

Nehru Gram Bharati

(Deemed to be University)

Kotwa-Jamunipur, Dubawal, Allahabad, [U.P.]-221505



ORDINANCE VOLUME -I

ORDINANCE I-XVI

CHAPTER: I
Officers of the University
ORDINANCE: I The Pro-Vice Chancellor
ORDINANCE:

1. (a) The Pro-Vice-Chancellor appointed on whole time basis shall draw salary in the scale of pay prescribed by the University Grants Commission from time to time:

Provided that a Professor appointed as Pro-Vice-Chancellor in addition to his duties as Professor shall, for the duration of his appointment as such, draw every month, in addition to his pay in his substantive post, special pay equal to one annual" increment in the scale of pay of his substantive post:

Provided further that in all cases where a superannuated person is appointed as Pro-Vice-Chancellor , or the person appointed as Pro-Vice'-Chancellor superannuates during his term as such, the pension drawn by him/her shall be deducted from his salary as Pro-Vice-Chancellor

Provided also that Pro-Vice-Chancellor is serving as such on whole-time basis shall also be entitled to Dearness Allowance, City Compensatory Allowance and such other allowances and benefits so are admissible to University employees from time to time, but in case he is in receipt of pension, the said allowances and benefits shall be governed by the rules of the Central Government in this regard.

The Pro-Vice-Chancellor serving on whole-time basis shall be entitled to such terminal benefits (namely, General Provident Fund/Contributory Provident Fund/Pension/Gratuity) as may be admissible in accordance with the following rules:

(i) A Professor of the University shall continue to be governed by the terminal benefits scheme of the University (namely, General Provident Fund/Contributory Provident Fund/Pension/ Gratuity) to which he was entitled prior to his appointment as Pro-Vice-Chancellor

(ii) An employee of any institution admitted to the privileges of this University, or an employee of any University other than this University, or of any institution maintained by or admitted to the privileges of such other University, "shall continue to be governed by the same terminal benefit scheme (namely, General Provident Fund/Contributory Provident Fund/Pension/ Gratuity) to which he was entitled, prior to his appointment as Pro-Vice-Chancellor , till he continues to hold his lien on his post at such other University or such institution.

The Pro-Vice-Chancellor serving as such on whole-time basis shall be governed by the following rules in respect of travelling allowance and leave:

(i) The Pro-Vice-Chancellor shall be entitled to travelling allowance at such rates as may be fixed by the Board of Management.

(ii) The Pro-Vice-Chancellor shall be entitled to leave on full pay at the rate of thirty days in a calendar year and the leave shall be credited to his account in advance in two half-yearly installments of fifteen days each on the first day of January and July every year: Provided that if the Pro-Vice-Chancellor assumes or relinquishes charge of the office of the Pro-Vice-

Chancellor during the currency of a half year leave shall be credited proportionately at the rate of two and-a-half days for each completed month of service.

(iii) In addition to the leave referred to in sub-clause (iv), the Pro-Vice-Chancellor shall also be entitled to half-pay leave at the rate of twenty days for each completed year of service, and half-pay leave may also be availed of as commuted leave on full pay on medical certificate:

Provided that when such commuted leave is availed of, twice the amount of half-pay leave shall be debited against half-pay leave due.

(iv) A Professor of the University serving as Pro-Vice-Chancellor on whole-time basis shall be allowed to avail Him/her/herself of any leave at his credit before joining as such and in the event of his resumption of duties on his earlier post or joining a new post in the University, after demitting or relinquishing the office of Pro-Vice-Chancellor, shall be entitled to carry back the leave at his credit as Pro-Vice-Chancellor to the earlier or the new post.³ In the case of a Professor appointed as Pro-Vice-Chancellor in addition to his duties as Professor, the Vice-Chancellor may at any time after such appointment direct that he shall continue as Pro-Vice-Chancellor on whole-time basis for the remaining part of the term of office for which he has so been appointed and such direction shall be reported to the Board of Management: Provided that the Professor be appointed as Pro-Vice-Chancellor in addition to his duties as Professor shall; upon attaining the age of superannuation before the end of the term of office which he has so been appointed, be entitled to continue as Pro-Vice Chancellor for the duration of his re-employment (if any) after superannuation, but not beyond the date on which such term shall end in the normal course:

Provided further that where the term, for which a Professor has so been appointed as Pro-Vice-Chancellor, has not ended, on the date of the completion of his re-employment after superannuation as Professor, the incumbent shall continue as Pro-Vice-Chancellor on whole-time basis for the remainder of the said term.

ORDINANCE: II THE REGISTRAR

ORDINANCE:

I. (a) Appointments to the post of Registrar shall be by selection, after Advertisement in the manner laid down by the Board of Management , and the following categories of persons shall be eligible to be considered for appointment thereon:

(1) Persons, who have knowledge or experience of academic or educational or institutional administration and are working in Universities or other institutions of higher or technical education or research establishments:

(i) as Professor(or equivalent); or

(ii) as teacher or academic or research staff, with a service of at least fifteen years including eight years in the rank/grade of Associate Professor/Associate Professor (or equivalent); or,

(iii) as administrative officer/functionary, and holds a Master's degree with at least 55% marks or its equivalent grade in the Seven-point scale of the University Grants Commission) and with service of at least fifteen years, including eight years as Deputy Registrar or equivalent

(2) Persons working in Government or a Public Sector Undertaking and possessing appropriate administrative/managerial experience with a service of at least ten years in posts of Group A level or with an overall service of at least fifteen years including eight years in posts of Group A level.

(a) The terms and conditions of service of the Registrar shall be such as may be prescribed in the Statutes; the Ordinance and the Regulations, and shall include the terms and conditions embodied in the written contract, to be entered by his/her with the university.

Provided that, where the Registrar has been appointed on deputation from his parent organization or service, the conditions and benefits governing his deputation, to the extent that the same are not inconsistent with the rules of the Central Government in this regard, shall stand Incorporated in the said contract:

(b) A person already serving this University shall, upon appointment as the Registrar, be entitled to maintain lien, seniority, annual increments and privileges of leave and terminal benefits on his substantive post for the duration of his term of office as Registrar:

Provided that an employee of any other University (i. e. a University other than this University), including any institution maintained by or admitted to the privileges thereof, or of any institution admitted to the privileges of this University. or an employee of the Central Government of any institution of higher education maintained by the Central Government, appointed as Registrar shall be governed by the standard terms of deputation prescribed by the Central Government.

3. (a) The Registrar shall be appointed on such scale of pay as may be prescribed by the University Grants Commission from time to time.

(b) The Registrar shall be entitled to leave, leave-salary, allowances, provident fund and other benefits as prescribed by the University from time to time for the administrative staff of the University.

4. The University shall provide the Registrar with unfurnished residential accommodation for which rent or license fee shall be payable at the usual rate:

Provided that a person already serving the University shall, upon appointment as the Registrar, be entitled to retain such residential accommodation of the University as he may

lawfully be a licensee' of at the time of such appointment on the rate of rent admissible to Him/her/her/her for the same.

5. The Registrar shall work under the supervision of the Vice-Chancellor .

FORM OF AGREEMENT (CONTRACT OF SERVICE) WITH THE REGISTRAR OF THE UNIVERSITY

AGREEMENT MADE this _____ day of the Month of _____ in the Year between -Dr/Sri/Smt/Km _____, of the first part (here-in called 'the Registrar') and NEHRU GRAM BHARATI VISHWAVIDYALAYA of the other part (herein called 'the University):

WHEREAS in accordance with the provisions of the Nehru Gram Bharati Vishwavidyalaya Act, 2008 (here-in after called 'the Act'), and the Statutes, the ORDINANCE:s and the Regulations made there-under (here-in after called "the Statutes", "the ORDINANCE:s" and "the Regulations", respectively),

Dr/Sri/Srimati/Km _____

has been appointed to the post of Registrar of the University, with effect from the date he/she takes charge of the duties of the said post, by the Central Government, for a term of three years, and for a term of five years, where after he may be re-appointed to the post.

