

Dr. HARISINGH GOUR UNIVERSITY, SAGAR (M.P.)

(A Central University)

(Established under the Central Universities Act, 2009)



ORDINANCE

**Duly approved by the Executive Council of the University
and noted by the Govt. of India, Ministry of HRD
Department of Higher Education, New Delhi**

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ORDINANCE-8

CONSTITUTION OF THE BOARDS OF STUDIES AND TERM OF OFFICE OF ITS MEMBERS

(Under Section 23 of the Act and Statute 16(2) of the Statutes of the Central Universities)

1. School Committee

There shall be a **School Committee** consisting of all the teachers of all the departments within the school. In order to optimize the use of resources and talents, to avoid duplication of courses and, for effective coordination of CBCS programs within a school, it is headed by **Chairperson**.

The School Committee will prepare the common time-table in consultation with the controller of examinations.

Each school committee is required to meet at least once in a month. It will meet necessarily:

1. Once prior to the commencement of semester to plan for the conduct of the programs of the school, and
2. Once after the End-semester examination to finalize the results.

Meeting notices for the School Committee will be sent by the Chairperson of the School.

The School Committee will also serve as the Board of Studies for all the Programs offered by the various departments of the school. The Chairperson of the School will be the Chairperson of the Board of Studies. The Board of Studies will formulate and recommend;

- i. Eligibility criteria for admission in the CBCS programs
- ii. Curriculum Content
- iii. Model Question Papers for each course and assessment procedure

2. Departmental Committee

There shall be a **Departmental Committee** consisting of all the teachers of the Department. Conveners for undergraduate and post graduate courses be appointed by the Head of Department and approved by School Committee. The Departmental Committee shall be responsible for admission to all the programs offered by the Department including conduct of entrance tests, verification of records, admission and evaluation.

The departmental Committee will deliberate on courses and specify the distribution of credits semester-wise and course-wise. For each course it will also specify the number of credits of lectures tutorials, practicals, seminars etc.

Courses (Core/Elective) are designed by teachers and approved by the Departmental Committees. Courses Approved by the Departmental Committees shall be approved by the Board of Studies.

ORDINANCE-9

DUTIES OF HEADS OF DEPARTMENTS/CENTRES (Under Section 28(1)(o) of the Central Universities Act, 2009)

The Head of Department shall be appointed by the Vice-Chancellor for a period of three years from amongst the Professors and in case there is no Professor in the department, from amongst Associate Professor and in case there is no Associate Professor in the department, from amongst Assistant Professor in the department by rotation.

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

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

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

ORDINANCE-11

PROCEDURE/NORMS FOR APPOINTMENT TO THE POSTS OF PROFESSOR, ASSOCIATE PROFESSOR AND ASSISTANT PROFESSOR (Under Statute 18 (4) of the Statutes of the Central Universities Act, 2009)

1. The University will issue all-India advertisement for recruitment to the teaching posts in leading national dailies giving at least 45 days time and make appointments there-to on all India basis on the recommendations of the Selection Committee as constituted in Statute 18(2).
2. In order to attract best talent, the University may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year.
3. The Chairman-Convenor shall issue to each member of the Selection Committee a Notice, not less than ten days before the meeting, stating the time and venue of the meeting. Meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and of the experts nominated by the Executive Council.
4. The Chairman-Convenor shall be entitled to vote at the Selection Committee meeting and shall have a casting vote in the case of a tie.
5. The recommendations of the Selection Committee shall be submitted to the Executive Council and orders of appointment shall be issued after the approval of the Executive Council in accordance with Statute 12(2) (ii).
6. The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed by the UGC from time to time, shall be followed.

In addition to the above, the Vice-Chancellor may recommend, (in consultation with the concerned Dean and Head of the Department) to the Academic Council such specialization or any other condition as required for the post to be filled up.

7. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him / her for being called for interview.
8. The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.

9. It would be open to the Executive Council to offer appointment to suitable persons who may not have applied in accordance with Statute 19(1).
10. The rules and procedures prescribed by the Govt. of India in respect of the Reserved categories shall be followed as provided in Section 7 of the University Act.
11. The Selection procedure shall be as laid down by the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education – 2010 and as amended from time to time.
12. If case of selection of two or more persons on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.
13. No recommendations should be made with a condition attached to the occurrence of the future events.
14. The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation.
15. The statutory provision for relaxing of age, minimum qualification, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PH categories will be made applicable to them.
16. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., it shall be so stated and recorded.
17. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be as per the UGC Regulation referred to above.
18. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
19. The in-service candidates should apply through Proper Channel.
20. Outstation candidates belonging to SC/ST categories called for interview will be paid to and from 2nd AC railway fare towards journey expenses on production of tickets/proof.
21. Canvassing in any form on behalf of any candidate will disqualify such candidate.

22. The Chairman-Convener shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act/Statute/Ordinance.
23. The Selection Committee's recommendations, when approved by the Executive Council, shall remain valid for a period of one year from the date of such approval.
24. The application forms will be sold and registration fee collected at the rates prescribed by the University from time to time. The SC/ST/Physically Challenged candidates need not pay Registration Fee.
25. In case of any dispute, suite or legal proceedings against the University, the jurisdiction shall be restricted to the High Court of Madhya Pradesh, Jabalpur.

ORDINANCE-12

**PROCEDURE FOR PROMOTIONS OF ASSISTANT PROFESSOR
AND ASSOCIATE PROFESSOR**

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

ORDINANCE 13

WRITTEN CONTRACT OF APPOINTMENTS

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

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

SERVICE CONTRACT

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

WHEREAS the Dr. Hari Singh Gour Vishwavidyalaya, Sagar, (M.P.)
(hereinafter referred in as “the University”) have engaged the party of the first part as
_____ (Designation) and the party of the first part has
agreed to serve the University on the terms and conditions hereinafter contained;

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

1. The party of the first part shall submit to the orders of the University and of the authorities under whom he may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty _____ (Date) subject to the terms and conditions herein contained.
2. The party of the first part shall devote his / her whole time and attention efficiently and diligently to his / her duties and at all time obey the rules including the University Service Conduct Rules prescribed for the time being for the regulations of the branch of the University to which he may be attached and shall whenever required to perform such duties as may be assigned to him / her from time to time.
3. The party of the first part shall be of the Teacher’s / Officer’s rank and his / her status shall be that of _____ (Designation) in _____ (Department / Centre/Office) as on the date of appointment.
4. The party of the first part shall be from the date of coming into force of this contract, be granted Rs. _____ (Basic Pay including the grade pay of Rs. _____) in the pay scale of Rs. _____. He/she shall also be eligible for the usual allowance as admissible under the rules of the University in force.

WRITTEN CONTRACT FOR SHORT-TERM APPOINTMENT

Memorandum of Agreement made this the day of
..... Two Thousand and
.....between (hereinafter called the 'Teacher') on the first part, and the Dr. Hari Singh Gour Vishwavidyalaya, Sagar (M.P.) a body corporate constituted under the Central Universities Act, 2009 (No.25 of 2009) hereinafter called the 'University') on the second part.
It is hereby agreed as follows:

1. That the University hereby appoints..... to be a member of the teaching staff of the University with effect from theand the saidhereby accepts the engagement, and undertakes to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the said Act, Statutes and Ordinances framed there under, for the time being in force, whether the same relate to organisation of instruction, or teaching, or research or the examination of students or their discipline or their welfare, and generally to act under the direction of the authorities of the University.
2. That the said shall be a whole-time teacher of the University and unless the contract is terminated by the Executive Council or by the teacher before the expiry of the term of his appointment for which he is appointed or is terminated as hereinafter provided, shall continue in the service of the University for the period of his appointment as aforesaid.
3. That the University shall pay during the continuance of his engagement hereunder as a remuneration of his services a basic pay of Rs., including grade pay of Rs..... in the scale of pay.....plus usual allowances per mensem, raising by annual increments of Rs. to a maximum pay of Rs. per mensem.

