE PUBLIC INTEREST

(1) On receipt of request of transfer by a teaching or non-teaching faculty, the Board of Management/ Executive Council of the present university with mutual consent with the Board of Management/ Executive Council of the requested transfer university, can give transfer to the teaching or non-teaching staff.

(2) A written mutual consent of both the respective University Board of Management is mandatory for providing transfer to the teaching and non-teaching staff.

(3) At the same time, on receipt of request of transfer by a teaching or non-teaching faculty of the Grant in Aid colleges, the Management of the present college with mutual consent with the Management of the requested transfer college, can give transfer to the teaching or non-teaching staff with prior consent of the Commissioner of Higher Education, Gandhinagar with pay protection provided that the service condition of such employees shall not be varied to their disadvantages.

(4) In addition to this, on receipt of request of transfer by a teaching or non-teaching faculty of the Self - Financed colleges, the Management of the present college with mutual consent with the Management of the requested transfer college, with prior consent of the Executive Council/ Board of Management of the University with pay protection provided that the service condition of such employees shall not be varied to their disadvantages.

CHAPTER XVII
GOVERNING TERMS AND CONDITIONS OF SERVICE OF TEACHERS WORKING IN UNIVERSITY SCHOOLS, UNIVERSITY DEPARTMENTS, AFFILIATED/ CONDUCTED/ CONSTITUENT COLLEGES AND UNIVERSITY INSTITUTIONS
(Under Section 20(q) of the Act)

Classification of teachers.

123. The teachers of the University shall be classified into following categories:

(1) University Schools / Departments/ affiliated colleges/ conducted colleges/constituent colleges/ University institutions
- (a) Senior Professor/ Professor/Director.
- (b) Associate Professor.
- (c) Assistant Professor.

(2) University Library/ Knowledge Resource Centre
- (a) Librarian/Director, Knowledge Resource Centre.
- (b) Deputy Librarian.
- (c) Assistant. Librarian

(3) University Sports Department/ affiliated colleges/ conducted colleges/constituent colleges
- (a) Director, Sports and Physical Education
- (b) Assistant Director, Sports and Physical Education
- (c) University Coaches/Instructor of physical education/ Assistant Professor/ Professor.

(4) University Scientific Instrumentation Centre (USIC)
- (a) Principal Scientific Officer.
- (b) Senior Scientific Officer and Scientific Officer working in USIC.

(5) Adult and Continuing Education and Extension/Centre of Lifelong learning and Extension Services
- (a) Director
- (b) Assistant Director.
- (c) Project Officer working in Adult and Continuing Education Department.

Qualifications for the various cadres of the teachers.

124. The qualifications for the various categories of the teachers working in the University Schools, University Departments, Affiliated Colleges, Constituent Colleges, Conducted Colleges, Learner Support Centres and University Institutions shall be as recommended by the University Grants Commission and AICTE and other Apex bodies and accepted by the Government and the University, from time to time.

Provided that, the qualifications for the teachers working in the where professional courses are taught shall be as recommended by the respective Central Council established by the Act of the Parliament and accepted by the Government and the University, from time to time.

125. (i) The workload of the teachers in full employment shall be not less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in University Schools/Departments/affiliated colleges/constituent colleges/conducted colleges/ Learner Support Centres/ University institutions for which necessary space and infrastructure should be provided by the employer. Direct teaching-learning process hours per week should be as follows: **Workload of the teachers and remission.**

Assistant Professor: 16 hours
Associate Professor and Professor: 14 hours
As per UGC (ODL and OL) Regulations 2020 and subsequent amendments.

A relaxation of two hours in the total workload may, however, be given to Director of the School/Head of Department and to those who are working as supervisors to Ph. D. students of the University. In no case relaxation will be more than 4 hours.

Provided that the workload of the teachers working in University Schools / Departments/conducted colleges/affiliated colleges/ recognised institutions/ learner support centres/University institutions shall be as recommended by the University Grants Commission/AICTE/other similar Apex bodies and accepted by the Government and the University, from time to time.

(ii) For the Courses having practical's, the batch size shall be not less than ten and not more than twenty.

(iii) For the theory courses the batch size shall be as per the norms suggested by UGC / AICTE or as per the authority.

(iv) The condition for minimum number of students per class shall not be applicable to the specialized subjects at post-graduate programmes.

126. Recruitment of teachers in University Schools, University Departments, Affiliated Colleges, Constituent Colleges, Conducted Colleges, Learner Support Centres and University Institutions as recommended by Board of University Departments and Interdisciplinary studies and created from University funds as per Act or as sanctioned by the Government or by any other funding agencies shall be as per the procedure laid down in this Statute. **Recruitment.**

127. Every post of teacher to be filled in by selection, shall be duly and widely advertised, according to the draft approved by the competent authority. The **Advertisement of vacancies.**

advertisement shall contain the essential and desirable qualification, as prescribed by the UGC, the scale of pay and number of posts to be reserved for the members of backward classes, differently abled and women candidates and reasonable time, which shall not be less than twenty-one days, within which the applicant may, in response to the advertisement, submit his application. The advertisement shall invariably mention that the suitable and qualified candidates with higher merit in the proportion of 1:15 shall only be called for interview for the post of Assistant Professor. If the eligible candidates are less than 1:15 then only the eligible candidates shall be called on for the interview:

An applicant who is holding substantive /permanent post shall submit the application through the proper channel. While forwarding such application, the employer shall have to clarify whether the lien would be granted to such applicant, if selected.

Scrutiny committee.

128. There shall be a Scrutiny Committee to scrutinize the applications received for the post(s) of teacher(s) to be appointed in the University Schools, University Departments, Affiliated Colleges, Constituent Colleges, Conducted Colleges, Learner Support Centres and University Institutions as per amendments therein from time to time.

(1) The Scrutiny Committee for each subject shall consist of :

(a) Vice-Chancellor (Chairman);

(b) Dean of the Faculty concerned;

(c) Director of the School / Head of the Department concerned;

(d) Director of IQAC;

(e) Registrar (Member Secretary).

In addition, an academician from the reserved category may be included in the above committee if the post to be filled in belongs to reserved category.

(2) The Registrar shall prepare a summary of each candidate who has applied for the post advertised with his date of birth, qualification, experience, category, present emoluments, etc. and shall place the same before the Scrutiny Committee. The Scrutiny Committee shall verify all the required documents submitted by the candidates and after getting satisfied with the documents, shall recommend the names of the eligible candidates to be called for the interview.

(3) The date of the meeting of the Selection Committee shall be fixed so as to allow a notice of at least fifteen clear days of such meeting; being given to each candidate; and the particulars of each candidate shall be sent to each member of the Selection Committee so as to reach him/her at least seven days before the date of the Selection Committee Meeting.

Selection committee.

129. There shall be a Selection Committee for the teachers working in various cadres in the University Schools, University Departments, Conducted Colleges and University Institutions as per UGC/ AICTE/ Apex Body and amendments therein from time to time in the University.

Selection procedure.

130. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidates in different relevant dimensions and his performance on a scoring system proforma based on the API as provided in the relevant Regulations of the University Grants Commission. To ensure the selection procedure of a teacher to be highly objective, and persons with merit are given adequate recognition and to minimize subjective discrimination, the procedure and norms to be followed shall be as under:

(1) The University Office, on the information available from the documents submitted by the candidates, shall prepare a consolidated sheet showing academic record and other details of the candidates called for the interview.

(2) The selection committee shall interview the candidates and adjudge the merit of each candidate as under:

(a) For the post of Assistant Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work, co- curricular, extra-curricular, extension activities, teaching methodology, ICT, communication skills and general knowledge. For this purpose, the candidate shall undertake mock teaching/presentation.

(b) For the post of Associate Professor/Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work, research project, latest development in the subject, academic vision, competency in the development in thrust areas, collaborative research projects, innovative programs and consultancy projects. For this purpose, the candidate shall have to give presentation.

(3) The interview process shall be audio-video recorded. Such recording shall be treated as valid evidence and shall be preserved in a sealed packet by the University for the period of ninety days.

(4) Evaluation of the performance of the candidates shall be based on the average scores given by the selection committee members as prescribed in the respective Annexure as the case may be.

(5) Candidates having average score of at least 50 percent shall only be considered as eligible for selection in the order of merit.

(6) Each member of the selection committee shall give score based on his own judgment of the interviewed candidates. It shall be mandatory on the part of members present for the meeting of the selection committee, to allot due scores to the candidates. After the interviews are over, the Chairperson shall prepare a consolidated statement by taking the average of the scores given by each of the members of the Selection Committee for each of the candidates.

(7) The selection committee shall, then, take the total of the scores obtained for various applicable parameters as given in the respective Annexure and shall prepare the merit list of the interviewed candidates. Thereafter, the selection committee shall prepare the list of selected candidates in the order of merit by taking into consideration the number of post(s) including those for reserved category, women candidates, etc.

(8) All the selection procedures of the selection committee shall be completed on the day of the meeting of the selection committee, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected candidates duly signed by the members of the selection committee present for the meeting.

Temporary appointment.

131. In exceptional circumstances and in the interest of the students and teaching, the Vice-Chancellor shall make a temporary appointment against the permanent post for a period of 11 months.

Provided that, the mode of Selection and constitution of Selection Committee for such post shall be as per the UGC /AICTE /Apex Body.

Contractual Appointment:

In accordance with the UGC (ODL and OL) Regulations 2020 and the requirements of teaching and non-teaching staff at the University.

Appointment of the head of the university department.

132. The Vice-Chancellor shall appoint one of the teachers as the Head of the University Schools, University Departments, Conducted Colleges and University Institutions in the following manner by rotation preferably following the seniority of teachers:

i) If there are more than one Senior Professor/Professors in the University Schools, University Departments, Conducted Colleges and University Institutions, Vice- Chancellor shall appoint one of them as the Head of the Department.

Provided that, if in the Department, there is only one Senior Professor/ Professor, Vice- Chancellor shall appoint him/her as the Head of the University Schools, University Departments, Conducted Colleges and University Institutions.

(ii) If there is no Senior Professor/ Professor in the University Schools, University Departments, Conducted Colleges and University Institutions, but there are more than one Associate Professors, the Vice-Chancellor shall appoint one of them as the Head of the University Schools, University Departments, Conducted Colleges and University Institutions.

Provided that, if there is only one Associate Professor in the University Schools, University Departments, Conducted Colleges and University Institutions, the Vice-Chancellor shall appoint him/her as the Head of the University Schools, University Departments, Conducted Colleges and University Institutions.

(iii) If there is no Senior Professor/ Professor or Associate Professors in the Department, but there are more than one Assistant Professor, the Vice-Chancellor shall appoint the senior-most Assistant Professor as the In-charge of the University Schools, University Departments, Conducted Colleges and University Institutions.

(iv) The term of the Head of the Department shall be five years.

(v) The person nominated as the Head of the Department may be replaced during his tenure by Vice-Chancellor by giving appropriate opportunity to be heard by the aggrieved.

(vi) The decision of the Vice-Chancellor regarding appointment and removal of the Head of the Department shall be final and binding.

Provisions (i) to (vi) above shall be applicable for appointment of Director of the School/Head in Departments of conducted colleges and Heads of Departments in University Institutions.

Duties and responsibilities of the head of the university department.

133. The Head of the University Department shall be the Principal academic and executive Head of the Department. In addition to his duties and responsibilities as a teacher, he shall perform following additional duties and responsibilities:

(1) The Head shall be appointed by the Vice-Chancellor in the manner as prescribed in these Statutes and shall be working directly under superintendence, direction and the control of the Dean of concerned faculty.

(2) He shall be ex-officio Chairman of the Departmental Committee.

(3) He shall supervise and control the working of the teachers and the employees working in the Department.

(4) He shall review the Self-Assessment Reports of the teachers and employees working in the Department and submit Confidential Reports to the Vice-Chancellor while the former Head of the Department shall submit his Self-Assessment Report and or the Confidential Reports directly to the Vice-Chancellor.

(5) He shall, in consultation with the Departmental Committee, prepare the annual financial estimates of the Department, time table of theory practical teaching and seminars/assignments and examination and/or test to be conducted during the academic year.

(6) He shall prepare developmental plan with regard to infrastructure development, linkages, new courses and research plans of the Department in continuation of earlier plans in consultation with Departmental Committee.

(7) He shall plan co-curricular and extra-curricular activities of the department in consultation with Departmental Committee.

(8) He shall be the ex-officio Chairman of admission committee for various programs of the Department as per the procedure laid down by the University, from time to time.

(9) He shall, in consultation with the Departmental Committee, recommend the disciplinary action against erring students, and such recommendation shall be sent to the University authorities for consideration.

(10) He shall monitor the purchase of equipment's, chemicals, books etc. which are required to be purchased for his Department as per the procedure laid down by the University.

(11) He shall be responsible for the smooth conduct of the examinations/tests conducted by the Department.

(12) He shall assist the University in the smooth conduct of the University Examinations.

(13) He shall perform such other duties and responsibilities as may be assigned to him/her by the Dean /Director /Vice-Chancellor, from time to time.

Points (1) to (13) above shall be applicable for Director of the School/Head in Departments of conducted colleges and Heads of Departments in University Institutions, wherever applicable.

Reservation policy.

134. (1) The appointments and advertisement of the various categories of teachers in the University Schools, University Departments, Conducted Colleges and University Institutions shall be subject to reservation policy determined by the Government from time to time.

(2) The relaxation in the qualifications, age limit etc. to candidates belonging to reserved categories shall be as recommended by the University Grants Commission and similar Apex Bodies, accepted by the Government and the University from time to time.

(3) The University shall maintain the Roster as per the Government rules laid down from time to time and the same shall be made available for inspection to the Special Cell of the University.

(4) The University shall constitute Standing Committee as per provisions of the Act, and the recommendations of the University Grants Commission and similar Apex Bodies, for the welfare of the backward class teachers and employees including women candidates.

(5) There shall be not less than three meetings of the Standing Committee in a year and the proceedings of these meetings shall be made available for inspection to the Special Cell.

Career advancement scheme.

135. Teachers working in the University Schools / Departments/conducted colleges/University institutions shall be eligible for placement/promotion under the Career Advancement Scheme as per the recommendation of the UGC and similar Apex Bodies, accepted by the Government and the University from time to time.

Appointment order.

136. (1) The Appointing Authority shall appoint the teacher(s) strictly as per the recommendations of the Selection Committee constituted under the Act.

(2) The appointment order shall be issued by the Signature of the Registrar and in the proforma prescribed by the University.

(3) The teacher appointed on a post shall produce a Relieving Order, Service Book and the Last Pay Certificate from his previous employer, if any, at the time of joining the service in the University.

(4) The teacher appointed on a post shall produce a Medical Fitness Certificate from the competent Medical Authority, the authentic proof of his date of birth within three months after joining the post.

(5) The teacher appointed, if belongs to reserved category, shall submit the caste certificate at the time of joining the post and also submit validity certificate within six months. Otherwise, necessary action shall be initiated as per Government directives.

Joining the duties.

137. (1) The teacher appointed in the service of the University shall sign a contract in the form prescribed by the University.

(2) The service of the teacher shall commence from the date on which He joins the duties before 12 noon, otherwise from the next date.
(3) The service of the teacher on leave, in foreign service or on deputation, shall commence from the date he assumes charge before 12 noon, otherwise from the next date.
(4) The service of the teacher shall cease from the date on which he relinquishes the post before 12 noon, otherwise from the next date.
(5) If the teacher expires while in service, he shall be deemed to have ceased to be in service from the next day, irrespective of the hour at which he deceases.

Probation.

138. (1) The appointment to a permanent post by selection shall be on probation for a period of one year and shall be extendable by maximum period of one more year in case of unsatisfactory performance with reasons to be recorded and communicated to the teacher giving him/her adequate opportunity to defend.
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. The competent authority shall serve the order of confirmation after satisfactory completion of probation period.
(2) During the period of probation, the teacher shall comply with conditions of successful completion of the period of probation as prescribed under these statutes.
(3)
(a) The Head of the Department shall be the Assessing Authority under whom the teacher on probation is working. He shall submit teacher's Annual Self-Assessment for the performance based appraisal system. (PBAS) or any other appraisal system made applicable from time to time to the Reviewing Authority every six months from the date of joining.
(b) Deficiencies, adverse remarks, remarks of appreciations, if any, mentioned in the PBAS shall be communicated in writing to the teacher for his guidance, improvement and receive his say, if any.
(c) The PBAS for the last six monthly periods shall be submitted to the Reviewing Authority, at least two months prior to the expiry period of probation with specific recommendations of confirmation or otherwise.
(4) On receipt of the last PBAS, and consideration of all the reports, the Appointing authority may -
(a) confirm the teacher on probation in the service from a specific date;
OR
(b) terminate his service after giving him/her one month's notice in writing.
If the Appointing Authority does not inform the teacher as per (a) or (b) above, then, the teacher shall be deemed to have been confirmed in the service at the end of his probation period.
(5) If the teacher on probation avails any leave other than Casual Leave/Duty Leave, his period of probation shall be deemed to have been extended to that extent.

(6) The teacher appointed against substantive vacancy of approved permanent post shall be confirmed in the service by an order of the Appointing Authority.

Duties of the teacher.

139. (a) The teacher shall devote his time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as Seminars, Orientation Programmes, Refresher Courses, In-service Training Programmes, etc. The University Authority shall give the teacher every possible opportunity to do so.

(b) The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research fellows, University examinations etc. and shall encourage pursuit of learning in the students.

(c) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.

(d) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University and shall ensure the interest of the University. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc.

(e) In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organised by the University, and administrative and supervisory work and maintenance of records and Assessment Reports or any other duties befitting the status of a teacher assigned to him/her by the Head.

(f) A teacher shall help the University authorities to enforce and maintain discipline and good habits among the students.

(g) A teacher shall assist the University in smooth conduct of the University Examinations.

Assessing authority.

140. (1) The Assessing Authority shall provide the Performance Based Appraisal System (PBAS) proforma developed by the respective University and approved by Statutory Authorities of the University following guidelines issued by UGC/AICTE/Other similar Apex Bodies for the academic year.

(2) The Performance Based Appraisal System (PBAS) proforma developed by the respective University shall be reviewed by the statutory Reviewing Authority as prescribed under the Statute. Such Reviewing Authority shall carefully examine the remarks, adverse or outstandingly good in character and authenticate. If the Reviewing Authority does not agree with the remarks of the Assessing Authority, it shall state the reasons thereof and superscribe its own assessment about work and conduct of the teacher.

(3) The following shall be the Assessing and Reviewing Authorities:

Category	Assessing Authority	Reviewing Authority
Head/Ex-Head/Director of the Department/School	-----	Vice-Chancellor
Teacher other than mentioned in a) above	Head/Director of the Department	Vice-Chancellor

(4) The remarks in the Performance Based Appraisal System (PBAS), either adverse or outstandingly good, shall be brought to the notice of the teacher, in writing, within one month. Adverse remarks not duly communicated in writing to the teacher within one month shall be disregarded for the purpose.

(5) The teacher, who has been communicated adverse remarks, may within thirty days of receipt, represent his case in writing to the Reviewing Authority. The Reviewing Authority, in consultation with the Assessing Authority, may expunge or retain such remarks and this decision shall be final and shall be recorded in writing.

(6) The Performance Based Appraisal System (PBAS) of the teacher shall be the basis for determining the merit. The record of the service shall be deemed to be satisfactory if there is nothing adverse in the report for previous three reporting years.

Service book.

141. (1) The Service Book, as prescribed by the Government, shall be maintained by the Appointing Authority, for every teacher appointed substantively or in officiating capacity on a permanent post or appointed to a temporary post which is not of a purely temporary nature.

(2) The Service Book shall contain the record of the service of each teacher covering all essential events in his official career such as (a) date of birth, (b) caste, (c) marks of identification, (d) permanent address (e) qualifications, (f) first appointment, (g) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade, (h) substantive or officiating nature of appointment(s), (i) the scale of pay applicable, (j) basic pay, (k) increment(s) sanctioned, (l) stoppage of increment; for any reason(s), (m) punishment with relevant offense or misconduct, (n) leaves, except casual leave, granted from time to time, (o) Refresher Courses and Orientation programme and additional qualifications, if any, (p) such other relevant entries as prescribed by the Government from time to time.

(3)

(a) The date of birth of the teacher shall be carefully recorded in the Service Book only at the time of joining the service in the University and shall be verified with reference to the documentary evidence such as Secondary School Certificate (S.S.C.) or Extract of Birth Register from appropriate authority, such as Municipal Council or Corporation or Tehsildar or Village record. However, any other document such as horoscope, an affidavit or

medical certificate shall not be considered as an authentic document for this purpose.

(b) In case a teacher wishes to alter his date of birth, the teacher may apply in writing to the Appointing Authority. The Appointing Authority shall, after satisfying itself about the bonafides of the date of entry regarding the date of birth, issue order for correction to be made in the Service Book and attest the correction thereof. However, such correction shall be made only within five years from the date of his first joining the service, and no correction shall be made thereafter under any circumstances.

(4) Whenever the teacher is reduced to a lower rank, removed or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the Service Book with due authentication by the Competent Authority.

(5) The Appointing Authority shall keep the Service Book in safe custody and shall not allow it to remain with the teacher.

(6) The teacher may peruse the entries in his Service Book to ensure that the service record is correctly maintained. All the entries shall be shown to the teacher at the end of every year and signature be obtained thereon.

(7) A duplicate copy of the Service Book shall be supplied to the teacher and it should be updated annually by office, provided the teacher concerned submits the same in response to the notice issued by the office. The Appointing Authority may cause to verify periodically the Service Book of each teacher for correctness of entries.

(8) A signature of the concerned teacher shall be taken in the service book within one month after the entry of annual increment.

(9) The Service Book shall be retained in the office after the teacher ceases to be in service permanently.

Personal file.

142. (1) The Competent Authority shall retain the Performance Based Appraisal System (PBAS) and other reports of the teacher in a separate Confidential File and also in digital form. Any letter of appreciation for good work or memo for misdemeanour, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such confidential file.

(2) A Personal File shall be maintained for every teacher immediately on his appointment and all orders and papers in connection with his official record shall be properly maintained therein.

Seniority of teachers.

143. Seniority of the teachers working in the University Schools, University Departments, Conducted Colleges and University Institutions shall be determined in the following manner:

(1) The Senior Professor/ Professor shall be senior to the Associate Professor and the Associate Professor shall be senior to the Assistant Professor.

(2) The seniority of the Senior Professor/ Professors, Associate Professors and Assistant Professors in the respective cadre shall be decided on the basis of their date of joining duties in the University Schools, University

Departments, Conducted Colleges and University Institutions.
However, there shall not be any discrimination between directly recruited teachers and promoted teachers under Career Advancement Scheme (CAS) under any cadre and under any consequences.

144. (1) The teacher shall be considered to be incapacitated to discharge his duties either on physical or mental grounds for the reasons stated below or otherwise as may be determined by the competent Medical Authority. **Medical incapacitation.**

(a) due to accident, resulting in loss of limb or being seriously injured, etc. so that he is unable to perform his duties.

(b) due to severe illness such as Paralysis, Cancer, Leprosy, AIDS etc. making him/her unable to perform his duties.

(2) The teacher may be considered mentally incapacitated to render his services, if —

(a) he has turned insane.

(b) he is not capable of meeting with the requirements of the post to which he is appointed despite his mental equilibrium having been properly set.

(3) Wherever teacher is to be declared to be incapacitated either physically or mentally, his case shall be referred to the Committee constituted as below :

(a) Vice-Chancellor or
A person nominated by Vice-Chancellor - Chairman.

(b) Three Registered Medical Practitioners to be nominated by the Vice-Chancellor.

(c) Medical officer of University if any.

(d) Head of the Department / Director of the School
Provided that the three Medical Practitioners nominated by the Vice-Chancellor shall be with Post-Graduate Degree and Specialists in different fields.
The Committee shall scrutinise the case of the teacher and shall submit its report to the Vice-Chancellor.

(4) After receipt of the report, the Vice-Chancellor shall forward the above said committee's report to Medical Board Constituted by the Government for their opinion.

(5) After receipt of the report from the Medical Board, the Vice-Chancellor shall take the final decision.
Provided that the Vice-Chancellor shall consider such case keeping in view the prime interest of the University and with sympathetic view towards the teacher.

(6) The teacher declared incapacitated either physically or mentally shall be retired from the service of the University by the Vice-Chancellor with effect from the date of medical report. The teacher concerned shall be eligible for the post-retirement benefits, provided he fulfils the minimum requirements as laid down by the Government, from time to time.

(7) If the permanent employee/ teacher working in the University, expires during the active service or retires on medical grounds, one of the relatives

of such teacher, shall be appointed, on compassionate ground in the services of the University, in the lowest post in the Class III or IV as per the Government Rules, from time to time, provided he fulfils the required qualifications.

Provided that, such appointment shall be made only against approved and clear vacant post. In no case, a new post shall be created for such appointment, after prior approval of the State Government.

Provided further that, for the purpose of appointment on compassionate ground, the term 'relative of employee' means the relative as specified in the Government orders for this purpose from time to time.

Payment of salary.

145. (1) The teachers in the University shall, unless otherwise directed, be entitled to receive the pay subject to enforcement of the taxes laid by the Government from time to time, regularly for each month for the services rendered in the scale of pay prescribed for the cadre in which he is appointed, with effect from the commencement upto the cessation of service in the University.

(2)

(a) The scales of pay for the teachers of the various cadres working in the University Schools, University Departments, Conducted Colleges and University Institutions shall be as recommended by the University Grants Commission/AICTE/other similar Apex bodies and accepted by the Government and the University, from time to time.

(b) The scales of pay, for the teachers of the various cadres working in which professional courses are run shall be as recommended by their respective apex bodies and accepted by the Government and the University, from time to time.

(c) Whenever the University Grants Commission/AICTE/other similar Apex bodies or the respective Councils revise the scale(s) of pay for the teachers in the University, the same shall be made applicable to the teachers after the approval of the Government.

(3) The initial pay of the teacher selected by the University authorities shall be at least the minimum of the scale of pay.

Provided that, the principle of protection of last pay drawn shall be applicable in respect of the teacher who is already in the service of University or Government aided Colleges/Institutions or Government organisations as per the Government rules, issued from time to time.

(4) In respect of the teacher who expires while in service, his pay shall be drawn for the day on which the teacher dies. The hour of this day at which the death takes place shall have no effect on the claim.

(5) The officiating pay, deputation allowance and the Pay drawn by the teacher while in foreign service shall be as per the provisions made in the pension scheme of Government.

146. If the teacher is assigned to hold the additional charge, he shall receive additional pay, based on his presumptive pay, as may be prescribed by the Government and accepted by the University, from time to time; Provided that, this additional pay shall be admissible. **Additional charge.**

147. (1) On placement in a post created for personal promotion, carrying a higher scale of pay, the initial pay of the teacher in the higher post shall be fixed at the minimum of the higher scale of pay or at the stage next above the pay notionally arrived at by increasing his pay in the lower post by one increment at the stage at which such pay reached, whichever is more. **Pay fixation on personal promotion.**

(2) If the teacher has reached the maximum of the scale of pay on the lower post, his notional pay for the purpose of this statute shall be arrived at by increasing that pay by adding an amount equivalent for the last increment.

(3) If the teacher placed in higher post/scale happens to draw lesser pay than his junior, placed in the said post/scale, the pay of the senior teacher shall be stepped upto a figure equal to the pay of his junior teacher, as prescribed by the Government, from time to time.

148. (1) The teacher on reversion shall draw pay in the lower scale of pay, not less than that which he would have drawn, had he not been so placed in higher scale. **Pay fixation on reversion.**

(2) If the teacher is revered by way of major punishment on account of misconduct, the Competent Authority may fix his pay at any lower stage in the lower scale of pay under these statutes;

Provided that, the subsistence allowance already paid to the teacher shall be fully recovered either from the pay and allowances as the case may be or from the leave salary payable to him/her, if it happens to be in excess of his revised total emoluments, to the extent of excess pay only.

(3) When the teacher is reverted on account of misconduct to a post carrying lower scale of pay, and is subsequently reinstated, his previous service in the post which he was reverted, shall count for increments unless the Competent Authority declares that it shall not be so counted either in whole or in part;

Provided that, the teacher, proceeding to join or returning from the foreign service, shall be entitled to the pay payable to him/her on the substantive post held by him/her.

149. During the joining time, the employee/ teacher shall be entitled to the pay drawn by him/her in the earlier post, irrespective of whatever post held by him/her is equivalent, lower or higher in grade and/or in responsibilities, after due approval of the State Government. **Pay protection on new post.**

150. (1) The teacher, having his pay on the scale of pay, shall draw increment every year unless it is withheld on the disciplinary ground after due inquiry held. The benefit of increment falling due on any date of the calendar month **Date of increment.**

shall be extended to the 1stdate of July, every year or as per Government directives applicable from time to time.

(2) The Competent Authority withholding increment shall expressly state in the order the period for which increment has been withheld, and whether it shall be inclusive or exclusive of any interval spent on leave before the period is completed.

(3) If a teacher is placed in higher grade / post, he shall draw the increment on the date he is otherwise entitled.

(4) The Service rendered by the teacher on probation, in the circumstances mentioned below, shall count for increment in the scale of pay :

(a) The teacher on probation shall draw first increment on completion of twelve months or as per Government resolutions applicable from time to time.

(b) The date of increment shall be as prescribed by the Government from time to time.

(5) Service rendered in the circumstances mentioned below shall count for increment :

(a) All duties whether continuous or otherwise in a post on a scale of pay

(b) Authorised leave other than extraordinary leave

(c) Extraordinary leave on medical grounds with the permission of the Competent Authority;

Provided that, in exceptional circumstances, if a teacher is required to avail of extraordinary leave for reasons beyond his control, the Appointing Authority, by an order in writing, may direct that the absence on account of leave without pay shall not affect his normal date of increment.

(d) The duty performed by the teacher in higher post in officiating or temporary capacity, on reversion to the lower post

(e) The period spent on deputation to foreign service

(6) A teacher on authorised leave shall draw the annual increment falling during the leave period, on the date due; this increment, however, shall receive the effect on resumption of duty after expiry of leave, alongwith the arrears. The leave shall not have effect on the date of increment, except the extraordinary leave which is declared to have effect on the date of increment.

(7) The Competent Authority may withhold, by an order in writing, the increment of a teacher if his conduct has not been found to be satisfactory, or his work has not been satisfactory only after a due inquiry held. The Competent Authority while ordering the withholding of the increment shall state in the order the period for which it is to be withheld and whether the withholding shall have a temporary or permanent effect on his future increment(s).

Personal pay.

151. The Competent Authority may grant personal pay to the teacher to save him/her from loss of substantive pay in respect of a permanent post, other than a tenure post, due to revision of pay or due to any reduction of such substantive pay otherwise than as a measure of disciplinary action.

152. (1) A teacher working on a post in the scale of pay shall be entitled to allowances such as Dearness Allowance, Compensatory Local Allowance, House Rent Allowance, Transport Allowance and such other allowances as may be sanctioned by the Government, from time to time, to its employees working in equivalent scale of pay. **Allowances.**

(2) For the purpose of calculating allowances which are related to pay, the term 'pay' shall include basic pay, additional pay, officiating pay, personal pay or special pay, if any, as may be determined by the Government, from time to time.

(3) Dearness Allowance may be drawn during the period of any kind of leave, except extraordinary leave.

(4) The House Rent Allowance shall be admissible to teacher at the places and at the rates as sanctioned by the Government to its employees working in equivalent scale of pay, from time to time;

When the teacher is provided with residential quarter by the University either on rent free basis or on rent basis he shall not be entitled to House Rent Allowance. If the residential quarter is provided to the teacher then he shall pay the maintenance and other charges as per the Government Rules, applicable from time to time.

(5) In case where both husband and wife are in service in the University, they shall draw dearness and house rent allowances if otherwise admissible to them. If one of them is provided with a rent free accommodation, then he shall pay the maintenance and other charges and the other shall be entitled to the house rent allowance.

(6) The teachers shall not be entitled to receive any allowances from University fund other than the allowances prescribed by the Government,

Provided, if the teacher is assigned responsibility in addition to his regular duty as teacher by the competent authority for a period not less than one month, he shall be entitled to receive allowances from the University fund as per the norms prescribed by the competent authority of the University.