IT IS HEREBY AGREED AS FOLLOWS —'

That the Registrar hereby undertakes to exercise the powers assigned to Him/her/her/her/her by the provisions of the Act, the Statutes, the ORDINANCE and the Regulations, as amended from time to time, in accordance with the conditions laid down for such exercise by the said provisions, and to perform and fulfill such functions and duties in, and for, the University. as may be required of, or entrusted to, Him/her/her/her/her. under the said provisions and also, under the rules made, or directions issued. from time to time, by the authorities of the University in matters in respect of which they are empowered, by the said provisions, to make such rules or issue such directions:

PROVIDED that the Registrar shall be on probation for a period of one year in the first instance and the Board of Management of the University may in its discretion extend such period of probation by one year:

PROVIDED FURTHER that the Registrar shall be bound by such terms and conditions or service, and shall be entitled to such benefits in respect of pay, allowances, leave and other facilities and incidents of service, and to such terminal benefits, as laid down by Statutes, Ordinances, Regulations and Rules.

That the scale of pay attached to the post to which the Registrar is appointed shall be Rs'', as revised by the competent authority from time to "time, along with such allowances as may be admissible from time to time in accordance with the rules of the University, and the Registrar shall, from the date he/she takes charge of his/her duties, as aforesaid, be granted pay at the rate of Rs..... per mensem in the said scale of pay and shall receive pay in the succeeding stages in such scale; unless the annual increment is withheld in pursuance of the provisions of the Act, the Statutes, the ORDINANCE:s and the Regulations, as amended, from time to time:'

PROVIDED THAT where the Registrar has been appointed as such on deputation from the post held by immediately before joining the post of Registrar or from the cadre or service of which he is a member, he shall be paid; for joining-the. University, such travelling expenses as admissible to an officer of the Central Government of equivalent rank under the relevant

Rules of the said Government, deeming his/her appointment as on transfer in the public interest.

That the Registrar hereby undertakes to submit Him/her/herself to the Vice-Chancellor or the University, and to such other officer or officers under whom he/she may, for the time being, be placed by the Vice-Chancellor or the authorities of the University, in accordance with the provisions of the Act, the Statutes, the ORDINANCE:s and the Regulations, and shall obey, and to the best of his/her ability carry out, the lawful directions of any officer, authority or body of the University to the authority whereof he/she is to this Agreement is in force, subject, under the said provisions.

That the Registrar hereby undertakes to abide by and conform to the rules of the conduct, as amended from time to time, laid down for salaried officers or administrative staff by the Statutes, the ORDINANCE:s and the Regulations, and any information obtained by Him/her/herself during or in connection with his/her service and the work upon which he/she is engaged shall be treated as secret and confidential and he/she shall be deemed in all respects to be subject to the Indian Official Secrets Act 1923 as amended from time to time - shall deliver up to the University all records, property and other goods and articles belonging to the University that may be in his possession.

That the mutual rights and obligations of the parties hereto shall, in all matters, be governed by the provisions of the Act, the Statutes, the ORDINANCE:s and the Regulations, for the time being in force, which shall be deemed to be incorporated herein and shall be as such a part of this Agreement as if they were reproduced herein.

IN AFFIRMATION WHEREOF the parties hereto affix their hands, and the party of the other part so affixes his seal, to this Agreement on the day and year first above written, and deliver the same, in the presence of the Witnesses who have affixed their signatures herein below.

**SIGNATURE OF THE CHAIRMAN
OF THE BOARD OF MANAGEMENT/GOVERNING BODY
BEHALF OF THE UNIVERSITY**

SIGNATURE OF REGISTRAR **ON**

WITNESS NO 1

WITNESS NO 2

Signature
Name: _____
Address: _____

Signature
Name: _____
Address: _____

ORDINANCE: III THE FINANCE OFFICER

ORDINANCE:

I. (a) Appointments to the post of Finance Officer shall be by selection, after the Advertisement In the manner laid down by the Board of Management , and the following categories of persons shall be eligible to be considered for appointment thereon:

Persons, who have knowledge or experience of financial administration/management and are working in Universities or other institutions/establishments of higher education/research:

(i) as Professor (or equivalent); or

(ii) as teacher or academic or research staff with a service of at least fifteen years including eight years in the rank/grade of Associate Professor or equivalent); or

(iii) as financial officer/functionary, holding a Postgraduate degree in Commerce/ Management with at least 55% marks or its equivalent grade (in the UGC Seven-point scale) and with service of at least fifteen years, including eight years as Deputy Registrar or Deputy Finance Officer or equivalent

(2) Persons working in Government or a Public Sector Undertaking and possessing appropriate experience of financial administration/management with a service of ' at least ten years in posts of Group 'A' level or with an overall service of at least fifteen years including eight years in posts of Group 'A' level or Chartered Accountants with an experience of not less than twelve years as Chartered Accountant.

(a) The terms and conditions of service of the finance Officer shall be such as may be prescribed in the Statutes, the ORDINANCE:s and the Regulations, and shall include the terms and 'conditions embodied in the written contract, to be entered by Him/her/her/her/her with the university.

(b) A person already serving the University shall, upon appointment as the Finance Officer shall be entitled to maintain lien, seniority, annual increments and privileges of leave and terminal benefits on his substantive post for the duration of his term of Office as Finance Officer:

Provided that an employee of any other University (i. e. a University other than this University), including any institution maintained by or admitted to the privileges thereof, or of any institution admitted to the privileges of this University, or an employee, of the Central Government of any institution of higher education maintained by the Central Government, appointed as Finance Officer shall be governed by the standard terms of deputation prescribed by the Central Government.

3. (a) The Finance Officer shall be appointed on the same scale of pay as prescribed by the University Grants Commission from time to time for the post of Registrar.

(b) The Finance Officer shall be entitled to leave, leave-salary allowances, provident fund and other benefits as prescribed by the University from time to time for the administrative staff of the University.

4. The University shall provide the Finance Officer with unfurnished residential accommodation for which rent or license fee shall be payable at the usual rate:

Provided that a person already serving this University shall, upon appointment as the Finance Officer be entitled to retain such residential accommodation of the University as he

may lawfully be a licensee of at the time of such appointment on the rate of rent admissible to Him/her/her/her for the same

5. The Finance Officer shall work under the supervision of the Vice-Chancellor

6. The Finance Officer, in furtherance of the powers and duties specified in Statute shall

(i) Ensure that no expenditure, not authorized in the budget, shall be incurred by the University, otherwise than by way of investment;

(ii) Arrange for the conduct of continuous internal audit of the accounts of the University and for the pre-audit of such bills as may be required to be pre-audited in accordance with the provisions in that behalf;

(iii) Keep a constant watch on the state of the cash and bank balances and on the state of investments

(iv) Subject to the provisions of the ORDINANCE:s, and the directions of the Board of Management collect the incomes, disburse the payments and maintain the accounts of the University:

Provided that any such order shall be duly reported to the Finance Committee and the Board of Management , and shall provide for the observance by such Officer or functionary or other person, of the rules of the University in respect of the maintenance of accounts and the conduct of audit;

(v) disallow any 'proposed expenditure which may contravene the provisions of the Act, the Statutes and the ORDINANCE:

(vi) ensure that no other financial irregularity is committed and that steps are taken to set right any irregularity pointed out during audit.

FORM OF AGREEMENT (CONTRACT OF SERVICE) WITH THE FINANCE OFFICER OF THE UNIVERSITY

AGREEMENT MADE this day of the Month of in the Year ----- between Dr/Sri/Smt/Km....., of the first part (hereinafter called 'the Finance Officer)

and

The NEHRU GRAM BHARATI VISHWAVIDYALAYA, of the other part (hereinafter called 'the University'):

WHEREAS, in accordance with the provisions of the Nehru Gram Bharati Vishwavidyalaya Act, 2005 (hereinafter called "the Act'), and the Statutes, the ORDINANCE:s and the Regulations made there under (hereinafter called "the "the Statutes". "The ORDINANCE:s" and "the Regulations", respectively),

Dr/Sri/Srimati/Km.has been appointed to the post of Finance Officer of the University, with effect from the date he/she takes charge of the duties of the said post, by the Central Government, for a term of three years,

or

by the University, for a term of five years, where earlier, he may be reappointed to the post.