Provided that no increment shall be withheld or postponed save by a resolution of the Executive Council on a reference by the Vice-Chancellor to it, and after the teacher has been given sufficient opportunity to make his written representation.

4. That the said teacher agrees to be bound by the Statutes, Ordinances, Regulations and Rules for the time being in force in the University, provided that no change in the terms and conditions of service of teacher shall be made after his appointment in regard to designation, scale of pay, increment and provident fund so as to adversely affect him.
5. That the teacher shall devote his whole-time to the service of the University and shall not, without the written permission of the University, engage, directly or indirectly, in any trade or business whatsoever, or in any private tuition or

other work to which any emolument or honorarium is attached, but this prohibition shall not apply to work undertaken in connection with the examination of Universities or learned bodies or public service commission, or to any literary work or publication or radio talk or extension lectures, or with the permission of the Vice Chancellor, to any other academic work.

6. It is further agreed that this engagement shall be liable to be determined before the expiry of the aforesaid period of appointment by the University except on the grounds specified and in accordance with the procedure laid down in Statute 25 of the Statutes of the University.
7. The teacher may at any time, terminate his engagement by giving one month notice in writing or salary in lieu thereof to the Executive Council, provided that the Executive Council may waive the requirement of notice at its discretion.
8. On the termination of this engagement, from whatever cause, teacher shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him.

In witness whereof the parties hereto affix their hands and seal.

Signature:

Designation:

In the presence of:

1. Signature

Designation

2. Signature:

Designation

Signed and sealed on behalf of the University under the authority of the Executive Council by:

Signature:

Designation:

In the presence of:

1. Signature

Designation

2. Signature:

Designation

ORDINANCE-14

CONDITIONS OF SERVICE OF TEACHERS

(Under Section 28 (1) (o) of the Act and
Statute 22(1) of Statutes of the Central Universities Act, 2009)

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

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

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

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

2. **Nature of Duties:**

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

3. **Period of Probation and Confirmation:**

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

Provided that the Executive Council for the reasons recorded, may waive the condition of probation.

Provided further that the condition of probation shall not apply in case of teachers appointed by the Executive Council under the Statute 19 (1).

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.

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

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

4. **Confirmation:**

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

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

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

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

5. **Increment:**

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

6. **Age of retirement:**

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

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

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

7. **Variations in terms and conditions of service:**

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

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

8. **Professional Code of Conduct:**

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

- i) Any lapse in performing his / her duties as assigned by the university from time to time.
- ii) Gross partiality in assessment of the students, deliberately over marking/under marking or attempts at victimization on any ground.
- iii) Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his / her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the university.
- iv) Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his / her relationship with his / her colleagues and trying to use the above considerations for improvement of his / her prospects or any other such actions which are against the interest of the university.
- v) Refusal to carry out the decisions by appropriate administrative and academic bodies and / or functionaries of the University.
- vi) Indulging in Plagiarism of any sort within the legal meaning, interpretation and expression of the term.

9. **Resignation:**

A whole-time salaried teacher may, at any time, terminate his / her contract by giving the University three months' notice in writing or on payment to the University of three months salary in lieu thereof. The notice period shall be

one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.

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

10. **Contract:**

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

11 **Fixation of pay of re-employed pensioners**

As per the Government of India Rules issued from time to time.

12. **Teaching Days, Work Load And Leave Rules**

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

ORDINANCE-15

SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT (SPARSH) (Under Section 28(n) of the Central Universities Act, 2009)

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

Bodies of SPARSH:

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

Functions, Powers and duties of ABS:

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

Functions, powers and Duties of UCC:

- i. To fulfill the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace.
- ii. To evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence.
- iii. To ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints.

Operational definitions:

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

5. Constitution of ABS:

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

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

6. Constitution of UCC:

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

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

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

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

8. Vacancy in the office of chairperson or members of ABS/UCC:

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

9. Procedures for Transaction of Business of ABS:

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

10. Procedure for Filing Complaints with the UCC:

- i. Wide publicity to be given for filing complaints.
- ii. Complaints to be registered in strict confidence.
- iii. Taking cognizance of complaints about sexual harassment, the UCC shall conduct enquiries, provide assistance and redressal to the victims, recommend penalties and other action to be taken.
- iv. Any student resident, service provider, outsider, faculty member or non-teaching staff may make a complaint of sexual harassment against a student, resident, service provider, outsiders, faculty members or non-teaching-staff.

- v. The party may lodge a complaint directly to the Vice-Chancellor, or to any member of the UCC.
- vi. The complaint may be oral or in writing. If it is oral, it shall be put into writing by the UCC.
- vii. The UCC may hear both the parties (Complainant and the accused) in a manner as it may deem appropriate, and determine the course of action that the situation merits.
- viii. The UCC will be responsible for conducting a formal enquiry against the student/teacher/non-teaching staff member/service provider allegedly involved in a case on the basis of its findings during the preliminary enquiry.
- ix. The inquiry shall be conducted under the rules and procedure already laid down by the University and will be in conformity with the principles of natural justice.
- x. The formal inquiry shall commence within a week and shall be completed within two months from the date of its reference. If the UCC finds it impractical to dispose of the case within the given time, it will be recorded in writing, and the period may be extended by the Vice-chancellor.

11. Penalties:

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

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

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

ORDINANCE-16

Curbing the Menace of Ragging in Higher Educational Institutions (Under Section 28 (n) of the Central Universities Act, 2009)

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

ORDINANCE-19

TRAVELING AND HALTING ALLOWANCE RULES (Under Section 28(o) of the Act and 2(iii) & 12(xx) of the Statutes of the Central Universities Act, 2009)

1. These Regulations may be called the Traveling and Halting Allowance Regulations of the Dr. Hari Singh Gour Vishwavidyalaya, Sagar (M.P.)
2. They shall apply to :
 1. Members of the authorities of the University and members of the Committee(s) appointed by the authorities or by the Vice Chancellor
 2. Officers and employees (teaching and non-teaching) of the University.
 3. Students proceeding on approved excursions / field work and any other academic activities
3. Traveling and Halting Allowance shall be applicable to the following categories as below.
 - a. Members of authorities, Members of Committees appointed by the above authorities.
 - i. Journey by Rail: AC II Tier each way fare for the members from the place of the residence to place of work and back/

Journey by Air: As per rules of Govt. of India.
 - ii. Rate of road mileage: As per rules of Government of India.
 - iii. The rates of road mileage will be on the basis of prevailing rates in the Metropolitan city of a particular State and, if no rates have been fixed, then the rules of neighboring States may be adopted. However, if no such rates have been prescribed, the following rates of road mileage allowance may be fixed subject to other conditions governing grant of Road Mileage Allowance and regulations of T.A. claim as per the order issued on the subject from time to time.