153. **Pay on leave.**

(1)

(a) The teacher on earned leave shall be entitled to the pay drawn by him/her immediately prior to the commencement of this leave, plus all allowances admissible on that pay.

(b) The teacher on half pay leave or on leave not due shall be entitled to half the amount of pay drawn by him/her immediately prior to the commencement of this leave, plus all allowances admissible on this pay.

(c) The teacher on commuted leave is entitled to leave salary equal to the amount admissible under clause (a).

(d) The teacher, who is granted leave not due, shall be entitled to leave salary equal to the amount admissible under clause (a) or (b), as the case may be.

(e) The teacher, who is granted special disability leave, shall be entitled to leave salary equal to the amount admissible under clause (a) for the first one hundred and twenty days and amount admissible under clause (b) for the

remaining period.

(f) The female teacher on maternity leave shall be entitled to leave salary, admissible as under:

(i) clause (a), in case the female teacher is permanent.

(ii) clause (a), in case of probationary / temporary female teacher, who has put in at least two years' continuous service.

(iii) clause (b), in case of probationary / temporary female teacher who has put in more than one-year continuous service but less than two years' continuous service.

(iv) the temporary female teacher with less than one-year service shall not be entitled to any leave salary.

(2) The teacher on study leave, on special leave or on sabbatical leave shall be entitled to leave salary as per Sub-Clause (a) of Clause (1).

Travelling allowance/ dearness allowance for tour.

154. (1) The teacher, required to undertake tour in the course of discharge of his duty, shall be entitled to travelling allowance and daily allowance as prescribed by the University.

(2) The teacher, proceeding to his home town or otherwise and back under leave travel scheme, shall be entitled to leave travel allowance as per the rules and rates prescribed by the Government, from time to time.

(3) The teacher is entitled for the Leave Travel concession to visit anywhere in entire India as prescribed by the Government, from time to time.

Medical reimbursement.

155. The teacher working in the University shall be eligible for Medical Reimbursement as per Government rules, issued from time to time.

Vacation salary.

156. The teacher shall be entitled to vacation salary as may be specified under these Statutes.

The person who ceases to be a teacher in the University Institution either at the end of the first term or at the end of the academic year shall be entitled, for vacation salary in the following manner:

(1) If the teacher has served for a major part of the term, then he shall be entitled for the following winter vacation salary.

(2) If the teacher has served for major part of the academic year, then he shall be entitled for the following summer vacation salary.

(3) If the teacher has served for the whole of the second term or major part of the second term, then he shall be entitled for one month's salary in the summer vacation.

(4) The teacher may remain absent, with the prior permission of the Vice Chancellor at the beginning or at the end of the first and/or second term, as the case may be.

Leaves.

157. (1) Leave cannot be claimed as a matter of right. When exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority.

(2) The teacher shall earn and be entitled to the leave, generally in proportion to the period of service/duty and of the kind specified herein below.

(3) The teacher may be granted leave only on his request. The teacher shall not be compelled to proceed on leave except on a disciplinary ground.

(4) The Competent Authority may sanction the leave applied for, and shall not alter the nature of leave, except with the request/consent of the teacher.

(5) The teacher may combine one kind of leave with another, subject to the limit of aggregate period of absence as may be prescribed under these Statutes.

(6) Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner holding, graduate degree; Bachelor of Medicine and Bachelor of Surgery (MBBS) or its equivalent) indicating the nature and probable duration of illness. The teacher returning from leave on medical ground, shall produce a certificate of fitness.

(7) If the teacher frequently applies for medical leave with short intervals, he may be referred to the Medical Authority to examine the state of his health, the period of recovery and whether he would be fit for duty after rest and treatment.

(8) The teacher on leave shall not engage himself/herself in any other employment, trade or business, either full-time or part-time except public service of casual nature or such other work.

(9) Ordinarily the teacher shall resume his duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the Competent Authority condones the irregularity, for reasons to be recorded.

(10) If the teacher, retired on compassionate grounds and on invalid pension, is reemployed and allowed to count the past service for pension, he shall be entitled to count his previous and subsequent services towards leave.

Competent authority to sanction leave.

158. The following shall be the Competent Authority to sanction leave under these Rules :

Sr.No.	Category	Kind of Leave/s	Authority
1.	Dean of Faculty/ Director of the School/ Principal of Colleges/ Head of the Institution/ Registrar and other equivalent posts	All kinds of leaves	Vice-Chancellor
2.	Head of the Department/ Director of the School	All kinds of leaves	Vice-Chancellor
3.	All teachers	Casual leave	Head of the Department/

			Director of the School
4.	All teachers	All kinds of leaves accept casual leaves	Vice-Chancellor
5.	Non-Teaching Staff Group A and B	All kinds of leaves	Registrar
6.	Non-Teaching Staff Group C and D	All kinds of leaves	Registrar

Kinds of leave.

159. All kinds of leaves may be counted from the commencement of the academic year till the end of it as declared by the competent authority from time to time. The period of year for which leaves are counted should be fixed i.e. from 1st July to 30th June for every year.

The following kinds of leave would be admissible to permanent teachers-

(i) Leave treated as duty, viz. Casual leave, Special casual leave and Duty leave; (Note: These leaves under the clause (i) would be granted to teachers on probation, and temporary teachers, also.)

(ii) Leave earned by duty, viz. Earned leave, Half Pay leave and commuted leave;

(iii) Leave not earned by duty, viz. Extraordinary leave and Leave not due;

(iv) Leave not debited to leave account-

(v) Leave for academic pursuits, viz. Study leave, Sabbatical leave and Academic leave

(vi) Leave on ground on health, viz. Maternity leave, Quarantine leave.

The Board of Management may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit.

Casual leave.

160. (i) Total casual leave granted to a teacher shall not exceed twelve days in an academic year.

(ii) Casual leave cannot be combined with any other kind of leave except duty leave, on duty leave, special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

Special casual leave.

161. (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher;

(a) To conduct examination of other university/Public Service Commission/board of examination or other similar bodies/institutions; and

(b) To undertake the task assigned by competent/ statutory authority/apex bodies such as accreditation, academic audit, inspection of an autonomous institutions, approval to new colleges/ programs/ institutions not affiliated with the parent University a statutory board, organisations.

(ii) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

(iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by sanctioning authority on each occasion.

(iv) In addition, special casual leaves to the extent mentioned below may also be granted;

(a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and

(b) to a female teacher who undergoes non puerperal sterilization, leave in this case will be restricted to fourteen days.

Duty leave.

162. (i) Duty leave not exceeding thirty days, excluding days of travel, week-ends and public holidays, in an academic year may be granted for delivering invited talks in colleges/institutions/organisations and universities, for attending conferences, congresses, symposia, workshops and seminars organized in India and abroad with the permission of the competent authority;

(ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;

(iii)The leave may be granted on full pay.

(iv)Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

On duty.

163. If a teacher performs any other duty assigned/approved by competent authority for the University, he shall be treated as on duty. In such case the period of his absence shall not be counted with the period of duty leaves. The teacher shall be entitled to be 'on duty' for the following;

(a) To attend meetings in the UGC, DST, AICTE, such other similar Apex bodies, GPSC, UPSC, State Public Service Commission and Government agencies.

(b) To undertake task in another Indian or foreign university, any other agency, institution or organisation when so deputed by the university;

(c) To participate a delegation or working on a committee appointed by the Government of India, State/Local Self Government, the University Grants Commission/other Apex bodies or any other academic body.

(d) To attend refresher courses, orientation programs, short term courses, faculty development programs organised by recognised colleges/institutions/University.

(e) To attend meetings/visits of various committees constituted by the parent University and other University within the State

(f) To attend all examination related duties of the parent University.

(g) To undertake field work related to academic development and research collaboration, consultancy work approved by University, sanctioned research project, survey work, study tours, industrial and educational excursions/visits..

(h) To attend election duties, if any, related to statutory bodies of University.

(i) To attend and participate in student related University/ regional/ state/zonal/national/international level sports/cultural /research/NSS/NCC activities/events approved by the competent authority.

(j) To attend activities like viva voce as a referee or external examiner at parent and other Universities.

(k) to attend any meeting conducted by the university.

Earned leave.

164. The provision regarding Earned Leaves shall be applicable as per UGC norms or other regulatory bodies norms issued from time to time.

Leave on half-pay.

165. (1) The teacher shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without limit during the entire service. The teacher shall not

be entitled to leave on half pay during the first year of his service. The leave on half pay due may be granted to the teacher either on medical ground or for private reason. The leave requested on medical ground shall be supported by the certificate from the Registered Medical Practitioner.
Provided that, the period of suspension, if any, finally treated as suspension shall be excluded for counting completed years of service for this purpose.

(2) If the teacher is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.
Note :A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

Commuted leave.

166. Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions :

(i) Commuted leave during the entire service shall be limited to a maximum of 240 days;

(ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half - pay leave due;

(iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

(iv) In addition, commuted leave may be granted to the extent mentioned below;

(a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days;

(b) to a female teacher who undergoes non puerperal sterilization, Leave in this case will be restricted to fourteen days.

Extra-ordinary leave.

167. (i) A permanent teacher may be granted extraordinary leave if approved by Competent Authority when;

(a) No other leave is admissible; or

(b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.

(ii) Extraordinary leave shall always be without pay and allowance. Extraordinary leave shall not be counted for increment except in the following cases;

(a) Leave taken on the basis of medical certificates;

(b) Cases where the Head of the Department is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural, calamity, provided the teacher has no other kind of leave to his credit.

(c) Leave taken for pursuing higher studies; and

(d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance, or on assignment in Research and Development Organization or Industrial Assignment in India and abroad or an assignment

of Apex Academic Bodies, Academic Institutions, or All Statutory positions of any University or Institutions.

(iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual. The period of absence from duty due to an assignment on Statutory/Government post shall not be limited to five years.

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

In such cases all the privileges of the permanent employee shall be retained.

Leave not due.

168. (i) Leave not due, at the discretion of the Dean of the Faculty, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

(ii) 'Leave not due' shall not be granted unless the Head of the Department is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

(iii) A teacher to whom "leave not due" is granted shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Board of Management.

Provided further that the Board of Management may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

Study leave.

169. (i) Study leave may be granted after a minimum of five years of continuous service as a permanent teacher, to pursue a special line of study or research directly related to his work in the university/Institution/Research Organization or to make a special study of the various aspects of university organisation and methods of education.

The said period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the 10 percent of permanent teachers in any department.

Provided that the Board of Management may, in the special circumstances of a case, waive the condition of five years of service being continuous.

Explanation : In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned. Provided,

(a) the person is a full time permanent teacher on the date of the application; and

(b) there is no break in service.

(ii) Study leave shall be granted by the Competent Authority on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than two years in one spell, except in very exceptional cases in which the Competent Authority is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.

(iii) Study leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of study leave.

(iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed three years.

(v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study of the programme of research without the permission of the Competent Authority. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Competent Authority to treat the period of shortfall as ordinary leave has been obtained.

(vi) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.

(vii) The amount of scholarship, fellowship or other financial assistance that his being granted study leave, has been awarded will not preclude his being granted study leave with pay and allowances. But the scholarship, fellowship so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship after deducting a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken exceeds the salary of the teacher. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

(viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

(ix) A teacher granted study leave shall on his return and re-joining the service of the University, and be eligible to the benefit of the annual increment (s) which he would have earned in the course of time if he had not proceeded on study leave.

(x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his study leave.

(xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(xii) A teacher availing himself/herself of study leave shall undertake that he shall serve the university for a continuous period of at least three years to be calculated from the date of his resuming duty after expiry of the study leave. Otherwise he has to refund basic salary accumulated during the period of study leave to the University.

(xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfilment of the conditions laid down in sub-clause (xii) above and give security of immovable property to the satisfaction of the Competent Authority or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xii) above.

(xiv) The teacher shall submit to the Head of Department, six monthly reports of progress in his studies from his supervisor or the Head of the Institution. This report shall reach the Head of Department within one month of the expiry of every six months of the study leave. If the report does not reach the Head of Department within the specified time, the payment of leave salary may be deferred till the receipt of such report.

(xv) The teacher, shall not be eligible for study leave, for studies leading towards award of Degree or Diploma.

Provided that, if the teacher is awarded teacher fellowship by the University Grants Commission or any other funding agencies then, he shall be eligible for full-pay study leave as per the rules of the University Grants Commission or the funding agency, as the case may be.

Sabbatical leave/ Academic leave.

170. (i) Permanent, full-time teachers, who have completed seven years of service as Assistant Professor/Associate Professor or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the Department and higher education system.

(ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

(iii) A teacher who has availed himself/herself study leave for three years, would not be entitled to the sabbatical leave. However, teacher who has availed himself / herself study leave for the period up to two years may be granted sabbatical leave such the total of study leave and sabbatical leave to be granted should not exceed three years in the entire service period, in the light of provision in (ii) above.

(iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his proceeding on sabbatical leave.

(v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under any organisation in India or abroad. He may be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies.

(vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as a regular service for purposes of pension/contributory provident fund, provided that the teacher re-joins the university on the expiry of his leave.
Note - I The programme to be followed during sabbatical leave shall be submitted to the Head of Department for approval along with the application for grant of leave.
Note - II On return from leave, the teacher shall report to the Head of Department the nature of studies, research or other work undertaken during the period of leave.

171. **Maternity, Paternity and Adoption leave.**

(A)

(i) Maternity Leave with full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire service. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her service is not more than 45 days, and the application for leave is supported by a medical certificate.

(ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

(iii) Female teachers may be allowed to accumulate the casual leaves to the extent of sixty days for the purpose of her child as per Government Resolution made from time to time rearing activities.

(B) Paternity Leave :
Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

(C) Adoption Leave :
Adoption leave may be provided as per the rules of the State Government.

172. The post falling vacant for more than six months due to leave of permanent teacher such as Sabbatical Leave, Extraordinary Leave, Study Leave, Maternity Leave be filled on purely temporary/contractual basis for a period of sanctioned leave. **Appointment against vacant post due to leave.**

173. The teacher shall be entitled to avail leave up to twelve months, if he is suffering from Tuberculosis, Leprosy, Cancer, Malignant diseases, AIDS, Heart Surgery or Brain ailment or such other diseases, which may be specified by the Competent Authority, from time to time and is undergoing treatment in a recognised Clinic or under a Specialist recognised by the Government, from time to time. **Special medical leave for tuberculosis, AIDS, cancer and heart surgery.**
Provided that, such leave shall only be admissible to the teacher if he has no other leave to his credit.
Provided further that, the teacher who is suffering from Heart disease shall be entitled to a maximum of three months full-pay leave in addition to any other leave on medical/health ground shall be granted to the teacher, as per the rules made by Government from time to time.

Special provisions for the female teachers.

174. In addition to the other provisions of these Statutes, special provision(s) laid down by Central and State Government from time to time shall be applicable to the female teachers working in the University Schools, University Departments, Conducted Colleges and University Institutions.

Code of conduct for teachers.

175. (i) The teacher shall be at the disposal of the University full-time and shall serve in such capacity and at such place, as he may, from time to time, be so directed.

(ii) The teacher shall conform to and abide by the provisions of the Universities Act, Statutes, Ordinances, Regulations, and Rules and Directives and decisions of the Competent Authority. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him/her by the University.

(iii) The teacher shall at all-time maintain absolute integrity, show devotion to his profession and shall do nothing which is unbecoming of a teacher and his profession.

(iv) The teacher shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote and protect the interest of the University.

(v) The teacher shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another teacher or employee for a work to be done in connection with the business of the University.

Provided that, the collection of monthly subscription of membership at the prescribed rate collected by the office bearer of the Association, Union or the Club shall not amount to gift or realisation of other contribution for this purpose.

(vi) The teacher shall not, without prior permission of the Competent Authority, remain absent himself from his duties. In the circumstances or reasons beyond his control, he shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which his absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit.

However, that the Competent Authority shall condone this condition in respect of a teacher, who for reasons beyond his control, was unable to convey the cause of his absence.

(vii)

(a) The teacher or his near relative shall neither bid directly or indirectly, at any auction of any University property nor submit any tender for any supply to the University Schools, University Departments, Conducted Colleges and University Institutions.

(b) The teacher or his relative shall not use the University property including the residential accommodation for conducting any trade or business, coaching classes, tuition, occupation or for any other purpose.

(c) The full-time teacher shall not engage himself in any trade, business coaching classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his duties as prescribed under these Statutes.

(viii) The teacher shall not write guides, notes, questions and answers, circulation, etc. for commercial benefit.

(ix) The teacher shall abide by The Code of Professional Ethics laid down by UGC/Other Apex Bodies from time to time.

Misconduct.

176. The breach of any of the provisions of these Statutes, or any one or more of the following acts shall be deemed as misconduct on the part of the teacher:

(i) any action by the teacher contrary to the provisions prescribed in these Statutes.
(ii) refusal to accept order or other communication served according to the Statutes.
(iii) obtaining employment in the University by misrepresenting facts.
(iv) misappropriation of any amount and/or movable and immovable property of the University.
(v) wilful and persistent negligence of duty.
(vi) incompetence in Teaching.
(vii) indulging in or promoting unfair practices in the conduct of University examinations.
(viii) theft, fraud or dishonesty.
(ix) wilful or negligent damage of the University property.
(x) any action involving moral turpitude and attracting conviction in court of law.
(xi) attending the duties in an intoxicated state and committing nuisance during working hours.
(xii) misbehaviour with students, another teacher, staff, parents.
(xiii) insubordination: Refusal to obey the order of controlling Authority, wilful act/communication by ignoring immediate controlling authority.
(xiv) sexual harassment within the meaning of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 and the amendments made from time to time.

Explanation:

(1) wilful negligence of duty shall amongst other things include the following:
(a) dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi as expected under circumstances not beyond his control.
(b) negligence of academic or extracurricular, co-curricular duties assigned to the teacher by the Vice-Chancellor/Head of the Department, which are consistent with the Act, Statutes, Ordinances, Regulations or Rules.
(c) incompetence shall include such other incapacities in teaching as would lead to failure in imparting of instruction to the students.

Disciplinary authority.

177. The Disciplinary Authority in respect of the teacher working in a University Schools, University Departments, Conducted Colleges and University Institutions shall be the Vice Chancellor.

Penalties.

178. Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, and as herein after provided, be imposed on the teacher found guilty of misconduct. The penalty to be imposed shall essentially be commensurate with the severity or gravity of the misconduct committed and shall be imposed only after

sufficient opportunity is provided to the teacher for being heard and to defend himself.

(a) Minor Penalties:
(i) censure,
(ii) fine,
(iii) withholding of increment of pay for specific period,
(iv) recovery from his pay, or such other amount as may be due from him/her.

(b) Major penalties:
(i) stoppage of increment with or without effect on future increments,
(ii) reduction to a lower scale of pay, grade, post or service,
(iii) compulsory retirement,
(iv) removal from service,
(v) termination of service.
(vi) dismissal from service,

Explanation (1) : The order under (a) (iii) of withholding increment shall not affect subsequent increment(s).

Explanation (2) : The order under sub-clause (a)(iv) for recovery shall expressly state the amount of the whole or part of any pecuniary loss caused by him/her to the University by negligence or by breach of orders.

Explanation (3) : Reduction under sub-clause (b) (ii) shall ordinarily be a bar to the placement of the teacher to the higher scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the scale of pay, grade, post or service from which he was reduced, and seniority and pay on such restoration.

Explanation (4) : The order of penalty of reduction, under sub-clause (b) (ii) shall expressly state whether the period of reduction shall be exclusive of any interval spent on leave or otherwise.

Explanation (5) : Removal under sub-clause (b) (iv) and termination under sub-clause (b) (v) shall not be a disqualification for future employment under the University, College or Recognised Institution.

Explanation (6) : Dismissal under sub-clause (b) (vi) shall be a disqualification for future employment under the University, College or Recognised Institution.

Procedure for imposing minor penalty.

179. If the Disciplinary Authority is satisfied that the misconduct committed by the teacher is serious enough to inflict any of the minor penalties, the Disciplinary Authority shall -

(1) issue a notice to the teacher in writing alongwith the imputation(s) of misconduct and require him/her to show cause as to why the action proposed be not taken against him/her;
(2) give reasonable opportunity to the teacher to furnish explanation;
(3) take into consideration the explanation of the teacher and record findings on each imputation of misconduct;
(4) issue the order imposing one or many of the minor penalties, or if satisfied, drop the imputation(s) and exonerate him/her of the charge(s);
(5) the appeal against the minor penalty imposed by the Vice-Chancellor shall lie with the Grievances Committee.

Action not amounting to penalty.

180. The following shall not amount to penalty within the meaning of Statute, namely:

(1) non-placement of teacher either in senior scale or selection grade;
(2) reversion of the teacher already appointed as the Head of the Department;
(3) compulsory retirement of the teacher in accordance with the provision relating to his superannuation or retirement;
(4) Termination of Services :
(a) the teacher appointed on probation will be liable to be terminated during or at the end of the period of probation in accordance with terms and conditions of his appointment;
(b) the teacher appointed on a temporary or ad-hoc basis may be terminated in accordance with the provisions made in that behalf;
(5) termination of service of a teacher appointed under agreement in accordance with the terms and conditions of such agreement;
(6) repatriation of the service of the teacher whose service has been borrowed from outside authority or recalling the teacher from foreign employment to such authority;
(7) termination of the service due to abolition of the post(s).

Suspension.

181. (1) The Disciplinary Authority may, by an order in the form prescribed by the University, place the teacher under suspension under the following circumstances:
(a)
(i) where disciplinary proceedings against him/her are contemplated or are pending and are likely to result into imposing any of the major penalties,
(ii) wherein the opinion of the Competent Authority he has engaged himself in activities prejudicial to the interests of the University and
(iii) where there is a strong reason(s) to believe that his continuance in service is likely to cause embarrassment or to tamper with the investigation of the case, or likely to tamper with the official record or document(s).
(b) where the case against him/her in respect of any criminal offense is under investigation, enquiry or trial in a court of law.
(2) The teacher shall be deemed to have been placed under suspension.:
(a) with effect from the date of his detention, in police or judicial custody, on a criminal charge, for a period exceeding forty-eight hours;
(b) with effect from the date of his conviction, if, in the event of a conviction for an offense, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Competent Authority.
(3) While under suspension, the teacher shall not be allowed to resign.
(4) If the teacher under suspension attains the age of superannuation, the departmental or judicial proceedings pending against him/her shall continue even after his retirement.
(5) If the Disciplinary Authorities finds that a teacher is alleged to be guilty of a lapse or an offence of a serious nature and if there is a reason to believe that in the event of the offence being proved against him, he would deserve to be removed or dismissed from service, the competent Authority/Officer shall first decide whether the person concerned should be placed under suspension.

(6) During the period of suspension, a teacher shall be paid a subsistence allowance equal to his full pay & allowances admissible, pending regular enquiry.

(a) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the pay excluding the allowances admissible during the period of the first 3 months, if, in the opinion of the said authority the period of suspension has been prolonged beyond 3 months due to reasons to be recorded in writing directly attributable to the teacher.

(b) The rate of dearness allowance will, as the case may be, vary according to the decreased amount of pay admissible under sub-clause above.

Explanation:

(1) While under suspension, the resignation of a teacher shall not be accepted.

(2) No leave shall be granted to a teacher while he is under suspension.

(3) The suspension order shall be served in the form as specified.

(7) The teacher shall furnish the following certificate before he is paid the subsistence allowance: "I certify and declare that I shall not engage myself in any private employment, trade or business during the period of my suspension";

Provided that, if the Competent Authority suspects genuineness of this certificate, it may get the same duly verified, if necessary through the police authorities, and if the teacher is found to have furnished a false certificate, it shall be construed as an act of misconduct and shall be an additional charge in the enquiry against him/her.

(8)

(a) If the teacher, under suspension is undergoing a trial in a criminal court, or departmental enquiry under these statutes, he shall be provided with the subsistence allowance under Clause (2).

(b) If the teacher under suspension is convicted by the competent court and sentenced to imprisonment, the subsistence allowance shall be reduced to a nominal amount of Re. 1/- (Rupee One) per month till he undergoes punishment or till he is deemed to be in the service of the University, whichever is earlier.

(c) If the teacher under suspension is acquitted in appeal, he shall draw subsistence allowance at the normal rate under Clause (2) from the date of acquittal till the disposal of inquiry under these Statutes.

(9) If the teacher under suspension attains the age of superannuation, he shall deem to have been retired and shall not be entitled to any subsistence allowance. If he is covered by the Contributory Provident Fund (CPF) scheme, he shall be entitled to have his own share of contribution but shall not be entitled to the University share. If he is covered by the Pension scheme, he shall be entitled to provisional pension not exceeding the maximum pension admissible to him/her for qualifying service up to the date of suspension. The University share of CPF or the final pension and the gratuity shall or not be paid to him/her as per the final decision of proceedings against him/her.

(10) If the teacher under suspension is exonerated and/or it is observed that the suspension was wholly unjustified, the teacher shall receive full pay and allowances to which he would have been entitled had he not been so suspended.

If the person is not fully exonerated, he should be given pay equal to:

(i) subsistence allowance or

(ii) certain percentage of pay depending upon the merit of the case.

The period can be converted into leave due and admissible only at the express desire of the teacher concerned.

If the teacher is found fully guilty, and hence removed, terminated or dismissed, the suspension/subsistence allowance already paid to him may be recovered from him.

(11) When the teacher under suspension is reinstated, after undergoing the punishment or paying the penalty under these Statutes, unless the Competent Authority has already passed such orders at the time of inflicting the punishment, the Competent Authority may by order state:

(a) whether the said period be treated as duty leave or leave not due, and

(b) the nature of pay and allowances to be paid for the period.

(12) The substitute teacher appointed in place of the teacher under suspension, shall be paid the salary as per rules.

(13) In case the University fails to pay the subsistence allowance, as decided in these Statutes, the Government through office of the Joint Director shall pay the same to the teacher under suspension and deduct the amount from the grants payable to the University.

Preliminary enquiry.

182. (1) If a teacher is alleged to be guilty of misconduct as prescribed in Statute 176, a Preliminary Enquiry of such alleged teacher shall be held by the following Committee:

(i) The Dean of the concerned Faculty - Chairman

(ii) The Head of the Department

Provided, where there is no regular Head of the Department or when Head of the Department is himself / herself involved in the matter, Vice Chancellor shall appoint Head of any other University Department.

(iii) The member of the Board of Management to be nominated by the Vice-Chancellor

(iv) A representative of the teacher whose inquiry is to be conducted.

(2) The Committee, after going through all the documents and evidence(s), shall see whether there is a prima facie case against the teacher;

Provided that, while holding the preliminary enquiry, full opportunity shall be given to the teacher, to defend his case before the Committee.

(3) The Committee, after going through all the documentary evidence(s) and giving a full opportunity to the teacher, as the case may be, shall prepare their report and submit the same to the Vice-Chancellor.

(4) The Vice-Chancellor, after scrutinising the report of the Committee, may give permission to hold full-fledged enquiry of the teacher, as the case may be.

Provided further that, if the Vice-Chancellor, after scrutinising the report, feels that the report is incomplete or requires some more documents/ evidences, then he shall call for such additional documents/evidences and if necessary may appoint another Committee.

Procedure of enquiry.

183. (1) Whenever the Disciplinary Authority is of the opinion, based on the reports of the preliminary enquiry committee, that there are grounds for enquiry into the facts of the case and/or substance of imputation(s) of

misconduct on the part of the teacher(s), which may result in major penalty, Disciplinary Authority may through an Enquiry Officer, who is Retired Judge below the rank of District Judge to enquire into the facts of the case. The appointment order of the Enquiry Officer shall be issued in the Form as prescribed by the University.

(2) Where it is proposed to hold enquiry against the teacher, the Disciplinary Authority shall draw up or cause to draw up

(a) the substance of imputation(s) of misconduct into definite and distinct article(s) of charge(s).

(b) a statement of imputation(s) of misconduct in support of each article of charge(s) which shall contain

(i) a statement of all relevant facts including any admission or confession by the teacher, and

(ii) a list of documents by which and a list of witnesses by whom, the article(s) of charge(s) are proposed to be sustained.

(3) The Disciplinary Authority shall deliver or cause to deliver to the teacher, in the Form as prescribed by the University, a copy of the article(s) of charge(s), the statement of imputation(s) of misconduct and a list of document(s) and of the witness(es) by which, each article of charge is proposed to be sustained, and shall by a written notice require the teacher to submit to it, within fifteen clear days, a written statement of his defence and to state whether he desires to be heard in person.

(4) On receipt of written statement of defence and on admission of any or all article(s) of charge(s) by the teacher, the Disciplinary Authority shall record its findings on each charge admitted, after taking such evidence into account as it may think fit and shall act in the manner as prescribed.

(5) On receipt of written statement of defence of any or all of the article(s) of charge(s) by the teacher or on its non-receipt, the Disciplinary Authority may further enquire or cause to enquire into the charge(s) not admitted in the manner as prescribed.

(6) Where the Disciplinary Authority appoints the Enquiry Officer, it may by an order appoint another teacher or any other suitable person to present the case in support of the article(s) of the charge(s) before the Enquiry Officer. The charge-sheeted teacher may take assistance of any other teacher or any other suitable person to represent the case on his behalf. In case the Enquiry Officer permits the teacher to engage a legal practitioner to represent on his behalf, the Disciplinary Authority may appoint a legal practitioner as Presenting Officer.

(7) The Disciplinary Authority shall forward to the Enquiry Officer:

(a) a copy of each of the article(s) of charge(s) and the statement of imputation(s) of misconduct,

(b) a copy of the order appointing the Presenting Officer, if any,

(c) copies of the statements of witnesses,

(d) evidence proving the delivery of documents to the teacher, and

(e) a copy of the written statement of defense by the teacher, if any.

(8) The teacher shall appear in person before the Disciplinary Authority or the Enquiry Officer on such day and at such time within ten working days from the date of receipt by the teacher of the article(s) of charge(s) and the statement of imputation(s) of misconduct as the Disciplinary Authority or

the Enquiry Officer may, by notice in writing specify or such further time not exceeding ten days as the Enquiry Officer may allow.

(9) The Disciplinary Authority may, suomotu or on being moved by the teacher against whom enquiry is instituted, for just and sufficient reasons, transfer the proceedings to another Enquiry Officer constituted for the purpose.

(10) If the teacher, who has not admitted any of the article(s) of charge(s), in his written statement of defense or has not submitted any written statement of defence, appears before the Disciplinary Authority or Enquiry Officer, it shall ask him/her whether he is guilty or has any defense to make and if he pleads guilty of any of the article(s) of charge(s), it shall be so recorded under the signature of the teacher and of that Authority.

(11) The Enquiry Officer shall return to the Disciplinary authority the findings in respect of those article(s) of charge(s) which the teacher pleads guilty. However, if he pleads not guilty, the Enquiry Officer shall proceed to enquire further.

(12) If the teacher fails to appear within the specified time or refuses to plead or admits to plead, the Enquiry Officer shall require the Presenting Officer to produce the evidence by which he proposes to prove article(s) of charge(s), and shall adjourn the case to a later date not exceeding fifteen days, after recording the order that the teacher may, for the purpose of his defense.

(a) inspect within five days of the order or within such further time not exceeding five days as the Enquiry Officer may allow, the documents specified in the list,

(b) submit a list of witness(es) to be examined on his behalf,

(c) give a notice within ten days of the order or within such further time not exceeding ten days as the Enquiry Officer may allow, for the discovery or production of any document(s), but not mentioned in the list, indicating the relevance of such document(s).

(13) The teacher may apply orally or in writing, for supply of copies of the statements of witness(es), if any, mentioned in the list and the Enquiry Officer shall furnish him/her such copies as early as possible, and in any case not later than three days before the commencement of the examination of the witness on behalf of the Disciplinary Authority.

(14)

(a) The teacher may, by notice to the Enquiry Officer, require copies of certain document(s) in possession of Appointing Authority or Disciplinary Authority. In that case, the Enquiry Officer, shall forward the same or copies thereof to the Authority in whose custody or possession the documents are kept, with a requisition for the production of the document(s) by a specified date.