IT IS HEREBY AGREED as follows

1. That the Finance Officer hereby undertakes to exercise the powers assigned to Him/her/her/her/her by the provisions of the Act, the Statutes, the ORDINANCE:s and the Regulations, as amended from time to time, in accordance with the conditions laid down for such exercise by the said provisions, and to perform and fulfill such functions and duties 'in, and for, the University, as may be required of, or entrusted to, him/her, under the said

provisions and also under the rules made, or directions issued, from time to time, by the authorities of the University in matters in respect of which they are empowered, by the provisions, to make such rules or issue such directions:

PROVIDED that the Finance Officer shall, be on probation for a period of one year in the first instance and the Board of Management of the University may in its discretion extend such period of probation by one year: '

PROVIDED FURTHER that the Finance Officer shall be bound by such terms and conditions of service, and shall be entitled to such benefits in respect of pay, allowances, leave and other facilities and incidents of service, and to such terminal benefits, as laid down by or under the said provisions, and shall retire in accordance with the said provisions:

PROVIDED ALSO that in respect of any matter which has not been provided for in this Agreement, the Finance Officer shall be governed by the said provisions and, where any such matter has also not been provided for in the said provisions, by the rules of the Central Government for the time being in force.

2. That the scale of pay attached to the post to which the Finance Officer is appointed shall be Rs, as revised by the competent authority from time to time, along with such allowances as may be admissible from time to time in accordance with the rules of the University and the Finance Officer shall, from the date he/she takes charge of his/her duties, as aforesaid, be granted pay at the rate of Rs per mensem in the said scale of "pay and shall receive pay in the succeeding stages in such scale, unless the annual increment is withheld in pursuance of the provisions of the Act, the Statutes, the ORDINANCE:s and the Regulations, as amended from time to time:.

PROVIDED THAT where the Finance Officer has been appointed as such on deputation from the post held by immediately before joining the post of Finance Officer, or from the cadre or service of which he is a member, he shall be paid, for joining the University, such travelling expenses as admissible to an officer of the Central Government of equivalent rank under the relevant Rules of the said Government, deeming his/her appointment as on transfer in the public interest.

That the Finance Officer hereby undertakes to submit Him/her/herself/herself to the Vice-Chancellor of the University and to such other officer or officers under whom he/she may, for the time being, be placed by the Vice-Chancellor or the authorities of the University, in accordance with the provisions of the Act, the Statutes, the ORDINANCE:s and the Regulations and shall obey, and to the best of his/her ability carry out, the lawful 'directions of any officer, authority or body of the University, to the authority whereof he/she is, while this Agreement is in force, subject, under the said provisions.

That the Finance Officer hereby undertakes to abide by and conform to the rules of conduct, as amended from time to time, laid down for salaried officers or administrative staff by the Statutes, the ORDINANCE:s and the Regulations, and any information obtained by Him/her/herself/herself during or in connection with his/her service and the work upon which he/she is engaged shall be treated as secret and confidential and he/she shall be deemed in all respects to be subject to the Indian Official Secrets Act, 1923, as amended from time to time.

That on the termination of this Agreement for whatever cause, the Finance Officer shall deliver up to the University all 'records, property and other goods and articles, belonging to the University that may be in his possession.

That the mutual rights and obligations of the parties hereto shall, in all matters, be governed by the provisions of the Act, the Statutes' the ORDINANCE:s and the regulations, for the time being in force, which shall be deemed to be incorporated herein and shall be as such a part of this Agreement as if they were reproduced herein.

IN AFFIRMATION WHEREOF the parties hereto affix their hands, and the party of the other part also affixes his seal, to this Agreement, on the day and year first above written, and deliver the same, in the presence of the witnesses who have affixed their signatures herein below.

Signature of the Registrar on
Officer behalf Of the University
Witness No 1:

Signature
Name: _____
Address: _____

Signature of Finance
Witness No 2:

Signature
Name: _____
Address: _____

ORDINANCE: IV THE DEANS OF FACULTIES

ORDINANCE:

1. The Dean shall have the power to convene, or cause to be convened, meetings of the Board of the Faculty, and shall preside at all such meetings and ensure that the decisions of the Board not being decisions that require the concurrence or endorsement, of the authority or the Vice-Chancellor , are implemented.
2. The Dean shall be responsible for
 - (i) The due observance of Statutes, ORDINANCE:s and Regulations relating to the Faculty;
 - (ii) The faithful observance of the decisions of the Board of Management and the Academic council relating to the Faculty and to the courses of study and research degree programmes there under
 - (iii) Bringing the financial and other needs of the Faculty to the notice of the Vice Chancellor
3. The Dean shall take necessary measures for the proper custody and maintenance of the Libraries, laboratories and other assets of the Departments comprised in the Faculty.
4. In all matters concerning the Faculty as a whole, the Dean alone shall represent the Faculty in communication with the Vice Chancellor or other officers or authorities of the university.
5. The Vice-Chancellor may, for reasons to be recorded in writing, by order direct that a teacher appointed to any subject or Department in a Faculty shall be placed under the immediate supervision of the Dean for such period as may be specified in such order, and in such a case the teacher-concerned shall perform such academic duties in the Department and such other duties as may be specified in the order.
6. The Dean shall have such other powers and duties as may be prescribed by the ORDINANCE:s and Regulations.

ORDINANCE: V
Heads of Departments
ORDINANCE:

I. (a) The Head of the Department shall be appointed by the Vice-Chancellor from amongst the Professors of the Department, by rotation in the order of seniority, for a term of two years:

Provided that in case

(i) there is no Professor in the Department, the Head of the Department shall be appointed from amongst the Associate Professors of the Department, by rotation in the order of seniority, for a term of two years or till a Professor joins the Department, whichever is earlier; or '

(ii) there is no Professor or Associate Professor in the Department, the Vice-Chancellor may for the time being, appoint the Dean or a Professor of the Faculty to Officiate as the Head.

(a) in case the Head of a Department is absent on leave or duty, or is unable to perform his duties for any other cause, the senior-most teacher of the Department, other than a Assistant Professor, or in case there is no Professor and no Associate Professor in the Department, or the post of the Head cannot be filled. The Dean of the Faculty shall Officiate as The Head.

(b) A teacher officiating as the head shall not be entitled to represent the head in any meeting of the Selection Committee for the appointment of teachers of the Department but may participate in such meeting as member under any other provisions of the Statutes or the ORDINANCE:s.

(c) Every teacher serving as Head of a Department, immediately before the commencement of this ORDINANCE:, shall be deemed to have' been appointed" under this ORDINANCE: from the date of his initial appointment as Head of the Department, and shall continue as such in case he has not already completed a term of two years.

2. The head of the Department shall convene and preside over all meetings of the Department, other than meetings of any Committee constituted by the Departmental Committee of which he is not the Chairperson:

Provided that the Head shall have the right to be present and to speak at any meeting of any Committee appointed by the Departmental Committee, or by Him/her/her/herself, of which he is not a member.

3. The Head of the Department shall:

(a) be responsible to the Dean _of the Faculty for the Organization and conduct of the teaching research work in the Department;

(b) shall manage the academic, administrative and financial affairs of the Department and, subject to the provisions of the ORDINANCE:s, have the power to delegate or assign teaching duties and academic and administrative functions to the teachers of the Department;

(c) shall give due regard to the recommendations of the Departmental Committee constituted under the provisions of Statute I4(9) on matters under its jurisdiction;

(d) be responsible for the due observance of the Statutes, ORDINANCE:s and Regulations relating to the Department

(e) be responsible for the faithful observance of the decisions, relating to the Department and to the courses of study and research degree programmes there-under, taken by the Board of Management , the Academic Council and the Board of the Faculty; '

(i) be responsible for bringing the financial and-other needs of the Department to the notice of the Vice-Chancellor :

Provided that, in all matters concerning the Department as a whole, the Head alone shall represent the Department in communications to the Dean of the Faculty, the Vice-Chancellor and other officers or authorities of the University;

(g) be responsible for the proper custody, maintenance and utilization of the Libraries, Laboratories and other assets of the Department, subject to such provisions as may be laid down by the Dean of the Faculty in this regard;

(h) co-ordinate the work of the Committees, appointed on standing basis or for special purposes, by the Departmental Committee;

(i) exercise administrative supervision over the academic staff (other than teachers) and the non-teaching staff posted in the Department,' without prejudice to the disciplinary control over them assigned to the Registrar or any other officer or authority under the provisions of the Statutes and the ORDINANCE:s;

(i) perform such other duties as may be assigned to Him/her/her/her by the ORDINANCE:s or by the Board of the Faculty, the Academic Council, the Board of Management or the Vice-Chancellor .