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

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

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

d. Other Employees of the University
For purposes of traveling/halting allowance members of the staff will be categorized into five grades as follows:

Grade Pay

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

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

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

Note 1 : In the case of re-employed persons, 'pay' means grade pay based on which his pension is fixed.

Note 2: Honorarium or part time workers shall rank in such grade as the Vice Chancellor may decide on a case to case basis.

- e) Students proceeding on academic activities.

4. General:

- i) A member of the staff will be paid traveling/halting allowance for travel in connection with official work or in connection with congresses, conferences or seminars when he/she is sent as a delegate by the University (and is not paid by the authorities organizing the congress etc) or when he has to proceed on field work or accompany students on educational tour/field work. Approval of the competent authority prescribed for the purpose shall, however, be taken before undertaking such journeys.

Note : In the case of congresses/conferences/seminars, approval of the Vice Chancellor shall be obtained. The Deans may sanction field work by teachers and other Research/Technical Staff of the University in respect of projects approved by the University and within the sanctioned provision.

- ii) In case of other tours on official work, Finance Officer, Deans and Registrar may authorize the move in the case of staff working with them. In the case of Deans and Registrar the tour programme shall be got approved by the Vice Chancellor.
- iii) When a person combines tour with vacation/leave and does not return to headquarters immediately on completion of tour, he will be entitled to traveling/halting allowance for onward journey only.
- iv) When a member of the vacation staff is required to come to headquarters from outside to attend, during vacation meetings of the Registrar or other Statutory bodies and of Committees appointed by these bodies or meetings of examination committees etc. he will be entitled to travel grant for the journey from the place of stay outside to the place of the meeting and back but not to any halting allowance.
- v) A person compulsory recalled to duty before the expiry of leave sanctioned to him will be entitled to draw travel grant from the place at which the communication reaches him provided the leave is curtailed by not less than a month. If the period by which the leave is curtailed is less than a month travel grant may be allowed at the discretion of the Vice Chancellor.
- vi)
 - a) A teacher attending conference/seminar/workshop etc. with the financial assistant under the scheme "Unassigned Grants" of University Grants Commission, rules of unassigned grants shall be followed.
 - b) In respect of teachers nominated/deputed to attend the conferences/seminar/ workshop from out of the University funds other than unassigned grants the following cases of teachers shall be considered for approval by the competent authority.
 - i) A person who is nominated or elected as President of Chairman of the Conference/meeting/section etc.
 - ii) A person whose paper has been accepted for being presented at the Conference/Seminar.

- iii) The traveling allowance shall not exceed the actual traveling expenses and halting allowance may be paid as decided by the Vice Chancellor.
- vii) On educational tour/field work trips, the railway fare will be allowed at the concessional rate; where such concession is permissible under the railway regulations, by the class to which the person is entitled according to his grade.
- viii) The authority competent to permit a person to proceed on tour etc. may sanction an advance to cover his traveling expenses for a period not exceeding thirty days. A second advance is not permissible except under special sanction of the Vice Chancellor, until an account has been given of the first advance.
- ix) The T.A. bills shall be submitted within a month of the completion of the tour. Balance out of the advance, if any, shall however be refundable immediately. Unless permitted by the Vice Chancellor the entitlement of a person to traveling and halting allowances is forfeited as deemed to have been relinquished if the claim is not preferred within six months from the date on which they become due.
- x) Traveling and halting allowances once drawn and admitted shall not be revised in consequence of revision of TA regulations or increase in pay resultant on promotion/grant of advance increments with retrospective effect except for late authorization/drawl of increments.
- xi) The Deans and Registrar will be their own Controlling Officers. They will also be Controlling Officers in the case of the staff working with them.
- xii) It is the duty of a Controlling Officer before signing or counter – signing a traveling allowance bill
 - a. To see that the halt has not been unnecessarily or unduly protracted;
 - b. To satisfy himself that traveling allowance for journey by Rail has been claimed for the class of accommodation actually used; and
 - c. To observe any other instructions which the Registrar or the Vice Chancellor may give for his guidance. The Controlling Officer may disallow any claim, in his opinion, does not fulfill the above conditions.
- xiii) The Controlling Officer may permit a person to draw the actual cost of hiring a conveyance not exceeding the scales given below in connection with a

journey performed in the University's interest within a radius of 8 kms, from his headquarters when a staff car /University conveyance is not made available and no traveling allowance is admissible.

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

Note: The conveyance hire reimbursed shall normally be the bus fare if the places to be visited are connected by the public conveyance. If on such routes any other conveyance is hired, the hire charges may be reimbursed on the certificate of the Finance Officer, Deans and Registrar that in the interest of the University work or due to the urgency it was necessary to hire such a conveyance. If the places to be visited are not connected by public conveyance, scooter fare may be paid.

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

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

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

Schedule (DA Rates)

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

	bills not exceeding Rs.200/- per day.
Officers drawing grade pay fo Rs.4,200 to - Rs.4,800/-	Reimbursement for Hotel accommodation / guest house of upto Rs.500/- per day; reimbursement of taxi charges of upto Rs.100 per day for travel within the city and reimbursement of food bills not exceeding Rs.150/- per day.
Officers drawing grade pay below Rs.4,200	Reimbursement for Hotel accommodation / guest house of upto Rs.300/- per day; reimbursement of travel charges of upto Rs.50 per day for travel within the city and reimbursement of food bills not exceeding Rs.100/- per day.

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

ORDINANCE-20

UNIVERSITY BUILDING COMMITTEE
(Under Section 28 (j) of the Central Universities Act, 2009)

1. There shall be a Building and Works Committee consisting of the following:
 - i. The Vice Chancellor shall be the Ex-Officio Chairman of the Committee. He may designate his/her nominee not below the rank of Professor.
 - ii. Registrar Member Secretary
 - iii. Finance Officer Member
 - iv. University Engineer Member
 - v. A Representative of the CPWD not below the rank of S.E. (Civil) Member
 - vi. A Representative of the CPWD not below the rank of S.E. (Electrical) Member
 - vii. A representative (Architect) from School of Planning and Architecture/Indian Institute of Technology not below the rank of Professor Member
 - viii. A Representative from Maulana Azad National Institute of Technology not below the rank of Professor Member
 - ix. A representative from the user department Member

The Vice Chancellor may invite any expert as and when felt necessary in the Building and Works Committee.

2. Five members of the building committee shall form a quorum and member other than Ex-officio shall hold office for three years.
3. The Committee shall:
 - a. be responsible for finalizing the Plans and Estimates of the various Building Projects approved by the UGC, or other funding Agencies, and for proper utilization of the Grants received from the UGC etc;
 - b. be responsible for the maintenance and upkeep of the University Buildings;
 - c. assess the cost of repairs, additions, alteration and demolition of the University Buildings annually and prepare the Budget for the same to be submitted for approval of the Executive Council.
 - d. exercise all such powers, as delegated to it by the Executive Council from time to time, and

- e. Constitute one or more Sub Committees to look after any of the functions and responsibilities assigned to it.
4. The Committee shall meet at least twice in a year, or as and when necessary.
 5. The Building Committee shall be responsible for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds received from the University Grants Commission, the Government, other funding agencies and from the University's own resources.