(b) On receipt of the requisition, the Authority having the custody or possession of the requisitioned document(s), shall produce the same before the Enquiry Officer;

Provided that, the Enquiry Officer may, for reasons to be recorded in writing, decline the requisition of any such documents, as are not relevant in the case and the Enquiry Officer may withdraw the requisition or press for the same;

Provided further that, if the Authority, having the custody or possession of the requisitioned document(s), is satisfied, for the reasons to be recorded in

writing that the production of all or any of such document(s) would be against the public interest, it shall, by providing copies of the documents, thus inform the Enquiry Officer and the Enquiry Officer shall, on being so informed, withdraw the requisition and communicate the information to the teacher.

(15)

(a) The enquiry shall commence on the date fixed by the Enquiry Officer and shall continue thereafter on the dates as may be fixed from time to time.

(b) The oral evidence shall be recorded or caused to be recorded by the Enquiry Officer in a question-answer form, on the completion of which it shall be read out to be correct and signed and dated by the teacher concerned, witness and the Enquiry officer. The copy (copies) of the deposition(s) may be made available to the Disciplinary Authority and to the teacher(s) on request.

(c) The oral and documentary evidence by which the article(s) of charge(s) are proposed to be proved shall be produced by the Disciplinary Authority. The witness(es) may be examined by the Disciplinary Authority and cross-examined by the teacher or his assistant. The Disciplinary Authority shall be entitled to re-examine the witness, on any point(s) on which he has been cross-examined. The Enquiry Officer may also put questions to the witnesses.

(d) Before the closure of the case by the Disciplinary Authority, the Enquiry Officer may allow the Presenting Officer to produce fresh evidence and include the same in the list or may itself call for the new evidence or recall and re-examine any witness(es) and in such cases, the teacher shall be entitled to a copy of the list of further evidence. The Enquiry Officer shall give the teacher an opportunity of inspection of document(s) before they are taken on record;

Provided that, no new evidence shall be permitted unless there is inherent lacuna(e) or defect(s) in evidence originally produced.

(e) When the part of the inquiry-proceeding of the Disciplinary Authority is closed, the teacher shall state his defense orally and/or in writing. The teacher or the assistant may examine the witness(es) himself and they may be cross-examined by the Disciplinary Authority, re- examined by the teacher and examined by the Enquiry Officer.

The Enquiry Officer may also allow the teacher to produce

(f) After the teacher closes his part of the inquiry proceeding and if the teacher has not examined himself, the Enquiry Officer may generally question him/her on the circumstances appearing against him/her, for the purpose of enabling the teacher to explain any circumstances appearing in the evidence against him/her.

(g) The Enquiry Officer may, after the completion of production of evidence, hear the Disciplinary Authority or the Presenting Officer and the teacher and/or permit them to file written statements of argument of their respective case.

(16) If the teacher, to whom a copy of the article(s) of charge(s) has been served, does not submit a written statement of defense on or before the date specified or does not appear in person before the Enquiry Officer or

otherwise fails or refuses to comply with the provisions of this Statute, the Enquiry Officer may hold the enquiry ex-parte.

(17)

(a) Wherever the Enquiry Officer, after having heard and recorded the whole or part of the evidence, ceases to exercise jurisdiction thereon and is succeeded by another Enquiry Officer, it shall act on the evidence so recorded by its predecessor and partly recorded by itself;
Provided that, if the succeeding Enquiry Officer is of the opinion that further examination of any of the witnesses, already recorded, is necessary in the interest of natural justice, he may recall, examine, cross-examine and re-examine him/her;
Provided further that, if the witness is recalled, he may be cross- examined and/or re-examined by the teacher or the Presenting Officer.

(b) Where in the opinion of the Enquiry Officer, the proceedings of the enquiry establish any article(s) of charge(s) different from original article(s) of charge(s),he may record its findings on such article(s) of charge(s);
Provided that, the findings on such article(s) of charge(s) shall not be recorded, unless the teacher has either admitted the facts on which such article(s) of charge(s) is based or has been provided a reasonable opportunity of defending himself/herself against such article(s) of charge(s).

Enquiry report.

184. (1) After the conclusion of enquiry, the Enquiry Officer shall prepare a report. Such report shall contain

(a) article(s) of charge(s) and the statement of imputation(s) of misconduct;

(b) the defense of the teacher in respect of each article of charge;

(c) an assessment of the evidence in respect of each article of charge; and

(d) the findings on each article of charge and the reasons thereof.

(2) The Enquiry Officer, shall forward to the Disciplinary Authority the record of enquiry which shall include

(a) the report prepared by him/her;

(b) the written statements of defense submitted by the teacher;

(c) the oral and documentary evidence produced in the enquiry;

(d) the written statements of argument filed by the Presenting Officer and the teacher, if any; and

(e) the orders, made by the Disciplinary Authority and Enquiry Officer in regard to the enquiry.

(3) The Enquiry Officer may provide a pointer to the kind of penalty, if so directed by the Disciplinary Authority in writing.

(4) The Disciplinary Authority, to which the record is forwarded may act on the evidence of the record or may, if it is of the opinion that further examination of any of the witnesses is necessary, recall the witness(es) and examine, cross-examine, and re-examine the witness(es) and impose on the teacher such quantum of penalty as it may deem fit in accordance with these Statutes;
Provided that, if any witness is so recalled, he may be cross-examined by the teacher.

Action on enquiry reports.

185. (1) The Disciplinary Authority shall consider the report and its findings on each charge.

(2) The Disciplinary Authority, itself not being the Enquiry Officer, shall consider the enquiry report and if it disagrees with the Enquiry Officer on any article(s) of charge(s), it shall record its reasons for such disagreement and refer the case back to the Enquiry Officer for further enquiry and report. The Enquiry Officer shall thereon proceed to hold further enquiry according to the provisions of the preceding Statutes.

(3) The Disciplinary authority, having regard to the findings on the charges, comes to the decision that no penalty be imposed or that the teacher be exonerated, it shall order accordingly.

(4) If the Disciplinary Authority, having regard to the findings, comes to the conclusion that any of the minor penalties be imposed on the teacher, it shall notwithstanding anything contained in these Statutes, determine what penalty shall be imposed, it shall order accordingly. The order shall be issued in the form as prescribed by the University.

(5)

(a) If the Disciplinary Authority having regard to its findings on all or any of the articles of charge, comes to the conclusion that any of the major penalties be imposed on the teacher, it shall

(i) furnish to the teacher, a copy of the Enquiry Report and its findings on each article of charge, expressly stating whether he/ she agrees with the findings of the Enquiry Officer or otherwise, together with brief reasons for its disagreement, if any within a week; and thereafter

(ii) give to the teacher a show-cause notice in the form as prescribed by the University., stating the quantum of penalty proposed to be imposed on him/her by calling upon him/her, to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the proposed penalty and the cause as to why the penalty be not imposed on him/her.

(b) The Disciplinary authority shall consider the representation, if any, made by the teacher and determine afresh the quantum of penalty to be imposed on him/her on the basis of the evidence adduced.

(6) The final orders made by the Disciplinary Authority under this Statute shall be communicated to the teacher and the Enquiry Officer.

(7) If the nature of the penalty is either removal or dismissal, the order of the removal or dismissal be issued in the format as prescribed by the University.

Appeal.

186. (1) Notwithstanding anything contained in these Statutes no appeal shall lie against

(a) any order of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension;

(b) any order passed by an Enquiry Officer in the case of an enquiry under these Statutes.

(2) Subject to the provisions of Clause (1) above, the teacher may prefer an appeal/representation to the Disciplinary Authorities against all or any of the following orders, namely :

(a) an order of suspension or deemed suspension made under Statute 181.

(b) an order which
(i) denies or varies to his disadvantage his pay, allowances or any other conditions of service;
(ii) denies placement to which he is otherwise eligible according to the recruitment rules;
(iii) interprets to his disadvantage the provisions of any such Statutes;
(iv) reverts him/her while officiating in a higher service, to a lower service, grade or post, otherwise than as a penalty;
(v) reduces or withholds the post-retirement benefits, if any;
(vi) determines the subsistence and other allowances to be paid to him/her for the period of suspension or for the period during which he is deemed to have been under suspension or for any portion thereof;
(vii) determines his pay and allowances, for the period of suspension or for the period of his dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower service, grade, post, time-scale or stage in a scale of pay, to the date of his reinstatement or restoration to his service, grade or post, as the case may be;
(viii) determines the nature of the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, scale of pay or stage in a scale of pay or the date of his reinstatement or restoration to his service, grade or post, etc., as the case may be.

Appellate authority.

187. The teacher aggrieved by the decision of the Disciplinary Authority, may prefer appeal to the Grievances Committee or the tribunal, as the case may be, constituted under the Act. In case the decision of the Grievances Committee is not complied by the concerned authorities, the teacher may forward the appeal to the tribunal as per provisions of the Act.

Service of order, notices, etc.

188. Every order, notice and other process made or issued under these Statutes shall be served in person on the teacher concerned or shall be communicated to him/her by registered post. In case the registered post is not effectively served the notice shall be pasted on the door of his residence and published in at least one leading local newspaper.

Retirement.

189. (1) The teacher after confirmation shall continue in the service of the University till he attains the age of superannuation as prescribed by the Government from time to time.
(2) The Competent Authority shall require the teacher to cease to be in his service of the University, if
(a) he has reached the age of superannuation.
(b) he has committed misconduct and is imposed with the penalty under sub-clause (iii), (iv), (v) or (vi) of clause (b) of Statute 178.
(c) he is found by the Medical Authority to be incapacitated for further service of any kind, which includes retirement on account of mental or physical infirmity.
(d) he is retired on Voluntary/Compulsory retirement pension.
(e) he is absent from duties for one year without permission of Competent Authority.

Age of superannuation.

190. The age of superannuation of the teacher shall be as prescribed by Government on the directives given by UGC/other Apex Bodies from time to time; however, he shall retire from the service on the afternoon of 14th June or 31st October immediately falling after attaining the age of superannuation.

Extension in service after superannuation.

191. The Competent Authority may, consider an extension of service to the teacher beyond the age of superannuation, on academic grounds only, which shall be recorded in writing. However, any extension in service beyond the age of superannuation shall not be granted to the person as the Head of the Department. He shall work as a teacher without any kind of statutory administrative responsibility in the University. Such proposal of granting extension to the teacher shall be forwarded by the concerned department to the competent authority.

Provided further that, if such proposal is accepted by the Board of Management. The salary for the period for which the teacher is given extension shall not be admissible for the Salary Grant. In such case, the re-employed teacher shall be paid such salary which should not exceed the salary drawn by him/her in the last month of superannuation minus amount of pension.

Re-employment.

192. (1) Notwithstanding anything contained in these Statutes, the Competent Authority may grant re-employment to any teacher already retired from University/Institutions of National or International repute for one year at a time, extendable up to maximum five years or till he attains the age of sixty five, whichever is earlier.

(2) The following procedure shall be adopted for Such re-employment

(a) The Head of University Department shall submit proposal for re-employment of a retired teacher after obtaining approval for the same in the Departmental Committee meeting.

(b) Such proposals shall be placed before The Board of University Department and Interdisciplinary studies for consideration.

(c) The Board of University Department and Interdisciplinary studies in its meeting may approve and recommend to the Board of Management with honorarium to be given to the teacher.

(d) The Vice Chancellor may appoint the teacher after obtaining approval of the Board of Management.

(e) The honorarium of such re-employed teacher shall be paid by the University from the funds created for the said purpose.

(3) The teacher who has retired before the age of superannuation voluntarily or for some reasons but not for avoiding any departmental proceedings, may be re-employed by the University, if the time-gap between his voluntary retirement and re-employment is not more than two years. Such re-employed teacher shall be in the service of the University upto his normal age of superannuation and shall be subject to the provisions of these Statutes.

Provided that, appointment of such teacher shall be made on substantive vacant post following the existing recruitment procedure the Salary of such

re-employed teacher shall be fixed as per the Government rules applicable from time to time.

193. (1) The service record of each teacher, shall be taken up for examination at least one year before the date of his retirement by the Registrar, who shall prepare a list, every six months on 1st January and 1st July each year, of all the teachers who are due to retire within the next twenty-four months and forward the same to the Director of Higher Education through the Joint Director and to the Competent Government Authority before 31st January or 31st July respectively. **Submission of pension proposal.**

(2) The Competent Authority shall intimate the teacher one year in advance the date of his superannuation alongwith the forms, related to his pension proposal duly filled in, for his observations for one month. The Competent Authority shall then scrutinise the same and complete other service record, documents and certificates required and forward the proposal to the Joint Director, eight months in advance, for consideration and approval. The Joint Director shall submit the pension papers to the Competent Government Authority, six months prior to the date of superannuation of the said teacher for his sanction.

194. (1) The teacher who has put in at least twenty years of service, may at his sole discretion, opt for retirement from the services of the University, as the case may be, by giving three clear months' notice to the Appointing Authority; **Voluntary retirement.**

Provided that, during the three months' notice period, the said teacher shall have the liberty to withdraw such a notice of Voluntary Retirement at any time.

(2) The rules governing voluntary retirement prescribed by the Government from time to time shall be made applicable to such teachers.

195. If the teacher who has at least ten years of service is declared invalid for service, by the Medical Authority, on physical or mental incapacity, the teacher shall be retired from the service of the University with effect from the date of such declaration and shall be entitled to proportionate post-retirement benefits. **Retirement on medical grounds.**

196. (1) Subject to the Statute 186, the Competent Authority may remove any teacher from the service of the University or may require him/her to retire on grounds of misconduct or incapacitation. **Removal or compulsory retirement.**

(2) In respect of the teacher retiring for such reasons, other than by way of superannuation, the Registrar shall promptly inform the Director, Higher Education, the Joint Director and the Competent Government Authority as soon as the cause thereof arises.

(3) While forwarding such a case, the Registrar shall specifically mention whether any dues either to the Government or the University, are outstanding in the name of the teacher who is due for retirement.

197. No claim as compensation by the teacher who is required to retire under these provisions shall be entertained, except the post-retirement benefits as may be prescribed and sanctioned by the Government, from time to time. **Claim for compensation for retirement.**

Post-retirement rules.

198. (1) The teacher working in the University against the post approved by the Government and who is covered under Salary Grant shall be eligible for the post-retirement benefits such as Pension, Gratuity, Commutation of Pension, and other post-retirement benefits as sanctioned by the Government, for its employees working in comparable pay scales, from time to time.

(2) The teacher working in the University against the post approved by the Government and/or who is covered by the Contributory Provident Fund scheme by choice or working in a post which is not covered under salary Grant or covered by the Self Supporting Scheme, shall be eligible for the contribution from the employer at the rate as may be prescribed by the Government, and under the Statutes of the University, amended from time to time. The teacher's subscription and the employer's contribution and the interest thereon shall be maintained in separate account/fund as provided by the Statutes. The teacher on retirement shall be entitled to the amount accrued to his account, both as teacher's subscription and employer's contribution and interest thereon till the date of disbursement. The teacher shall also be entitled to such other terminal benefits as gratuity etc., at the rates applicable to the teacher covered by pension or other scheme of Government, but all the payment for these benefits shall be made by the University from its own funds.

(3) The teacher shall clear all dues payable to the University, outstanding to his account and vacate the residential accommodation, if provided, before the post-retirement benefits are extended to him/her, as may be prescribed by the Government, from time to time.

(4) The teacher who has been declared as deserter or who ceases to be in service or who is absent from his duties for one year or more, may be entitled to the post-retirement benefits, as prescribed by the Government, from time to time, upto the date he attended his duties regularly, provided the said period qualifies for such benefits.

Holding public office.

199. (1)

(a) In the event of his being elected to public offices at the local, district, state or national level, the permanent teacher may apply for leave due and admissible to him/her, and if there is no leave to his credit, the extraordinary leave for the period for which he is likely to continue to hold the office, shall be granted by the Competent Authority in relaxation of the limit prescribed in these Statutes;

Provided that, such a period spent on extraordinary leave availed by the teacher shall be counted for increments and post-retirement benefits.

(b) If the sessions or meetings of the public office are held at intervals he may be allowed to avail of leave due and admissible to him/her or the extraordinary leave, as the case may be, for the actual period of the sessions or meetings including the period of journey and may be allowed to attend his duties during the remaining periods.

(2) In the event, a permanent teacher becomes either Minister or an Office bearer in public offices such as Chairman, President, Vice-President etc. which requires full-time attendance or long time absence from normal

duties, he shall apply for keeping his lien on the post which he had held and shall be granted the same by the Competent Authority.

Foreign/ Home service.

200. (1) The Appointing Authority may, by special resolution, upon requisition by an organization, foreign or home, (herein referred to as Foreign /another Employer, as the case may be,) and on express consent by the teacher, place the services of the teacher at the disposal of the foreign/another employer.

(2) The position, terms and conditions of the teacher under the foreign/another employer shall be decided by the Competent Authority in consultation with the foreign/another employer.

(3) The teacher shall be treated to be on deputation from the date he relinquishes his charge and till he resumes the charge on repatriation.

(4)

(a) Ordinarily, the period of deputation shall be of three years, which may be extended for a period which together shall not exceed five years in the case of foreign services; but, in other case, this period shall be of two years, which may be extended by another two years.

(b) While applying for a lien the teacher shall give in writing to the Appointing Authority that he shall serve the University at least for three years after his foreign assignment is over.

The teacher shall retain lien on his permanent post during the period of deputation. The period of deputation shall be treated as continuous service and shall be counted for seniority, increments, promotions and pensionary benefits, if the public share of General/contributory Provident Fund of the teacher is paid to the Govt. by either the foreign/another Employer or the teacher.

(5)

(a) The Competent Authority may recall the services of the teacher, by intimating the teacher and the foreign/another employer, three months in advance. The foreign/another employer shall make necessary arrangements to relieve the teacher from that date.

(b) The teacher may request, by giving three months' notice, to the Appointing Authority and to the foreign/another employer, that he may be repatriated to the parent services. The Appointing Authority in consultation with the foreign/another employer shall make necessary arrangements to repatriate the teacher.

(6) The foreign/another employer shall make, on the annual basis, contribution to the Appointing Authority towards Leave Salary, Contributory/ General Provident Fund, Gratuity, etc. if any, at the rates prescribed by the Government, from time to time.

(7) The teacher in service of the foreign/another employer shall be entitled to the benefits of Leave, Joining Time, Transfer, Travelling Allowance/Dearness Allowance, etc.

(8)

(a) The teacher on deputation to any other organization shall have to take prior permission and rejoin his parent service before he proceeds on deputation to another organization.

(b) The foreign employer may grant the teacher Study Leave for pursuing studies connected with his foreign service and such period shall be treated

as foreign service. The foreign service employer shall report the details of such study leave to the Competent Authority.

(c) The teacher seeking study leave, for studies not directly connected with his foreign service but connected with his parent service, shall apply to the Appointing Authority through the foreign employer for such leave and shall rejoin his parent service before proceeding on such study leave.

Break condonation.

201. The Competent Authority of University or the Director of Higher Education, as the case may be, shall condone the break(s) in service of the teacher for the purpose of pay last drawn, increments, placements and pensionary benefits, as per the Government rules amended, from time to time.

Discharge/ relieving certificate.

202. The Registrar shall issue a Discharge/Relieving Certificate to the teacher who leaves service after following due procedure as laid down under the Statutes, in the form as prescribed by the University.

Lien on the original post.

203. (1) The teacher who is given a substantive appointment on a permanent approved vacant post shall be entitled to a lien on that post.

(2) The teacher, seeking appointment in another university or any other organization, shall apply for his lien through the Head. The Head may forward such application to the Competent Authority subject to such conditions as may be prescribed in these statutes.

(3) In case a permanent teacher is selected/appointed, as the case may be, he may make specific request to the Appointing Authority that he may be permitted to accept the new assignment on lien. The employer may permit him/her to accept the request, subject to such conditions as may be prescribed, and then, sign the agreement with the another authority. The lien of such teacher shall be retained on his post for a period not exceeding five years, at the end of which he may have to rejoin his post or resign;

Provided that, if the teacher is appointed or nominated as tenure statutory post prescribed in the University Act, he shall be entitled to lien for a period of five years. The lien period is restricted to two years for any other post.

(4) In case the teacher is on probation at the time of such outside appointment, he shall resign his position before proceeding on to join the post.

(5) The teacher shall be entitled to automatic grant of lien on previous post in case he is appointed on a higher post in the university.

(6) The lien of the teacher on any post shall not be terminated under any circumstances. The lien shall cease to be operative when he ceases to be in the service, on account of absorption in foreign service, retirement, resignation, discharge or dismissal.

(7) The Appointing Authority may give a provisional substantive appointment to the teacher against the post on which another teacher holds a suspended lien and shall cease to be on such appointment as soon as the teacher holding suspended lien joins the post.

Deserter.

204. The teacher, who is absent from duty without permission for a period of more than one year, shall be deemed to be a deserter and his services shall stand terminated automatically on the expiry of this period.

Provided that, whenever the teacher is not able to attend the duties as prescribed and not able to communicate causes of his absence for reasons beyond his control, the Competent Authority may, by a special order condone his absence and continue his services;

Provided further that, before terminating the services of the deserter, the Competent Authority shall first give thirty days' notice to the deserter in local newspaper, send the copy of the said notice to the deserter on permanent address by registered post and paste the copy of the notice on the door of his residence, if the notice sent by registered post is not served to him. After expiry of the notice period, the Competent Authority shall terminate the services of the deserter.

Discontinuation or Termination.

205. (1) The teacher shall not leave or discontinue his service in the University without giving prior notice in writing to the Competent Authority of his intention to leave or discontinue the service. The period of such notice shall be

(a) three calendar months in the case of a permanent teacher.

(b) one calendar month in the case of a temporary/ ad hoc or probationary teacher.

(c) In case of breach of these provisions, the teacher shall pay to the University an amount equal to his basic pay for the notice period required to be given by him/her. In case, he fails to pay the amount, it shall be recovered from the dues payable to him/her.

(2) If the Disciplinary Authority, after completing the procedure of enquiry, comes to the conclusion that the teacher should be compulsorily retired or removed from service, it shall give three months' notice in case of a permanent teacher or pay the basic pay for the period in lieu thereof.

(3) The Competent Authority shall not terminate the service of the teacher on probation without giving him/her one month's prior notice in writing or one month basic pay in lieu thereof.

Abolition of post.

206. (1) The Post of the teacher shall not be abolished without prior permission of the Board of Management or Government as the case may be. In case of substantive post under Government salary scheme, protection of services of the teacher(s) concerned shall be governed by Government Regulations applicable from time to time.

(2) In case of the teacher who cannot be protected as surplus, as per the rules of the University, then the post held by such teacher shall be abolished in the following manner :

(3)

(a) The Head of the Department shall submit the proposal to the Vice-Chancellor for abolition of the post for either want of workload or closure of a subject.

(b) The Board of Management, after scrutinising the proposal, may give permission to abolish the post(s).

(c) The teacher(s), working against such post(s) which is/are to be abolished, shall be entitled for absorption on the suitable equivalent University funded post. In case, the teacher refuses to work on the equivalent post, he shall be given the compensation in the following manner:

(i) If the teacher has put in more than ten years of service, he shall be entitled to twelve months' total emoluments of the Salary.
(ii) If the teacher has put in more than five years' service, he shall be entitled to six months' total emoluments of the Salary.
(iii) If the teacher is confirmed and has put in more than two years but less than five years' service, he shall be entitled to three months' total emoluments of the Salary.
(d) In case, the abolished post is again created due to any reason, then the Appointing Authority shall, by registered post (AD) on the address furnished by such teacher from time to time, ask his willingness to rejoin the post upon which the teacher will have the first claim.

Resignation.

207. Any teacher working in the University shall resign his post by tendering are resignation letter in his own hand writing to the Competent Authority, which shall be signed as witnesses by two teachers working in University and shall be forwarded through Head of the Department.
The teacher shall not resign his service in the University without giving prior notice in writing to the Competent Authority of his intention to resign the service. The period of such notice shall be three calendar months in the case of a permanent teacher and one calendar month in the case of a temporary/ ad hoc or probationary teacher. In case of breach of these provisions, the teacher shall pay to the University an amount equal to his basic pay for the notice period required to be given by him/her. In case, he fails to pay the amount, it shall be recovered from the dues payable to him/her.

Handing over the charge.

208. (1) The teacher before leaving the service shall handover the charge of his post in the prescribed formats to the Head or the person duly authorised by the Vice-Chancellor on his behalf.
(2) The teacher shall return to the University, all the Library books, Advance(s), Consumer Society Loan, etc. and shall pay the maintenance charges of the accommodation provided to him/her, if any.
(3) The teacher shall vacate the quarter, if any, allotted to him/her before handing over the charge.
(4) The University shall pay under any circumstances all the dues which are payable to the teacher before he is relieved.
(5) The University shall handover the discharge certificate in the prescribed form and his Service Book, etc. to the teacher.

Contributory provident fund/ DCPS.

209. The teacher who is not covered under Salary Grant or Pension Scheme, as the case may be, shall be entitled to Contributory Provident Fund Scheme/Defined Contributory Pension Scheme (DCPS) as prescribed by the Government from time to time.
Provided that, the rate of monthly subscription of the employee's and the University's share shall be as per the rules of Government of India or the state Government, as the case may be, amended from time to time.
Provided further that, the teacher who is not covered under salary payment scheme and pension scheme shall be entitled for gratuity as per the Government rules amended from time to time.

Departmental committee.

210. There shall be a separate Departmental Committee for each University Department:

(1) Constitution of such Departmental Committee shall be:

(a) Head of the Department (Chairman)

(b) Three Professors

(c) Two Associate Professors

(d) Two Assistant Professors

Provided that, committee shall have one-woman representative and one teacher from reserved category from any of the cadre above.

Head of the Department shall nominate one of the members of the Committee as its Member Secretary.

Provided that, in the Department, if there are eight or less than eight teachers, then all of them shall be the members of the Department Committee.

(2) The Departmental Committee shall be responsible for -

(a) Smooth working of the Department.

(b) Preparation of academic calendar of the Department which shall include the terminal examination and other tests, if any, to be conducted during the academic year.

Provided that, the Universities has to strictly follow the Common Academic Calendar issued by the Education Department, Government of Gujarat.

(c) Preparation of theory and/or practical time table.

(d) Students' Welfare, including cultural and sports activities.

(3) The Departmental Committee may constitute Sub-Committees, such as, Examination Committee, Library Committee, Laboratory/Building Maintenance Committee, Store/Purchase Committee, Cultural Committee Students' Co-curricular, Extra-curricular Activities, Guidance Committee, Seminar Committee, Excursion Committee, Garden Committee, Training and Placement Committee, Committee related to Alumni Activities, Parents-Teachers meet, Sports Committee or any other Committees required for smooth working of the Department.

Provided that, the Departmental Committee, while constituting sub-Committees, shall see that all the teachers working in the Department get due participation in such Committees.

(4) The Departmental Committee shall prepare the Annual Financial Estimates and send the same to Finance Department of the University for making appropriate provisions in the Annual Budget of the University.

(5) The Departmental Committee shall allocate the budgetary provisions of Laboratory, Library, etc. to the various sections as per their requirements.

(6) There shall be not less than four Departmental Committee meetings in an academic year.

Provided that, the Chairman shall send the minutes of each meeting to the Vice-Chancellor for his information.

(7) The Departmental Committee, in consultation with the teachers of the Department, shall assess the possibilities of starting new academic programmes, research activities, etc.

(8) The Departmental Committee shall consider such other item as may be specified by the Vice-Chancellor, from time to time.

Teachers and their rights.

211. The Teachers shall enjoy full civil and political rights as provided by the constitution. The teachers shall have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

Code of professional ethics.

212. (1) Teachers and their rights:

The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.

(2) The Code of Professional Ethics:

(a) The teachers and their responsibilities:

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

A teacher shall:

(i) adhere to a responsible pattern of conduct and demean or expected of him/her by his/her peers and the community.

(ii) manage his/her private affairs in a manner consistent with the dignity of the profession.

(iii) seek to make professional growth continuous through study and research, writing and decent conduct.

(iv) express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.

(v) maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.

(vi) perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.

(vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and

(viii) participate in extension, co-curricular and extracurricular activities including community service.

(b) Teachers and the students:

The teacher shall

(i) respect the right and dignity of the student in expressing his/her opinion.

(ii) deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.

(iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

(iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

(v) inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.

(vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

(vii) pay attention to only the attainment of the student in the assessment of merit.

(viii) make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.

(ix) aid students to develop an understanding of our national heritage and national goals, and

(x) refrain from inciting students against other students, colleagues or administration.

(c) Teachers and Colleagues:
The teachers shall always

(i) treat other members of the profession in the same manner as they themselves wish to be treated,

(ii) speak respectfully of other teachers and render assistance for professional betterment,

(iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities,

(iv) refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,

(v) be thoroughly social and humane, democratic and rational, towards other teachers,

(vi) strive at any cost to remove and wash out the local tensions and controversies and disputes.

(vii) believe in union and unity of the colleagues.

(d) Teachers and authorities:
The teachers shall

(i) discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.

(ii) not undertake any other employment and commitment including private tuitions and coaching classes;

(iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(iv) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

(v) should adhere to the conditions of contract;

(vi) give and expect due notice before a change of position is made; and

(vii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(e) Teachers and nonteaching employees:

(i) the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.

(ii) the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

(f) Teachers and guardians:

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

(g) Teachers and Society:

The teachers shall

(i) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.

(ii) work to improve education in the community and strengthen the community's moral and intellectual life.

(iii) be aware of social and economic problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.

(iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.

(v) refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

Repeal and savings.

213. (1) All Statutes framed by the Universities relating to the service conditions of the teachers shall stand repealed from the date of commencement of these Statutes.

(2) These Statutes shall not alter or change any terms and conditions of service to the disadvantage of the teachers who are already in service of the University.

CHAPTER XVIII
CAREER ADVANCEMENT SCHEME FOR TEACHERS / UNIVERSITY OFFICERS (NON-TEACHING)
(Under Section 20 (q) of the Act)

Selection procedure.

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

(ii) The universities shall adopt these Statutes for selection committees and selection procedure through their respective statutory bodies at the institutional level for University Departments and their Constituent colleges/ affiliated colleges (Government/Government-aided/Autonomous/ Private Colleges) to be followed transparently in all the selection processes.

The universities may devise their own self-assessment-cum-performance appraisal forms for teachers in strict adherence specified in these Statutes.

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

(b) The process of selection of a Professor shall involve the inviting of the application developed by the respective university, based on the Assessment Criteria and Methodology guidelines set out in these Statutes.

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

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

(e) In the case of selection of faculty members who are from outside the academic field of these Statutes, the university's statutory bodies must lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the university knowledge system are selected.

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

(g) The Centre for Internal Quality Assurance (CIQA) shall be established in all Universities/Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson (in the case of Universities), and Principal, as

Chairperson (in case of Colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Statutes. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.

Assessment of the performance of College and University teachers for the CAS promotion.

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

(i) **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.

(ii) **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organising seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.

(iii) Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.

Assessment process.

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

Step 1: The college/university teachers shall submit to college/university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 6. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.

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

Step 3: A CAS Promotion shall be granted as mentioned in these Statutes.

Assessment criteria and methodology.

217. (a) Tables 1 and 2 are applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities and Colleges;

(b) Table 3 and 4 is applicable to Assistant Librarians/ College Librarians

and Deputy Librarians for promotion under Career Advancement Scheme; and

(c) Table 5 and 6 is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme

Constitution of selection committee for CAS.

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

Criteria for promotion of CAS.

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

(i) A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Statutes. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in these Statutes, as on and till the date on which these statutes are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.

(ii) The Selection Committee specifications shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.

(iii) The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table1.

(iv) The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.

(v) For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.

(vi) The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.

(vii) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.

(viii) If, however, the candidate finds that he/she would fulfils the CAS promotion criteria, as defined in Tables 1,2, 4, and 5 at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.

(ix) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

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

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

OR

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

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

Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.

(ii) Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below. Note: There shall be no minimum API score requirement for Category II and Category III individually.

Stages of promotion under the career advancement scheme of incumbent and newly-appointed assistant professor's/associate professors/professors.

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

(B) Career Advancement Schemes (CAS) for University Officers

(i) After completion of 5 years of service as Deputy Registrar or equivalent, the Deputy Registrar/ Deputy Finance Officer/ Deputy Controller of Examination shall be placed at Level 13 with Rationalised Entry Pay of Rs.1,18,500/- as per 7th CPC Pay Matrix and pay of these officers shall be fixed at the appropriate cell in the Pay Matrix in accordance with the guidelines issued by the Ministry of Finance, based on the recommendation of 7th Central Pay Commission.