CHAPTER: II
OTHER FUNCTIONARIES
ORDINANCE: VI: THE DEAN RESEARCH AND
DEVELOPMENT
ORDINANCE:

The Dean of Research and Development shall be appointed by the Board of Management/Governing Body on the recommendation of the Vice-Chancellor and shall discharge his duties in addition to his own duties as Professor shall be entitled to such allowance and facilities as may be determined by the Board of Management

The Dean of Research and Development shall be responsible to the Vice-Chancellor for the discharge of his duties and his term of office shall ordinarily be two years unless, determined earlier by the Board of Management on the recommendation of the Vice-Chancellor

Provided that in case the Dean of Research and Development is absent on leave or duty, or is unable to perform his duties for any other cause, the Vice-Chancellor may assign the duties of the office to a Professor or an officer of the University.

The Dean of Research and Development shall ex officio be a Member of the Planning and Development Board and, subject to the provisions of the ORDINANCE:s.

shall:

(I) recommend steps for the coordination of activities towards strengthening the Research and Development efforts and initiatives of the University;

(ii) advise the Vice-Chancellor in the formulation of guidelines for the submission of research projects to funding agencies and the undertaking of consultancy projects by faculty groups and individual faculty members, and perform such functions, as may be assigned by the Vice-Chancellor in respect of institutional support for, and the monitoring of the progress of such research and consultancy projects;

(iii) develop linkages with academic and research institutions, governmental, industrial and business concerns as well as Research and Development organizations, for the expertise and facilities of the University for research and consultancy projects and executing collaborative and sponsored programmes, including the strengthening of research facilities in the University with their support

(iv) provide advice and support to faculty members and researchers in the filing or and other aspects of the generation and protection of intellectual property rights

(v) take steps for promoting Technology Development Mission projects, Technology transfer-initiatives, including provision of product and process testing facilities, dissemination of know-how in the forms usable by the manufacturing industries and technical support to small scale industry and engineering entrepreneurs inter-alia by organizing specialized Workshops and Entrepreneurship Development courses or programmes for their benefit; and

(vi) generally provide advice and support in respect of the promotion of Research and Development activities in the University.

4. (a) There shall be a **Research and Development Advisory Committee**; which shall consist of the following persons, namely:

- i. the Vice Chancellor, who shall be the Chairperson;
- ii. the Pro-Vice-Chancellor ,
- iii. the following persons, nominated by the Vice-Chancellor , after consultation with the Dean of Research and Development, for a term of two years –
- iv. two Professors of the University;
- v. one person who is, or has been a Professor of a Central University or an institution of Engineering/technology; established and funded by the Central Government.
- vi. two persons with appropriate qualifications or experience, from industry or corporate or other organization; and
- vii. The Dean of Research and Development, who shall be the Secretary.

(b) The Research and Development Advisory Committee shall offer advice on matters relating to Research and Development, and in particular on developing and strengthening linkages and collaborative arrangements in this regard with academic and research institutions, industrial and business concerns as well as Research and Development organizations, on matters placed before it by the Vice-Chancellor or the Dean of Research and Development, and on other matters within the purview of the of Research and Development.

The meetings of the Research and Development Advisory Committee shall at intervals of four months or sooner if so required, and shall be convened, under-the instructions of the Vice-Chancellor , by the Dean of Research and Development who shall also record and maintain the proceedings and conduct the correspondence thereof exercise administration supervision over the staff assigned to the Board and submit an annual report on its work and decisions to the Board of Management/Governing Body; through Registrar.

ORDINANCE: VII

The Dean of Student Welfare

ORDINANCE

1. The Dean of Students Welfare shall be appointed; from amongst the Professors, or from (amongst such Associate Professors as have a standing of not less than four' years as Associate Professor in the University by the Board of Management on "the recommendation of . the Vice-Chancellor and shall discharge his duties in addition to his own-duties as teacher, and shall be entitled to such allowance and facilities as may be determined by the Board of Management/Governing Body

2. The Dean of Students Welfare shall be responsible to the Vice-Chancellor for the discharge of his (duties and his term of office shall ordinarily be two years unless determined earlier by the Board of Management on the recommendation of the Vice-Chancellor :

Provided that the appointment of the Dean of Students Welfare shall be co-terminus with the Vice-Chancellor :

Provided further that in case the Dean of Students Welfare is absent on leave or duty, or is unable to perform his duties for any other cause, the Vice-Chancellor may assign the duties of the office to another teacher of the University-eligible for regular appointment as Dean of Students Welfare.

3. The Dean of Students Welfare shall be assisted by such number. of Assistant Deans of Students Welfare as the Board of Management/Governing Body may determine from time to time and each Assistant of Students Welfare shall be appointed from amongst the teachers of the University' by the Vice-Chancellor on the recommendation of the Dean of Students Welfare and hold office at the pleasure of the Vice-Chancellor and shall be entitled to such allowance as may be determined by the Board of Management :

Provided that such number of Assistant Deans of Students Welfare, as the Board of Management/Governing Body may determine from time to time, shall be women teachers appointed specially to look after the welfare of women students:

Provided further that the appointment of Assistant Deans of Students Welfare shall be co-terminus with the Dean of Students Welfare on whose recommendation they were appointed as such.

4. The Dean of Students Welfare shall advise and assist students in matters requiring advice and help and in particular in respect of —

(i) obtaining admission to courses of sway. in the University and other 'institutions and the proper pursuit of such courses;

(ii) making lodging and boarding arrangement

(iii) the choice of suitable part-time vocational, training and other courses,

(iv) obtaining advice and assistance in medical and health matters, pastimes and interests;

(v) securing scholarships, stipendiary, part-time employment and other pecuniary support;

(vi) availing travel facilities for educational excursions and vacations;

(vii) pursuing opportunities for further studies abroad and employment; and

(viii) so conducting themselves in the pursuit of their studies as to maintain the traditions of the University and in offering advice' to prospective students in respect of their applications for admission to the University.

5. The Dean of Students Welfare shall ex officio be the member-Secretary of the Board of Students Welfare, and he and the Assistant- Deans of Students Welfare shall perform such other duties as may be assigned to them from time to time by the ORDINANCE:s or by the Vice-Chancellor or the Board of Management .

6. The Dean of Students Welfare shall be the Member-Secretary of the Board of Residence and-shall co-ordinate the working of the hostels' maintained by the University and may offer advice to the Wardens of such hostels in this behalf and may issue to the Wardens of hostels recognized by the University such directions as may be necessary or expedient.

7. The Dean of Students Welfare may, if he so deems appropriate, communicate, in respect of any matter within his jurisdiction, with the guardian of any student.

ORDINANCE: VIII THE PROCTOR ORDINANCE:

1. The Proctor shall be appointed, from amongst the Professors, or from amongst such Associate Professors as have a standing of not less than four years as Associate Professor in the University, by the Board of Management on the recommendations of the Vice-Chancellor and shall discharge his duties in addition to his own duties as teacher and shall be entitled to such allowance and facilities as may be determined by the Board of Management.

2. The Proctor shall be responsible to the Vice Chancellor for the discharge of his duties and his term of office shall ordinarily be two years unless determined by the Board of Management on the recommendation of the Vice-Chancellor

Provided further that the appointment of the Proctor shall be co-terminus with the Vice-Chancellor .

Provided further that, in case the Proctor is absent on leave or duty, is unable to perform his duties for any other cause, the Vice Chancellor may assign the duties of office to one of the Assistant Proctors or to another teacher of the deemed to be university eligible for regular appointment as Proctor.

3. The Proctor shall be assisted by one Deputy Proctor for each teaching Campus of deemed to be university and such number of Assistant Proctors as the Board of Management may determine from time to time and each Deputy Proctor and Assistant Proctor shall be appointed from amongst the teachers of the deemed to be university by the Vice Chancellor on the recommendation of the Proctor and hold office at the pleasure of the Vice Chancellor and shall be entitled to such allowance as may be determined by the ORDINANCE:s.