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

ORDINANCE-21

PURCHASE COMMITTEE

(Under Section 28 (j) of the Central Universities Act, 2009)

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

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

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

3. The procedure to be followed in making procurement for the University School/Department/Centre/Division/Section should conform to the following yardsticks:

- (i) The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring School/Department/Centre/Division/Section.
- (ii) The specifications so worked out should meet the basic needs of the Department/Centre/Section without including superfluous and non-essential features, which may result in unwarranted expenditure.
- (iii) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs;
 - a. Offers should be invited following a fair, transparent and reasonable procedure;
 - b. The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects;
 - c. The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;
 - d. At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.

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

4. Purchase of goods without quotation :

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

“I, _____, am personally satisfied that these goods purchased are of the requisite quality, specification and priced at prevailing market rate and have been purchased from a reliable supplier”.

5. Purchase of goods by purchase committee:

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

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

6. Purchase of goods directly under rate contract :

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

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

7. Purchase of goods through bids:

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

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

Advertised Tender Enquiry :

- (i) Subject to exceptions incorporated under Rules as above, invitation to tenders by advertisement should be used for procurement of goods of estimated value Rs.25 lakh (Rupees Twenty Five Lakh) and above. Advertisement in such case should be given in the Indian Trade Journal (ITJ), published by the Director General of Commercial Intelligence and Statistics, Kolkata and at least in one national daily having wide circulation.
- (ii) The University should also publish all its advertised tender enquiries on the website and provide a link with NIC website. It should also have its website address in the advertisements in Indian Trade Journal and Newspapers.
- (iii) The University should also host the complete bidding document in its website and permit perspective bidders to make use of documents downloaded from the website on payment of the amount specified, if priced.
- (iv) Where the University feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the Department/Centre/Section may send copies of the tender notice to the Indian embassies abroad as well as to the foreign embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries.
- (v) Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

Limited Tender Enquiry:

- (i) This method may be adopted when estimated value of the goods to be procured is up to Rupees Twenty-five Lakhs. Copies of the bidding document should be sent directly by speed post/registered post/courier/e-mail to firms which are borne on the list of registered suppliers for the goods in question as referred to above. The number of supplier firms in Limited Tender Enquiry should be more than three. Further, web based publicity should be given for limited tenders. Efforts

should be made to identify a higher number of suppliers to obtain more responsive bids on competitive basis.

- (ii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty five lakhs, in the following circumstances.
 - (a) The competent authority in the University certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The University should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.
 - (b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry.
 - (c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped, is remote.
 - (d) Sufficient time should be allowed for submission of bids in

Limited Tender Enquiry cases: Two bid system

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

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

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

Late Bids:

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

Single Tender Enquiry :

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

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

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

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

Bid Security:

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

Advance payment to supplier:

Ordinarily, payments for services rendered or supplies made should be released only after the services/supplies have been made. However, it may

become necessary to make advance payments in the following types of cases:

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

Such advance payments should not exceed the following limits:

- (i) Thirty per cent of the contract value to private firms:
- (ii) Forty per cent of the contract value to a State or Central Government agency or a Public Sector undertaking; or
- (iii) In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

University may relax, in consultation with the Finance Officer, the ceilings (including percentage laid down for advance payment for private firms) mentioned above. While making any advance payments as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm.

Part Payment to suppliers:

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it despatches the goods from its premises in terms of the contract.

Transparency, competition, fairness and elimination of arbitrariness in the procurement process:

All conditions stipulated under Rule 160 of General Financial Rules, 2005 of Government of India issued by the Ministry of Finance Department of Expenditure shall be applicable.

8. The Officer in charge of Purchase & Procurement shall convene the meeting of the Purchase Committee within 4 weeks from the date of receipt of indent or as and when necessary.
9. The purchase committee shall approve the tenders of rates of the firms in different item requirements and the orders for the items approved by the aforesaid Committee shall be placed with these firms by university as and when necessary.
10. In case the rates of the approved firms go up / down subsequently, the Purchase Committee meeting shall be convened again to approve of the rates before purchase are made.
11. If the purchase of any item the rate which has not already been approved by the Committee should become necessary in exceptional circumstances and time does not permit the convening of a meeting of the Purchase Committee, the

purchase of the item shall be approved by the competent authority and the same shall be placed before the next meeting of the Purchase Committee.

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

ORDINANCE-24

CONDITIONS OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY (Under Section 28 (1) (h) of the Central Universities Act, 2009)

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

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

1. Residence in Campus:

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

2. Supervision and Control - Central Committee on Residence:

- (a) The supervision and control of the Hall of Residence is vested in the Vice - Chancellor. The Dean of Students' Affairs (DOSA) will assist the Vice - Chancellor in performing his function with the help of a Central Committee on Residence.
- (b) The Central Committee shall be appointed by the Vice - Chancellor or by such person he may specify on his behalf and shall comprise the following:
 - (i) Dean of Students' Affairs;
 - (ii) Chief Warden;
 - (iii) Director Sports; and

- (iv) 3 Wardens of Halls of Residence maintained by the University, by rotation.
- (c) The term of office of the Central Committee shall be two years.
- (d) The functions of the Committee shall be as follows:
 - i. Management, selection and admission of students to the University Halls of Residence.
 - ii. Supervision of the Halls of Residence and advice University on matters of policy, etc; relating to their management;
 - iii. Maintenance of discipline amongst the resident students;
 - iv. Transfer of a student from one Hall to another; and
 - v. Such other duties as may be assigned by the Vice – Chancellor.
- (e) The Committee may admonish a student for misconduct, may impose a fine as fixed by the University on a student, may remove a student from the Hall of Residence.
- (f) The Central Committee shall meet as often as necessary and at least twice in every semester. Meetings shall be convened and presided over by the (DOSA) and 1/3 of its members shall form the quorum.
- (g) The (DOSA) shall submit the decision of the Committee to the Vice -Chancellor who will, wherever necessary, place it before the Executive Council for consideration and further action.

3. Warden, Prefect and Local Committee

- (a) The management of each Hall of Residence and the Mess attached to it shall vest in the Warden who will be assisted by the Prefect, appointed by the Warden, and a Local Committee which may consist of:
 - (i) Warden – Chairperson;
 - (ii) Prefect; and
 - (iii) Three to five students of the Hall of Residence.
- (b) The Local Committee shall be appointed by the Warden and its term of office shall be one year.
- (c) One or more Prefects may be appointed by the Warden who shall assign him/her such duties as he may deem proper for the smooth functioning of the Hall of Residence.
- (d) The Prefect shall hold office for one year and shall be entitled to free accommodation in the Hall of Residence during the period of office.

4. ELIGIBILITY AND PROCEDURE

Admissions to Halls of Residence:

- a. All students registered for full-time Programmes of study, and who are not employed anywhere, are eligible to apply for accommodation in the Halls of Residence of the University and will be given first preference.
 - i. As soon as a student ceases to satisfy any one of the conditions in (a) above, he will become ineligible for accommodation in the Hall of Residence.
 - ii. Students desirous of residing in University hall may apply in the prescribed form after admission to the Course in the Department.
 - iii. The Heads of Departments may forward all applications of selected candidates for admission to their respective departments to the Dean of Students' Affairs. The applications shall be scrutinised by the Central Committee which will allot a room in the Hall of Residence to each applicant.
 - iv. Students joining the University for the first time and those from distant places will be given preference for accommodation in the Hall of Residence.
 - v. The accommodation will be allotted for one academic year at a time. Every student shall submit a fresh application for admission to Hall of Residence in every subsequent year of study. The applications should reach the Warden of the Hall of Residence concerned at least 15 days before the commencement of the academic session each year. Re-admission will be permitted only after the resident is admitted to a Programme of study and after furnishing proof of having paid all Hall/tuition dues.
- b. Research personnel on projects sponsored by organisations like ICSSR, CSIR, UGC, ICAR. ICSSR in the University on a salary not exceeding the amount of UGC, ICAR and other recognized funding agencies will be accommodated in a Hall of Residence during the tenure of the project subject to availability.