(ii) Assistant Registrar and equivalent posts shall be eligible for the higher Level 11 after 8 years of service provided, as currently required, they have participated in two training programs on Education Administration each of approximately four weeks duration and their performance appraisal reports are as per the benchmark scores/ grades in UGC regulations/guidelines. The higher Level 11 shall be restricted as at present, in the case of promotion to senior scale of these posts, to 50% of total strength of Assistant Registrar or equivalent grades, as the case may be.

(iii) As mentioned above and for all the other officers of the University the Career Advancement Schemes to be followed as per the regulations/guidelines of UGC issued from time to time.

(iv) The post of Joint Registrar (by direct selection if any) approved under establishment of the University shall be placed at pay scale as per UGC pay matrix for the post of Join Registrar and further Career Advancement Scheme from post of Joint Registrar will be as per UGC norms.

(C) Career Advancement Scheme (CAS) for Colleges teachers

(a) **Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

Eligibility: Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a PG Degree

in Professional Courses, such as LLM, M.Tech., M.Sc., M.D., or six years of service for those without Ph.D./ PG Degree in Professional courses.

(i) Attended one Orientation course of 21 days' duration on teaching methodology; and

(ii) Any one of the following: Completed one Refresher / Research Methodology Course

OR

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

OR

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

CAS Promotion Criteria:

A teacher shall be promoted if;

(i) He/she gets 'satisfactory 'or 'good 'grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Table 1, and;

(ii) The promotion is recommended by the screening-cum-evaluation committee.

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

(1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.

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

CAS Promotion Criteria:

A teacher shall be promoted if;

(i) The teacher gets 'satisfactory 'or 'good 'grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Table 1) and

(ii) The promotion is recommended by the Screening-cum-evaluation committee.

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

(i) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.

(ii) A Ph.D. degree in subject relevant /allied/relevant discipline.

(iii) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher may be promoted if;

(i) He/she gets a 'satisfactory 'or 'good 'grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Table 1, and

(ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Statutes.

(d) **Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Eligibility:**

(i) Associate Professors who have completed three years of service in Academic Level 13A.

(ii) A Ph.D. degree in subject relevant/allied/relevant discipline.

(iii) A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.

(iv) A minimum of 110 Research Score as per Table 2

CAS Promotion Criteria:

A teacher shall be promoted if;

(i) The teacher gets 'satisfactory 'or 'good 'grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Table 1 and at least 110 research score as per Table 2.

(ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Statutes.

(e) **As mentioned above and for all the other college teachers the Career Advancement Schemes to be followed as per the regulations/guidelines of UGC issued from time to time.**

(D) Career Advancement Scheme (CAS) for University teachers

(a) **Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11) Eligibility:**

(i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a PG Degree in Professional Courses, such as LLM, M.Tech, M.Sc.and M.D., or six years of service in case of those without a Ph.D./ PG Degree in a Professional course and satisfies the following conditions:

(ii) Attended one Orientation course of 21 days duration on teaching methodology;

(iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e- certification) or development of e-contents in four-quadrants/ MOOC's course during the assessment period; and

(iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria :

A teacher shall be promoted if;

(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Table 1), and;

(ii) The promotion is recommended by the screening-cum evaluation committee.

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

(i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.

(ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.

(iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

(iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

(i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Table 1) and;

(ii) The promotion is recommended by the Screening-cum-evaluation committee.

(c) **Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**

(1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.

(2) A Ph.D Degree in the subject concerned/allied/relevant discipline.

(3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning- Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

(4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Table 1, and has a research score of at least 70 as per Table 2.

(ii) The promotion is recommended by a selection committee constituted in accordance with these Statutes.

(d) **Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Eligibility:**

(1) An Associate Professor who has completed three years of service in Academic Level 13 A.

(2) A Ph.D degree in the subject concerned/allied/relevant discipline.

(3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.

(4) Evidence of having successfully guided doctoral candidate.

(5) A minimum of 110 Research Score as per Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

(i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Table 1, and at least 110 research score, as per Table 2.

(ii) The promotion is recommended by a selection committee constituted in accordance with these Statutes.

(e) **Professor (Academic Level 14) to Senior Professor (Academic Level 15)**

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

Eligibility:

(i) Ten years' experience as a Professor.

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

(f) **As mentioned above and for all the other university teachers the Career Advancement Schemes to be followed as per the regulations/guidelines of UGC issued from time to time.**

(E) Career Advancement Scheme (CAS) for Librarians:

(i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given of these Statutes for Colleges/Institutions and for Universities, respectively.

(ii) The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

(a) **From University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11):**

Eligibility:

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

(i) He/she has attended at least one Orientation course of 21 days' duration; and

(ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Table 4.

CAS Promotion Criteria:

An Assistant Librarian/College Librarian may be promoted if:

(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Table 4, and

(ii) The promotion is recommended by a screening-cum-evaluation committee.

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

Eligibility:

(1) He/she has completed five years of service in that grade.

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

CAS Promotion Criteria:

An individual shall be promoted if:

(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Table 4, and;

(ii) The promotion is recommended by a screening-cum-evaluation committee.

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

(1) He/she has completed three years of service in that grade.

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

CAS Promotion Criteria:

An individual shall be promoted if:

(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Table 4; and

(ii) The promotion is recommended by a Selection Committee constituted as per these Statutes on the basis of the interview performance.

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

(1) He/she has completed three years of service in that grade.

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

(3) Evidence of innovative library services, including the integration of ICT in a library.

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

CAS Promotion Criteria:

An individual shall be promoted if:

(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Table 4; and

(ii) The promotion is recommended by a Selection Committee constituted as per these Statutes on the basis of the interview performance.

(e) **As mentioned above and for all the other posts of Librarians the Career Advancement Schemes to be followed as per the regulations/guidelines of UGC issued from time to time.**

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

(i) The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 220 (B) and 220 (C), of these Statutes for Colleges/Institutions and for Universities, respectively.

(ii) The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

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

Eligibility:

(1) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or six years of service for those without an Ph.D. degree.
(2) He/she has attended one Orientation course of 21 days' duration; and
(3) He/she has done any one of the following: (a)Completed Refresher / Research Methodology Course/ workshop, (b)Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days' duration and (c) Taken/developed one MOOCs course (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if:

(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Table 5**;** and
(ii) The promotion is recommended by a screening-cum-evaluation committee.

(b) **From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/ College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) / College Director of Physical Education and Sports (Selection Grade/Academic Level 12)**

(1) He/she has completed five years of service in that grade.
(2) He/she has done any two of the following in the last five years: (i)Completed one course / programme from among the categories of refresher courses, research methodology workshops, (ii)Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, (iii)Completed two courses of at least one week(five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Table 5, and;
(ii) The promotion is recommended by a screening-cum-evaluation committee

(c) **From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)/ College Director of Physical Education and Sports (Academic Level 13A)**

(1) He/she has completed three years of service.
(2) He/she has done any one of the following during last three years: (i)Completed one course / programme from among the categories of

Refresher Courses, Research Methodology Workshop, (ii)Teaching-Learning- Evaluation Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

(i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Table 5, and;

(ii) The promotion is recommended by a selection committee constituted as per these Statutes on the basis of the interview performance.

(d) **The criteria for CAS Promotions from University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 14) shall be the following:**

(1) He/she has completed three years of service.

(2) He/she has done any one of the following during last three years: (i)Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii)Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

(3) Evidence of organising competitions and coaching camps of at least two weeks 'duration.

(4) Evidence of having produced good performance of teams/ athletes for competitions like state/ national/ inter- university/ combined university, etc.

(5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

CAS Promotion Criteria:

An individual may be promoted if;

(i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Table 5, and;

(ii) The promotion is recommended by a selection committee constituted as per these Statutes on the basis of the interview performance.

(e) **As mentioned above mentioned and for all the other posts the Career Advancement Schemes to be followed as per the regulations/guidelines of UGC issued from time to time.**

Discretionary award of advance increments.

221. Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the University concerned or recruiting institution based on the recommendations of a selection committee while considering the case of individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit- specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired a Ph. D., or M.Tech. and LLM degree. However, those entering the service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports, having a post-doctoral teaching/research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for discretionary award of advanced increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting.

CHAPTER XIX
ADMISSIONS, EXAMINATIONS, EVALUATION AND OTHER MATTERS RELATING TO STUDENTS
(Under Section 25 of the Act)

Admissions.

222. (1) Subject to the reservation policy of the State Government for the weaker sections of the society, admissions to all courses in the university departments, affiliated colleges/ recognised institutions/ learner support centres shall be made on the basis of competitive merit in accordance with the rules framed by UGC, if any, or made by the State Government and/ or UGC and published in the Official Gazette, or Ordinances made by the university:

Provided that, the State Government can commence the admission process through Common Admission Services for all the Public universities of the State:

Provided further that, where model rules have been framed by UGC or the State Government in the interest of students throughout the State, the university shall adopt the same and such rules shall be published by the university before the commencement of the academic session:

Provided further that, having regard to the maintenance of discipline, the authority concerned shall have the power to refuse admission to a student if he/she is proved guilty, except at the entry point of any academic programme.

Disputes relating to admission.

223. All the disputes relating to admissions to University Departments, affiliated colleges/ recognised institutions/ learner support centres shall be adjudicated by the University Students Grievance Redressal Cell as per sub-clause (b) of sub-section (2) of powers and duties of board of student's development section.

Examinations and evaluation.

224. (1) All the Universities have to strictly follow Standard Operating Procedure Implementation of National Education Policy – 2020 issued by the Education Department, Government of Gujarat.

(2) Before the end of each academic year, the university shall prepare and publish a schedule of examinations for the next academic year and choice based credit system of evaluations for each and every course as per UGC norms where ever applicable, conducted by itself or by any affiliated college or recognized institutions within its jurisdiction and shall strictly adhere to the schedule Failing which the concerned authority or officer of the university shall have to make a reasoned report to the State Government within thirty days and the directions or decisions of the State Government in this regard shall be final and binding

Explanation I- "Schedule of Examinations" means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details about the practical examinations

Explanation II- "Choice based credit system" means an evaluation wherein modules taken by students shall be assessed immediately upon completion of required academic work as a part of continuous assessment or at the end of a semester:

Provided that, in case the university is unable to follow the said schedule due to reasons and circumstances beyond its control it shall, as soon as practicable, submit a report to the State Government incorporating the detailed reasons for making a deviation from the published schedule.

(3) As per the guidelines of the NEP 2020, students would be evaluated following a holistic approach consisting of Continuous and Comprehensive Evaluation (CCE) and Semester End Evaluation (SEE). CCE would be conducted round the year to assess the ongoing learning progress through varied forms of assessment. CCE shall include multiple components, such as quizzes, assignments, projects, presentations, and class participation, to provide a holistic view of students' academic performance. SEE would serve as a summative assessment, measuring the students' learning outcomes at the end of the semester. SEE shall include final examinations following written evaluative methods deemed appropriate for the specific courses.

(4) In each course of Major/Minor/Multidisciplinary/Ability Enhancement Course (AEC)/Skill Enhancement Course (SEC)/Value Added Course (VAC)/Indian Knowledge System (IKS), every credit carries 25 marks, of which 50% marks shall be assigned for CCE and rest 50% marks for SEE.

(5) The pattern of distribution of total marks across CCE and SEE for subjects with four and two credits shall be followed as mentioned below:

At College Level (Carried out in combination of written, oral, practical, and integrated mode) As an internal evaluation			**At University Level (Carried out in written mode only) As an external evaluation**		
Component of evaluation	4 credit subjects	2 credit subjects	Component of evaluation	4 credit subjects	2 credit subjects

Continuous and Comprehensive Evaluation (CCE)- (50%)	50 Marks	25 Marks	Semester End Evaluation (SEE)- (50%)	50 Marks	25 Marks

(6) Continuous and Comprehensive Evaluation (CCE) shall be conducted as a formative and internal assessment to assess students' learning progress regularly, at college level. All written external evaluation shall be invariably conducted by Universities themselves, irrespective of size of credits.

(7) The components of CCE would be pre-decided for each course and communicated to the students at the start of the course. Clear guidelines shall be established for faculty to assess students based on predetermined criteria, ensuring consistency and fairness in evaluation.

(8) Regular formative assessments shall be conducted throughout the academic session, promoting continuous learning and feedback for students at college level. A robust feedback mechanism must be developed, allowing faculty to give constructive feedback to students.

(9) The University and its constituents shall maintain detailed records of CCE assessments conducted for students enrolled therein, ensuring transparency and accountability in the evaluation process.

(10) The evaluation results of individual tests/ assessments conducted as part of CCE must be communicated to students within one week. Results of daily or weekly evaluations must be communicated at the start of the following week.

(11) In case of affiliated colleges/ recognised institutions/ learner support centres, the overall marks obtained by the student in CCE assessments shall be submitted to the Universities within 15 days of conclusion of the end-semester exams for consolidation and preparation of mark sheets/ grade sheets.

(12) In case of student grievances related to the conduct or award of marks in CCE, students may approach the student grievance redressal cells constituted within their respective institutions or at the University level or authorities tasked with grievance redressal related to examinations.

(13) The Semester End Evaluation (SEE) shall be conducted by the affiliating University for the students enrolled therein and for students enrolled in its constituent/ affiliated colleges/ recognised institutions/ learner support centres as a summative and external assessment to evaluate students' overall understanding of the course content.

(14) The Controllers of Examination (COEs) at the respective Universities would mandatorily conduct the examinations conducted as part of the Semester End Evaluation (SEE).

(15) Semester End Evaluation (SEE) mandatorily carried out in written mode only, in presence of external evaluator assigned by the affiliating university.

(16) Paper setting and evaluation marking will be arranged by the affiliating university only. Qualified and experienced faculty members shall be responsible for setting SEE question papers, ensuring alignment with the course objectives and academic standards.

(17) Results of SEE and its components shall be declared promptly within 30 days, and students shall have access to their results along with detailed feedback on their performance.

(18) A transparent procedure at the University level for handling appeals and grievances related to SEE results shall be instituted, allowing students to seek clarification or challenge their grades if needed.

(19) All written external evaluation shall be invariably conducted by Universities themselves irrespective of size of credits.

Common curriculum.

225. As per the powers conferred by section 46 (8) of the Gujarat Public Universities Act - 2023, the State Government shall decide and notify common syllabus for various subjects and faculties, which has to be strictly adopted by all the Public Universities of Gujarat State prescribed by the law.

Declaration of results.

226. The university shall strive to declare the results of every examination conducted by it within thirty days from the last date of the examination for that particular course and shall in any case declare the results latest within forty-five days thereof:

Provided that, if for any reasons whatsoever, the university is unable to finally declare the results of any examination and evaluation within the aforesaid period of forty-five days, Director, Board of Examinations and Evaluation shall prepare a detailed report incorporating the reasons for such delay submit the same through Vice-Chancellor to the State Government, and the direction of the State Government in this regard shall be final and binding

Common academic calendar.

227. All the Universities has to strictly follow the Common Academic Calendar issued by the Education Department, Government of Gujarat.

Examinations and evaluation not invalid for

228. No examination or evaluation or the results of an examination or evaluation shall be held invalid only for the reasons that the university has not followed the schedule as stipulated in sections of Examinations & Evaluation and Declaration of results, as the case may be.

Sports and extra-curricular activities.

229. The university shall frame appropriate Statutes, Ordinances and Regulations to ensure that the students selected to represent their classes, colleges or the university, as the case may be, for sports, culture and all other extra-curricular activities are selected entirely on the basis of merit, through open merit competition alone and on no other basis.

Registered graduates.

230. A new register mentioning details of all the registered graduates should be prepared by the respective University from the year of the commencement of the Gujarat Public Universities Act - 2023. The nomination of registered graduates in various boards/ councils/ committees can be considered from their own university or from other universities (the university should be approved by UGC).

CHAPTER XX
COMMITTEES AND COUNCILS
(Under Section 26 of the Act)

Advisory council.

231. (1) The Advisory Council shall consist of following members –

(a) to be nominated by the State Government, -

(i) An eminent industrialist who has proven wide experience in the changing scenario of opportunities for youth and global trends in academy-industry Interaction – Chairman;

(b) An eminent scientist of repute with experience of working with national and global entities that deal with policy and approaches in research and development – Member;

(ii) An eminent social leader who has experience of working with the masses and understands the linkages between education and social transformations – Member;

(iii) An eminent educationist who is conversant with new trends in the world of higher education – Member;

(iv) An Information Communication Technology (ICT) expert who has wide experience at the national and international level in the higher and professional education – Member;

(c) ex-officio:

(v) the Vice-Chancellor – Member;

(vi) the Registrar – Member Secretary.

2) The powers and duties of the Council shall be as follows: -

(i) to advise to the Vice-Chancellor through generation of reports and action plans in academic, research and development, administration, generation of financial resources and governance so as to make a University academically vibrant, administratively efficient and financially a strong system;

(ii) to devise a mechanism and approach for monitoring of the working of the University system as a whole and to keep track of the activities and provide information and critical analysis and comments on the progress and impact of the activities on the working of Universities and its identity in the Society;

(iii) to advise the University regarding strategic perspective planning;

(iv) to take up any other task that the Chairman of the Council shall find of importance for the growth of the University;

(v) to make periodic report on the development, progress, working of University to the State Government;

(vi) to keep track of various reforms and policies thereon as devised by the Commission

3) The Advisory Council shall meet at least two times in a year

Finance and accounts committee.

232. (1) There shall be a Finance and Accounts Committee to plan, coordinate and oversee the financial operations of the university It shall examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of the provisions available

(2) The Finance and Accounts Committee shall consist of the following members, namely: -

(a) the Vice-Chancellor - Chairperson;

(b) the Director of Accounts and Treasuries, Government of Gujarat or his representative, not below the rank of Deputy Director of Accounts and Treasuries;

(c) one nominee from amongst the members of the Board of Management;

(d) one person from the Academic Council, nominated by the Vice-Chancellor;
(e) two experts nominated by the Board of Management, one of whom shall be a Chartered Accountant who is an expert in the field of accounting and auditing and the other shall be an expert in the area of finance;
(f) the Registrar;
(g) the Finance and Accounts Officer - Member-Secretary

(3) The quorum for a meeting of the committee shall be four

(4) All members of the committee other than ex-officio members shall hold office for a term of five years and shall not be eligible for a second consecutive term

(5) The committee shall meet at least four times in a year

(6) The Finance and Accounts Committee shall, -
(a) examine and consider Annual Statement of Accounts, Audited final statement of accounts and Audit Report and its compliance report, and the annual financial estimates to be presented by the Finance and Accounts Officer and will invariably submit the same to the Board of Management for final approval. Thereafter to be submitted to the State Government;
(b) examine the progress of expenditure and all new proposals involving fresh expenditure in the light of the provisions available;
(c) recommend to the Board of Management the limits for the total recurring and non-recurring expenditure for the year, based on the income and resources of the university, including the proceeds of loans for productive work;
(d) recommend to the Board of Management productive investment and management of university assets and resources;
(e) explore the possibilities of, augmenting further the resources for the development of the university;
(f) take necessary steps to have the university accounts audited by auditors appointed by the Board of Management;
(g) advise the Board of Management on matters related to the administration of the property and the funds of the university;
(h) ensure proper implementation of the orders issued by the State Government from time to time, in respect of funds, assets, and other resources received from the State Government;
(i) advise on financial matters referred to it by the Board of Management, Academic Council or any other authority, body or committee or any officer of the university;
(j) report to the Vice-Chancellor any lapse or irregularity in financial matters which comes to its notice so that he may take suitable prompt actions after assessing the seriousness of the matter or refer it to the Board of Management;
(k) ensure with all necessary information that the annual accounts of the university, colleges and institutions are open for audit by the auditors appointed by the State Government;
(l) study various reforms suggested by the Higher Education Commission and UGC for management of financial resources, maintenance of accounts and use of modern technologies to enhance the efficiency in accounts maintenance and audit procedures;

(m) carry out any other functions and tasks as may be assigned by the university authorities

Internal Quality Assurance Committee.

233. (1) There shall be an Internal Quality Assurance Committee in the university to plan, guide and monitor quality assurance and quality enhancement in all the academic activities of the university

(2) The Internal Quality Assurance Committee in the university shall be constituted and function as per the guidelines of the University Grants Commission, Accreditation and Ranking Agencies and State Government issued, from time to time

(3) The Annual Quality Assurance Report shall be approved by the Board of Management of the University for the follow up action for the necessary quality enhancement measures The university shall regularly submit the Annual Quality Assurance Report to the National Assessment and Accreditation Council or other accreditation and ranking agencies of National and International bodies

(4) There shall be an Internal Quality Assurance Committee in each college and recognized institution that shall be constituted and function as per the guidelines of the University Grants Commission, ranking agencies and State Government issued, from time to time

(5) The colleges and recognized institutions shall regularly submit their Annual Quality Assurance Reports to the affiliating university, State level quality assurance bodies and national and international level accreditation bodies

(6) The university shall monitor the functioning of Internal Quality Assurance Committees in the colleges and recognized institutions within its jurisdiction.

Knowledge Resource Committee.

234. (1) There shall be a Knowledge Resource Committee for administering, organizing and maintaining the Knowledge Resource Centre, print and electronic material and related services of the university

(2) The Knowledge Resource Committee shall consist of the following members, namely:-

(a) the Vice-Chancellor - Chairperson;

(b) one Dean of faculty, nominated by the Vice-Chancellor;

(c) one head of the university department or university institution nominated by the Vice-Chancellor;

(d) two members nominated by the Vice-Chancellor, of whom one shall be from industry and the other shall be librarian from a national level organization;

(e) the Registrar;

(f) the Finance and Accounts Officer;

(g) the Director Knowledge Resource Centre – Member-Secretary

(3) All nominated members of the Knowledge Resource Committee, other than the ex-officio members, shall hold office for a period of five years

(4) The Knowledge Resource Committee shall meet at least four times in a year

(5) The Knowledge Resource Committee shall, -

(a) provide for proper organization development and support for the functioning of the Knowledge Resource Centre, documentation services and maintenance of records in analogue and digital form;

(b) provide the approach and operational plan for modernization and improvement of Knowledge Resource Centre and documentation services in both analogue and digital format;
(c) recommend to the Academic Council fees and other charges for the services and use of the Knowledge Resource Centre by students and others;
(d) prepare the annual budget and proposal for development of the Knowledge Resource Centre for approval of the Board of Management;
(e) submit the annual report on the functioning of the Knowledge Resource Centre to the Vice-Chancellor;
(f) establish a network with regional, national and international libraries and information centers, using latest technology;
(g) hold the information pertaining to all administrative, governance, academic and other documents and information and data pertaining to the working of colleges, university departments or institutions and administrative offices of the university and related to assessment and accreditation of colleges, recognized institutions and the university;
(h) undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Knowledge Resource Centre;
(i) Undertake development plan for modern latest reading facilities in the premises of Knowledge Resource Centre

College Development Committee.

235. (1) There shall be a separate College Development Committee for every affiliated, autonomous, empowered autonomous college or recognized institution, consisting of the following members, namely: -
(a) Chairperson of the college management or his nominee ex-officio Chairperson;
(b) Secretary of the college management or his nominee;
(c) one head of department, to be nominated by the principal or the head of the institution;
(d) three teachers in the affiliated/ constituent college or recognized institution, appointed full-time basis, to be nominated by Principal, out of whom at least one shall be woman;
(e) one non-teaching employee, appointed by the management;
(f) four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;
(g) Co-ordinator, Internal Quality Assurance Committee of the college;
(h) Principal of the affiliated/ constituent college or head of the recognized Institution-Member-Secretary

(2) For a college or institution managed and maintained by the State Government, the College Development Committee shall consist of the following members, namely: -
(a) Principal of the affiliated/ constituent college or head of the recognized institution - Chairman
(b) three teachers in the college or recognized institutions, appointed on full-time basis to be nominated by Principal;
(c) one non-teaching employee, selected by the regular non-teaching staff from amongst themselves;

(d) four local members, nominated by the Board of Management in consultation with the principal, from the fields of education, industry, research and social service and having minimum post-graduate degree of whom at least one shall be alumnus;
(e) Co-ordinator, Internal Quality Assurance Committee of the college; and
(f) one head of department, nominated by the principal or the head of the Institution-Member-Secretary

(3) The College Development Committee shall meet at least four times in a year

(4) Nominated members shall have a term of five years from the date of nomination If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred

(5) The College Development Committee shall, -
(a) prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;
(b) decide about the overall teaching programs or annual calendar of the college;
(c) recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
(d) take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
(e) make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
(f) make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
(g) make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
(h) make specific recommendations regarding the improvement in teaching and suitable training programs for the employees of the college;
(i) prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
(j) formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
(k) make recommendations regarding the students' and employees' welfare activities in the college or institution;
(l) discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
(m) frame suitable admissions procedure for different programmes by following the statutory norms;
(n) plan major annual events in the college, such as annual day, sports events, cultural events, etc.
(o) recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;

(p) consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
(q) recommend the distribution of different prizes, medals and awards to the students;
(r) prepare the annual report on the work done by committee for the year ending on the (Date decided by Board of Management) and submit the same to the management of such college and the university;
(s) perform such other duties and exercise such other powers as may be entrusted by the management and the university

Purchase Committee.

236. (1) There shall be a Purchase Committee for dealing with all matters pertaining to all purchases of the university, in respect of such items where individual cost of each item exceeds rupees ten lakhs at a time.
(2) The committee shall consist of the following members, namely: -
(a) the Vice-Chancellor - Chairperson;
(b) one nominee from amongst the members of the Board of Management;
(c) two heads of university departments or university institutions nominated by the Board of Management;
(d) one member of the Executive Council nominated by the Executive Council from amongst the selected members of the Executive Council;
(e) one expert, nominated by the Vice-Chancellor preferably in the area of Material Management from the Industry;
(f) the Registrar; and
(g) the Finance and Accounts Officer - Member-Secretary
(3) During the absence of the Finance and Accounts Officer, the Registrar shall act as the Secretary of the Committee.
(4) The Purchase Committee shall invite the head of the university department or university institution/ Executive Engineer/ Head of the Estate Department/ Deputy Engineer, for which the purchases are to be made.
(5) All members of the committee, other than ex-officio members shall hold office for a term of three years and shall not be eligible for a second consecutive term in the same university.

Procedure for meeting of the purchase committee.

237. (1) The Committee shall meet as and when convened by the Chairperson.
(2) The Finance and Accounts Officer of the University in consultation with the Vice- Chancellor shall prepare the agenda for the meeting.
(3) The Finance and Accounts Officer shall send a notice of the meeting along with the agenda to each member, at least five clear days before the date of the meeting.
(4) The quorum for a meeting of the Purchase Committee shall be one-third of the total number of members. If there is no quorum, the meeting shall be adjourned by the Chairperson for one hour. No quorum shall be necessary for such adjourned meeting.
(5) The Vice-Chancellor or in his absence, a person selected by the members present from amongst themselves shall preside at the meeting.
(6) The Finance and Accounts Officer shall prepare the minutes of the meeting within seven days from the date of the meeting and shall forward the same to all members of the Committee within seven days from the date of the meeting after seeking approval of the Chairperson of the Committee for the

same. The minutes of the meeting shall be confirmed in the next meeting of the Committee.

Powers and duties of the purchase committee.

238. The Purchase Committee shall have the following powers and duties, namely:-

(1) to approve the purchases of items where individual cost of each item exceeds Rs. 10,00,000/- at a time;

(2) to inspect the items to be purchased and approve the same;

(3) to negotiate with the lowest tenderer in case of purchases of items, if necessary and for the reasons to be recorded in writing;

(4) to constitute a sub-committee for the purpose of the sales of items like old vehicles; used answer books, old machinery/equipment, etc.:
Provided that the decision of the sub-committee shall be placed before the Purchase Committee for its approval;

(5) to deal with the matters relating to purchases of the University as per the procedure and general principles as mentioned in the Regulations, prescribed by the Government of Gujarat.

Removal of difficulties for purchase committee.

239. If any difficulty arises in application of this Statute, the Vice-Chancellor of the University shall be competent to take decision and his decision shall be final and binding.

Building and Works Committee.

240. (1) There shall be a Buildings and Works Committee to carry out several minor and major infrastructure development activities of the university efficiently and in a time bound manner

(2) The Buildings and Works Committee shall consist of the following members namely: -

(a) the Vice-Chancellor - Chairperson;

(b) one nominee from amongst the members of the Board of Management;

(c) Chief Engineer of the Public Works Department in charge of the region in which the university is situated, or his nominee not below the rank of Deputy Executive Engineer from that region;

(d) one eminent engineer, nominated by the Vice-Chancellor from the private sector;

(e) an eminent Architect, nominated by the Vice-Chancellor from the private sector;

(f) the Registrar;

(g) the Finance and Accounts Officer;

(h) the Executive Engineer of the University - Member-Secretary

(3) All members of the committee, other than ex-officio members shall hold office for a term of five years and shall not be eligible for a second consecutive term

(4) If any vacancy occurs in the office of a member, the same shall be filled within one month by the Vice-Chancellor and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred

(5) The Buildings and Works committee shall, -

(a) under direction and overall superintendence of the Board of Management, be responsible for the execution of all types of works, including major works to be executed through the agency of the Public Works Department;

Provided that, in case of denial by public works department to complete the work within stipulated time the University reserves the right to execute work through agency appointed by the university after following coded procedure.

(b) accord administrative approval and financial sanction, subject to availability of funds in the budget, to the maintenance work;

(c) recommend and obtain administrative approval and expenditure sanction of the Board of Management in respect of all minor and major works;

(d) recommend to the Board of Management through the Finance and Accounts Committee, a 'Programme of Works' to be executed in the ensuing year, specifying maintenance works, minor works and major works, separately;

(e) prepare a panel of ten to twelve Architects and other specialized consultants of proven experience and merit for the university works and get the same approved by Board of Management Such panel shall be subject to the approval of the State Government who may make such modifications in it as he deems fit;

(f) on getting administrative approval and expenditure sanction of the Board of Management to minor and major works, to get the plans and estimates of such works prepared from the Executive Engineer of the university or the Architect selected for a project, borne on the panel of approved Architects of the university;

(g) maintain a list of approved contractors on the basis of their technical experience and financial capability for execution of maintenance works and minor works;

(h) be responsible for making technical scrutiny as may be considered necessary by it;

(i) be responsible, after careful scrutiny, for the acceptance of tenders received for maintenance works and major works;

(j) exercise general supervision over the work of the technical staff of the university, and in particular, ensure that essential records and data are maintained up-to-date and that the rejected tenders are retained for a reasonable period;

(k) ensure that the Executive Engineer of the university certifies the completion of works in accordance with the designs finally approved by the architect, if appointed, in respect of maintenance works and minor works;

(l) associate and deliberate with the consulting Architects, as and when necessary;

(m) settle rates not covered by the tender and settle claims and disputes with contractors in respect of maintenance works and minor works:

Provided that, the rates or claims or disputes shall be settled by the Public Works Department in respect of major works entrusted to that Department, subject to the condition that if the decision in respect of any such claims or disputes is likely to cause excess over the approved estimated cost of the project, prior sanction of the Board of Management shall be obtained to such an excess amount.

(6) The Chairperson of the committee with prior approval of the Board of Management shall, in respect of maintenance and minor works, have the power to sanction the payment of monthly Running Account Bills of a work,

subject to such bill having been examined by the Architect, where appointed, and certified as 'fit for payment' by the Executive Engineer of the university The bills so paid shall be put up for approval of the committee at its next meeting

(7) If there are reasonable grounds for the Chairperson of the committee to believe that there is an emergency which requires immediate action to be taken, he may exercise the powers of the committee Such cases shall be reported by the Chairperson at the next meeting of the committee.

Powers and duties of the buildings and works committee.

241. (1) The Buildings and Works Committee, in addition to the powers and duties prescribed, shall have the following powers and duties, namely:-

(2) to appoint sub-committees to open tenders and for technical evaluation of the tenders;

(3) to extend the contract period, if necessary, on the recommendation of the Executive Engineer of the University;

(4) to sanction the payment of the Final Bills of all types of works and the monthly Running Accounts Bills in respect of the major works.

Procedure for execution of works in the university.

242. (1) Classification of Works:

Works will be classified as follows:

(a) Maintenance Works:
These will include annual works involving routine annual and other maintenance and repairs regardless of the total cost incurred.