Provided that such number of Assistant Proctors, as the Board of Management may determine from time to time, Shall be women teachers appointed specially to look after disciplinary. matters in respect of women students.

Provided further that appointment of the Deputy Proctors and the Assistant Proctors shall be co-terminus with the Proctor on whose recommendation they were appointed as such.

4. (a) The Proctor shall take all necessary steps for ensuring and promoting the orderly conduct of students, keep watch over the observance by them of the Regulations on the Code of Conduct for the students, suspend students pending disciplinary proceedings against them, impose penalties (including fines) up to the limit specified-by the Vice-Chancellor , and issue certificates of character to them:

Provided that the Proctor' shall report all orders of suspension. and imposition of Penalties on students to the Vice-Chancellor .

Provided further that the certificate of character shall not be issued during the pendency of any order of suspension of a student or of any disciplinary proceedings against Him/her/her/her.

(b) No penalty on any student involving a fine over the limit specified by the Vice-Chancellor , expulsion or rustication, prohibition from admission to the University or to any institution maintained by or admitted to the privileges of the University, debarment from taking any examination conducted by the University or cancellation of the results of any examination, shall he awarded except with the approval of the Vice-Chancellor .

(c) The Proctor shall exercise such other powers and perform such other duties in respect of student discipline as may be assigned to Him/her/her/her by the ORDINANCE:s or specified by the Vice-Chancellor or the Board of Management from time to time.

5. The Vice-Chancellor may consult the Dean of Students Welfare before approving any action against a student on disciplinary grounds.

6. The Proctor may, if he so deems appropriate, communicate, in respect of any matter within his jurisdiction, with the guardian of any student.'

ORDINANCE: IX THE LIBRARIAN

ORDINANCE:

1. Appointment to the post of Librarian shall be by selection, after Advertisement in the manner laid down by the Board of Management , and the qualifications for the post shall be as prescribed by the Board of Management on the basis_ of the qualifications laid down by the University Grants Commission.

2. (a) The Librarian shall be appointed on the scale of pay prescribed by the University Grants Commission, and shall be entitled to leave, leave-salary, allowances, provident fund and other benefits as prescribed by the University from time to time for the administrative staff of the University.

(b) The University shall provide the Librarian with unfurnished residential accommodation for which rent or license fee shall be payable at the usual rate.

(c) The Librarian shall retire on attaining the age of sixty two years.

(d) The other terms and conditions of service of the Librarian shall be such as may be specified in the contract to be signed by Him/her/her/her/her

3. The Librarian shall work under the administrative supervision and disciplinary control of the Vice-Chancellor .

4. in case of a vacancy in the office of the Librarian, the duties of the office for the duration of the vacancy shall be performed (in addition to his own duties) by such officer or Professor of the deemed to be university as may be nominated by the Vice-Chancellor for such period as he may specify.

Provided that in the' case of the Librarian is absent on leave or duty, or is unable to perform his duties for any other cause, the Vice-Chancellor may, for the duration of such absence or inability make arrangement for the office in the same manner as in the case of a vacancy in the office or, if he so deems fit, assign the duties of the office to a suitable person holding a senior administrative position under the Librarian.

(a) The Librarian shall be the administrative head of the University Library and shall be responsible for the general management thereof.

Explanation: For the purposes of this sub-clause, the University Library shall include any branch thereof-located in any Campus of the University.

(b) The Librarian shall be the Member-Secretary of the Library Committee and of the Committee of Management of the Library System of the University. I

(c) The Librarian shall exercise such other functions as may be assigned by the ORDINANCE:s and Regulations and from time to time by the Vice-Chancellor .

CHAPTER: III
AUTHORITIES OF THE UNIVERSITY
ORDINANCE: X THE BOARDS OF FACULTIES
ORDINANCE:

1 (a) The subjects assigned to each Faculty shall, subject to the provisions of Ordinance be specified in the schedule of the ordinance.

Provided that the said schedule shall for the first time, be drawn up by the Vice-Chancellor and reported to the Academic Council and the Board of Management.

(b) The subjects assigned to each Faculty shall, where so required, be classified into Group A, pertaining to the subjects taught in the University by a Department of the same Faculty, and Group B, pertaining to the subjects taught in the University by a Department of some other Faculty.

2. The SCHEDULE to this Ordinance: may be amended by the Academic Council, suo-moto or on recommendation of the Boards of the Faculties, concerned:

Provided that any such amendment shall be reported to the Board of Management and shall come into effect only after it has duly been recorded by the Board of Management.

3. No decision in respect of the establishment, re-designation, reorganization (including amalgamation or division) or abolition of Faculties shall be taken by the Board of Management except on the recommendations in this regard by the Academic Council, either suo-motu or upon consideration of a proposal to the effect made by Faculty Board (or boards) concerned.

4. (a) A teacher who does not hold a substantive appointment in the University shall not be entitled to be a member of the Board of the Faculty concerned, except where such teacher is occupying an office that entitles Him/her/her/her to ex-officio membership:

(b) The term of office of the members, other than ex-officio members of the board of any Faculty shall be one year in case of teachers of the University

(c) The term of office of a teacher of the University, shall be deemed to have commenced on August 1 in the year concerned.

(d) A casual vacancy among the members of the Board of any Faculty, other than ex officio members, shall be filled as soon as maybe, in the same' manner in which the member whose vacancy is to be filled was chosen, and the person' filling the vacancy shall be a member of the Board for the residue of the term for which the person whose place he fills would have been member;

Provided that a person who is appointed a member of the Board of any Faculty on such casual vacancy shall not forfeit his entitlement, if any to the membership of the Board in the regular course.

(e) Where on account or the non-availability of persons entitled to be members of the Board of any Faculty, or of other exigencies, a vacancy in the Board has remained unfilled, such vacancy shall not be taken into account for computing the quorum for the meetings thereof.

5.a) Meetings of the Board of a Faculty shall be convened on the directions of the Dean of the Faculty concerned. One third of the total number of members of a Board of Faculty, including one expert shall constitute the quorum for each faculty board.

c). In any academic year, there shall generally be two ordinary meetings of the Board of any Faculty, and as many extraordinary meetings thereof as may need to be convened for dealing with special or urgent matters.

d) The first ordinary meeting of the Board of any Faculty shall be convened not earlier than August 1 and not later than October 31 in an academic year:

Provided that in very special circumstances such meeting may, under intimation to the Vice-Chancellor, be convened on a date later than October 31, but not later than November 30, in the academic year concerned.

e) The second ordinary meeting of the Board of any Faculty shall be convened on a date not earlier than March, 1, and not later than May 15; in an academic year:

Provided that where- the Dean of a Faculty is of the view that the second ordinary meeting of the Board of his Faculty is not necessary 'in the circumstances, he may, under intimation to the Vice-Chancellor, not convene the same.

6. The Board of the Faculty of Arts shall consist of the following members, namely

- a. the Dean of the Faculty of Arts (Chairperson);
- b. the Head of Departments in the Faculty of Arts;
- c. the Heads of such Departments in other Faculties as offer instruction in subjects assigned to the Faculty of Arts that are placed in Group B in the SCHEDULE to this Ordinance;
- d. one Professor (other than the Head of the Department and the Dean of the Faculty) or each Department in the Faculty of Arts, by rotation in the order of seniority;
- e. ten Associate Professors (not being Heads of Departments) and five Assistant Professors of the Faculty of Arts, by rotation in the order of seniority in their respective cadres:

Provided that there shall be not more than one such Associate Professor and not more than one such Assistant Professor from the same Department, and any Associate Professor or Assistant Professor who is passed over under this provision-' shall have 'his turn in rotation the next time, except if he has moved to a higher cadre in the mean time;

- f. Not more than two persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

7. The Board of Faculty of Science shall consist of the following members, namely

- a) Dean of Faculty of Science (Chairperson)
- b) the Heads of Departments in the Faculty of Science;
- c) the Heads of such Department in other Faculties as offer instructions in subjects assigned to the Faculty of Science that are placed in Group B
- d) One Professor (other than the Head of Department and the Dean of the Faculty) of each Department in the Faculty of Science, by rotation in the order of seniority.
- e) Six Associate Professors and three Assistant Professors (not being Heads of Departments of the Faculty of Science, by rotation in the order of seniority in their respective cadres.