5. Appointment, Powers and Functions of Wardens

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

1. The Wardens of the Halls of Residence shall perform such duties as are assigned to them by the Vice - Chancellor from time to time and they shall function in consultation with the Chief Warden.
2. Subject to the guidelines of the Central Committee the Warden shall allot rooms to the students and maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.

3. In addition to the specific duties assigned by the Vice -Chancellor the Wardens shall perform the following duties:
 - (i) Welfare of and discipline amongst the residents in the Halls of Residence and to maintain daily record of the resident students such as students present each day, students absent from the Halls of Residence together with reasons for absence.
 - (ii) Oversee health, hygiene and general life of the students in the Halls of Residence and to ensure that the students observe the Regulations and discipline in accordance with the Rules framed thereof.
 - (iii) Report to the Chief Warden all cases of misbehavior, indiscipline and illness of students residing in his Hall of Residence.
 - (iv) Safe custody and maintenance of such properties of the concerned Hall of Residence as are entrusted for their repairs within the funds allotted and norms laid down by the University authorities for the same.
4. The Warden shall have the right to inspect rooms.
5. The Wardens shall have administrative control over the staff assigned to the Hall of Residence.
6. The Warden shall be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students.
7. The Warden shall be responsible for the proper up keep and maintenance of such properties of the concerned Hall of Residence, as are under his/her charge.
8. The Warden shall allot and supervise Rooms and Guest Rooms.
9. The Warden shall check the Resident Student's Register and the Guest Room Register.
10. The Warden shall take disciplinary action against a resident student for keeping any unauthorized guest.
11. The Warden shall order double-locking of rooms of resident students and their re-opening, when required.
12. The Warden shall take action for the eviction of resident students in consultation with the Chief Warden.
13. The Warden shall periodically verify the furniture and fittings of the rooms with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
14. In case of misuse/damage of the property in the Hall of Residence by the students, the Warden shall impose necessary fines including withholding of the hostel deposit amount.

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

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

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

6. Miscellaneous

- 6.1. All students of the University, residing on campus, shall be under the disciplinary control of the Vice - Chancellor, and of the authorities of the University.
- 6.2. The conditions of admission, accommodation and the organisation of mess in the Hall of Residence maintained by Warden shall be in accordance with the Rules which may be framed in this regard by the University.
- 6.3. The prior approval of the Chief Warden shall be necessary for a Warden to go on leave.
- 6.4. When a Warden is on leave his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.

ORDINANCE-25

EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEE (Under Section 28(n) of the Central Universities Act, 2009)

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

Unless otherwise mentioned:

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

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

The Grievances Committee shall observe the following general principles:

1. The Campus Community should be made fully aware of the grievance redressal Mechanism;
2. Every grievance from the student/staff should be registered and acknowledged;
3. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
4. As a matter of general rule no grievances should be pending beyond the limit of three months;
5. The officer nominated by the Vice-Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once a week at fixed timings; and
6. In case of any grievance pertaining to the employees & the students, the decision of the Vice Chancellor shall be final.

I. STUDENTS GRIEVANCE REDRESSAL COMMITTEE:

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

Members:

- 3 Representatives of Students' Council.
- 3 Nominees of the Vice-Chancellor.

Dean of Students' Affairs, Member-Secretary.
Dean of the School concerned (special invitee)

Powers and Functions:

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

II. TEACHERS' GRIEVANCES COMMITTEE:

The committee constituted by the Executive Council shall consist the following:-

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

Powers and Functions:

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

III. NON-TEACHING STAFF GRIEVANCES COMMITTEE:

The Chairman - to be nominated by the Vice-Chancellor.
Five representatives from the non-teaching community representing gender, minority, SC, ST, OBC
The Registrar or his nominee shall be the Member- Secretary of the Committee.

Powers and Functions:

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

ORDINANCE-26

RULES FOR MEDICAL REIMBURSEMENT (Under Section 6(xxiii) & 28(o) of the University Act and 12(xx) of the Statutes of the University)

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

NOTE:

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

ORDINANCE-27

POWERS AND FUNCTIONS OF HEADS OF DEPARTMENTS OF STUDIES (Under Section 28 (o) of the Central Universities Act, 2009)

The Head of the Department shall:

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

ORDINANCE-28

POWERS AND FUNCTIONS OF THE DEANS OF SCHOOLS

(Under Statute 5 (3) of Statutes of the Central Universities Act, 2009)

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

ORDINANCE-29

SCHOOL BOARD

(Under Statute 15(3) of Statutes of the Central Universities Act, 2009)

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

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

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

3. Term of Office:

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

4. Meetings:

- (a) The Board shall hold at least two ordinary meetings in an Academic year, one in each semester;

- (b) The Dean may convene special meetings of the Board on his own initiative or at the suggestion of the Vice - Chancellor or on a written request from at least one-fifth of the members of the Board.

5. **Quorum:**

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

6. **Notice:**

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

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

7. **Rules of Business:**

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

8. **Powers and Functions:**

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

- (a) To prescribe the qualifications and procedures for admission of candidates to the various study Programmes in the Departments in the School;
- (b) To co-ordinate the teaching, evaluation and research work in the Departments in the School;
- (c) To approve subjects for research for various Degrees;
- (d) To constitute Committees to organise the teaching and research work in subjects or areas which do not fall within the sphere of any Department in the School and to supervise the work of such Committees;
- (e) To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Departments or Committees mentioned in Clause(d) above;
- (f) To consider Schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council;
- (g) To formulate arrangements for the School to participate in the work of the different Centres of Studies in the University;
- (h) To promote and review research within the School and to submit reports on research to the Academic Council;

- (i) To frame general Rules for continuous internal evaluation and end-semester examinations;
- (j) To recommend to the Academic Council, the panel of examiners for the evaluation of thesis after considering proposals received in this regard from BoS;
- (k) To recommend to the Academic Council, the award of research Degrees to candidates who have been found qualified and fit to receive such Degrees;
- (l) To consider and act on any proposal regarding the welfare of the students of the Schools, which the council of students Affairs may submit;
- (m) To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice-Chancellor; and
- n) To delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from time to time.

ORDINANCE-30

CONVOCATION

(Section 28 (o) of the Act and
Statute 29 of Statutes of the Central Universities Act, 2009)

1. **Convocation:**

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

2. **Special Convocation:**

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

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

4. The Chancellor shall, if present, preside over the Convocations of the University held for conferring Degrees. If the Chancellor is unable to be present, the Vice Chancellor will preside over the Convocation.