(b) Minor Works:
These will include original works, special repairs and works involving additions and alterations with an estimated cost up to and including Rs. 50 Lakh.

(c) Major Works:
These will include original works, special repairs and works involving additions and alterations with an estimated cost exceeding Rs. 50 Lakh.

(2) Preparation of Estimates:

(a) To facilitate the preparation of estimates, a schedule of rates for each item of work commonly executed shall be prepared by the Executive Engineer of the University, every year in the month of March, on the basis of the prevailing rates and the same shall be sanctioned by the Vice-Chancellor. Where it is not practicable to prepare a schedule of rates, the rates adopted by Public Works Department of the State Government may be adopted.

(b) Detailed plans and estimates for the works shall be prepared only after the administrative sanction to the work is accorded. The details of approval, such as resolution No., date, etc., shall always be quoted in the estimate.

(c) The estimate shall be prepared generally in the forms used in the Public Works Department of the State Government.

(d) For maintenance and minor works, the Executive Engineer shall get the plans and estimates prepared under the guidance and supervision of the Buildings and Works Committee.

(e) For major works, the Executive Engineer shall get the plans and estimates prepared with the help of the Architect chosen from the panel of architects, under the guidance and supervision of the Buildings and Works Committee. The plans and estimates for major works costing more than

500 lakh, shall be got prepared through an architect from a panel of consulting architects, approved by the Vice-Chancellor:

Provided however that, having regard to the magnitude, complexity and importance of the project, the University may appoint an eminent architect not borne on the approved panel of consulting architects, with the prior approval of the Vice-Chancellor to appointment of such an architect.

(f) The Executive Engineer may, however, make additions or alterations in the heading on the face sheet according to requirements. In preparing the estimates, the instructions given in the Public Works Department Hand Book shall, as far as possible, be followed. A copy of detailed estimate with rate analysis shall be furnished to the Finance and Accounts Section of the University.

(g) The estimate shall provide for the complete work and not piece-meal work. The cost of the work shall generally be calculated at the rates given in the schedule of rates and if for any reason those rates are not considered adequate and higher rates are necessary, a detailed statement showing the manner in which rates entered in the estimates are arrived at, shall be appended to the estimate.

(h) All incidental expenditure which can be foreseen shall be provided for in the estimates. Provision for contingent expenditure on the works may be made to the extent of 5% of the total charges. The provision for contingencies shall not be diverted to any new item not provided for in the estimates, without the sanction of the authority, which sanctioned the original estimate.

(i) The annual repairs estimates for buildings shall be for fixed amount based on a percentage of the cost of the building, the nature of the work and the use to which the building is put. These rates shall be fixed by the Executive Engineer, from time to time.

(j) When the original estimate is likely to be exceeded for any reason by more than 10% or when a change of design or plan is necessary, a revised estimate shall be prepared as soon as the necessity arises and before the completion of the work.

(k) If a work is abandoned after partial execution and is proposed to be taken up again, a fresh estimate shall be prepared before the work is restarted.

(l) Minor deviations within the sanctioned estimate which do not necessitate the preparation of revised estimate may be carried out with the sanction of the Vice-Chancellor. Such deviations shall, however, be shown in a statement to be kept on record along with the sanctioned estimate.

(m) The sanction to an estimate for a work shall be strictly limited to the precise object for which the estimate was intended to provide. Any anticipated or actual saving on an approved estimate shall not be used to carry out additional work other than incidental work arising out of the main work, not contemplated in the original plan and estimate for the work. The incidental work may be carried out within the total sanctioned estimate with the approval of the Vice-Chancellor.

(n) When a work is spread over more than one financial year, the budget provision shall be made only for the amount that is likely to be utilized in that financial year.

(3) General Procedure:

(a) The Executive Engineer shall maintain a register of projects, in which all proposals for new works shall be entered. Buildings and Works Committee shall ascertain from the Executive Engineer, the approximate cost of the entire project and shall consider its utility, urgency and the means available to finance the project. Any project beyond the means of the University to finance shall not be undertaken. These proposals shall be placed before the competent authority for according administrative approval and expenditure sanction.

(b) In financing any work, it shall be considered whether it is possible to provide the full requisite amount during the year. If the full requisite amount cannot be provided in one year, the Board of Management shall, in consultation with the Buildings and Works Committee, fix a programme as to the items to be carried out every year. In fixing the programme, care shall be taken to see that the items to be executed are not damaged and the amount spent on them is not wasted.

(c) Repairs shall ordinarily be given precedence over the original works. Adequate provision shall be made for the works in hand at the close of the previous year. Past expenditure shall not be allowed to go waste by negligence to maintain the existing works or to complete the unfinished works.

(d) The sanction accorded to current repairs estimates shall lapse at the end of the year, but the sanction accorded to special repairs or original works shall hold good till the repairs or works are completed.

(e) The sanction accorded for the allotment of funds in the Financial Estimates (Budget) shall continue in force till the end of the year to which it pertains. In the case of original works and special repairs, however, the competent authority may, after calling for a statement of incomplete works at the end of the year and the probable amount required for completion, sanction a re- allotment of that amount so that the works may be proceeded in the next year. Such sanctioned re-allotments shall be included in the Supplementary/Revised Financial Estimates (Budget).

(f) No work shall be commenced without obtaining necessary approvals/sanctions of the competent authority. An order to prepare an estimate is no authority for execution of work and no work shall be commenced or expenditure in connection with it incurred, until funds are provided.

(g) A register of commitments/payment shall be maintained by the Estate Section of the University for keeping a watch over the financial liabilities in respect of the works which have been approved for execution.

(h) Works shall be executed either departmentally by employing daily labour/piece workers or through contract.

(4) Procedure for Execution of Works:

(a) The Executive Engineer and other officers of the rank of Class 'A' working in the Estate Section of the University are permitted to undertake all urgent minor works and maintenance works up to Rs. 20,000/- without calling quotations for maximum three times in a single calendar week.

(b) Quotations shall be called by issuing a notice on the University website by the Executive Engineer for the minor works and maintenance works costing

Rs. 20,000/- to Rs. 5,00,000/-. Selection of the contractor for such works costing Rs. 20,000/- to Rs. 5,00,000/- shall be made by the Executive Engineer. The Executive Engineer may negotiate with the lowest contractor.

(c) Tenders shall be called by issuing a brief advertisement in newspapers and a detailed tender notice shall be displayed on the University notice board and on the website of the University, by the Executive Engineer, for all the works costing more than Rs. 5,00,000/- by e-tendering procedure.

(d) The final selection of the contractor for works costing Rs. 5 lakh to Rs. 500 lakh, shall be made by the Buildings and Works Committee. The Buildings and Works Committee may negotiate with the lowest contractor, if required.

(e) If an individual maintenance or major work is estimated to cost more than Rs. 500 Lakh, it shall be entrusted to the State Public Works on payment of agency charges as may be fixed between the Government and the University.

(f) The Executive Engineer shall be responsible for execution of all types of works under the guidance and supervision of the Buildings and Works Committee.

Competent Authority to Accord Administrative Approval and Expenditure Sanction (Buildings and Works Committee).

243. The authority competent to accord administrative approval and expenditure sanction for the maintenance, minor and major works shall be as follows:

(a) Buildings and Works Committee: All maintenance works, irrespective of cost

(b) Board of Management: All minor and major works, irrespective of cost

Tender/Quotation Opening Committee (Buildings and Works Committee).

244. (a) The Buildings and Works Committee shall constitute a sub-committee to open the tenders.

(b) The Sub-committee, in presence of all contractors, shall open the sealed tenders. Each member of the sub-committee shall sign the tender papers.

(c) The Executive Engineer shall prepare the comparative chart showing name of the contractor, amount quoted by each contractor, conditions, if any, quoted by the contractor. The comparative chart so prepared and signed by the members, shall, then be placed before the competent authority for acceptance of tender and award of the work.

Measurement book (Building and works committee

245. (1) The Executive Engineer of the University shall be responsible for maintenance of the measurement books.

(2) Payments for all work done otherwise than by daily labour and for all supplies required for specific work shall be made on the basis of measurements recorded in measurement books. These books shall be numbered serially and their account shall be maintained by the Executive Engineer showing the serial number of each book, the date of issue and date of its return.

(3) Full particulars and the name of the work measured shall be given in the measurement book, along with a certificate of the measurements being checked.

(4) A stock register of measurement books shall be maintained by the Executive Engineer showing the printed number on each book, the name of the person to whom issued, the date of issue and the date of return.

(5) Before recording the measurements, it shall be ensured that the work done or supplies made are fully in accordance with the prescribed specifications.

If any item of a work is measured before it is completed according to the specifications, the fact shall be clearly recorded in the measurement indicating the deficiencies in the part of the work and the reduced rate at which payment for the item is recommended.

(6) The pages of the books shall be machine numbered. Entries shall be recorded continuously and no blank pages shall be left torn or torn out. If any pages are left blank inadvertently, they shall be cancelled by diagonal line and attested and dated by the Executive Engineer. The entries shall be made in ink. No entry may be erased or overwritten. If a mistake is made, it shall be corrected by crossing out the incorrect words and figures and inserting the corrections which shall be initialled and dated by the Executive Engineer.

(7) Payments for unmeasured works shall not be made. In the case of petty miscellaneous works with regard to which measurements are not feasible, the Executive Engineer shall certify on the bill that the work done is worth the amount claimed for it.

246. (1) In the case of works to be given out on regular contract, the Executive Engineer shall prepare the contract documents which shall include,- **Contracts (Buildings and works committee).**

(a) a complete set drawing showing the required details;
(b) specifications of the various items of work and the material to be used;
(c) a schedule of quantities of the various items of work;
(d) a set of conditions of contract to be complied with by the person, whose tender is accepted; and
(e) Any other relevant particulars.

(2) The following particulars shall invariably be furnished in the tender notice, namely:-

(a) name of work;
(b) amount of estimate;
(c) time that would be allowed for the completion of work;
(d) place where and the date and time up to which the tender forms will be issued;
(e) when and where the tender forms shall be submitted; (vi)when, where and by whom the tenders will be opened;
(f) the amount of earnest money to be deposited along with the tender;
(g) any other relevant particulars

(3) The authority to reject any or all the tenders so received, shall always be reserved with the University.

(4) Normally, the lowest tender shall be accepted after ascertaining the capacity of the contractor.

(5) The amount of earnest money to be deposited with the tender shall be fixed at one per cent of the estimated cost of the work. The amount shall be sufficiently large to be a security against loss in case of the contractor failing to furnish the required security or to enter into agreement within the appointed time, after acceptance of the tender, as the case may be.

(6) The demand drafts for earnest money received with the tenders shall be refunded, to the party whose tender is not accepted, within fifteen days from the date of decision of acceptance of tenders, without interest. If the tender is accepted, the earnest money of accepted tenderer shall be taken to form a part of the initial security deposit and transferred to the deposit register.

(7) For every work given out on contract, an agreement on a stamped paper shall be executed. As soon as an agreement is entered into with the contractor, it shall be entered in a register and given a number and date. Payments made to the contractors from time to time shall be noted in a Register of Works.

(8) Security shall in all cases be taken as 5 per cent of tendered cost for the due fulfilment of a contract.

(9) Security deposit may be refunded, without interest, after a period of six months after the completion of the work.

(10) Work shall be executed strictly in accordance with specifications given in the approved estimates. The terms of every agreement shall be strictly enforced and nothing shall be allowed to be done that would tend to nullify or vitiate the agreement.

(11) A contractor shall not be allowed higher rates than those agreed upon in consideration of any peculiar or unforeseen circumstances. If in any case higher rates are considered necessary, specific orders of the Vice-Chancellor shall be obtained therefor.

(12) If any item of work which is not included in the original estimates, is required to be included subsequently, a separate estimate for the extra item shall be prepared and got approved by the competent authority. The estimate shall be accompanied by a statement giving complete analysis showing how the rate has been worked out.

Register of works (Buildings and Works Committee).

247. (1) A register of works shall be maintained for watching progress of expenditure on each work undertaken by the University. The register of works must display the amount of the sanctioned estimate, total allotment for the year, expenditure incurred against it and the progressive expenditure on the work. In the case of repairs, the works in accounts shall be closed with the financial year. However, in the case of other works in progress, the details along with the progressive figures of expenditure up to the end of the year shall be carried forward to the register of the succeeding year.

(2) The register shall be provided with an index, which shall be subdivided under the several heads and shall be kept for ready reference. At the commencement of the year, the incomplete works of the previous year shall be first entered with the amount of the estimate and the expenditure up to the end of the previous year. The works sanctioned for execution during the year shall then be entered and the amounts of the sanctioned estimates and the allotment for each work shall be noted and each entry shall be verified and signed by the Executive Engineer as token of correctness. Any changes in the allotments subsequently made and the amounts of revised or supplementary estimate shall be similarly recorded.

(3) As soon as the work bills are passed for payment, the amount of each bill shall be posted in the register in the account of the work concerned and progressive total shall be taken in the column provided for the same.

(4) When a work is completed, the fact of the receipt of the completion certificate shall be noted in the remark column together with the amount of the certificate. Incomplete works at the close of the year shall be carried forward to the register of the succeeding year with the total expenditure up to the end of the year.

(5) In addition to the register of works, a detailed work ledger shall be maintained for all building projects. The quantity and cost under each head or sub-head of work as shown in the estimate, shall be entered in the top columns. As soon as bills are passed for payments the items and amounts billed for, shall be entered in appropriate columns and the total expenditure shall be shown at the end.

(6) The total allotment for the year for each work shall be noted at the top of the page and any additions or reductions made during the year with the authority therefor. If supplementary estimates are sanctioned, the items of sub-heads shall be entered below those of the original estimates and both shall be totalled.

(7) It shall be the duty of the Executive Engineer to keep a watch over the progress of the work and to ensure that the expenditure is kept within the sanctioned estimate. If the expenditure is likely to exceed the estimate or the budget provision, the Executive Engineer shall bring this to the notice of the competent authority and propose revised estimates and additional provision for the work.

(8) At the end of every financial year, all documents connected with each work shall be filed in the following chronological order, namely:-

(a) true copies of the original estimate and revised estimate, if any;
(b) deviation statements, if any;
(c) contract;
(d) duplicate copies of vouchers (Works bills or Musters or Hand Receipts);
(e) remarks of the Executive Engineer, if any;
(f) completion certificate, if any.

Completion of works (Buildings and Works Committee).

248. When the work is completed, the Executive Engineer shall take prompt action to settle the accounts of it. If there is any excess over the estimated amount, he shall get it regularised by the competent authority after following the due procedure. On completion of every work, a completion certificate shall be obtained and recorded in the work file concerned.

Defect Liability Period for works must be clearly specified and issue of timely notice to vendors/agencies for rectification of defects, if observed must be done by the Executive Engineer.

In case of any snags in the completed works within the Defect Liability Period, it is the responsibility of the Executive Engineer to follow up with the contractor and getting the same rectified.

In case of snags observed after the completion of works, the measures to rectify it must be taken up if needed as a separate repair/ maintenance work.

Payment of bills (Buildings and Works Committee).

249. (1) The Chairperson of the Buildings and Works Committee shall have the power to sanction the payment of the monthly Running Accounts Bills in respect of maintenance and minor works, after the same are certified as 'fit for payment' by the Executive Engineer. The payments in respect of the works in which an Architect is appointed, shall also be examined by him. The bills so paid shall be placed before the Buildings and Works Committee for information at its next meeting.

(2) The Buildings and Works Committee shall have the power to sanction the payment of the Final Bills of all types of works and the monthly Running Accounts Bills in respect of the major works, and after the same are certified

as 'fit for payment' by the Executive Engineer. The payments in respect of the works in which an Architect is appointed, shall also be examined by him.

(3) Bills shall be prepared in duplicate in the prescribed forms. Every bill shall bear reference to the number and page of the measurement book in which the measurements of the work are recorded. The name of the contractor or supplier, name of work or purpose of supply, serial number of the bill, reference to the agreement and sanction, shall invariably be recorded by the Executive Engineer before certifying the bill for payment. The original bill shall form a payment voucher and shall be filed in the voucher file in the Finance and Accounts Section. The duplicate copy shall be returned by the Finance and Accounts Section to the Executive Engineer, after making an endorsement specifying the voucher number and date and the amount for which it is passed.

(4) When the authorized rate has not been fully earned, a suitable reduction shall be made therein and the reasons thereof shall be recorded briefly by the Executive Engineer.

(5) An advance payment for work actually executed may be recommended by the Executive Engineer, who will certify to the effect that the quantity of work actually done is not less than the quantity for which payment is recommended.

(6) In the case of contract for finished work, the Executive Engineer may recommend payment of secured advance not exceeding 75 per cent of the assessed value of material brought to site, provided such material, is imperishable and is actually required to be used on the work, and the agreement drawn up with the contractor provides that the University secures a lien on such material and that it is safeguarded against losses due to postponement of the work, or shortage or misuse and against expenses for their proper watch and safe custody. The Executive Engineer shall be responsible for any over payment and for watching the recovery or adjustment of the advances as and when the material is used for the work.

(7) All works bills, including those in respect of works entrusted to Architects, shall be thoroughly checked by the Estate Section of the University which will ensure that the works have been executed under proper authority and in accordance with the prescribed standards and specifications, that the quantities have been correctly measured and worked out, that the rates and calculations are correct and other conditions of contract are fulfilled and that the sanctions of the competent authorities is obtained for the excesses or extra items. These bills shall also be further scrutinized by the Finance and Accounts Section.

(8) The Finance and Accounts Section after sanction of the competent authority, shall make payments directly to the contractor or supplier by cheque /pay order/NEFT/RTGS and shall intimate to the Executive Engineer about the payment along with the duplicate copy of the bill. As soon as the payments are made, the vouchers shall be filed chronologically and posted in the ledger.

(9) When the payment of the bill is likely to be delayed, advance payment up to 75 per cent of the net amount certified for payment in the bill may be made by the Finance and Accounts Section, under the specific orders of the Vice-Chancellor which shall be obtained after recording the reasons for the

delay. A note of such payment shall be taken on the bill in the contractor's ledger account and other relevant books of account. The contractor shall also be immediately informed that the payment so made is an advance payment and is liable to be recovered from the final bill.

Procedure for Conduct of Business at the Meetings of Buildings and Works Committee.

250. (1) The Committee shall meet as often as necessary as and when convened by the Chairperson of the Committee.

(2) The quorum for a meeting of the Committee shall be one half of the total number of members, one of whom at least shall be out of Clauses (a) and (b) of Statute 240, and two of whom at least shall be out of Clauses (c) to (e) of Statute 240.

(3) If there is no quorum, the meeting shall be adjourned by the Chairperson for one hour. No quorum shall be necessary for such adjourned meeting.

(4) The Chairperson, when present shall preside over the meeting of the Committee.

(5) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least seven clear days before the date of the meeting to each member along with the agenda and agenda notes of the meeting:
Provided that an emergency meeting of the Committee may be called at a shorter notice if it is found necessary by the Chairperson of the Committee.

(6) The Executive Engineer of the University shall prepare the agenda for each meeting and shall get the same approved by the Chairperson of the Committee.

(7) The Executive Engineer of the University shall prepare the minutes of each meeting of the Committee and shall forward the same to all members of the Committee within seven days from the date of the meeting after seeking approval of the Chairperson of the Committee for the same. The minutes of the meeting shall be confirmed in the next meeting of the Committee.

(8) A copy of the minutes of every meeting of the Committee shall be placed before the Board of Management in its meeting held immediately after the meeting of the Committee.

Removal of Difficulties for Buildings and Works Committee.

251. If any difficulty arises in application of these Statutes, the Vice- Chancellor shall be competent to take the decision and his decision shall be final and binding.

The National Education Policy (NEP) – 2020 implementation committee.

252. (1) The NEP-2020 Implementation Committee of the University shall consist of the following members, namely: -

(a) Vice-Chancellor;

(b) Deans of the Faculty;

(c) Two members of Academic Council;

(d) IQAC committee Chairman/ Coordinator of the university;

(e) Five IQAC coordinators of the affiliated colleges/ recognised institutions/ learner support centres to be nominated by Vice- Chancellor from NAAC accredited colleges on seniority basis, by rotation;

(f) Three principals of affiliated/ constituent colleges or recognized institution to be nominated by Vice-Chancellor by rotation

(2) The term of office of the members shall be three years The NEP-2020 Implementation Committee shall meet at least four times in a year

(3) The powers and functions of the Committee shall be as follows:

Subject to the provisions of the Act and the regulations, the NEP-2020 Implementation Committee shall have the following powers, namely: -

(a) to introduce and nurture innovations in the existing education teaching system through Choice Based Credit System (CBCS) and interdisciplinary, multidisciplinary, skill based approach so as to reflect robust intellectual and inexhaustible creativity etc. as recommended by UGC, Skill Development Council, State and Central Government regulations

(b) to establish Academic Bank of Credits (ABC), a national-level facility which will be a bank for academic purposes with students as academic account holders, as per the guidelines issued by UGC under NEP-2020

(c) to have a robust mechanism to develop plan and strategies, encourage & motivate students for Research Internship with Faculty and Researchers at institutions as per guidelines issued by UGC under NEP-2020

(d) to make innovative pedagogies and to develop the linkage of Graduate Attributes with learning needs and pedagogical approaches to better serve towards achieving the vision of NEP-2020 as per the guidelines issued by UGC

(e) to develop various strategies and initiatives and provide an excellent opportunity through a wide array of activities and linkages for Internationalization such as internationally relevant curricula, brand building of Education Institutions in abroad, academic and research collaboration with foreign universities, credit recognition under twining arrangements, global citizenship approach and engaging with foreign alumni

(f) to develop Multiple Entry and Exit option as per UGC guidelines in academic programs which would remove rigid boundaries and create new possibilities for students to choose and learn the subject(s) of their choices

(g) to develop seamless student mobility, between or within degree-granting institutions through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption as per the guidelines issued by UGC for NEP-2020

(h) to implement Multidisciplinary and Holistic Education in institutions as per the guidelines issued by UGC for NEP-2020

(i) to develop separate 'Centers of Adult Education' for achieving 100% literacy as per the guidelines issued by UGC for NEP-2020

(j) to include provision of IKS programs in their IDPs and offer IKS programs

(k) to establish teacher education programs within composite multidisciplinary programs and develop rigorous training for teachers in learner-centric pedagogy and on how to become high-quality online content creators themselves using online teaching platforms and tools as per the guidelines issued by UGC for NEP-2020

(l) to carry out all instructions, norms, regulations as and when issued by UGC from time to time, University authorities and the State Government.

Skill education development committee.

253. (1) The Skill Development Council of the University shall consist of the following members, namely: -

(a) The Vice-Chancellor, who shall be the Chairman of the Skill Development Council;

(b) Three representative from Sector Skill Council;

(c) One representative from Gujarat Chamber of Commerce and Industry;

(d) The Registrar shall be the Secretary of the Council;
(e) Principal of B.Voc College;
(f) One senior faculty member from Kaushalya – The Skill University

The term of office of the members other than the ex-officio members, shall be two years and an ex-officio member shall continue so long as he holds the office by virtue of which he is a member The Skill Education Development Committee shall meet at least two times in a year or whenever necessary.

(2) The powers and functions of the Committee shall be as follows:

Subject to the provisions of the Act and the regulations, the Skill Development Council shall have the following powers, namely: -

(a) to have general supervision over the skill and academic policies of the University and other HEIs, give directions regarding methods of instruction, co-operative teaching among skill colleges and skill institute, evaluation of research or improvement in skill and academic standards as per UGC and various skill development councils of India;
(b) to frame such regulations consistent with acts regarding the skill training and academic functions of the University, discipline, residence, admissions, equivalency, attendance;
(c) to prescribe development of combine syllabi and courses of study for various skill courses on the recommendations of the departments/ councils, facilities; the number, value of fellowships, scholarships, medals and prizes to be awarded shall be determined by the Skill Development Council on its own initiative or on the recommendations of the finance committee;
(d) to exercise such other powers and perform such other functions as may be conferred upon it by the regulations;
(e) to develop and implement online skill education courses for university students and colleges;
(f) to provide electronic materials of skill courses to affiliated colleges/ recognised institutions/ learner support centres to benefit students and general public;
(g) to prepare five-year action plan for skill development and successful implementation at all levels of university.

University Legal Committee.

254. (1) There shall be a Legal Aid Committee for administrating, maintaining and handling legal plans, guide and monitor, handle all the legal issues and court cases arising between various departments, colleges and within university.

(2) The University Legal Committee shall consist of the following members namely, -

(a) Vice-Chancellor - Chairman;
(b) Dean of law faculty or Head of University Post Graduate Law Department;
(c) Three principals of affiliated/ constituent law colleges/ or recognized institutions nominated by the Vice-Chancellor from which one should be from backward class and one should be a woman;
(d) Two practicing High Court Lawyers to be nominated by Vice-Chancellor;
(e) Director Legal Department, Government of Gujarat or his nominee not below the rank of Deputy Secretary;
(f) One nominee of the Advocate General of the State;
(g) One Deputy Registrar of the University shall be Member-Secretary

The term of office of the members shall be three years. The University Legal Committee shall meet at least four times in a year

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

(a) For strengthening and promoting Legal Aid Committee at university level:

(i) The Committee must keep a track of legal activities/ projects undertaken by District Legal Service Authority and must enhance their participation as a volunteer in most of the projects

(ii) The Committee shall take initiatives for the development of legal aid activities in the University.

(b) Organizing Legal Aid Camps: The Committee shall organize at least two legal aid camps in a period of six months such camps can include debates on legal issues, "Nukkad natak" performances, court visits, prison visits, village visits, or any other innovative idea through which they can help the needy people of the society;

(c) Maintenance of annual report: The Office Bearers shall submit an annual report to the Faculty Dean stating the list and brief report of each and every camp organized by the committee. This report shall first be presented to the faculty in-charge, and then the Head of Department/Faculty Dean:

Provided that, the brief report shall include but not be limited to the number of participants, Place of visit, how the aid has been provided to the society, and who are the beneficiaries fromthat particular camp.

(d) the Office Bearers will prepare an annual budget of all financial expenses to be incurred during the academic year The records of such expenses shall be maintained;

(e) the committee shall help university in all legal matters, and provide necessary guidance in handling court cases, legal issues, conflicts and all other law related matters.

(4) The powers and duties of the Committee shall be as follows: -

(a) the Committee shall have the sole authority to regulate all Legal Aid Camps of the University;

(b) the Committee shall have the power to decide the Code of conduct of each and every member, who is going along for the camp, and if that member tries to breach such code of conduct, member will be liable for punishment:

Provided that, Code of Conduct will be a Question of Fact in each and every camp.

(c) the Committee shall have the power to impose a reasonable penalty on any individual who is found guilty of misbehaving in any of the camps organized by the committee;

(d) the Committee shall have the power to issue notifications in order to regulate Legal Aid activities in the University;

(e) it shall be the duty of the Committee to ensure transparent, fair and non-arbitrary execution of all its functions enshrined under the Act;

(f) it shall be the duty of the committee to study legal documents and provide guidance to various authorities, officers and other committee members related to university activities.

Selection and appointment of university teachers.

255. (1) Subject to the provisions of the Act, Statutes and Ordinances, the Vice-Chancellor shall appoint according to the order of merit and recommendations made by the selection committee, a university teacher

(2) The selection committee for making recommendations for appointment of university teachers shall consist of the following members: -

(a) the Vice-Chancellor -Chairman;

(b) one person, not below the rank of professor, nominated by the State Government;

(c) the Dean of the Faculty concerned as a Member-Secretary;

(d) the Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor;

(e) not less than three experts nominated by the Board of Management out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected;

(f) one person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-Notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes, nominated by the Board of Management;

(g) one principal who is a member of Board of Management to be nominated by the Board of Management:

Provided that, a head referred to in clause (d), who is an Associate Professor shall be a member of the selection committee for the selection to the Assistant Professor

(3) Every post of a university teacher, to be filled by selection, shall be duly and widely advertised, according to the draft approved by the Vice-Chancellor, together with particulars of the minimum and additional qualifications, as prescribed, the emoluments and number of posts to be filled, the number of posts which are reserved for the members of the Scheduled castes or Scheduled Tribes or De-Notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes, to be determined by the Vice-Chancellor on the recommendation of the Board of University Department and Interdisciplinary Studies, and reasonable time, shall be allowed within which the applicants may, in response to the advertisement, submit their applications

(4) The date of the meeting of every selection committee shall be so fixed as to allow a notice of at least thirty days of such meeting, be in given to each member; and the particulars of each candidate shall be sent to each member of the selection committee so as to reach him at least seven days before the date of meeting:

Provided that, for the post of professor, the selection committee may in preference to the candidates who have applied and appeared before it, recommend for appointment, with all the requisite details, the name of any other person who may not have applied or appeared before it, but who is duly qualified and has to his credit exceptionally high academic achievements or proficiency in the specialization or has extraordinary academic contribution, to be recorded in writing

(5) The quorum to constitute a meeting of every selection committee shall be four members, of whom at least two shall be persons nominated under clause (e) of sub-section (2)

(6) If, on petition by any person directly affected, or suo motu, the State Government, after making or having made such inquiries or obtaining or having obtained such explanations, including explanations from the

teachers whose appointments are likely to be affected, as may be or may have been necessary, made by any authority or officer of the university at any time was not in accordance with the law at that time in force, the State Government, may, by order, notwithstanding anything contained in the contract relating to the conditions of service of such teacher, direct the Vice-Chancellor to terminate his appointment after giving him one month's notice or one month's salary in lieu of such notice, and the Vice-Chancellor shall forthwith comply and take steps for a fresh selection to be made The person whose appointment has been so terminated shall be eligible to apply again for the same post

(7) Any order made by the State Government, under the last preceding sub-section shall be final and a copy of the order shall be served on the teacher concerned by the Vice-Chancellor within three days from its receipts

(8) It shall be the duty of the Vice-Chancellor, to ensure that no payment whatsoever is made to any person, by way of salary or allowance, from the funds of the university, for any period after the termination of his services, and any authority or officer authorizing or making any such payment shall be liable to reimburse the amount so paid to the university

(9) The Vice Chancellor shall before be proceeding to fill in the vacancies of aided University Teachers in accordance with the prescribed procedure shall ascertain from Director of Higher Education whether there is any suitable person available on the list of surplus aided University teachers as maintained by the Director of Higher Education for absorption in other Universities and in the event of such aided teacher being available, the Vice-chancellor shall appoint that teacher

Filling temporary vacancies of university teachers.

256. (1) Where an appointment is to be made on a temporary vacancy of teacher of the university because of resignation, leave or any reason, whatsoever, the appointment shall be made, if the vacancy is for a period of more than one year, on the recommendation of the selection committee in accordance with the provisions of selection and appoint of university teachers section. The quorum for the selection committee shall be three:

Provided that, if, the vacancy is for a period of less than one year or if, the Vice-Chancellor is satisfied that in the interest of teaching, it is necessary to fill in the vacancy immediately, he may make the appointment of person duly qualified, for a period not exceeding one year on the recommendation of a local selection committee

(2) Local selection committee shall consist of the following members, namely: -

(a) the Vice-Chancellor, Chairperson;

(b) the Dean of the faculty concerned;

(c) the head of the department concerned;

(d) one expert nominated by the Vice-Chancellor:

Provided that, where the head of the department is also the Dean, the Vice-Chancellor shall nominate two persons instead of one;

(e) one member, belonging to Scheduled Castes or Scheduled Tribes or De-Notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes or Special Backward Category, not below the rank of Principal or Professor nominated by the Vice-Chancellor;

(f) one principal or professor who is a member of Board of Management to be nominated by the Board of Management:

Provided that, before the expiry of one year as aforesaid, the Vice-Chancellor shall take steps to fill up the post by appointment in accordance with the provisions of section of selection and appointment of university teachers.

Appointment and selection of principal of constituent/ conducted colleges.

257. (1) The selection committee for selection of Principals of conducted colleges or directors or heads of university institutions or post-graduate centers or sub- centers maintained by the university, shall consist of the following members, namely: -

(a) the Vice-Chancellor - Chairperson;

(b) one nominee from amongst the members of the Board of Management;

(c) two experts, nominated by the Board of Management and one expert nominated by the Academic Council, who are not connected with the university, colleges or institutions under its jurisdiction;

(d) one member belonging to Scheduled Castes or Scheduled Tribes or De-Notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes not below the rank of Principal or Professor nominated by the Vice-Chancellor;

(e) one principal who is a member of Board of Management to be nominated by the Board of Management;

Selection committees for officers and employees of university principals, teachers and other employees of affiliated colleges/ constituent colleges/ conducted colleges/ recognized institutions/ learner support centres.