Provided that there shall be not more than one such Associate Professor and not more than one such Assistant Professor from the same department and any Associate Professor or Assistant Professor who is passed over under this provisions shall have his rotation the next time except if he has moved to the next higher cadre in the mean time.

- f) Not more than two persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

8. The Board of the Faculty of Law (Chairman);

- a) the Dean of Faculty of Law (Chairperson)
- b) the Heads of the Departments assigned to the Faculty of Law;
- c) two Professors (other than the Head of the Department and the Dean of the Faculty) of each
- d) Department in the Faculty of Law, by rotation in the order of seniority: ,

Provided that as long as there is only one Department in the Faculty, there shall be four such Professors from such Department.

- e) two Associate Professors (not being Heads of Departments) and two Assistant Professors of the Faculty of Law, by rotation in the order of seniority in their respective cadres:

Provided that, except in case there is only one Department in the Faculty, there shall be not more than one such Associate Professor and not more than one such Assistant Professor from the same Department, and any Associate Professor or Assistant Professor who is passed over under this provision shall have his turn in rotation the next time, except if he has moved to a higher cadre in the mean time.

- f) not more than two teachers of Departments in other Faculties (taken together) being teachers professing subjects or branches of subjects that have in the opinion of the board of the faculty of law, nominated by the said board.

Provided that there shall be not more than one such teacher from the same department.

Provided further that notwithstanding the provisions of sub-clauses (b) and (c) of the clause 4, the term of office of the teachers nominated under this clause 4, the term of office of the teachers nominated under this clause shall be two years.

Provided also that the members under this serial number shall withdraw from the meetings of the said board during the consideration of the question of the nomination of teachers.

- a) Not more than two persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

Provided also that for the purposes of this serial number, the words Central Universities shall include such National institutes of Law as the deemed to be universities by the University Grant Commission, and the word Professor shall include the Director of any such institute.

9. The Board of Faculty of Engineering & Technology shall consist of the following members namely

- a) Dean of Faculty of Engineering & Technology(Chairperson)
- b) the Heads of Departments in the Faculty of Engineering & Technology;
- c) the Heads of such Department in other Faculties as offer instructions in subjects assigned to the Faculty of Engineering & Technology. that are placed in Group B.
- d) One Professor (other than the Head of Department and the Dean of the Faculty) of each Department in the Faculty of Engineering & Technology, by rotation in the order of seniority.

- e) Six Associate Professors and three Assistant Professors (not being Heads of Departments of the Faculty of Engineering & Technology, by rotation in the order of seniority in their respective cadres.

Provided that there shall be not more than one such Associate Professor and not more than one such Assistant Professor from the same department and any Associate Professor or Assistant Professor who is passed over under this provisions shall have his rotation the next time except if he has moved to the next higher cadre in the mean time.

- f) Not more than two persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

10. The Board of Faculty of Social Sciences shall consist of the following members, namely

- a) the Dean of the Faculty of Social Sciences ; (Chairperson);
- b) the Head of Departments in the Faculty of Social Sciences;
- c) the Heads of such Departments in other Faculties as offer instruction in subjects assigned to the Faculty of Social Sciences; that are placed in Group B
- d) one Professor (other than the Head of the Department and the Dean of the Faculty) or each Department in the Faculty of Social Sciences; by rotation in the order of seniority;
- e) ten Associate Professors (not being Heads of Departments) and" five Assistant Professors of the Faculty of Social Sciences, by rotation in the order of seniority in their respective cadres:

Provided that there shall be not more than one such Associate Professor and not more than one such Assistant Professor from the same Department, and any Associate Professor or Assistant Professor who is passed over under this provision-' shall have 'his turn in rotation the next time, except if he has moved to a' higher cadre in the mean time;

- f) Not more than two persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.
- g) the Chairperson of the Board of Studies of any subject assigned to the Faculty of Social Sciences ; that is placed in Group A, for which instruction is not offered by any Department in the Faculty, in case such Chairperson is not a member under any other provision of this' clause;
- h) in case of any branch of a subject assigned to the Faculty of Social Sciences ; that is placed in Group A in which an independent course is prescribed for any Part of the Examination for a Post-graduate degree, the senior most teacher of the concerned Department of the Faculty professing such" branch, except if such branch is professed 'by any of the members under any other provision of this clause, by rotation in the order of seniority'

Provided that for the purposes of this provision, "independent course" for not less than four-fifths of the total theory papers for concerned part of the relevant examinations.

11. The Board of Faculty of Business Administration & Computer Science shall consist of the following members namely

- a) Dean of Faculty of Business Administration & Computer Science (Chairperson)
- b) the Heads of Departments in the Faculty of Business Administration & Computer Science;

- c) the Heads of such Department in other Faculties as offer instructions in subjects assigned to the Faculty of Business Administration & Computer Science that are placed in Group B.
- d) One Professor (other than the Head of Department and the Dean of the Faculty) of each Department in the Faculty of Business Administration & Computer Science, by rotation in the order of seniority.
- e) Six Associate Professors and three Assistant Professors (not being Heads of Departments of the Faculty of Business Administration & Computer Science, by rotation in the order of seniority in their respective cadres

Provided that there shall be not more than one such Associate Professor and not more than one such Assistant Professor from the same department and any Associate Professor or Assistant Professor who is passed over under this provisions shall have his rotation the next time except if he has moved to the next higher cadre in the mean time.

- f) Not more than two persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

12. The Board of Faculty of Teacher Education shall consist of the following members namely

- a) the Dean of the Faculty of Teacher Education ; (Chairperson);
- b) the Head of Departments in the Faculty of Teacher Education;
- c) the Heads of such Departments in other Faculties as offer instruction in subjects assigned to the Faculty of Teacher Education; that are placed in Group B
- d) one Professor (other than the Head of the Department and the Dean of the Faculty) or each Department in the Faculty of Teacher Education; by rotation in the order of seniority;
- e) ten Associate Professors (not being Heads of Departments) and" five Assistant Professors of the Faculty of Teacher Education, by rotation in the order of seniority in their respective cadres:
- f) Provided that there shall be not more than one such Associate Professor and not more than one such Assistant Professor from the same Department, and any Associate Professor or Assistant Professor who is passed over under this provision-' shall have 'his turn in rotation the next time, except if he has moved to a' higher cadre in the mean time;
- g) Not more than two persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.
- h) the Chairperson of the Board of" Studies of any subject assigned to the Faculty of Teacher Education ; that is placed in Group A, for which instruction is not offered by any Department in the Faculty, in case such Chairperson is not a member under any other provision of this' clause;
- i) in case of any branch of a subject assigned to the Faculty of Teacher Education; that is placed in Group A in which an independent course is prescribed for any Part of the Examination for a Post-graduate degree, the senior most teacher of the concerned Department of the Faculty professing such" branch, except if such branch is professed 'by any of the members under any other provision of this clause, by rotation in the order of seniority'

Provided that for the purposes of this provision, "independent course" for not less than four-fifths of the total theory papers for concerned part of the relevant examinations.

13. The Board of Faculty of Commerce shall consist of the following members, namely;

- a. the Dean of Faculty of Commerce (Chairperson)
- b. the Heads of Departments assigned to the Faculty of Commerce.
- c. One Professor (other than the Heads of Department in the faculty of Commerce, by rotation in the order of seniority
- d. three Associate Professors (not being Heads of Department) and two Assistant Professors of the Faculty of Commerce, by rotation in the order of seniority.
- e. Not more than two persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

Provided further that, notwithstanding the provisions of sub-clauses (b) and (c) of clause 4, the term of office of the teachers nominated under this clause shall be two years

Provided also that the members under this serial number shall withdraw from the meeting of the said Board during the consideration of the question of the nomination of such teachers; g ~

in the case' of any branch of a subject assigned to the Faculty of Commerce, in which _an independent course is prescribed for any Part of the Examination for a Post-'graduate degree, the senior most teacher of the concerned Department of the Faculty professing such branch, except if such branch-is professed by any of the members under any other provision of this clause, by rotation in the order of seniority: .