5. At the Annual Convocation, the Vice Chancellor shall present a report of the year's work in the University.

6. **Notice:**

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

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

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

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

7. **Application:**

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

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

8. **Fees:**

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

9. **Honorary Degree:**

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

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

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

10. **Academic Dress:**

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

11. **Convocation Procedure:**

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

ORDINANCE-31

AWARD OF FELLOWSHIP, SCHOLARSHIPS, STUDENTSHIPS, MEDALS AND PRIZES

(Under Section 28 (1) (f) and 6 (1) xii of the Central Universities Act, 2009)

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

ORDINANCE-32

BOARD OF RESEARCH STUDIES (Under Section 28 (1) (I) and (O) of the Central Universities Act)

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

2. Subject to the overall guidance of the Academic Council, the Board of Research Studies shall perform, inter-alia, the following functions:
 - (i) To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
 - (ii) To evaluate institutional research projects for funding by national/international agencies;
 - (iii) To review the current status of research in each department and critically examine the progress thereof from time to time;
 - (iv) To indicate the priority areas of research in the departments particularly with reference to the role and responsibility of the University under Section 6 (1) (i) and (xi) of the Central Universities Act taking into account the facilities available in the University and also create facilities wherever necessary in keeping with the major thrust areas accepted for the concerned Departments and individual interest of the members of the faculty;
 - (v) To evolve norms for consultancy and sharing of revenue between the Principal Investigator and the University for approval of the Executive Council; and
 - (vi) To perform such other functions as may be assigned to it by the Academic Council.

3. The Board of Research Studies shall meet at least twice a year.
4. The Board of Research Studies may determine its own procedure for working.
5. The quorum of the Board shall be one-third of the total members;
6. The term of Office of the members other than *ex-officio* members shall be for a period of three years.

ORDINANCE-33

DEPARTMENTS OF STUDIES AND DUTIES OF DEPARTMENT (Under Statute 15(5) (b) of the Central Universities Act, 2009)

1. Members nominated:

- (1) Two teachers (Conveners UG and PG Programs) of the University who are experts in allied or cognate subject dealt within the Department to be nominated by the Academic Council for a period of two years, provided that no such teacher shall be nominated as a member of more than two Departments.
- (2) Not more than two persons, not engaged in teaching in the University and having expert knowledge of the subject or subjects dealt within the Department of Centre, may be nominated as members **by the Board of the School** concerned for a period of two years.

2. Duties of the Departments of Centre:

The Duties of a Department shall be:

- a) to recommend to the Board of the School concerned names of examiners in respect of the subject or subjects dealt with by the Department as the case may be;
- b) to recommend to the admissions Committee (Committee for Advanced Studies and Research) applications for candidates for admission to the research degree along with details of the subjects to be assigned to the candidates and the names of the teachers in the Department to be appointed as Supervisor;
- c) to approve the subjects for dissertations at the Master's level.
- d) To approve the pattern and schedule of sessional evaluation for each course offered by the Department ;
- e) To allocate teaching work to the teachers and frame the time-table in accordance with the general time-table of the School or Schools concerned and the university;
- f) To make proposals regarding the creation and abolition of teaching posts;
- g) To make proposals to the Committee for Advanced Studies and Research regarding research projects to be taken up by the members of the Department or Centre, as the case may be, either individually or in groups;
- h) to recommend to the Board concerned courses of studies;
- i) to approve syllabi and prescribe text-books for the courses of study;
- j) to appoint from amongst its teachers advisers to students; and
- k) to perform such other functions as may be assigned to it by the School concerned.

3. Quorum:

The quorum for a meeting of a Department or Centre shall be one-third of the total members of the Department, as the case may be.

ORDINANCE-34

APPOINTMENT OF EXAMINERS

(Under Section 28 (1) (g) of the Act and
Statute 12(2)(xiv)] of the Statutes of the Central Universities Act, 2009)

I. CONTINUOUS ASSESSMENT AND END-SEMESTER EXAMINATIONS OF THE UNIVERSITY:

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

II. FOR UNIVERSITY ENTRANCE EXAMINATIONS:

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

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

ORDINANCE-35

APPOINTMENT OF ADJUNCT FACULTY MEMBERS & SCHOLARS IN RESIDENCE

(Under Section 6(1) (viii), (xvi) and Section 28 (1) (o) of the Central Universities Act, 2009)

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

SCHOLARS-IN-RESIDENCE

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

remuneration of up to Rs.80,000/- a month, and a contingency grant of Rs.1,00,000/- per annum.

4. Besides, the host University will provide them suitable office-space and residential accommodation.
5. There will not be more than two such members at any given time in the University.

The Vice-Chancellor after consulting the person concerned and the Heads of two concerned Department/Centre/Institute shall make his recommendation to the Executive Council for appointment as an adjunct faculty member/scholar in residence.

ORDINANCE-36

EQUIVALENCE COMMITTEE FOR RECOGNITION OF EXAMINATIONS/DEGREES

(Under Section 28 (1) (0) of the Central Universities Act, 2009)

Composition:

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

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

Functions:

The functions of this Committee shall be:

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

Rules of Business:

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

ORDINANCE-37

POWERS AND FUNCTIONS OF DEAN STUDENTS' AFFAIRS (Under Section 28 (1) (l) and (o) of the Central Universities Act, 2009)

1. The Dean of students affairs in the University shall look after the general welfare of the students as also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and for those aspects of the University life outside the class-room which contribute to their growth and development as mature and responsible human beings.
2. The Dean of student's affairs shall be the Head of the Department so far as Hostels, Sports, Health Centre, University Cultural Committee and Day Scholars are concerned.
3. The Dean of Students affairs, inter-alia, will arrange for the guidance of and advice to the students of the University in matters relating to :
 - (i) organization and development of students' bodies;
 - (ii) counseling and Students' guidance facilities;
 - (iii) liaison with Students' Affairs Committee;
 - (iv) extra-curricular and sports activities of students'
 - (v) promotion of students' participation in co-curricular and social activities;
 - (vi) students financial aid;
 - (vii) student-faculty and students-administration relationship;
 - (viii) career advice services;
 - (ix) health and medical services for the students;
 - (x) residential life of the students;
 - (xi) arranging facilities for educational tours and excursion for students;
 - (xii) securing facilities for students for further studies in the country and /or abroad;
 - (xiii) Alumni activities.
4. The Dean of students affairs will exercise such powers and perform such duties in the pursuit of the above objectives as may be assigned to him from time to time by the Vice-Chancellor.

ORDINANCE-38

FLOATING POSTS

(Under Section 28 (o) of the Central Universities Act, 2009)

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

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

5. No appointment letters to persons appointed under the floating posts shall be issued unless the appointee enters into a contract with the University as per Proforma Prescribed for 'Contract Appointment'.

Persons appointed under these posts shall be eligible to draw the pay last drawn or as fixed by the Executive Council in accordance with the U.G.C. Guidelines in this regard.

ORDINANCE-40

DEANS' COMMITTEE

(Under Section 28 (1) (l) and (o) of the Central Universities Act, 2009)

1. The University shall constitute a Committee of Deans of the University to be known as the Deans' Committee.
2. The Deans' Committee shall comprise the following:
 - (i) The Vice-Chancellor - Chairperson (Ex-Officio)
 - (ii) All Deans of Schools - Members (Ex-Officio)
 - (iii) Registrar - Secretary
3. The functions of this Committee will be as follows :
 - a. To recommend deputation of teachers for International Conferences;
 - b. To consider such matters as may be necessary arising from the conduct of examinations, standard of results, etc;
 - c. To consider general administrative matters relating to functioning of Schools and Departments; and
 - d. To consider such other matters as may be assigned to it by the Executive Council or may be referred to by the Vice-Chancellor.
4. The meetings of the Deans' Committee shall be convened by the Chairperson.
5. The quorum of the Committee shall be 50% of the total number.
6. The rules of conduct of meetings shall be as may be prescribed by Regulations in this regard.