258. (1) There shall be a selection committee for making recommendations of suitable candidates for appointment to the various posts as prescribed in this statutes

(2) The Selection Committee for various non-teaching posts shall consist of -

(a) the Vice-Chancellor or his nominee, Chairperson;

(b) one nominee from amongst the members of the Board of Management;

(c) one expert having special knowledge in the field related to the post to be filled, who are not connected with the university or affiliated college or recognized institution under its jurisdiction, nominated by the State Government;

(d) one person belonging to Scheduled Castes or Scheduled Tribes or De-Notified Tribes (Vimukta Jatis) or Nomadic Tribes, or Other Backward Classes, not below the rank of Principal or Professor from University or its affiliated college/ constituent college/ conducted college/ recognized institution/ learner support centre nominated by the Vice-Chancellor;

(e) one practicing high court advocate or retired judge nominated by the Board of Management;

(f) the Registrar, Member-Secretary (except for the post of Registrar)

(3) All posts shall be duly and widely advertised.

(4) The date of the meeting of every selection committee shall be so fixed as to allow a notice of at least fifteen days of such meeting, being given to each member; and the particulars of each candidate shall be sent to each member of the selection committee so as to reach him at least seven days before the date of meeting

(5) In case of appointment to the post referred to, if, on petition by any person directly affected, or suo motu, the State Government, after making or having made such inquiries or obtaining or having obtained such explanations,

including explanations from the person whose appointments are likely to be affected, as may be or may have been necessary, made by any authority or officer of the university at any time was not in accordance with the law at that time in force, the State Government, may, by order, notwithstanding anything contained in the contract relating to the conditions of service of such person, direct the Vice-Chancellor to terminate his appointment after giving him one month's notice or one month's salary in lieu of such notice, and the Vice-Chancellor shall forthwith comply and take steps for a fresh selection to be made The person whose appointment has been so terminated shall be eligible to apply again for the same post

(6) Any order made by the State Government, under the last preceding sub-section shall be final and a copy of the order shall be served on the person concerned by the Vice-Chancellor within three days from its receipts

(7) It shall be the duty of the Vice-Chancellor, to ensure that no payment whatsoever is made to any person, by way of salary or allowance, from the funds of the university, for any period after the termination of his services, and any authority or officer authorizing or making any such payment shall be liable to reimburse the amount so paid to the university

(8) The Selection Committee and mode of appointment of other officers of the university shall be prescribed by the State Government in the Official Gazette

(9) The management of any affiliated college shall before proceeding to fill in vacancies of aided teachers and other aided employees in accordance with the prescribed procedure shall ascertain from the Director of Higher Education whether there is any suitable person available on the list of aided surplus persons maintained by the Director of Higher Education for absorption in other colleges and in the event of such person being available, the management shall appoint that person in accordance with the direction issued by Director of Higher Education:

Provided that, this process of absorption of surplus teachers and other employees shall be applicable to only aided teachers and aided other employees

(10) The Selection Committee, selection process and mode of appointment of principals and teachers of affiliated colleges, constituent colleges, conducted colleges, learner support centres and recognized institutions shall be as per the guidelines, directions of the University Grants Commission as may be prescribed by the State Government in the Official Gazette

Other committees.

259. In addition to the committees constituted under the Act, the authorities of the university may appoint committee with suitable terms and reference for any specific task, and such committee shall consist of members of the same authority constituting such a committee and also of such other persons as that authority may nominate.

PROCEDURE FOR PURCHASES
(Under Section 26 of the Act)

Definition of goods.

260. The term 'goods' includes all articles, material, commodity, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant, vehicles, medicines, assemblies, subassemblies, accessories, a group of machineries comprising of an integrated production

process or such other category of goods or intangible products like software, technology transfer, licenses, patents or other intellectual properties purchased or otherwise acquired for the use of University but excludes books, publications, periodicals, etc. for a library. The term 'goods' also includes works and services which are incidental or consequential to the supply of such goods, such as, transportation, insurance, installation, commissioning, training and maintenance.

Fundamental principles of public buying (for all procurements including procurement of works).

261. Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement. The procedure to be followed in making public procurement must conform to the following yardsticks: -

(1) The description of the subject matter of procurement to the extent practicable should –

(a) Be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics.

(b) Not indicate a requirement for a particular trade mark, trade name or brand.

(2) 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 organisations. The specifications so worked out should meet the basic needs of the organisation without including superfluous and non- essential features, which may result in unwarranted expenditure.

(3) Where applicable, the technical specifications shall, to the extent practicable, be based on the national technical regulations or recognized national standards or building codes, wherever such standards exist, and in their absence, be based on the relevant international standards. In case of Government of India funded projects abroad, the technical specifications may be framed based on requirements and standards of the host beneficiary Government, where such standards exist. Provided that a procuring entity may, for reasons to be recorded in writing, adopt any other technical specification.

(4) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs.

(5) Offers should be invited following a fair, transparent and reasonable procedure.

(6) The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects.

(7) The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.

(8) 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.

(9) A complete schedule of procurement cycle from date of issuing the tender to date of issuing the contract should be published when the tender is issued.

(10) All Academic as well as administrative Departments shall prepare Annual Procurement Plan before the commencement of the year and the same should also be placed on their website.

(11) In no case purchases should be split up so as to avoid the sanction from higher authorities or any of the provisions of this statute.

(12) Any donation/gift in the form of dead stock articles, books, equipment or any other item of capital nature shall be tagged and added to the property records. The department receiving gifts shall ensure that all the requirements of acceptance are fulfilled and the gift is properly acknowledged and recorded, as per the guidelines issued by Institute of Chartered Accountants of India, New Delhi.

(13) Items fabricated/manufactured by the departments shall also be recorded as equipment. Acquisition cost shall be determined based on the cost of materials used, indirect cost such as apportioned salaries and wages and other costs involved.

Rate Contract.

262. In case of articles or services frequently required thought out the year viz. stationery, chemicals, glass wares, plastic wares, annual maintenance contract for computers/printers, photo copying machines etc, it is desirable to enter into annual rate contract for such a period as may be considered necessary to avoid calling of tenders every now and then.

Government E-Market.

263. Universities may opt for the procurement through GEM as per the guidelines issued by Central Government in that behalf.

Buy-Back Offer.

264. When it is decided with the approval of the competent authority to replace an existing old item(s) with a new and better version, the department may trade the existing old item while purchasing the new one. For this purpose, a suitable clause is to be incorporated in the bidding document so that the prospective and interested bidders formulate their bids accordingly. Depending on the value and condition of the old item to be traded, the time as well as the mode of handing over the old item to the successful bidder should be decided and relevant details in this regard suitably incorporated in the bidding document. Further, suitable provision should also be kept in the bidding document to enable the purchaser either to trade or not to trade the item while purchasing the new one.

Registration of suppliers.

265. (1) With a view to establishing reliable sources for procurement of goods commonly required for University use, the Central Purchase Section will prepare and maintain item-wise lists of eligible and capable suppliers. Such approved suppliers will be known as "Registered Suppliers". All academic as well as administrative departments may utilise these lists as and when necessary. Such registered suppliers are prima facie eligible for consideration for procurement of goods through Limited Tender Enquiry. They are also ordinarily exempted from furnishing bid security along with their bids. A Head of Department may also register suppliers of goods which are specifically required by that Department or Office, periodically. Registration of the supplier should be done following a fair, transparent and reasonable procedure and after giving due publicity.

(2) Credentials, manufacturing capability, quality control systems, past performance, after-sales service, financial background etc. of the supplier(s) should be carefully verified before registration.

(3) The supplier(s) will be registered for a fixed period (between 1 to 3 years) depending on the nature of the goods. At the end of this period, the registered supplier(s) willing to continue with registration are to apply afresh for renewal of registration. New supplier(s) may also be considered for registration at any time, provided they fulfil all the required conditions.

(4) Performance and conduct of every registered supplier is to be watched by the concerned Department. The registered supplier(s) are liable to be removed from the list of approved suppliers if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply substandard goods or make any false declaration to University or any Government agency or for any ground which, in the opinion of the University, is not in public interest.

(5) The list of registered suppliers for the subject matter of procurement be exhibited on the University Portal.

Debarment from binding.

266. (1) A bidder shall be debarred if he has been convicted of an offence—

(a) under the Prevention of Corruption Act, 1988; or

(b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

(2) A bidder debarred under sub-section (a) or any successor of the bidder shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date of debarment. Central Purchase Section will maintain such list which will also be displayed on the website of University.

(3) A procuring entity may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the bidder has breached the code of integrity. The Central Purchase Section will maintain such list which will also be displayed on the University website.

(4) The bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment.

Purchase procedure for goods and services.

267. The University shall follow the procedure as issued by the State Government from time to time, for all types of purchases of items and services. The University shall strictly follow Gujarat State Purchase Policy duly issued by the Industry and Mines Department, Gujarat State.

Payment to suppliers.

268. (1) The material/equipment shall be entered in accession and stock/dead stock Register and the prescribed certificate to that effect is to be recorded on Invoice/bill by the concerned Director/Head of the Department or In-charge of the Section of the concerned department.

(2) The completed bill shall be sent to respective finance section after the approval of competent authority as per the delegation of power.

Advance payment to suppliers.

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

(2) Advance payment demanded by firms holding maintenance contracts for servicing of Air- conditioners, computers, other costly equipment, etc.

(3) Advance payment demanded by firms against fabrication contracts, turn-key contracts etc. Such advance payments should not exceed the following limits:

(a) Thirty per cent of the contract value to private firms;

(b) Forty per cent of the contract value to a State or Central Government agency or a Public Sector Undertaking; or

(c) In case of annual maintenance contract, the amount should not exceed the amount payable for six months under the contract.

The Vice Chancellor may relax, in consultation with the Finance and Accounts Officer concerned, the ceilings (including percentage laid down for advance payment for private firms) mentioned above. While making any advance payment as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm.

Part payment to suppliers.

270. Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it dispatches the goods from its premises in terms of the contract.

Inventory management.

271. (1) General Principles:

(a) Each department / section has the primary responsibility for the custody, care, maintenance, records and control of all assets and consumables assigned to it. It shall maintain up-to date departmental/sectional records and initiate the appropriate actions of all transactions involving said assets and consumables.

(b) Warranty information and supporting documentation is to be maintained by the owning department / section. Inventoried equipment may have minimal backup information maintained in the Dead Stock records. The information maintained in the Dead Stock records is not the primary source of warranty information.

(c) Responsibilities of the Head of the Department /Director /Co-ordinator /Chief Rector/ Head of the Section:
The Head of the Department /Director/Coordinator/Chief Rector/Head of the Section of each department/ administrative unit will designate a property coordinator, for their department/section. Maintenance of record and annual physical verification of the assets and consumables is the primary responsibility of these officers.

(d) Responsibilities of the Property Co-ordinator:
Ensure the proper use and maintenance of all property and equipment assigned to the department /section. He shall promptly report, receipt of equipment that is to be tagged and any loss, damage, misuse or transfer of property or equipment, to the concerned head of the department. Maintain current, complete, and accurate property records and track the assignment of equipment within the department/section. Each department/section is charged with the responsibility for University equipment assigned to or purchased by that department /section.

(2) Receipt of goods and materials from private suppliers:

(a) While receiving goods and materials from a supplier, the officer–in- charge of stores should refer to the relevant contract terms and follow the prescribed procedure for receiving the materials.

(b) All materials shall be counted, measured or weighed and subjected to visual inspection at the time of receipt to ensure that the quantities are correct, the quality is according to the required specifications and there is no damage or deficiency in the materials. Technical inspection where required should be carried out at this stage by Technical Inspector or Agency approved for the purpose. An appropriate receipt, in terms of the relevant contract provisions may also be given to the supplier on receiving the materials.

(c) Details of the material so received should thereafter be entered in the appropriate stock register, preferably in an inventory management software/ ERP system. The officer- in charge of stores should certify that he has actually received the material and recorded it in the appropriate stock registers.

(3) Receipt/issue of goods and materials from internal divisions of the University:

(a) The indenting officer requiring goods and materials from internal division(s) of the same organisation should project an indent in the prescribed form for this purpose. While receiving the supply against the indent, the indenting officer shall examine, count, measure or weigh the materials as the case may be, to ensure that the quantities are correct, the quality is in line with the required specifications and there is no damage or deficiency in the materials. An appropriate receipt shall also be given to this effect by the indenting officer to the division sending the materials.

(b) In the case of issue of materials from stock for departmental use, manufacture, sale, etc., the Officer-in charge of the stores shall see that an appropriate indent, in the prescribed form has been projected by the indenting officer. A written/online acknowledgement of receipt of material issued shall be obtained from the indenting officer or his authorised representative at the time of issue of materials.

(c) In case of materials issued to a contractor, the cost of which is recoverable from the contractor, all relevant particulars, including the recovery rates and the total value chargeable to the contractor should be got acknowledged from the contractor duly signed and dated.

(d) If the Officer-in-charge of the stores is unable to comply with the indent in full, he should make the supply to the extent available and make suitable entry to this effect in the indenter's copy of the indent. In case alternative materials are available in lieu of the indented materials, a suitable indication to this effect may be made in the document.

(e) Issue of stores of non-consumable type on loan for a short period shall not be struck off from the register. All such issues will be recorded properly to trace the location.

(f) Issue of consumable stores to the extent actually required shall be struck off from the register on the authority of issue slips and entry in the register.

(g) Issue slips shall be serially numbered, dated and posted in the stock ledger in the chronological order.

(4) Certification:

On the receipt of supplier's bill, a certificate of goods having been received, inspected and taken on charge, shall be endorsed on the bill as under:

(a) Goods received on……..
(b) Certified that the goods mentioned in the bills have been inspected and found to be in accordance with the supply order and are correct.
(c) Entry taken in stock/dead stock register page No. …… Sr No. …..
In-charge of the Department.
All entries in the stock register shall be initialled by the officer-in-charge of store/concerned section.

(5) Custody of goods and materials:
The officer-in-charge of stores having custody of goods and materials, especially valuable and/or combustible articles, shall take appropriate steps for arranging their safe custody, proper storage accommodation, including arrangements for maintaining required temperature, dust free environment etc.

(6) Loss Prevention:
Following care should be taken in addition to the insurance to protect University property against the risk of loss, damage or theft.
(a) Equipment shall be properly tagged.
(b) Preferably bar-coded labels shall be affixed on the equipment.
(c) A check-out/check-in system shall be introduced for movement of equipment.
(d) A security room or closet shall be used to store the items.
(e) Department/sections may assign a responsible person to perform verification of interim inventories and to ensure adequate control.

(7) Internal Transfers, Relocation and loan of equipment
It is the responsibility of the department / section to notify Property Co-ordinator of all relocations of equipment items as follows:
(a) Relocation of Entire Department
After department relocates, the department shall conduct complete physical verification of inventory, and tally with the Dead Stock Register/Stock Register.
(b) Inter-Departmental Transfers Equipment shall be transferred between department/section, with approval of Head of the Department/Director/Coordinator/Rector/Deputy Registrar /Assistant Registrar of the department/ section. The transfer slip must then be forwarded to the department who has accepted the equipment. This department must record the new location(s) of the equipment. The Head of the Department/Director/Coordinator/ Deputy Registrar /Assistant Registrar of the department / section of the receiving department must also sign the slip for acknowledging the receipt. The completed slip must be kept in the records for future reference.
(c) Loans of Equipment:
Loans of University Equipment from One Department to other: If equipment is transferred to other department on loan basis, a memorandum of the transaction shall be filed in the lending department.
(d) Surplus Property
Departments or operating units having excess / surplus equipment and property shall declare the excess & surplus stock and permit central purchase section to relocate the same with the approval of the competent authority.

(8) Lists and Accounts:

The Officer-in-charge of stores shall maintain suitable item-wise lists and accounts and prepare accurate returns in respect of the goods and materials in his charge making it possible at any point of time to check the actual balances with the book balances. Separate accounts shall be kept for

(a) Fixed Assets such as plant, machinery, equipment, furniture, fixtures etc. in the Proforma A.

(b) Consumables such as office stationery, chemicals, maintenance spare parts etc. in the Proforma B.

(c) Library books in the Form Proforma C.

(d) Assets of historical/artistic value held by University departments in the Proforma D

(9) Hiring out of Fixed Assets:

When a fixed asset is lent on hire to local bodies, contractors or others, proper record should be kept of the assets and the hire and other charges as determined under rules prescribed by the competent authority, should be recovered regularly. In case of damages, or delay in return of the asset, penalties or damages must be recovered, as the case may be. Calculation of the charges to be recovered from the local bodies, contractors and others as above should be based on the historical cost.

(10) Identification of University Equipment:

All equipment must be marked or tagged with a unique identification number and recorded in the Asset Register. The identification number is applied to the actual unit unless its size or nature makes it impractical. A tag bearing the identification number shall be affixed in such a way that it is in plain sight and easy to read, e.g. on the top left corner or any other position. If the identification number is accidentally or mistakenly obliterated, defaced or removed, the equipment shall be retagged with the same identification number. Assigned identification numbers are recorded on all applicable receiving, shipping and disposal documents and other records that are related to the property control system. Once the identification number is assigned, no change is made during the life of the asset.

(11) Physical verification of Fixed Assets:

The inventory for fixed assets shall ordinarily be maintained at site. Fixed assets should be verified at least once in a year and the outcome of the verification recorded in the corresponding register. Discrepancies, if any, shall be promptly investigated and brought to account.

(12) Verification of Consumables:

A physical verification of all the consumable goods and materials should be undertaken at least once in a year and discrepancies, if any, should be recorded in the stock register for appropriate action by the competent authority.

(13) Procedure for verification:

(a) In-charge of the department shall physically verify the stock shown in the dead stock register as on 30th June and shall submit a certificate to the Finance and Accounts Officer in the following format before 15th July every year:-

"Certified that we have inspected the Register of articles of dead stock/equipment/consumable stores and have found that it has been properly kept up-to-date and that the articles mentioned therein are actually held in stock and that no articles have been written off except under proper

sanction, which has been duly recorded on the return under the signature of the inspecting authority"

(b) Verification shall always be made in the presence of the officer, responsible for the custody of the inventory being verified.

(c) A certificate of verification along with the findings shall be recorded in the stock register.

(d) Discrepancies, including shortages, damages and unserviceable goods, if any, identified during verification, shall immediately be brought to the notice of the competent authority for taking appropriate action in accordance with regulations framed in this respect.

(14) Buffer Stock:

Depending on the frequency of requirement and quantity thereof as well as the pattern of supply of a consumable material, optimum buffer stock should be determined by the competent authority. As the inventory carrying cost is an expenditure that does not add value to the material being stocked, a material remaining in stock for over a year shall generally be considered surplus, unless adequate reasons to treat it otherwise exist. The items so declared surplus may be dealt as per the regulations in this respect.

(15) Physical verification of Library books:

(a) Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.

(b) Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

(16) Transfer of charge of goods, materials, etc.:

In case of transfer of Officer-in-charge of the goods, materials etc., the transferred officer shall see that the goods or material are made over correctly to his successor. A statement giving all relevant details of the goods, materials etc., in question shall be prepared and signed with date by the relieving officer and the relieved officer. Each of these officers will retain a copy of the signed statement.

(17) Disposal of Goods:

(a) An item may be declared surplus or obsolete or unserviceable if the same is of no use to the University. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.

(b) The competent authority may, at his discretion, constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable.

(c) The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase

price of the goods in question may be utilized. A report of stores for disposal shall be prepared in Proforma E.

(d) In case an item becomes unserviceable due to negligence, fraud or mischief on the part of a University Employee or Student, responsibility for the same should be fixed.

(e) Sale of Hazardous waste/Scrap Batteries/Electronic waste: Scrap lots comprising of hazardous waste, batteries etc. shall be sold keeping in view of the Hazardous waste (Management, Handling and Transboundary Movement) Rules, 2008 and other guidelines issued by the Ministry of Environment, Forest and climate Change (MoEF & CC). Prospective bidders of such lots of hazardous waste/scrap batteries/ e- waste should be in possession of registration, valid on the date of e- Auction and on the date of delivery, as recycler/ pre-processor agency.

(18) Modes of Disposal:

(a) Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two Lakh should be disposed of by:

(i) obtaining bids through advertised tender or

(ii) public auction.

(b) For surplus or obsolete or unserviceable goods with residual value less than Rupees Two Lakh, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of, Departments should, as far as possible prepare a list of such goods.

(c) Certain surplus or obsolete or unserviceable goods such as expired medicines etc., which are hazardous or unfit for human consumption, should be disposed of or destroyed immediately by adopting suitable mode so as to avoid any health hazard and/or environmental pollution and also the possibility of misuse of such goods.

(d) Surplus or obsolete or unserviceable goods, equipment and documents, which involve security concerns (e.g. currency, negotiable instruments, receipt books, stamps, security press etc.) should be disposed of/ destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence.

(19) Disposal through Advertised Tender.

(a) The broad steps to be adopted for this purpose are as follows :

(i) Preparation of bidding documents.

(ii) Invitation of tender for the surplus goods to be sold.

(iii) Opening of bids.

(iv) Analysis and evaluation of bids received.

(v) Selection of highest responsive bidder.

(vi) Collection of sale value from the selected bidder.

(vii) Issue of sale release order to the selected bidder.

(viii) Release of the sold surplus goods to the selected bidder.

(ix) Return of bid security to the unsuccessful bidders.

(b) The important aspects to be kept in view while disposing the goods through advertised tender are as under:-

(i) The basic principle for sale of such goods through advertised tender is ensuring transparency, competition, fairness and elimination of discretion. Wide publicity should be ensured of the sale plan and the goods to be sold.

All the required terms and conditions of sale are to be incorporated in the bidding document comprehensively in plain and simple language. Applicability of taxes, as relevant, should be clearly stated in the document.

(ii) The bidding document should also indicate the location and present condition of the goods to be sold so that the bidders can inspect the goods before bidding.

(iii) The bidders should be asked to furnish bid security along with their bids. The amount of bid security should ordinarily be ten per cent of the assessed or reserved price of the goods. The exact bid security amount should be indicated in the bidding document.

(iv) The bid of the highest acceptable responsive bidder should normally be accepted. However, if the price offered by that bidder is not acceptable, negotiation may be held only with that bidder. In case such negotiation does not provide the desired result, the reasonable or acceptable price may be counter offered to the next highest responsive bidder(s).

(v) In case the total quantity to be disposed of cannot be taken up by the highest acceptable bidder, the remaining quantity may be offered to the next higher bidder(s) at the price offered by the highest acceptable bidder.

(vi) Full payment, i.e. the residual amount after adjusting the bid security should be obtained from the successful bidder before releasing the goods.

(vii) In case the selected bidder does not show interest in lifting the goods, the bid security should be forfeited and other actions initiated including re-sale of the goods in question at the risk and cost of the defaulter, after obtaining legal advice.

(viii) Late bids i.e. bids received after the specified date and time of receipt should not be considered.

(ix) University may undertake auction of goods to be disposed of either directly or through approved auctioneers.

(x) The basic principles to be followed here are similar to those applicable for disposal through advertised tender so as to ensure transparency competition, fairness and elimination of discretion. The auction plan including details of the goods to be auctioned and their location, applicable terms and conditions of the sale etc. should be given wide publicity in the same manner as is done in case of advertised tender.

(xi) While starting the auction process, the condition and location of the goods to be auctioned, applicable terms and conditions of sale etc., (as already indicated earlier while giving vide publicity for the same), should be announced again for the benefit of the assembled bidders.

(xii) During the auction process, acceptance or rejection of a bid should be announced immediately on the stroke of the hammer. If a bid is accepted, earnest money (not less than twenty-five per cent. of the bid value) should immediately be taken on the spot from the successful bidder either in cash or in the form of Deposit-at-Call- Receipt (DACR), drawn in favour of the Department selling the goods. The goods should be handed over to the successful bidder only after receiving the balance payment.

(c) The composition of the auction team will be decided by the competent authority. The team should however include an officer of Finance and Accounts Department.

(20) Disposal at scrap value or by other modes

If the University is unable to sell any surplus or obsolete or unserviceable item in spite of its attempts through advertised tender or auction, it may dispose of the same at its scrap value with the approval of the competent authority in consultation with Finance and Accounts Department. In case the University is unable to sell the item even at its scrap value, it may adopt any other mode of disposal including destruction of the item in an eco-friendly manner.

A sale account should be prepared for goods disposed of duly signed and approved by the officer who supervised the sale or auction.

(21) Write off

All profits and losses due to revaluation, stock-taking or other causes shall be duly recorded and adjusted where necessary. Formal sanction of the competent authority shall be obtained in respect of losses

(22) Losses due to depreciation:

Losses due to depreciation shall be analysed, and recorded under following heads, as applicable:

(a) normal fluctuation of market prices;
(b) normal wear and tear;
(c) act of foresight in regulating purchases; and
(d) negligence after purchase.

(23) Losses not due to depreciation:

Losses not due to depreciation shall be grouped under the following heads:-

(a) losses due to theft or fraud;
(b) losses due to neglect anticipated losses on account of obsolescence of stores or of purchases in excess of requirements;
(c) losses due to damage, and losses due to extra ordinary situations under 'Force Majeure' conditions like fire, flood, enemy action, etc.;

Contract management.

272. (1) All contracts shall be made by an authority empowered to do so by or under the Gujarat Public Universities Act, 2023.

(2) All the contracts and assurances of property made in the exercise of the executive power of the Union shall be executed on behalf of the Governor of Gujarat. The words "for and on behalf of the Governor of Gujarat" should follow the designation appended below the signature of the officer authorized in this behalf.

(3) General principles for contract:

The following general principles should be observed while entering into contracts:—

(a) The terms of contract must be precise, definite and without any ambiguities. The terms should not involve an uncertain or indefinite liability, except in the case of a cost plus contract or where there is a price variation clause in the contract.
(b) Standard forms of contracts should be adopted wherever possible, with such modifications as are considered necessary in respect of individual contracts. The modifications should be carried out only after obtaining financial and legal advice.
(c) In cases where standard forms of contracts are not used, legal and financial advice should be taken in drafting the clauses in the contract.

(d) University may, at its discretion, make purchases of value up to Rupees three lakhs by issuing purchase orders containing basic terms and respect conditions:

(e) In case of Works Contracts, or Contracts for purchases valued between Rupees three lakhs to Rupees ten lakhs, where tender documents include the General Conditions of Contract (GCC), Special Conditions of Contract (SCC) and scope of work, the letter of acceptance will result in a binding contract.

(f) In respect of contracts for works with estimated value of Rupees ten lakhs or above or for purchase above Rupees ten lakhs, a Contract document should be executed, with all necessary clauses to make it a self-contained contract. If, however, these are preceded by Invitation to Tender, accompanied by GCC and SCC, with full details of scope and specifications, a simple one page contract can be entered into by attaching copies of the GCC and SCC, and details of scope and specifications, Offer of the Tender and Letter of Acceptance.

(g) Contract document should be invariably executed in cases of turnkey works or agreements for maintenance of equipment, provision of services etc.

(h) No work of any kind should be commenced without proper execution of an agreement as given in the foregoing provisions.

(i) Contract document, where necessary, should be executed within 21 days of the issue of letter of acceptance. Nonfulfillment of this condition of executing a contract by the Contractor or Supplier would constitute sufficient ground for annulment of the award and forfeiture of Earnest Money Deposit.

(j) Cost plus contracts should ordinarily be avoided. Where such contracts become unavoidable, full justification should be recorded before entering into the contract. Where supplies or special work covered by such cost plus contracts have to continue over a long duration, efforts should be made to convert future contracts on a firm price basis after allowing a reasonable period to the suppliers/contractors to stabilize their production/ execution methods and processes. Explanation: A cost plus contract means a contract in which the price payable for supplies or services under the contract is determined on the basis of actual cost of production of the supplies or services concerned plus profit either at a fixed rate per unit or at a fixed percentage on the actual cost of production.

(k) Price Variation:

(i) Price Variation Clause can be provided only in long-term contracts, where the delivery period extends beyond 18 months. In short-term contracts firm and fixed prices should be provided for. Where a price variation clause is provided, the price agreed upon should specify the base level viz, the month and year to which the price is linked, to enable variations being calculated with reference to the price levels prevailing in that month and year.

(ii) A formula for calculation of the price variations that have taken place between the Base level and the Scheduled Delivery Date should be included in this clause. The variations are calculated by using indices published by Governments or Chambers of Commerce periodically.

(iii) The Price variation clause should also specify cut off dates for material and labour, as these inputs taper off well before the scheduled Delivery Dates.

(iv) The price variation clause should provide for a ceiling on price variations, particularly where escalations are involved. It could be a percentage per annum or an overall ceiling or both. The buyer should ensure a provision in the contract for benefit of any reduction in the price in terms of the price variation clause being passed on to him.

(v) The clause should also stipulate a minimum percentage of variation of the contract price above which price variations will be admissible (e.g. where resultant increase is lower than two per cent. no price adjustment will be made in favour of the supplier).

(vi) Where advance or stage payments are made there should be a further stipulation that no price variations will be admissible on such portions of the price, after the dates of such payment.

(vii) Where deliveries are accepted beyond the scheduled Delivery Date subject to levy of liquidated damages as provided in the Contract, the liquidated damages (if a percentage of the price) will be applicable on the price as varied by the operation of the Price variation clause.

(viii) No price variation will be admissible beyond the original Scheduled Delivery Date for defaults on the part of the supplier.

(ix) Price variation may be allowed beyond the original Scheduled Delivery Date, by specific alteration of that date through an amendment to the contract in cases of Force Majeure or defaults by Government.

(x) Where contracts are for supply of equipment, goods etc, imported (subject to customs duty and foreign exchange fluctuations) and/or locally manufactured (subject to excise duty and other duties and taxes), the percentage and element of duties and taxes included in the price should be specifically stated, along with the selling rate of foreign exchange element taken into account in the calculation of the price of the imported item. The mode of calculation of variations in duties and taxes and Foreign exchange rates and the documents to be produced in support of claims for such variations should also be stipulated in the Contract.

(xi) The clause should also contain the mode and terms of payment of the price variation admissible.

(l) Contracts should include provision for payment of all applicable taxes by the contractor or supplier.

(m) "Lump sum' contracts should not be entered into except in cases of absolute necessity. Where lump sum contracts become unavoidable, full justification should be recorded. The contracting authority should ensure that conditions in the lump sum contract adequately safeguard and protect the interest of the Government.

(n) Departmental issue of materials should be avoided as far as possible. Where it is decided to supply materials departmentally, a schedule of quantities with the issue rates of such material as are required to execute the contract work should form an essential part of the contract.

(o) In contracts where University property is entrusted to a contractor either for use on payment of hire charges or for doing further work on such property, specific provision for safeguarding University property (including insurance cover) and for recovery of hire charges regularly, should be included in the contracts.

(p) Provision should be made in the contract for periodical physical verification of the number and the physical condition of the items at the contractor's

premises. Results of such verification should be recorded and appropriate penal action taken where necessary.

(q) Copies of all contracts and agreements for purchases of the value of Rupees Twenty-five Lakhs and above, and of all rate and running contracts entered into by Estate departments of the University for which a special audit procedure exists, should be sent to the Internal Audit Officer and /or the Assistant Finance officer as the case may be.

(r) Variation in Material:

(i) The terms of a contract, including the scope and specification once entered into, should not be materially varied.

(ii) Wherever material variation in any of the terms or conditions in a contract becomes unavoidable, the financial and other effects involved should be examined and recorded and specific approval of the authority competent to approve the revised financial and other commitments obtained, before varying the conditions.

(iii) All such changes should be in the form of an amendment to the contract duly signed by all parties to the contract.

(s) Normally no extensions of the scheduled delivery or completion dates should be granted except where events constituting force majeure, as provided in the contract, have occurred or the terms and conditions include such a provision for other reasons. Extensions as provided in the contract may be allowed through formal amendments to the contract duly signed by parties to the contract.

(t) All contracts shall contain a provision for recovery of liquidated damages for defaults on the part of the contractor. Only in exceptional circumstances to be justified by procuring entity in writing, an exemption from such provision can be made.