Provided that for the purposes of this provision, "independent course" means a group of theory Papers exclusive to the said branch that accounts for not less" that four-fifths of the total theory Papers for the concerned Part of the relevant Examination;

Powers and Functions of the Board of Faculty

- a) Subject to the provisions of the Act, the Statutes and the ORDINANCE:s, the Board of each Faculty shall have the following powers, namely to make recommendations to the Academic Council regarding the advancement of the standards of teaching in the courses of study and of research in the research degree programmes;
- b) the institution of new subjects of study and new courses of study and the revision of the syllabi and examinations for existing courses of study, suo-motu or alter consulting the Boards of Studies concerned:

Provided that where the recommendations on any of these matters relate to subjects for which instruction is conducted by a Department of some other Faculty, it shall be open to the **Academic Council to seek the view of such Faculty before taking a decision thereon;**

- a) the revision of existing and institution of new research degree programmes;
- b) the institution, structure, contents, examinations and revision of, and other matters relating to, general courses to be offered by the students enrolled in courses of study and research degree programmes;
- c) the recognition and sharing of credits in respect of courses of study and research degree programmes within the Faculty, or between the Faculty and Other faculties of the University;
- d) the institution and working of such intra-faculty and inter-Faculty Schools as may include Departments assigned to the Faculty;

- e) the creation, sharing or abolition of academic posts, including the institution of floating posts (i. e. posts assignable to different subjects or specialties from time to time as required);
- f) matters other than those specified in 'serial number (i) to (vii),referred to it by the Boards of studies on areas within their jurisdiction; and .
- g) any matter referred to it by the Court, the Board of Management, the Academic Council or the Vice-Chancellor
- h) to co-ordinate the teaching and research work of the Departments assigned to the Faculty
- i) to organize and supervise teaching and research work in subjects (or areas)that are exclusively assigned to the Faculty but do not fall within the sphere of any Department in the Faculty; in accordance with the rules or guidelines laid down 'by' the Academic Council— '
- j) to coordinate the work, in respect of instruction for courses of study and research work (including course work) for research degree programmes of such Schools as may exclusively comprise Departments assigned to the Faculty; .
- k) to promote coordination in academic matters between the Faculty as such, or the Departments assigned to the Faculty, and other Faculties of the University, or Departments assigned thereto;
- l) other Universities 'or institutions of higher education and research;
- m) to make recommendations to the Admission Committee in respect of admissions and enrolments to, and to the Examinations Committee in respect of the examinations of, courses of study under the Faculty, including the general courses referred to in serial number e) of sub-clause (a);
- n) to provide for administrative matters relating to the Faculty; and to exercise such other powers and perform such other functions as may be assigned to it by the ORDINANCE and the Regulations.

CHAPTER: IV-Bodies of the Universities Other Than Authorities

ORDINANCE XI: SELECTION COMMITTEES FOR APPOINTMENT OF TEACHERS

ORDINANCE:

1. (a) Every vacancy in the posts of Professor, Associate Professor and Assistant Professor shall be advertised in at least two newspapers having country-wide circulation; and may also be notified through Journals related to higher education and the Web-site of the University:

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Provided that the advertisement shall ordinarily allow prospective candidates time of three weeks, reckoned from the first date of the publication thereof, to apply for the advertised post.

B. Applications in response to the advertisement shall be submitted on the Form, and in the manner, approved by the Vice-Chancellor

C. The selection process for any post shall be deemed to have commenced from the last date for submission of applications specified in the advertisement.

D. For purposes of advertisement, selection and appointment, posts shall be classified as follows:

posts with specialized qualification, being posts which are earmarked for a particular specialty of the subject concerned, or a particular specialty common to more than one subject, and in such a case no candidate other than one fulfilling the specialized qualification shall be eligible to be considered for the same; .

posts with preferential qualification, being posts for which preferential qualification have been prescribed. and in such a case. only where the candidatures of more than one candidate are found to be of equal merit by the Selection Committee, preference shall be given to the candidate who fulfills the said preferential qualification;

posts with desirable qualifications . being posts for which desirable qualifications have been prescribed, and in such a case. only where the candidatures of more than one candidate are found to be of equal merit by the Selection Committee, preference shall be given to the candidate who fulfills the said desirable qualifications and

unspecified (or general) posts, being posts for which specialized or preferential or desirable qualifications have not been prescribed.

2.a. The Registrar shall cause the applications received under sub-clause (b) of clause to be scrutinized in order to identify such applicants as prima-facie fulfills the qualifications prescribed for the post concerned.

2 b. **There shall be a Screening Committee comprising**

(i) in the case of a post assigned to a Department, the Dean of the Faculty (Convener), the Head of the Department, except if he has a rank less than that of the post concerned, and up to two nominees of the Vice-Chancellor from amongst persons with expert knowledge of the subject, of whom one shall be a senior teacher of the Department with a rank not less than that of the post concerned:

Provided that where a post is shared between two or more Departments of the same Faculty, or is assigned to a Faculty but not to any Department, the members of the Screening Committee, other than the Dean of the Faculty (Convener), shall be nominated by the Vice-Chancellor:

Provided further that where the; Departments between which the post is shared are of different faculties, or the post is not assigned to any Department but shared between different Faculties, the Screening Committee shall be appointed by the Vice-Chancellor ;

2. c The Screening Committee shall be called by the Registrar as far as possible within a fortnight of the last date referred to in sub-clause (c) of clause 1, in order to review and finalize the list' of applicants fulfilling the qualifications prescribed for the post concerned, as drawn' up under sub-clause (a) and to short-list the applicants so finalized, taking into account the qualifications, attainments and experience, as on the last date for the submission of applications,» on the basis of such number of candidates for each vacancy as may be directed by the Vice-Chancellor:

Provided that the Vice-Chancellor shall, by standing orders reported to the Academic Council, lay down the general norms to be followed by the Screening Committees in respect of the relative assessment of the said qualifications , attainments and experience or purposes of short-listing the applicants:

Provided further that where the Screening Committee is of the opinion that the applicants found eligible are too few in number for a worthwhile selection, it may recommend that the post or posts concerned be re-advertised, and where the Vice-Chancellor is in agreement with such recommendation the Registrar shall re-advertise the same.

2. d. The short-list of candidates drawn up by the Screening Committee under sub-clause (c) shall be forwarded by the Convener to the Registrar, who shall submit the same to the Vice-Chancellor for approval.

2. e. An applicant whose name has not been included in the short-list, referred to in sub-clause (d). shall not be entitled to be called to appear before the Selection Committee.

3. The date, time and venue of the Selection Committee shall be fixed by the Vice-Chancellor.

4. A notice of not less than fourteen days, reckoned from the date of dispatch thereof, shall be given to each member of the Selection Committee and to each candidate:

Provided that in the case of the Dean of the Faculty and the Head of the Department such notice may be of lesser duration

5. The notice, referred to in clause 4, shall be served personally or by Registered Post or by other means of dispatch which record or indicate the receipt of a dispatched communication by the addressee.

6. Where an' expert, who has assented to attend the Selection Committee on the date fixed for the same, communicates his inability to be present, or does not report, for the meeting thereof, the Vice-Chancellor may invite another expert out of the panel approved by the Board of Management to take his place, and in such a case the requirement of notice specified in clause 5 shall stand suitably relaxed.

7. A member of the Selection Committee or the Board of Management shall withdraw from the meeting of the Selection Committee or of the Board of Management , as the case may be, if the candidature, or question of the appointment, of such member or of any of his

relatives, or any other matter having a direct bearing on such candidature in question, is being or is likely to be considered at such meeting.

8. The Selection Committee for any post shall not consider the name of any candidate except if such candidate has, after duly submitting an application in response to the advertisement referred to in clause 1, appeared before the Selection Committee for interview and participated in such other modes of assessment as the Selection Committee or the Vice-Chancellor may determine:

Provided that where an applicant requests, for good and sufficient reasons, to be considered in absentia, the Selection Committee may, with the approval of the Vice-Chancellor, so consider Him/her/hers/hers:

Provided further that in the case of direct recruitment to a post of the rank of Professor, the Selection Committee may, with the approval of the Vice-Chancellor consider in absentia the names of eminent persons who have not submitted such application.