ORDINANCE-41

CODE OF CONDUCT OF EMPLOYEES OF THE UNIVERSITY

(Under Section 6 (1) (xxi) of the Central Universities Act, 2009)

All employees (teaching and non-teaching) of the University shall be governed by the CCS (Conduct) and CCS (CCA) Rules of the Government of India issued from time to time.

ORDINANCE-43

ADMISSION COMMITTEE

(Under Section 6(xviii) of the Central Universities Act, 2009)

There shall be an Admission Committee in the University responsible for all admissions to the University in Diploma/UG/PG/M.Phil/Ph.D. courses. The constitution of the Admission Committee shall be approved by the Vice Chancellor of the University every year.

2. The Committee shall

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

1.1 The members of the Committee shall hold office for a term of one academic year.

2.2 The Chairman of Admission Committee may co-opt not more than three members of the Department/Centre representing different areas of specialisation under intimation to the Vice-Chancellor.

2.3 Not less than 50% of total number of members of the Committee shall form the quorum.

ORDINANCE-44

RESERVATION OF SEATS AND OTHER SPECIAL PROVISIONS FOR ADMISSION

(Under Section 7 of the Central Universities Act, 2009)

1. Reservation of Seats:

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

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

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

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

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

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

2. Scheduled Castes and Scheduled Tribes:

2.1 22.5% of seats in all Courses will be reserved for Scheduled Castes and Scheduled Tribes candidates in the following order:

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

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

2.2 27% of seats will be reserved for OBC candidates.

2.3 Candidates belonging to Scheduled Castes and Scheduled Tribes will be given relaxation to the extent of 5% in the aggregate of marks obtained in the

qualifying examination.

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

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

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

3. Special provision for Admission:

3.1 Outstanding Players

- (b) A specified number of seats in both the under-graduate and post-graduate Courses, may be earmarked by the Academic Council for admission of outstanding players and sports persons, who have represented their Universities/Region/State, provided that they fulfill the minimum eligibility requirements prescribed for seeking admission to various Courses.
- (c) Relaxation to the extent of 5% of marks in the aggregate or in the subject, as the case may be, will be given to such candidates.
- (d) Such students will be nominated by the Vice-Chancellor over and above the seats allotted to each Course, on the recommendation of the Games and Sports Committee.

3.2 N. C. C. Cadets

- (a) Relaxation to the extent of 5% of marks in the aggregate or in one

subject, as the case may be, will be given to NCC Cadets having the following NCC Certificates for admission to all Courses:

- (i) " A " Certificate for admission to undergraduate Courses.
 - (ii) "B" or "C" Certificate for admission to a postgraduate Course.
- (b) Students admitted on the basis of NCC will have to continue in the NCC at least for one year.
- (c) The relaxation of marks on the basis of NCC Certificate shall be permissible only on the production of a certificate duly verified by the NCC Officer.

3.3 N. S. S. Volunteers

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

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

3.4 Physically Challenged

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

a. Foreign Students

- (a) The admission of foreign students may not exceed 10% of the total number of students admitted to a Course, subject to their qualifying in the admission test and satisfying other conditions as laid down from time to time by the Academic Council.
- (b) In addition to the above provision the foreign candidates sponsored by the Government of India, may also be admitted as per the conditions provided in various schemes.
- (c) Every foreign student shall have to undergo a medical test (including test for AIDS) within a week from the date of admission.
- (d) Foreign students admitted to a programme shall produce student visa within one month after completion of the admission. In case of failure to produce such certificate within the stipulated period the admission shall stand cancelled.

Application for admission should be submitted to the Dean / Head of the Department concerned.

ORDINANCE-45

STUDENT'S DISCIPLINE

(Section 6 (xxii) of the Act and
Statute 28(1) of the Statutes of the Central Universities Act, 2009)

1. Discipline:

Discipline of students includes the observance of good conduct and orderly behaviour by the students of the University;

2. Observance of Discipline:

The following and such other Rules as framed by the University from time to time, shall strictly be observed by the students of the University;

2.1 Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places;

2.2 No student shall visit places or areas declared by the University as "Out of Bounds" for the students;

2.3 Every student shall always carry on his/her Identity Card issued by the competent authority;

2.4 Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the University. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the competent authority;

2.5 Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action;

2.6 If a student is found to be continuously absent from Classes without information for a period of 15 days in one or more Classes, his/her name shall be struck off the rolls. He/she may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee etc. He/she will not be readmitted beyond the prescribed period.

3. Indiscipline:

Indiscipline shall include:

3.1 Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;

3.2 Causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc.;

3.3 Disobeying the instructions of teachers or the authorities;

3.4 Misconduct or misbehaviour of any nature at the time of election to the student bodies or at meetings or during curricular or extra-curricular activities of the University;

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

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

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

3.8 Inciting others to do any of the aforesaid acts;

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

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

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

3.12 Not carrying the Identity cards issued by the Proctor;

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

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

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

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

4. **Punishment:**

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

- 1) Fine;
- 2) Ban from Campus;
- 3) Expulsion; and
- 4) Rustication.

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

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

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

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

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

- (i) The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other Orders under them shall be binding on all the students of the University.
- (ii) The recommendations of the Discipline Committee shall be submitted to the Vice-Chancellor whose decision will be final and binding. However, the Vice-Chancellor, if he is of the opinion that the case merits review, may refer the case back to the Discipline Committee for reconsideration.
- (iii) Appeal against the decision of the Vice-Chancellor will be dealt in accordance with the provisions of Section 34 of the Central Universities Act 2009.
- (iv) 50% of the total members shall constitute the quorum for a meeting of the said Committee.

ORDINANCE-46

VISITING PROFESSORS

**(Under Section 6(xvi) of the Act and
Statute 12 (xviii) of the Statutes of the Central Universities Act, 2009)**

1. A visiting Professor should be an eminent scholar in his/her field. Generally a person who has held or is holding the post of Professor or a person who has achieved distinction outside the University sector, should be considered for appointment as Visiting Professor.
2. The maximum tenure of appointment of a Visiting Professor shall be two years and the minimum – not less than three months.
3. The University may appoint a person up to the age of 70 years as a Visiting Professor.
4. A Professor should not be appointed as a Visiting Professor in the same University in which he/she holds a post immediately before or after superannuation.
5. If a superannuated person from another university is appointed as a Visiting Professor, the honorarium payable should not exceed Rs.15,000/- p.m. excluding any superannuation benefits.
6. A person appointed as Visiting Professor from outside the country shall be paid an honorarium of up to Rs.20,000/- p.m.
7. In case a person serving in an Indian University is appointed as Visiting Professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance, if any) as per the rates of the parent University. The receiving University would also contribute towards pensionary benefits or CPF/GPF as per usual Rules.
8. It is expected that when a serving person is appointed as Visiting Professor, the parent University would give him/her duty leave without pay.
9. If a person working abroad on a permanent basis is invited as a Visiting Professor, the University may meet the cost of international air travel from its own resources. Visiting Professor appointed may be paid travel expenses within India in accordance with the Rules of the University.
10. Guest House accommodation will be provided free of charge by the host University, but food charges would be paid by the Visiting Professor.

ORDINANCE-47

GAMES AND SPORTS COMMITTEE

(Under Section 28(l) of the Central Universities Act, 2009)

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

The Director Physical Education will operate the budget under the supervision of DOSA.