(u) A warranty clause should be incorporated in every contract, requiring the supplier to, without charge, repair or rectify defective goods or to replace such goods with similar goods free from defect. Any goods repaired or replaced by the supplier shall be delivered at the buyers premises without costs to the buyer.

(v) All contracts for supply of goods should reserve the right of University to reject goods which do not conform to the specifications.

(w) No claim for the payment from contractor shall be entertained after the lapse of three years of arising of the claim.

Measures for enforcement of contracts.

273. (1) Implementation of the contract should be strictly monitored and notices issued promptly whenever a breach of provisions occurs.

(2) Proper procedure for safe custody and monitoring of Bank Guarantees or other Instruments should be laid down. Monitoring should include a monthly review of all Bank Guarantees or other instruments expiring after three months, along with a review of the progress of supply or work. Extensions of Bank Guarantees or other instruments, where warranted, should be sought immediately.

Legal advice.

274. Wherever disputes arise during implementation of a contract, legal advice should be sought before initiating action to refer the dispute to conciliation and/or arbitration as provided in the contract or to file a suit where the contract does not include an arbitration clause. The draft of the plaint for

arbitration should be got vetted by obtaining legal and financial advice. Documents to be filed in the matter of resolution of dispute, if any, should be carefully scrutinized before filing to safeguard the interest of the University.

CHAPTER XXI
PERMISSION FOR AFFILIATION AND RECOGNITION
(Under Chapter VIII of the Act)

Procedure for permission for opening new college or new course, subject, faculty division.

275. (1) The proposal for opening of new colleges or institutions of higher learning off campuses or for starting new courses of study, subjects, faculties, additional divisions or satellite centres, shall be invited and considered by the university.

(2) No application for opening a new college or institution of higher learning, which is not in conformity with the perspective plan prepared under section of Perspective Plans of The Gujarat Public Universities Act – 2023 shall be considered by the university.

(3)

(a) The Management seeking a Letter of Intent for opening a new college or institution of higher learning shall apply in a prescribed format to the Registrar of the university before the (Date decided by Board of Management) of the year preceding the year in which the Letter of Intent is sought

(b) only those applications complying with the requirements and received within the prescribed time limit, shall be accepted and considered by the university;

(c) all such applications received within the aforesaid prescribed time limit, shall be scrutinized by the Board of Deans and be forwarded to the State Government with the approval of the Board of Management on or before (Date decided by Board of Management) of the year in which such application is received by the university The university shall submit along with the application, its recommendation, duly supported by relevant reasons, as are deemed appropriate by the Board of Management;

(d) out of the applications recommended by the university, the State Government may grant a Letter of Intent on or before (Date decided by State Government) of the immediately following year after the recommendations of the university under clause (c) The Letter of Intent may be granted to such institutions as the State Government may consider fit and proper in its absolute discretion, taking into account the relevant factors, the suitability of the management seeking Letter of Intent, state level priority with regard to location of institutions of higher learning, etc The Letter of Intent shall be communicated by the State Government to the university, on or before the date specified in this clause :

Provided, however, that in exceptional cases and for the reasons to be recorded in writing any application not recommended by the university may be approved by the State Government for grant of a Letter of Intent to college or institutions of higher learning;

(e) such Letter of Intent granted by the State Government shall be valid up to (Date decided by State Government) of the next following year The management shall have to comply with the necessary conditions mentioned in the Letter of Intent, within such period and submit compliance report to

the university with the present status of the academic and infrastructure facilities and readiness to start the institutions with required documents for final approval;

(f) such compliance report received within aforesaid time-limit, shall be scrutinized by the Board of Deans and be forwarded to the State Government with the approval of the Board of Management on or before, 1st day of May in which the compliance report has been received The recommendation of the Board of Deans and approved by the Board of Management shall be duly supported by relevant reasons and documents as are deemed appropriate by Board of Management:

Provided that, if the management fails to comply with the conditions of Letter of Intent, within the time limit as specified in clause (e), the Letter of Intent shall be deemed to have been lapsed:

Provided however that, in exceptional cases and reasons to be recorded in writing, the State Government may, on application by the management duly processed by the university, extend from time to time, the validity of Letter of Intent for further period which shall not exceed twelve months in the aggregate;

(g) after considering the report of the university under clause (f), the State Government may grant final approval to such management as it may consider fit and proper in its absolute discretion, taking into account the State Government's budgetary resources, and other relevant factors, the suitability of management seeking permission to open new institution, etc The final approval under this clause may be granted on or before (Date decided by Board of Management), of the year in which such new college or institutions are proposed to be started Such approval from the State Government shall be communicated to the university Approvals granted thereafter shall be given effect by the university only in the subsequent academic year;

Provided however that, in exceptional cases and for the reasons to be recorded in writing any compliance report on the Letter of Intent, which is not recommended by the university, may be approved by the State Government

(4)

(a) The management seeking permission to start a new course of study, subjects, faculties, additional divisions or satellite centers shall apply in a prescribed format to the Registrar of the University before the (Date decided by Board of Management), of the year preceding the year in which the permission is sought;

(b) only those applications complying with the requirement and received within the prescribed time limit shall be accepted and considered by the university;

(c) all such applications received within the aforesaid prescribed time limit, shall be scrutinized by the Board of Deans and be forwarded to the State Government with the approval of Board of Management on or before the 1st day of April of the year, with such recommendation duly supported by relevant reasons as are deemed appropriate by the Board of Management;

(d) out of the applications recommended by the university, the State Government may grant permission to such institutions as it may consider fit and proper in its absolute discretion, taking into account other relevant

factors, the budgetary resources of the State Government and other relevant factors, the suitability of the management seeking permission, etc The permission shall be communicated by the State Government to the university, on or before the date specified in this clause:

Provided however that, in exceptional cases and for the reasons to be recorded in writing any application not recommended by the university may be approved by the State Government

(5) No application shall be entertained directly by the State Government for grant of Letter of Intent, under sub-section (3) or final approval under sub-section (4), as the case may be

(6) The application for starting new course of study, subject, faculty or additional division or satellite center by existing colleges or institutions of Higher learning, shall not be forwarded to the State Government by the university, if,-

(a) they have not been accredited or re-accredited either from National Assessment and Accreditation Council (NAAC) or National Board of Accreditation (NBA) even though they are eligible and due for being accredited or re-accredited as per the norms of accreditation agencies; and

(b) they have not complied with the conditions laid down by the State Government

(7) Notwithstanding anything contained in the Act or any other law for the time being in force, -

(a) no management shall establish or open a new college or an institution of higher learning in the State, except with the prior permission of the State Government;

(b) no management shall start a new course of study or subjects, faculty, additional division or satellite centers except with the prior permission of the State Government;

Explanation - For the purpose of this sub-section, the expressions "establish or open a new college or an institution of higher learning" and "start a new course of study, subject, faculty, additional division or satellite center" shall include establishing or opening of such college or institution of higher learning, and starting of any such course of study, subject, faculty, additional division, or satellite center, on the basis of no grant-in aid from the State Government

(8) In case of extraordinary situations which warrant starting of new divisions of particular faculties, the State Government, with reasons to be recorded in writing, shall have the authority to declare and adopt the fast track system of grant of permission to start such new divisions and the norms and procedures related thereto:

Provided that, the procedure for grant of permission in such extraordinary situations shall be completed not later than the Academic Year in which such new divisions are to be started:

Provided further that, the applications for starting of new divisions under the fast track system shall be duly processed by the university On the compliance of necessary conditions, if the University recommends to the Government the proposal for starting such new divisions, then such permission shall be deemed to have been accorded by the State Government if no adverse communication of any nature is issued by the State

Government upto the Academic Year in which such new divisions are to be started

(9) The State Government, for the purpose of giving effect to the provisions of sub-section (3) or sub-section (4), as the case may be, may by notification in the Official Gazette, lay down the procedure to be followed for the purposes under the said sub-sections

Procedure for affiliation.

276. (1) On receipt of the permission from the State Government, the Academic Council of the university shall consider grant of first time affiliation to the new college or institution of higher learning or to the new courses of study, subjects, faculties, additional divisions, or satellite centers as the case may be

(2) The Academic Council shall decide, -

(a) whether affiliation should be granted or rejected;

(b) whether affiliation should be granted in whole or part;

(c) subjects, courses of study, the number of students to be admitted;

(d) conditions, if any, which may be stipulated while granting or for granting the affiliation to be complied within reasonable time:

Provided that, in case of failure to comply with such conditions within such period, the affiliation granted shall be deemed to have been cancelled and no communication in this regard by the university to the management concerned shall be necessary

(3) The Vice-Chancellor shall communicate the decision of Academic Council to the management with a copy to the Director of Higher Education, within one month from the date of communication of sanction by the State Government in respect of opening the new college or institution of higher learning or starting a new course of study, subjects, faculties or additional divisions, or satellite centers and if the application for affiliation is granted, along with an intimation regarding,

(a) the courses of study, subjects, faculties or additional divisions for which affiliation is granted;

(b) the number of students to be admitted

(c) the conditions, if any, subject to the fulfillment of which the affiliation is granted and time stipulated for compliance of such conditions

(4) Where the college or institution is eligible and due for accreditation or re-accreditation, as the case may be, and such college fails to comply with the requirements of accreditation or re-accreditation, then no affiliation shall be granted by the university to such college or institution;

Provided that, nothing in this sub-section shall apply in respect of the affiliation for natural growth of the faculty, additional division, course of study, subject or satellite center

(5) No student shall be admitted by the college or institution unless the university has granted the affiliation to the college or institution of higher learning or to a new course of study, subject, faculty or additional division

Procedure of recognition of institutions.

277. (1) The management of an institution actively engaged in conducting research or specialized studies for a period of not less than five years, and seeking recognition shall apply to the Registrar of the university before the (Date decided by Board of Management) of the year preceding the year from

which the recognition is sought, with full information regarding the following matters, namely: -

(a) the constitution and personnel of the management;

(b) the subjects and courses of study and research Programmes for which recognition is sought

(c) the accommodation, infrastructure including land, area and ownership equipment and the number of students for whom provision has been made;

(d) the permanent, visiting and honorary staff of the institution, recognized for guiding research or recognizable for the purpose by the university; their experience, evidence of research work carried out at the institution, publications, report, monographs, books published by the institution;

(e) the fees levied, or proposed to be levied, and the provisions made for capital expenditure on buildings, equipment and for the continued maintenance and efficient working of the institution

(2) Only those applications complying with the requirements shall be accepted and considered by the university

(3) All such applications shall be scrutinized by the Board of Deans The Board of Deans may call for any further information, which it thinks necessary and shall ask the management to comply with the requirements

(4) If the Board of Deans decides to consider the application, it shall cause an inspection by a committee of persons having specialized knowledge in the subject or field concerned, for physical verification of all requirements for grant of recognition

(5) The committee shall visit the institution and submit a report thereof to the Board of Deans, with such recommendations duly supported by relevant reasons as are deemed appropriate

(6) After considering the report of such inquiry, and making such further inquiry, as it may think necessary, the Board of Deans shall submit to the Vice-Chancellor the proposal to grant or reject the application, in part or in whole, with such recommendations duly supported by relevant reasons as are deemed appropriate and the report of the inquiry committee

(7) The Vice-Chancellor shall after considering the proposal submitted by the Board of Deans, may, either grant or reject it The decision of the Vice-Chancellor in this regard shall be final and binding

(8) The decision shall be communicated to the management with a copy to the Director of Higher Education

(9) The process laid down in sub-sections (1) to (8) shall be completed within six months

278. (1) The management of prestigious private skills education provider seeking recognition from the university to various degree, diploma, advanced diploma and certificate courses as prescribed by the University as per the NEP-2020 regarding skill qualification and education framework and to the experts engaged for conducting such courses shall apply to the Registrar in the prescribed format, with full information on the programs run by the private skills education provider and other data as sought in the format, before (Date decided by Board of Management) of the year preceding the year from which the recognition is sought

Procedure for recognition of private education provider.

(2) Only those applications complying with the requirements and received within the prescribed time-limit, shall be accepted and considered by the university

(3) All such applications shall be scrutinized by the Board of Deans. The Board of Deans shall inform the management the discrepancies in the application or documents submitted for seeking recognition, and shall ask the management to comply with the requirements

(4) The Board of Deans after being satisfied with the authenticity of the private skills education providers shall cause an inspection by the committee of experts in skills education, industry and academia, for the purpose of grant of recognition

(5) The committee shall visit the institution and submit a report thereof to the Board of Deans, with such recommendations duly supported by relevant reasons as are deemed appropriate

(6) After considering the report of such inquiry, and making such further inquiry as it may think necessary, the Board of Deans shall submit to the Vice-Chancellor the proposal to grant or reject the application, in part or in whole, with such recommendations duly supported by relevant reasons as are deemed appropriate and the report of the inquiry committee

(7) The Vice-Chancellor shall after considering the proposal submitted by the Board of Deans, may, either grant or reject it and the decision of the Vice-Chancellor in this regard shall be final and binding

(8) The decision shall be communicated to the management

(9) The time schedule for the process laid down in sub-sections (2) to (8) shall be published and completed by the University up to (Date decided by Board of Management) of the year, in which private skills education provider intends to start various degree, diploma, advance diploma and certificate courses

(10) The recognition shall be valid for a period of five years The procedure referred to in sub-sections (1) to (8) shall apply mutatis-mutandis, for continuation of such recognition, from time to time

(11) The recognized private skills education provider shall conduct assessment, declare results and recommend to the University for Award of certificate, diploma, advanced diploma and degree for different programs

(12) The management desirous of closing down the institution providing private skills education shall apply to the Registrar on or before the (Date decided by Board of Management) of the preceding year, stating fully the grounds for closure, and pointing out the assets in the form of buildings and equipment, their original cost, the prevailing market value and the grants so far received by it either from the University Grants Commission, the State Government or from public funding agencies

(13) On receipt of such an application, the Vice-Chancellor shall cause to make enquiries as it may deem fit, to assess and determine whether the private skills education provider be permitted to effect the closure The Vice-Chancellor may examine whether the closure should be avoided by transferring it to another management

(14) If the Vice-Chancellor decides to recommend the closure, the Board of Deans shall prepare and submit to the Board of Management, a report on the extent of damages or compensation to be recovered from the management and whether the assets created utilizing the funds provided by

the University Grants Commission, the State Government or other public funding agencies, be transferred to other management

(15) The Vice-Chancellor shall, with prior concurrence of the Board of Management, decide whether private skills education provider be permitted the closure

(16) The procedure to give effect to the closure shall be in phases, so as to ensure that the students already admitted to the private skills education provider are not affected, and that the first year shall be closed first and no new admission shall be effected The procedure to phase out the closure shall be such as may be prescribed

Recognition to empowered autonomous skills development colleges.

279. (1) The management of the empowered autonomous skills development college applying for recognition shall give and comply with the following undertakings, namely: -

(a) that the provisions of the Act and Statutes, Ordinances and Regulations made there under and the standing orders and directions of the university shall be observed;

(b) that there shall be suitable and adequate physical facilities such as buildings, classrooms with modern delivery facilities, skills development laboratories with necessary equipment, if needed, library and knowledge access facilities, information and communication technology connectivity and other facilities as may be prescribed by the university;

(c) that the financial resources of the college shall be such as to make provision for its continued maintenance and working;

(d) that there shall be core academic and technical staff, as prescribed by the university, and the emoluments and the terms and conditions of services of the staff of the college shall be such as prescribed by the university;

(e) that there shall be linkages with the industries or businesses as may be necessary to give professional experiences and also a panel of experts from industries or businesses which shall work as visiting teachers or trainers as demanded by the various programs of that college which intends to run;

(f) that the services of all teaching staff, visiting teachers or experts, supporting and technical staff and the facilities of the college shall be made available for conducting examinations, evaluation and for promoting other activities of the university;

(g) that there shall be no change or transfer of the management without previous permission of the university;

(h) that the college shall not be closed without permission of the university;

(i) that in the event of disqualification or de-recognition or closure of the college, the college shall continue to function and discharge its duties till last batch of student's registered for various programs are trained, assessed or evaluated, their results are declared by the university and they are given appropriate certificate of completion of the programme

(2) The management of college seeking recognition from the university shall apply to the Registrar of the university in the prescribed format, before (Date decided by Board of Management) of the year preceding the year from which the recognition is sought, to various degree, diploma, advanced diploma and certificate courses as prescribed by the University as per the National, State level policy regarding skills qualification and education framework providing information on the programs proposed to be

conducted in college, which shall include relevant data on curriculum, delivery process, creation of necessary academic and skills training infrastructure, linkages with appropriate industries or business, faculty and experts with their academic qualifications and domain experience and other supporting information on assessment of students and the financial details of the college seeking recognition

(3) Only those applications complying with the requirements and received within the prescribed time-limit, shall be accepted and considered by the university

(4) All such applications shall be scrutinized by the Board of Deans and a report thereof be forwarded to the Vice-Chancellor and the university shall inform the management, of the discrepancies in the application or documents submitted for seeking recognition and shall ask the management to comply with the requirements

(5) The Board of Deans after being satisfied with the authenticity of the proposal, shall cause an inspection by the committee of experts in skills education, industry and academia for the purpose of grant of recognition

(6) The committee shall visit the institution and submit a report thereof to the Board of Deans, with such recommendations duly supported by relevant reasons as are deemed appropriate

(7) After considering the report of such inquiry, and making such further inquiry as it may think necessary, the Board of Deans shall submit to the Vice-Chancellor the proposal to grant or reject the application, in part or in whole, with such recommendations duly supported by relevant reasons as are deemed appropriate and the report of the inquiry committee

(8) The Vice-Chancellor shall after considering the proposal submitted by the Board of Deans, may, either grant or reject it and the decision of the Vice-Chancellor in this regard shall be final and binding

(9) The time schedule for the process laid down in sub-sections (2) to (8) shall be published and completed by the University up to (Date decided by Board of Management) of the year, in which empowered autonomous skills development college intends to start various degree, diploma, advance diploma and certificate courses

(10) The decision shall be communicated to the management, on or before the (Date decided by Board of Management) of the year, in which the management desires to seek recognition

(11) The recognition shall be valid for a period of five years The procedure referred to in sub-sections (1) to (10) shall apply mutatis-mutandis, for continuation of recognition, from time to time

(12) The recognized empowered autonomous skills development college shall conduct assessment, declare results and recommend to the university award of joint certificate, diploma, advanced diploma and degree for different programs

(13) The management desirous of closing down the empowered autonomous skills development college shall apply to the Registrar on or before the (Date decided by Board of Management) of the preceding year, stating fully the grounds for closure, and specifying the assets in the form of buildings and equipment, their original cost, the prevailing market value and the grants so far received by it either from the University Grants Commission, the State Government or from public funding agencies

(14) On receipt of such an application, the Vice-Chancellor shall cause to make enquiries as it may deem fit, to assess and determine whether the college be permitted to effect the closure The Vice-Chancellor may, examine whether the closure should be avoided by making provisions for transferring it to another management

(15) If the Vice-Chancellor decides to recommend the closure, it shall prepare and submit to the Board of Management, a report on the extent of damages or compensation to be recovered from the management and whether the assets created utilizing the funds provided by the University Grants Commission, the State Government or other public funding agencies, be transferred to other management

(16) The Vice-Chancellor shall, with prior concurrence of the Board of Management, decide whether the college be permitted the closure

(17) The procedure to effect the closure shall be in phases, so as to ensure that the students already admitted to the college are not affected, and that the first year shall be closed first and no new admission shall be effected The procedure to phase out the closure shall be such as may be prescribed

Continuation of affiliation or recognition.

280. (1) The procedure prescribed in sub-sections (1) to (3) of section of procedure for affiliation shall apply, mutatis-mutandis, for the consideration of continuation of affiliation, from time to time

(2) The procedure prescribed in section of procedure of recognition of institutions, for grant of recognition shall apply, mutatis-mutandis, for the consideration of continuation of recognition

Extension of affiliation or recognition.

281. The affiliated college or recognized institution may apply for affiliation or recognition for additional courses of study. The university shall follow the procedure as prescribed in sections of conditions of affiliation and recognition; procedure for permission for opening new college or new course, subject, faculty, division; procedure for affiliation and procedure of recognition of institutions, so far as may be applicable

Permanent affiliation and recognition.

282. The affiliated college or institution or recognized institution with at least five years standing as an affiliated or recognized institution shall apply for permanent affiliation or recognition. The Board of Deans shall consider and scrutinize the applications and make recommendation to the Academic Council If the Academic Council is satisfied that the affiliated college or institution or recognized institution has fulfilled all the conditions of affiliation or recognition satisfactorily and has attained high academic and administrative standards as prescribed by the university and concerned regulatory bodies, from time to time, the Academic Council and Board of Management shall grant permanent affiliation or recognition to the college or institution, as the case may be.

Inspection of colleges and recognized institutions and report.

283. (1) Every affiliated college and recognized institution shall furnish such reports, returns and other particulars as the university may require for enabling it to judge the academic standards and standards of academic administration of the college or recognized institution

(2) The Vice-Chancellor shall cause every university department or institution, affiliated college or recognized institution to be inspected, at least once in

every three years, by one or more committees appointed by him in that behalf which shall consist of the following members, namely: -

(a) the Dean of the faculty concerned - Chairperson;

(b) one expert, not connected with the university or with any affiliated college or recognized institution under its jurisdiction, nominated by the Academic Council;

(c) one expert, to be nominated by the Board of Management;

(d) one expert, to be nominated by the Commissioner/ Director of Higher & Technical Education:

Provided that, no member on such committee shall be connected with the management of college or institution concerned

(3) The committee shall submit its report to the Vice-Chancellor for his consideration and for further action as may be necessary

Shifting college location.

284. (1) The permission for shifting of location of a college or institution of higher learning only within the same district shall be granted

(2) The Board of Management of the university shall consider the points referred to in sub-section (3) before granting permission for shifting of location of a college

(3) Permission shall be granted by the university after the concurrence of the State Government:

Provided that, -

(a) such shifting of location does not result in disturbing the educational development of the location from where the college is being shifted;

(b) such shifting to a new location is allowed only if such location is within the periphery of five kilometers of the location for opening a new college or institution of higher learning, as indicated in the annual perspective plan; an

(c) the infrastructure and other facilities in the new location are adequate as per the prescribed norms

(4) If the college is being shifted from one location to another for reason of natural calamity, emergent permission shall be granted by the university and shall in due course of time be approved by the State Government

Withdrawal of affiliation or recognition.

285. (1) If an affiliated college or recognized institution fails to comply with the conditions of affiliation or recognition as provided in section of conditions of affiliation and recognition, of The Gujarat Public Universities Act – 2023, or to allow the College Development Committee as provided in section of college development committee to function properly or to take action as per directions issued under the Act, or if it is conducting the college or recognized institution in a manner prejudicial to the interest of the university or the standards laid down by it, the Board of Deans may issue a notice to the management to show cause as to why the privileges conferred on the college or recognized institution by affiliation or recognition should not be withdrawn in part or in whole or modified

(2) The Board of Deans shall mention the grounds on which it proposes to take the action and shall send a copy of the notice to the principal of the college, or head of recognized institution It shall also specify in the notice, the period, being a period which shall not be less than thirty days within which the management should file its written statement in reply to the notice

(3) On receipt of such written statement or on expiry of the period specified in the notice issued under sub-section (1), the Board of Deans shall place before the Academic Council, the notice and the written statement, if any, with or without the motion for withdrawal or modification of such privileges

(4) The Academic Council shall, having regard to the interest of students studying in the colleges or recognized institutions, shall recommend an action in this behalf to the Vice-Chancellor and he shall pass the necessary order

Closure of affiliated college or recognized institutions.

286. (1) No management of an affiliated college or recognized institution shall be allowed to close down the affiliated college or recognized institution without prior permission of the State Government

(2) The management desirous of closing down the college or recognized institution shall apply to the university on or before (Date decided by Board of Management) of the preceding year, stating fully the grounds for closure, and pointing out the assets in the form of buildings and equipment, their original cost, the prevailing market value and the grants income so far received by it either from the University Grants Commission, the State Government or from public funding agencies, private donors, fees from students and fund balances

(3) On receipt of such an application, the Academic Council shall cause to make inquiries as it may deem fit, to assess and determine whether the affiliated college or recognized institution be permitted to effect the closure The Academic Council may examine whether the closure should be avoided by transferring it to another management

(4) If the Academic Council decides to recommend the closure, it shall prepare and submit to the Board of Management, a report on the extent of damages or compensation to be recovered from the management for the assets created utilizing the funds provided by the University Grants Commission, the State Government or other public funding agencies and from student's fees

(5) The Academic Council shall, with prior concurrence of the Board of Management and approval of the State Government decide whether the affiliated college or recognized institution be permitted the closure

(6) The university may transfer the college or a recognized institution to another management with prior approval of the State Government and after following the procedure prescribed in that behalf

(7) The procedure to effect the closure shall be in phases, to ensure that the students already admitted to the affiliated college or recognized institution are not affected, and that the first year shall be closed first and no new admissions shall be effected The procedure to phase out the closure shall be such as may be prescribed.

(8) The procedure for closure of affiliated colleges, or recognized institutions, referred to in sub-sections (1) to (7) shall, mutatis-mutandis apply in the case of closure of faculties, courses of studies or satellite centres.

CHAPTER XXII
RECOGNITION OF POST GRADUATE CENTRE
(Under Section 31 of the Act)

Requirements for recognition of post graduate centre of the university.

287. For the purpose of organisation and co-ordination of Post-graduate teaching, training and research in the University will be conducted at such centres/affiliated colleges and in such subjects as may be specified when granting the recognition.

The following shall be the requirements for recognition of a centre for imparting postgraduate instructions and/or teaching:

(a) In the faculties of (1) Arts (2) Science in all subjects other than Chemistry, and (3) Commerce,

(i) For instituting a post-graduate centre in the subject concerned it shall be necessary that full teaching of all the papers in the subject be organised and implemented.

(ii) It shall be necessary for a post-graduate centre in a subject concerned in any of the above faculties to have on its local staff at least three recognised postgraduate teachers in the subjects.

Provided that while granting a Post-graduate centre in common subjects like English Economics in different faculties, in the colleges run by the same management in the same premises, the recognised post-graduate teachers working in a college or colleges or institution or institutions under the same management in the same premises may for the purpose of this ordinance with the permission of the Vice Chancellor be treated as the local staff for any one faculty but not in two or more faculties.

In the Faculty of Science (Chemistry only): For instituting a post-graduate centre in the subject of Chemistry, the following local staff of a College/Institution shall be required:

(b) Three recognised post-graduate teachers out of which two recognised postgraduate teachers shall be in the branch of the subject concerned and one recognised post-graduate teacher shall .be in either of the remaining branches of the subject concerned.

(Provided that In the case of any of the post-graduate centres in Inorganic, Organic, or Physical Chemistry if there is no adequate local staff as required due to certain circumstances, such a centre will be permitted to continue, provided it has one full-fledged post-graduate teacher in the branch of the subject of the post-graduate centre concerned and other teachers in any other branch or branches as required under clause above.)

For instituting a post-graduate centre in Group "D" - Analytical Chemistry, following

shall be the minimum requirement of local teaching staff:

(c) Not less than two-third of the total number of periods in the subjects be provided for by the college from amongst its own local staff duly recognised and not more than one third of the total number of periods per subject per week may be provided for in a term by inviting such number of recognised teacher or teachers duly recognised either as postgraduate from other colleges or recognised institutions or University departments.

(d) No Centre shall work for less than five days a week where practical work is not involved and six days a week where practical work is involved with not more than four lectures to be delivered on Sundays, if necessary.

Process for recognition of post graduate centre of the university.

288. (a) The authorities of an affiliated college or a recognised institution desiring to have/start a post-graduate centre for a particular subject at their college or recognised institution which have 2 passed out batches of Under graduate, shall apply to the University in a prescribed form in terms of condition laid down above along with fees of Rs. 30000/- per semester in case of Arts and Commerce and Rs. 50000/- per semester in case of Science.

(b) The matter of recognition of a Post- Graduate Centre any institution situated within the University area must be first examined by the Academic Council which would then recommend the same to the Executive Council.

(c) The Executive Council would, if needed, may set up a Local Inquiry Committee (LIC), before deciding the recognition. Such recognition will be given by the University on the basis of recommendation of LIC.

(d) The affiliated colleges, learner support centres or recognised institutions applying to the University for recognition of post-graduate centres in one subject or more shall undertake the responsibility of fulfilling the requirements of such a centre and other terms and conditions as laid down by the University from time to time.

(e) There shall not generally be more than three post-graduate centres in a district, provided that the University may in its discretion permit the opening of a fourth Centre in an exceptional case for the same subject of post-graduate study at another place, if

(i) there are at least two hundred forty students enrolled in those three centres in the preceding year, and

(ii) the institution applying for the new centre has at least forty candidates ready for enrolment to start with and fulfils all the conditions laid down under the relevant rules for opening a centre. In no case, there shall be more than four centres in a subject in the same district.

(f) It shall be a condition for affiliation of colleges and recognition of institutions that they will co-operate in the scheme and work of post-graduate teaching of the University.

(g) In case of post-graduate teacher of a particular place requiring to visit a recognised centre for collaboration in its teaching work, the inviting post-graduate centre will bear the expenses of lodging of the visiting teachers. The actual travelling expenses of the teacher shall be borne by the University as per rules to be made in that behalf.

Guidelines for permitting postgraduate programmes in an affiliated college.

289. (a) General Conditions

(1) The college shall comply with all the provisions of the Act, the Statutes, the Ordinances and also the rules and regulations of the University framed in this regard.

(2) Colleges having permanent affiliation or at least four years of continuous affiliation only shall be eligible to start postgraduate programmes.

(3) There shall be a core faculty consisting of at least four full-time members for each postgraduate programme in a college. All the faculty members shall be duly qualified as prescribed by the UGC from time to time. Among them at least two members should posses research degree (Ph.D.)

(4) All the faculty members shall be paid as per pay scales prescribed for the concerned cadres viz., Professors, Readers, Lecturers by UGC/AICTE and payment shall be made through Bank.

(5) ln addition to the core faculty, retired teachers having more than five years of teaching experience at the P.G. level may be appointed as visiting faculty to handle certain specialized topics/subjects if need be. ln exceptional cases eminent persons may also be invited to deliver lectures.

(6) There shall be separate faculty for each postgraduate programme. Undergraduate teachers shall not be permitted to handle post-graduate classes.

(7) The number of teaching posts, the qualifications (as prescribed by the University) of the teaching staff, their recruitment procedure and conditions of service shall be in accordance with the Statutes/Ordinances/Regulations of the University in private colleges and shall be such as to ensure the imparting of adequate instructions to the students in the courses of studies to be undertaken by the College. However, the service conditions of employees shall be as prescribed by the Government.

(8) Atleast one member of the P.G. faculty of the college and one representative of the concerned University shall be represented in the Governing Council.

(9) The students shall be admitted to the postgraduate programmes as per the regulations prescribed for the concerned programme by the concerned university and also as per the guidelines of admissions issued by the state Government from time to time.

(10) The college/institution shall collect tuition and other fees as prescribed by the University/ State Government from time to time.

(11) The intake for each postgraduate programme shall be as fixed by the University/State Government/AICTE/Bar Council of India/ AICTE/UGC etc.

(12) The academic and welfare activities of the students belonging to backward classes and Scheduled castes/Tribes shall be properly looked after and special attention be paid by the colleges to their problem while also adhering to State rules and directions on reservation.

(13) No college shall impose levies its teaching and non-teaching staff for meeting recurring or non-recurring general or special expenditure of the college or impose cuts in their salaries for any other purpose.

(14) The college shall have undisputed possession of land measuring atleast 5 acres and shall submit a blue print of the proposed building for the college.

(b) Infrastructure Requirements

(1) The college shall establish a separate library specifically dedicated to postgraduate programs. This library will be equipped with essential facilities such as a reading room, journal section, textbook section, and reference section, in addition to internet access. The seating capacity of the library will be determined based on the number of postgraduate students enrolled in the programs. A designated librarian will be appointed to manage the postgraduate library, especially if the college offers more than two postgraduate courses.

(2) Additionally, the college will provide separate classrooms, staff rooms, a ladies' common room, and laboratories exclusively for the postgraduate programs. The size of these facilities, including classrooms and laboratories, will be determined based on the number of students admitted to each program.

(3) Furthermore, the college must ensure the availability of separate hostel facilities for postgraduate students.
(4) The college is required to demonstrate to the University that it possesses adequate financial provisions and has deposited the necessary endowment funds to support the postgraduate programs.
(5) Moreover, the college must also prove that it has a sufficient recurring income from its own resources to ensure its continuous and efficient functioning.

(c) Research Facilities

The postgraduate teaching will be more meaningful if the institutions create facilities for research in the concerned disciplines. This will enable the faculty members of the concerned disciplines. This will enable the faculty members of the concerned disciplines to keep themselves abreast of the latest developments in their own areas of specializations. If the institution creates research facilities, it will enable the faculty members to initiate projects and also apply for funding from specific agencies.

(d) Library

The library should have an adequate number of journals (both Indian and Foreign) in the concerned disciplines. There should be internet facilities to enable the faculty and scholars to have access to worldwide information.
(i) Databases relating to the concerned disciplines in colleges offering postgraduate courses should be procured by the first year, and
(ii) There shall be an investment of at least Rs. 2 lakh in the first year and Rs. 50,000 in every subsequent year for library and journals pertaining to each P.G. program.

(e) Laboratories

(1) For the post-graduate programmes, in the science disciplines, a dedicated research laboratory shall be established exclusively for research purposes.
(2) In the case of a Non-Government college, its management is required to have its accounts audited annually by a chartered accountant chosen from a panel approved by the University. A copy of the annual accounts, along with the audit report, must be provided to the University for inspection.
(3) All necessary registers and records, as mandated by University Regulations and Government orders, shall be meticulously maintained. These records will be made available for inspection by the University or Government authorities whenever required.

(f) Preliminary Project Report

(1) The college which intends to apply for postgraduate programmes shall prepare a preliminary project report showing the infrastructure and other facilities available for each programme, sufficient proof of financial and other resources for sustaining the programme.
(2) The college shall also give an undertaking that it abides by all the conditions mentioned above if it is considered for granting affiliation to postgraduate programmes.
(3) The preliminary project report must be prepared and submitted as per the enclosed Proforma.

(4) After receiving the preliminary project report, the University shall constitute a committee including the Dean of the concerned faculty and one or two expert members. This committee will assess the preliminary report and provide its opinion about the feasibility and need for starting the postgraduate program in the college.

(g) Local Inquiry Committee

Based on the committee's report the University shall arrange to send a Local Inquiry Committee in accordance with the provisions of the Act, Statute and Regulations to visit the college and give its report. While giving its recommendations the LIC shall strictly follow the above guidelines and shall not recommend if the institution is incapable of fulfilling the conditions.

(h) Final Approval/Disapproval

(1) Based on the report of LIC the University will approve/disapprove the affiliation.

(2) Notwithstanding the guidelines laid down above, all the conditions prescribed by the Act, Statutes, Ordinance, and Regulations in respect of Affiliation shall be mandatory.

Note: The Exercise on affiliation shall begin at least nine months in advance and get completed at least two months before the admissions are made in the College.

CHAPTER XXIII
RECOGNITION OF COLLEGES WITH POTENTIAL OF EXCELLENCE

(1) In order to strengthen Under-graduate and Post-Graduate teaching programmes the affiliated colleges can apply for the entitlement of College with Potential of Excellence.

(2) The proposals should be prepared by the universities as per the guidelines of University Grants Commission for “College with Potential of Excellence” and submitted to the Central Government for further process, after consulting the State Government.

(3) The committee at the University Level, consisting of the following members shall scrutinize the submitted proposal:

(a) Vice-Chancellor of the University;
(b) Registrar of the University;
(c) Dean of the University;
(d) College Development Council;
(e) Two experts outside from the university.

(4) The committee shall authenticate the data provided by the applicant college and shall also score the data under specific parameters as per the scoring scale provided as per the guidelines of University Grants Commission for “College with Potential of Excellence”.

CHAPTER XXIV
ANNUAL REPORT, ANNUAL ACCOUNTS AND AUDIT REPORT
(Under Section 41 & 42 of the Act)

Preparation of annual report, annual accounts and audit report.

290. (1) The Annual Report of the University, along with colleges and institutions under its jurisdiction shall be prepared by the Board of Deans and following the approval of the Executive Council shall be submitted to the Board of Management for its approval.

(2) The Annual Report of the University approved by the Board of Management shall be placed before the State Government within one year of the conclusion of the academic year.

(3) The Annual Accounts shall be maintained following the system prescribed in the Act and shall be audited within four months of the close of the financial year.

(4) The Board of Management would appoint the internal and statutory auditors for the University, through a fair and transparent means, ensuring that the audit teams have no interest or independence conflicts with the authorities or the affairs of the University.

(5) Following the Audit, the Annual Accounts together with the Auditors' observations and remarks in the form of an Audit Report shall be placed before be Board of Management for its approval and advice on addressing the auditors' concerns.

(6) The Audit Report along with the compliance report shall be submitted to the Board of Management six months before the close of the fiscal year without fail.

(7) Following the approvals of the Annual Report, Annual Accounts and Audit Report the University must publicly disclose the same.

(8) The State Government shall, as soon as may be, place the Annual Report, together with the Annual Accounts, Audit Report, and the Compliance Report before the State Legislature.

CHAPTER XXV
PROCEDURE FOR RECOVERY OF DAMAGE OR LOSS FROM AN AUTHORITY OR BODY OR MEMBERS THEREOF OR FROM AN OFFICER
(Under Section 43 of the Act)

Competent authority.

291. The Vice-Chancellor shall be the competent authority to take an action of recovery of damage or loss from any authority or body or members thereof or from any officer for causing damage or loss to the University. If the damage or loss to the University is caused by any action of the Vice-Chancellor, the Chancellor shall be the competent authority.

Grounds for recovery of damage or loss.

292. Any damage or loss to the University shall be liable to be recovered from the authority or body or the concerned members thereof, jointly or severally, or from the officer concerned, if it is found that such damage or loss has been caused to the University-

(1) by any action, wilful or negligent, on the part of the authority or body or officer concerned, which is not in conformity with the provisions of the Act, Statutes, Ordinances or Regulations, except when done in good faith; or

(2) due to failure to act in conformity with the provisions of the Act, Statutes, Ordinances or Regulations, by wilful neglect or default on its or his part, as the case may be.

Procedure for recovery of damage or loss.

293. Procedure for Recovery of Damage or Loss:

(1) On a complaint being received against the authority or body or the concerned members thereof, or against the officer concerned, of having caused damage or loss to the University, the competent authority shall appoint a committee to determine whether there is a prima facie case for initiating an action of recovery of damage or loss from such authority or body or members thereof, or against such officer.

(2) In case it is found that a prima facie case for initiating an action of recovery of damage or loss from such authority or body or members thereof, or against such officer concerned exists, the competent authority shall issue a notice in writing to the person/s concerned, to show cause as to why the damage or loss caused to the University shall not be recovered from him/them. The competent authority shall mention in the notice, the grounds on which it proposes to take the action and shall also specify the estimated amount of recovery and the period, being a period which shall not be less than thirty days within which the person/s concerned should file his written explanation in reply to the notice. Copies of relevant documents which have been relied upon, shall also be supplied to the alleged person/s along with the show cause notice.

(3) On receipt of such written explanation or on expiry of the period specified in the show cause notice issued under Clause (2), the competent authority shall offer a fair opportunity to the alleged person/s to explain, either on his own or through his representative, why the damage or loss caused to the University be not recovered from him/ them, jointly or severally.

(4) After taking into consideration the written explanation, if any, to the show cause notice, the statements of the alleged person/s, made and recorded during the course of hearing and the relevant documents, the competent authority shall determine the amount to be recovered from the alleged person/s, jointly or severally, and the period within which such amount shall be paid, which shall not be less than thirty days and more than six months.

Provided that-

(a) the total amount to be recovered shall not exceed the actual amount of the loss or damage caused to the University;

(b) recovery shall be compensatory and not penal in nature;

(c) recovery shall not be made for any remote or indirect loss or damage sustained by the University.

(d) The decision of the competent authority shall be communicated to the alleged person/s.

(e) The procedure prescribed in Clauses (3) and (4) need not be followed when the person alleged admits the alleged act in writing.

(f) The amount so recovered shall be deposited in the appropriate fund of the University.

CHAPTER XXVI
PERFORMANCE PAY ALLOWANCE OF TEACHING AND NON-TEACHING STAFF BEING SELECTED OR NOMINATED AS A MEMBER OF THE LEGISLATIVE ASSEMBLY OF THE STATE
(Under Section 44 of the Act)

Intimation to the university.

294. (1) A teacher or a non-teaching employee selected or nominated as a member of the Legislative Assembly of the State, or of the Parliament shall intimate the Registrar of the University in writing within 21 days of his selection or nomination.

(2) In case of teaching staff, he/she would be allowed to take teaching and research work at their respective institutions, however he/she would not be allowed to hold any administrative positions or discharge administrative responsibilities.

(3) A teacher nominated as a member of the Legislative Assembly of the State, or of the Parliament shall communicate to the registrar whether they wish to continue with their teaching and research work within the University.

Continuity of service, recoding of absences/ leave and computation of pay & allowances.

295. (1) In case the teacher nominated as a member of the Legislative Assembly of the State, or of the Parliament opts to continue his/ her teaching and research work, he/she would be treated as lien/ on-duty when he/she attends the Parliament or state Legislature sessions, and also when they undertake any other parliamentary or state Legislative assignments. Their attendance and leaves would be tracked as per the usual practices, however based on their pre-occupation, the teaching and research workload may be reduced as deemed fit by the respective heads of the department. Teachers continuing with the teaching and research work may draw the admissible allowances from the Parliament/State Legislature Secretariat, along with the salaries from the University/ College.

(2) In case the teacher does not wish to continue teaching and wish to take a leave of absence, he/she would not be entitled to any salary/ benefits from the University/ College, however, the period of his or her membership would be taken into account in determining the period of service, pension computation, determination of seniority and increments. Vice-Chancellor is authorized to appoint any person for time gap arrangement of said absent period of employee.

(3) The non-teaching staff of the University would not be allowed to hold any administrative positions or discharge administrative responsibilities. Such employees would be treated as on leave and would not be entitled to any salary or allowances.

(4) The teacher or non-teaching staff would continue invariably continue hold his post during the period of his or her membership of the Legislative Assembly or of the Parliament. The period of his or her membership would be taken into account in determining the period of service, pension computation, determination of seniority and increments.

Relaxation in the requirements of Career Advancement Scheme (CAS), Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS).

296. (1) In case of teachers opting to discharge their teaching and research duties, the CAS scores, API scores and Appraisal targets would be revised as per their workload assigned. Wherever scores or targets/ performance metrics are computed, these would be revised commensurate to the workload assigned as compared to the regular workload for the purpose of maintaining fair comparison.

(2) In case of teacher's option to avail leave for their period of his or her membership of the Legislative Assembly or of the Parliament, the average scores and performance of the teacher in the last 3 years would be considered for the purpose of computation of the CAS/ API scores during the period of absence. In terms of targets, the minimum target for each metric would be deemed to have been achieved for the period of absence.

CHAPTER XXVII
RESOLUTION OF DISPUTES RELATED TO THE CONSTITUTION OF AUTHORITIES OR BODIES OF THE UNIVERSITY
(Under Section 45 of the Act)

Intimation to the state government.

297. (a) In case of any dispute arising due to the constitution of bodies of the University, the the matter may, be referred, on petition by any person or body directly affected or suo motu by the Vice-Chancellor to the State Government.

(b) For such references as made by the Vice-Chancellor, it shall be submitted upon receiving a requisition signed by not less than one fourth members of the Board of Management.

Formation of an Administrative Board.

298. (a) In case the State Government determines that a violation of the applicable act, Statutes or Ordinances or Regulation has occurred, it may direct the University to constitute an Administrative Board to temporarily manage the affairs of the University to avoid disruptions till the time the dispute is statutorily resolved.

(b) The Board of Management of the University would recommend to the State Government through the Vice-Chancellor to appoint an Administrative Board for the affiliated/constituent college to run the management of such college in case of disputes regarding the management of such colleges, till the dispute is statutorily resolved. The constitution of this board and the process of its appointment shall be as prescribed by the Statutes.

(c) The decision of the State Government in this regard shall be final and binding.

Manner of proceedings of resolving disputes.

299. (a) Upon receiving such a request, of a dispute related to the constitution, composition, or functioning of university authorities or bodies, the state Government would constitute a Mediation Board for resolution of the dispute.

(b) The dispute shall be referred to the State Government-appointed Mediation Board for resolution.

(c) The State Government shall appoint qualified and impartial mediators to facilitate the mediation process. Mediators shall possess expertise in conflict resolution and knowledge of university governance.
(d) The mediators shall schedule and conduct mediation sessions at a mutually agreeable location and time for all parties involved.
(e) All parties shall participate in good faith, engaging in open and honest discussions to reach a resolution.
(f) All mediation discussions, negotiations, and related documents shall be confidential and may not be disclosed to any third party, except as required by law.
(g) If a resolution is reached, the mediators shall assist the parties in drafting a written mediation agreement outlining the agreed-upon terms. All involved parties shall sign the agreement, indicating their commitment to adhere to the terms outlined therein.
(h) Once the mediation agreement is signed by all parties, it shall be binding and enforceable. The university authorities or bodies shall promptly implement the terms of the agreement.
(i) If a resolution is not reached through mediation, the mediators shall prepare a report detailing the issues discussed, the attempts made to resolve the dispute, and the reasons for the failure to reach an agreement. This report shall be submitted to the State Government for review.
(j) In such cases the State Government, may issue a binding decision based on the findings of the mediation process. All parties involved shall be bound by this decision.
(k) These mediation procedures may be amended or revised by the State Government as necessary.

CHAPTER XXVIII
REVIEW AND FIXATION OF FEES

Constitution of committee for review and fixation of fees.

300. The University is charged with the duty of fixation of fees for various programmes offered by itself and its constituent institutions, in compliance with the Gujarat Professional Technical Educational Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act, 2007 and its amendments. The University is also to ensure that the fees are proposed in consonance with the guidelines and standard operating procedures specified by the Fee Regulation Committees (Technical and Non-Technical) of the state along with the guidelines specified by regulatory bodies including AICTE, UGC and others as applicable.

In order to ensure that the fees for the programmes offered by the University and its constituents adhere to the to the applicable guidelines and procedures specified by the regulatory authorities and applicable acts, the Committee for Review and Fixation of Fees shall be constituted at the University level.

Composition of committee for review and fixation of fees.

301. The committee for review and fixation of fees would be constituted with the following members:

Designation	Position in Committee
The Vice Chancellor of the University	Chairman
Any Former Judge of the High Court or Supreme Court	Member
Any former Director/ Vice Chancellor/ Provost or equivalent from a Tier 1 management institution in India	Member
Any Retired General Manager of a Nationalized or Public Sector Banks of India	Member
A chartered accountant fully independent from the affairs of the University and who has not provided audit or non-audit services to the University	Member
The Registrar of the University	Member
The Finance and Accounts officer of the University	Member Secretary

If required, the Vice-Chancellor may permit a Representative from the students of the constituent institution to attend the proceedings of the committee as a special invitee who would not have any voting rights or powers to act on behalf of the committee.

Functions of the committee for review and fixation of fees.

302. (1) The Committee for Review and Fixation of Fees is to review the fee structure as proposed by the Finance Committee and recommended by the Board of Management and further recommend it to the Technical or the Non-Technical Fee Regulation Committees of the state, depending on the programme for which the fees are being fixed or revised.

(2) The Committee shall review the fees proposed in accordance with the Standard Operating Procedures for evaluation of Fee Proposals by the Fee Regulation Committees of the state.

(3) The Committee must examine the classification of expenditure items listed as direct expenditure on education and take care to ensure no items are misclassified.

(4) The Committee is to ensure that items which constitute a notional cost are excluded from the expenditure items which are used to determine the fees.

(5) The committee is to ensure that the fee burden arising from interest, borrowings, retained earnings or amortization is not unduly passed on to the students.

(6) The committee is to review the documents and declarations submitted to the Fee Regulation Committees of the state for accuracy of the claims.
(7) The Committee for Review and Fixation of Fees is also to examine the non-tuition and exam fee heads as well and rationalize the same in line with actual expenditure incurred.
(8) In case of new institutions, the Committee for Review and Fixation of Fees is to ensure that the fee burden of higher initial investments is not burdened on the initial batches.

TABLE-1
(Minimum API requirement for the promotion of teachers under CAS in university departments)

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

TABLE-2
(Minimum API requirement for the promotion of teachers under CAS in colleges (UG & PG)

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

TABLE-3
(Minimum API requirement for the promotion of Library staff under CAS in Universities)

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

TABLE-4
(Minimum API requirement for the promotion of Library staff under CAS in Colleges)

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

TABLE-5
(Minimum API requirement for the promotion of University Director/Deputy Director/Assistant Director, Physical Education and Sports)

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

TABLE-6
(Minimum API requirement for the promotion of College Director, Physical Education and Sports)

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

Annexure A- Classification of Malpractices and Punishments

Sl.No	Nature of malpractice	Punishments Applicable
1	Possession by a candidate or having access to books, notes (on any paper, question paper, hall ticket, ruler or on the person), paper, another student's answer book or any other material, whether written, inscribed, engraved or electronic or any other devices such as cell phones, digital diary, programmable calculator, pen scanner, Bluetooth equipment, smart watches etc., which could be of help or assistance to him in answering any part of the question paper.	1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. 2. Candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 2500 Rs (Two Thousand Five Hundred Rupees) shall be imposed
2	Found copying using any of the material mentioned in 1 above.	1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. 2. Candidate would **NOT** be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 4000 Rs (Four Thousand Rupees) shall be imposed
3	Possession of another student's answer book or answer sheet.	1. Annulment of the performance of the both students in the particular paper at the University/ College/ Institution exam in full. 2. Candidates would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 5000 Rs (Five Thousand Rupees) shall be imposed for both the students.
4	Possession of another student's answer book or answer sheet with evidence of copying.	1. Annulment of the performance of the both students in the particular paper at the University/ College/ Institution exam in full. 2. Candidate found copying would **NOT** be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. The other candidate would be allowed to appear for the examination of the

		cancelled paper in the subsequent chance. 4. A fine of INR 5000 Rs (Five Thousand Rupees) shall be imposed for both the students.
5	Mutual/ Mass copying	1. Annulment of the performance of the both students in the particular paper at the University/ College/ Institution exam in full. 2. Candidates found copying would **NOT** be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 10000 Rs (Ten Thousand Rupees) shall be imposed for all the students found copying.
6	Found having written request for favours in answer paper	1. Annulment of the performance of student in the particular paper at the University/ College/ Institution exam in full. 2. The candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 1000 Rs (One Thousand Rupees) shall be imposed.
7	Smuggling in/out of blank answer book/ answer sheet 1) To use as copying material. 2) Written answer booksheet based on the question paper set at the examinations. 3) Written outside exam hall and inserting it with other answer book or any other insertions in the answer book 4) Written answer booksheet and forging the signature of the invigilator thereon	1. Annulment of the performance of student in the particular paper at the University/ College/ Institution exam in full. 2. The candidate would not be allowed to appear for the examination of the cancelled paper in the subsequent chance two chances. 3. A fine of INR 10000 Rs (Ten Thousand Rupees) shall be imposed.
8	Possession of Mobile Phone inside the examination hall	1. Annulment of the performance of student in the particular paper at the University/ College/ Institution exam in full. 2. The candidate would be allowed to appear for the examination of the

		cancelled paper in the subsequent chance. 3. A fine of INR 3000 Rs (Three Thousand Rupees) shall be imposed.
9	Possession of Mobile Phone inside the hall and evidence of communication of matters related to the examination or malpractice using earphones, microphones and Bluetooth	1. Annulment of the performance of student in the particular paper at the University/ College/ Institution exam in full. 2. The candidate would not be allowed to appear for the examination of the cancelled paper in the subsequent two chances. 3. A fine of INR 10000 Rs (Ten Thousand Rupees) shall be imposed.
10	Identical answers in the answer books reported by the Chairman/ Chief Examiner during valuation	1. Annulment of the performance of the both students in the particular paper at the University/ College/ Institution exam in full. 2. Candidates found copying would **NOT** be allowed to appear for the examination of the cancelled paper in the immediate subsequent chance. 3. A fine of INR 10000 Rs (Ten Thousand Rupees) shall be imposed for all the students found copying.
11	Tampering/ interfering with University Seal, or answer book or other stationery used in the examinations	1. Annulment of the performance of student in the particular semester/session at the University/ College/ Institution exam in full. 2. Candidates would **NOT** be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance. 3. A fine of INR 10000 Rs (Ten Thousand Rupees) shall be imposed for all the students found copying. 4. Depending on the gravity of the offence, the case may be referred to the Police and permanent debarment from exams may be considered on the recommendation of the MPEC.
12	Misconduct such as using obsence language/ violence/ threats at the examination centre	1. Annulment of the performance of student in the particular semester/session at the University/ College/ Institution exam in full. 2. Candidates would **NOT** be allowed to appear for the examinations of the

		cancelled semester/session in the immediate subsequent chance. 3. A fine of INR 10000 Rs (Ten Thousand Rupees) shall be imposed for all the students found copying. 4. Depending on the gravity of the offence, the case may be referred to the Police and permanent debarment from exams may be considered on the recommendation of the MPEC.
13	Unauthorized access to examination records or strong rooms including online records for tampering or modifying the same	1. Annulment of the performance of student in the particular semester/session at the University/ College/ Institution exam in full. 2. Candidates would **NOT** be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance. 3. A fine of INR 10000 Rs (Ten Thousand Rupees) shall be imposed for all the students found copying. 4. Depending on the gravity of the offence, the case may be referred to the Police and permanent debarment from exams may be considered on the recommendation of the MPEC.
14	Insertion of currency notes in exam paper or attempting to bribe any official of the University	1. Annulment of the performance of student in the particular paper at the University/ College/ Institution exam in full. 2. The candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 4000 Rs (One Thousand Rupees) shall be imposed and the currency recovered would be deposited in the University account.
15	Impersonation in any form at the University/ College/ Institute exam	1. Annulment of the performance of student in the particular semester/session at the University/ College/ Institution exam in full. 2. Candidates would **NOT** be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance.

		3. A fine of INR 10000 Rs (Ten Thousand Rupees) shall be imposed. 4. Depending on the gravity of the offence, the case may be referred to the Police and permanent debarment from exams may be considered on the recommendation of the MPEC.
16	All other forms of malpractice, not covered in the aforementioned sections such as tampering/ tearing sheets, swallowing manuscripts used to copy, refusal to cooperate with the invigilator, disturbing other candidates in the hall, tampering or altering the grade card or exam registers etc.	1. Annulment of the performance of student in the particular semester/session at the University/ College/ Institution exam in full. 2. Debarment from exams would be decided by the MPEC. 3. A fine of INR 10000 Rs (Ten Thousand Rupees) shall be imposed.
17	Repeat instances of involvement in malpractice	1. Annulment of the performance of student in the particular semester/session at the University/ College/ Institution exam in full. 2. Debarment from exams would be decided by the MPEC. 3. A fine of INR 10000 Rs (Ten Thousand Rupees) shall be imposed.
18	Involvement in multiple types of malpractice in the same instance	1. Punishment in terms of annulment and debarment to be decided by the MPEC. 2. A fine would be imposed totalling the applicable fines for all applicable types of malpractices for which the candidate has been found guilty.
19	Malpractices in case of practical exam/ dissertation/ project	To be dealt at par with punishments of the theory exams
20	If a student is found guilty of plagiarism of a thesis /dissertation/ project work during the period of assessment	1. Resubmission of thesis /dissertation/ project work in case of Ph.D /Masters Students, with the entire process of review conducted afresh. 2. Reduction in grade awarded would be decided by the MPEC. 3. Deferment of submission would be decided by the MPEC.
21	If a Candidate who is awarded PhD from the University, is found guilty of plagiarism by the University	The degree awarded shall be withdrawn by the University.

22	If a student is found guilty of influencing supervisor or any member of adjudication committee or panel for viva voce of resorting to any malpractice.	1. Reduction in grade awarded would be decided by the MPEC. 2. Punishment and fine would be decided by the MPEC.

Annexure B- Proforma's for Inventory Management

Proforma A
REGISTER OF FIXED ASSETS

Name and description of the Fixed Assets .....

Date 1	Particulars of Assets 2	Particulars of Supplier		Cost of the Assets 5	Location of the Assets 6	Remarks 7	University Identification Number
		Name and Address 3	Bill No. and Date 4				

Notes:

1) Cost of assets shall be determined as per the guideline given in the Accounting Standard 10 for "Accounting of Fixed Assets" issued by the Institute of Chartered Accountants of India, New Delhi
2) Assets acquired through Donation/gift/transfer also shall be recorded in the Register of Fixed assets. Cost shall be determined as per the guidelines issued from time to time by the Institute of Chartered Accountants of India, New Delhi.

Proforma B

STOCK REGISTER OF CONSUMABLES SUCH AS STATIONERY, CHEMICALS, SPARE PARTS ETC.

Date 1	Particulars 2	Suppliers Invoice No. and Date 3	Receipt 4	Issue Voucher No. 5	Issue 6	Balance 7	Unit Price 8

Proforma C
ACCESSION REGISTER

Date	Accession Number	Author	Title	Vol.	Place and Publisher	Year of Publication	Pages	Sources	Class No.	Book No	Cost	Bill No. and Date	Withdrawn Date	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Proforma D
REGISTER OF ASSETS OF HISTORICAL / ARTISTIC VALUE

Name of Asset .....

Date of Acquisition	**Source of Acquisition**	**Cost price, if any**	**Particulars which make it an asset of historic /artistic value**	**Particulars of the custodian of the asset**	**Location Remarks of the asset**	**Remarks**
1	**2**	**3**	**4**	**5**	**6**	**7**

Proforma E

REPORT OF SURPLUS, OBSOLETE AND UNSERVICEABLE STORES FOR DISPOSAL

Item No.	Particulars of Stores	Quantity/ Weight	Book Value/ Original purchase price	Condition and year of purchase	Mode of disposal (sale, public auction or otherwise)	Remarks
1	2	3	4	5	6	7

Annexure C- For the post of Assistant Professor (Direct Recruitment)

A: Academic Record and Research Performance – Maximum Score (50)

The Academic Record and Research Performance of the candidates shall beevaluated on the basis of following parameters, namely:-

A-1 :Academic Record(40): In addition to consideration of the academic performance at UG and PG level, due independent weighatage shall be given to,-

- special achievements like rank, Gold Medal, Distinction etc.
- extra /additional qualifications like Ph.D., JRF, Certificate,Diploma, Advanced Diploma, Degree, Specialization etc.
- prizes, Awards, Merit Scholarships, Recognitions etc.
- teaching experience.

A-2: Research Performance (10)

- Publications
- Research Projects undertaken (Other than the projects which are integral part of curriculum)
- Paper presentation in Regional/State/National/International conferences
- Participation in Seminar/Workshops/Symposia/Conferences etc.
- Prizes in student research convention

B: Domain Knowledge and Teaching Skills : Maximum Score (30)

During interview, domain knowledge and teaching skills of the candidate shall be evaluated on the basis of following parameters, namely:-

- Domain Knowledge
- Teaching techniques and skills
- Presentation skills

C : Interview Performance : Maximum Score(20)

Interview performance of the candidate shall be evaluated on the basis offollowing parameters, namely:-

- Communication skills
- Voice Modulation
- ICT Skills
- Participation in co-curricular, extra-curricular activities, Extension work, etc.
- General knowledge

Annexure D - For the post of Associate Professor/Professor (Direct Recruitment)

A: Academic background – (20)

- In-service academic achievements
- Dissemination of Subject Knowledge to the stakeholders
- Academic recognition during the previous stage
- Role in designing new courses/recognitions in the Department/College
- Participation in various committees and statutory bodies.

B: Research Performance based on cumulative API Score and Quality of Publications: (40)

- Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission : 20
- In addition, weightages to the API scores shall be given as under:
  - ➢ up to 10% additional API score over the minimum required API score : 1 to 5
  - ➢ More than 10% but up to25 % over minimum required API score : 6 to 10
  - ➢ More than 25% but up to 50 % over minimum required API score : 11 to 15
  - ➢ More than 50% over minimum required API score : 16 to 20

C: Domain Knowledge and Teaching Skills : Maximum Score (20)

During interview, domain knowledge and teaching skills of the candidate shall be evaluated on the basis of following parameters, namely:-

- Updating of subject contents
- Teaching performance
- Innovative teaching/learning methodologies
- Mentoring, guiding and counseling
- Examination duties
- Students Feedback

D : Interview Performance : Maximum Score 20

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills
- Voice Modulation
- ICT Skills
- Participation in co-curricular, extra-curricular activities, Extension work, etc.
- General knowledge

Note : In case of candidate who is satisfying the minimum eligibility norms as prescribed by the University Grants Commission but who does not have teaching experience, the selection committee shall evaluate the credentials of such candidate on the basis of his contributions in research in terms of quality of publications, impact factor, citations, h-index, patents to his credit, research guidance to Ph.D. students, number of research projects ongoing/completed, research collaborations, innovations, consultancy, transfer of technology, association with academic/research/industrial bodies, etc.

Annexure – E For the promotion of Assistant Professor (stage-3) to Associate Professor/Equivalent Cadre (Stage-4) under Career Advancement Scheme

A: Research Contribution- Maximum score (30)

- Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission : 15
- In addition, weightages to the API scores shall be given as under:
  - ➢ up to 25% additional API score over the minimum required API score : 1 to 5
  - ➢ More than 25% but up to 50 % over the minimum required API score : 6 to 10
  - ➢ More than 50% over the minimum required API score : 11 to 15 .

B: Assessment of Domain Knowledge and Teaching Practices: Maximum Score (50)

During interview, domain knowledge and teaching practices of the candidate shall be evaluated on the basis of following parameters, namely:-

- Updating of subject contents
- Teaching performance
- Innovative teaching/learning methodologies
- Mentoring, guiding and counseling
- Examination duties
- Students Feedback

C: Interview Performance : Maximum Score (20)

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills,
- Voice Modulation,
- ICT Skills ,
- Participation in co-curricular, extra-curricular activities, Extension work etc.
- General knowledge

The incumbent in order to get promotion shall undergo minimum of two-weeks of advanced training/field exposure in the subject or subject related research from the Universities/Institutes recognized by State Government. Alternatively, the incumbent for acquiring advanced knowledge in the subject shall spend two weeks on deputation at recognized institute of national repute.

Annexure – F For the promotion of Associate Professor to Professor/Equivalent Cadre under Career Advancement Scheme

A: Research Contribution- Maximum score (50)

- Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission: 25
- In addition, weightages to the API scores shall be given as under:
  - ➢ up to 25% additional API score over the minimum required API score : 1 to 5
  - ➢ More than 25% but up to 50 % over the minimum required API score : 6 to 10
  - ➢ More than 50% but up to 75 % over the minimum required API score : 15 to 20
  - ➢ More than 75% over the minimum required API score : 21 to 25 .

B: Assessment of Domain Knowledge and Teaching Practices : Maximum Score (30)

During interview, domain knowledge and teaching practices of the candidate shallbe evaluated on the basis of following parameters, namely:-

- Updating of subject contents
- Teaching performance
- Innovative teaching/learning methodologies
- Mentoring, guiding and counseling
- Examination duties
- Students Feedback

C: Interview Performance : Maximum Score (20)

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills,
- Voice Modulation,
- ICT Skills ,
- Participation in co-curricular , extra-curricular activities, Extension work etc.
- General knowledge

Annexure – G For the Post of Principal/Director

(A) Aptitude for teaching, research and administration (20)
(B) Ability to communicate clearly and effectively (10)
(C) Ability to plan institutional programs, analyse and discuss curriculum development and delivery, research support and college development/administration (20)
(D) Ability to deliver lecture programs (10)
(E) Merits and credentials on the basis of API Score (40)

- Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission: 20
- In addition, weightages to the API scores shall be given as under:
  - up to 10% additional API score over the minimum required API score: 1to 5
  - More than 10% but up to 25 % over the minimum required API score: 6to 10
  - More than 25% but up to 50 % over the minimum required API score: 11to 15
  - More than 50% over the minimum

By order and in the name of the Governor of Gujarat,

MANOJ VAGH,
Deputy Secretary to Government..

Government Central Press, Gandhinagar.