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

50% of the total members shall form the quorum for a meeting of the Committee.

ORDINANCE-48

COMMITTEE ON EQUIVALENCE OF EXAMINATIONS (Under Section 28(1) (g) of the Central Universities Act, 2009)

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

ORDINANCE-49

PROCTOR

(Under Statute 28 (1) (o) of the Central Universities Act, 2009)

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

"Students", referred to above, mean regular, private/ex- students of the University on the rolls of Departments of Studies/Hostels/Centres/Schools.

2. The Proctor shall hold office for a period of three years and shall be eligible for re-appointment.
3. The Proctor shall have all such powers delegated to him/her by the Vice-Chancellor.
4. The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
5. The Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee.
6. The Proctor shall be assisted by Deputy Proctors and Assistant Proctors appointed by the Vice-Chancellor for a term of three years.
7. The Deputy Proctors and Assistant Proctors shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
8. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
9. The Proctor shall :
 - (1) monitor the disciplinary climate prevailing in the student community;
 - (2) take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
 - (3) collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the

Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and
(4) issue all orders relating to disciplinary proceedings against students.

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

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

ORDINANCE-50

TRANSFER OF CREDITS

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

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

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

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

This Ordinance is aimed at prescribing:

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

Facilitation for Transfer of Credits to other Universities/educational institutions

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

Policy and Procedure for accepting Credit Transfer from other Universities

- 4) The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/educational institutions/research institutions:
 - a) Universities recognised under Section 12(b) of the UGC Act.
 - b) Universities that are members of the Association of Indian Universities.
 - c) Such foreign University, the Courses/Programmes of which are recognised as equivalent to those of Indian Universities by the Association of Indian Universities.
 - d) Indian Institutes of Technology (IIT)
 - e) Indian Institutes of Management (IIM)
 - f) National Institutes of Technology (NIT)
 - g) Indian Institutes of Science Education and Research (IISER)
 - h) Indian Institutes of Information Technology (IIIT)
 - i) Schools of Planning and Architecture (SPA)
 - j) All India Institute of Medical Sciences (AIIMS)
 - k) Such Indian or Foreign University/educational institution/research institution with which the University has signed an MOU for students and faculty exchange.
 - l) Any other University/educational institution/research institution that has been recognised and approved for the purpose of credit transfer by the Academic Council of the University.
- 5) Request for acceptance of transfer of credits shall:
 - a) be entertained only if received from such candidates who have been duly selected for admission in a Programme of study, as per the Rules and regulations governing admission in the University;
 - b) have to be made by the student concerned within 10 days from the date of his/her admission in the University;
 - c) have to be made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time;
 - d) have to be supported by such documents as may be prescribed by the Academic Council.
- 6) Dean of the School concerned shall be the Nodal Officer for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean may constitute a committee comprising a senior faculty as chairman and two to three faculty members to process and finalise the request for acceptance of credit.
- 7) The maximum credits that can be accepted for transfer shall not exceed 20% of the total credits required for the completion of the Programme of study in which a student has been admitted. Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least B grade or GPA of 2 or 50% marks, as the case may be. In case a student has earned more credits from other Universities/educational institutions/research institutions, the student may indicate his/her preference for credit transfer.

However, the decision of the Dean of the School concerned in this regard shall be considered as final.

- 8) The credit equivalence for accepting credit transfer shall be determined as under:
 - a) for credit earned by students from Universities that have the credit system in place, a Course work requiring 10 hours of contact hours shall be considered as equivalent to 1 credit of the University; and
 - b) for Courses completed from Universities/educational institutions/research institutions that do not follow credit system but have semester system in place, a course work requiring a minimum 30 lecture hours per semester shall be considered as equivalent to 3 credits of the University; and
 - c) for Courses completed from Universities/educational institutions/research institutions that neither follow the credit system nor have the semester system, a Course work requiring formal classroom instruction/lab work of at least 3 hours per week shall be considered as equivalent to 3 credits of the University.
- 9) The University may also permit its students to accumulate certain credits from other Universities/educational institutions/research institutions in full or partial fulfilment of the required Course work. In such cases:
 - a) the student shall be required to obtain prior approval of the Dean of the School;
 - b) the Courses can be undertaken only in the institutions specified in para 4 above; and
 - c) the maximum number of credits that can be accumulated by a student from other institutions shall not exceed 20% of the total credits prescribed for the successful completion of the programme of study.

ORDINANCE-51

VISITING FELLOW

(Under Section 6 (xvi) of the Act and Statute 12(xviii) of the Statutes of the Central Universities Act, 2009)

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

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

ORDINANCE-52

APPOINTMENT OF FACULTY AGAINST SANCTIONED POSTS UNDER EXIGENT SITUATIONS

(Under Section 28 (1) of the Act and Statute 12 (2) (xviii) of the Statute of the University)

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

ORDINANCES-53

LIBRARY COMMITTEE

(Under Statute 21 (1) of the Statutes of the Central Universities Act 2009)

There shall be a standing committee of the Academic Council called the Library Committee.

The Library Committee shall consist of the following:

- a. Vice-Chancellor or his nominee- Chairman
- b. Deans of Schools
- c. Dean Students Welfare
- d. Chairmen of U. G./P. G. Programs from each of the Schools,
- e. Two Research scholars, including M. Phil students and two Post-Graduate students, to be nominated by the Vice-Chancellor.
- f. Librarian (Ex-officio member and Secretary)

The nominated members under (d) and (e) shall hold office for three years and one year respectively, and shall be eligible for reappointment.

One third of the members shall form a quorum.

Subject to the general control of the Academic Council, the duties and functions of the Library Committee shall be:

- a. To frame general rules for the management of the Library;
- b. To advise the Librarian regarding general library development;
- c. To prepare the annual budget estimate of the library for submission to the Executive Council.
- d. To allocate funds, from the sanctioned annual budget of the library, to the Schools, Departments and Centers Studies for the purchase of books, journals and periodicals;
- e. To arrange for the stock taking of the library;
- f. To prepare and submit to the Academic Council, an Annual Report summarizing the activities and achievements of the library;
- g. To perform such other duties as may be assigned to it by the Vice-Chancellor.

ORDINANCES-54
TERMS AND CONDITIONS OF APPOINTMENT OF
HONORARY PROFESSORS AND EMERITUS PROFESSORS
(Under Statute 12 (2) (xviii) of the Statutes of the Central Universities Act 2009)

HONORARY PROFESSOR:

1. A distinguished scholar who is either in active service or on superannuation may be considered for appointment as Honorary Professor by the Executive Council on the recommendation of the Dean of the School or Vice-Chancellor.
2. The duration of the appointment shall be 3 years.
3. Honorary Professor will not be paid any salary or remuneration. However, he/she will be provided local hospitality and travel expenses from the place of his/ her residence to the University and back whenever he/she visits the University for delivering the lectures and for participating in any other academic activity of the School.

EMERITUS PROFESSOR

1. A Professor who has retired from the University of Sagar may be invited by the Executive Council to continue his/her research /teaching activities in the University as an Emeritus Professor after his/her superannuation.
2. The duration of appointment shall be 3 years with a provision for renewal.
3. The Emeritus Professor will not be paid any salary or remuneration.
4. He/she will be provided office space and other facilities to carry out his/her research/teaching activities during his/her tenure.