9. The process of selection shall involve assessment of aptitude for teaching and research and ability to communicate clearly and effectively and to analyze and discuss, and the other modes of assessment, referred to in clause 8, may include methods such as a preliminary interview or a presentation or, in the case of the post of Assistant Professor, also a written test or, wherever possible, participation of the candidate in a group discussion or his exposure to a class room situation.

10. No recommendation of a Selection Committee shall be considered to be valid except if the majority of the members present, including not less than half the number of participants from amongst the experts and the Chancellor's nominee (taken together), is in agreement with the same:

Provided that in case there is a tie in the Selection Committee in respect of any recommendation, the Chairperson thereof shall have the right to exercise a casting vote.

11. The Head of the Department shall not participate in the Selection Committee in case, he is Him/her/hers/herself a candidate for the post concerned or the post is of a higher rank than his current post, and in such a case the Vice-Chancellor may invite one of the senior teachers of the Department of appropriate rank to take his place:

Provided that for the post of Assistant Professor, the Dean of the Faculty, and not the Head of the Department, shall participate in the Selection Committee only if the Head of the Department is unable to participate in the same.

12.a The Selection Committee may recommend one name, or more than one but not more than three names, for each post, and where it recommends two or three such names it shall arrange the names in a panel drawn up in the order of preference (hereafter in this ORDINANCE: referred to as the order of preference).

12.b Where there are two or more posts – (i) assigned to different categories (that is to say, the unreserved category and one, or more than one, reserved category), the Selection Committee shall draw up a separate order of preference for the posts of each such category; or (ii) assigned to the same category, the Selection Committee may draw up, for the posts of such category, a single comprehensive order of preference, with not more than two names in excess of the number of posts, and in such a case comprehensive order of preference shall be deemed to be originated into a separate order of preference for each post, in a manner that the sequence of names in the comprehensive order of preference is preserved.

12.c The order of preference

(i) specified under the provisions of sub-clause (a) or serial number (i) of sub-clause (b); or .
(ii) deemed to have been specified (where a single comprehensive order of preference has been drawn up) under the provisions of serial number (ii) of sub-clause (b), shall signify that the candidate at any lower position in such order shall be given an offer of appointment to the concerned post, except if the person, or persons, in a higher position therein has or have, declined such offer in writing or failed to respond to such offer within the period specified in serial number (ii) of sub-clause (b) of clause 12.

Where the Selection Committee recommends that no candidate has been found suitable, or is available, for a post, such post shall be re-advertised.

13.a The candidate approved, for appointment to a post, in pursuance of the recommendation of the Selection Committee, as approved by the Board of Management or, the Chancellor, shall be permitted a period of three months, from the date of dispatch of the offer of appointment, to join the post, but in special circumstances the Vice-Chancellor may, on an application of such candidate, extend such period by a further period ordinarily up to three months.

(b) Where a candidate who has been given the offer of appointment.

(c) joins the concerned post, the order or preference in respect of such post shall stand exhausted.

(d) In case the candidate who has been given the offer of appointment

(i) fails to respond to the said offer within a period of three months reckoned from the date of the dispatch thereof, he shall be granted, in writing, a further period of one month for the purpose, and where no response is received from Him/her/his/hers up to the end of such further period; or

(ii) after having accepted the said offer fails to join the post within the specified period (including extended period) allowed to Him/her/his/hers for the purpose under the provisions shall be deemed to have declined the offer, and the offer shall, in consequence, stand withdrawn.

The recommendations of the Selection Committee for a post shall be valid for a period of one year from the date of the approval thereof by the Board of Management or the Chancellor, as the case may be, but the Board of Management may, in special circumstances and for reasons to be recorded, extend the validity thereof for a further period not exceeding three months, and where such post remains unfulfilled by the end of such period (including the extension, if any, thereof) it shall be re-advertised.

14. (a) Where there are two or more posts of different categories for which separate orders of preference have been drawn up, under the provisions of serial number (i) of sub-clause (b) of clause 12, a candidate appointed from the order of preference for an unreserved post shall be deemed to have been given a higher place by the Selection Committee than a candidate appointed from the order of preference for a reserved post.

(b) Where there are two or more posts and the Selection Committee has-

(i) in case such posts' belong to the same category, recommended is not more than one candidate each for one or more of such posts, or not specified any preference covering all the recommended candidates;

(ii) in case such posts belong to different categories, not specified any preference covering the candidates of different reserved categories, the Board of Management or, the

Chancellor, shall, after considering the recommendations of the Selection Committee, specify, consistent with, and without prejudice to the provisions of sub-clause (a), the order of merit of the candidates approved for appointment to such posts:

15 A candidate not already serving in the University shall, upon appointment to a teaching post be entitled to be granted protection of salary in accordance with the relevant provisions of the Fundamental Rules of the Central Government, as amended from time to time, shall mutatis mutandis apply to the matter:

Provided that a candidate already serving, in the University shall, upon appointment to a teaching post, be entitled to have his pay fixed in the new post in accordance with the said provisions.

16. The Selection Committee may propose, in respect of a candidate not already serving as teacher' in the 'University; who, in the considered view of the Selection Committee possesses qualifications and attainment of an exceptionally high order, that he may be allowed upon appointment to (but not more than) five advance increments on the initial pay 'in the admissible pay scale, and in such a case the Board of Management , or the Chancellor, may disregard such. proposal or agree partially or wholly therewith, and where the Board of Management , or the Chancellor, agrees partially or wholly with such proposal, the person so appointed shall be awarded, subject to the relevant provisions of the Fundamental Rules of the Government of India, as amended from time to time, which shall mutatis mutandis apply to the latter, and also to the directions issued by the University Grants Commission in that regard, from time to time, advance increments up to the limit agreed to by the Board of Management or the Chancellor, as the case may be:

Provided that "such advance increments shall not be granted over and above the additional increments that may be admissible under clause 15 in virtue of the protection of the salary of the candidate in the earlier post held by Him/her/her/her.

ORDINANCE XII

APPOINTMENTS TO CHAIRS AND OF EMERITUS PROFESSORS AND ADJUNCT FACULTY

ORDINANCE:

The Board of Management may, with the prior approval of the University Grants Commission, **create Chairs** (i. e. special academic positions of eminence of the rank of Professor) in different fields, disciplines, or inter-disciplinary areas, or approve such Chairs provided or endowed by the Government, or any agency thereof, or any organization or body, and may appoint persons of academic or professional eminence and outstanding merit to such Chairs on special contract in respect of the duties, tenure, age of superannuation, emoluments, benefits and privileges assigned to the incumbents thereon. '

(b) **Appointments to Chairs** shall be made on the recommendations of a Search Committee, with the Vice-Chancellor as the Chairperson and the Registrar as the (non-member) Secretary, and not less than three eminent persons with 'special knowledge or professional experience in relevant fields, to/be nominated-by the Vice-Chancellor from a panel of ordinarily not less than six names approved by the Board of Management from a list of names drawn up by the Vice Chancellor and endorsed by the Academic Council:

Provided that the Vice-Chancellor may, under such circumstances as in his opinion demand immediate or expeditious action, offer appointment to a Chair to any person recommended by the Search Committee concerned or to any person of outstanding academic or professional excellence in the concerned discipline or field, and shall report such appointment to the Board of Management :

Provided further that where the Board of Management does not concur with such appointment, the matter shall be referred to the Chancellor for final orders.

An incumbent on any Chair, referred to in clause (a), shall be a supernumerary member of the Academic Council, and in case the Chair is assigned to (i) a Department or two or more Departments, of the concerned Board, or Boards, of Studies and Board, or Boards, of Faculty; a Faculty, or more than one Faculty, but not to any Department, of the' concerned Board, or Boards, of Faculty;

The Board of Management may, with the prior approval of the University Grants Commission, appoint as Emeritus Professor to a Department, University institute or independent Centre, on the proposal of the Academic Council, any person of outstanding academic eminence who has held a post of the rank of Professor in the University or any other institution or organization of higher studies or research.

(b) The appointment of an Emeritus Professor shall be on honorary basis. for a term not exceeding three years, but he shall not continue as such beyond the age of seventy years

(c) An Emeritus Professor

(i) may be invited to deliver lectures on special subjects, teach courses and participate in other academic activities of the Department, University Institute or independent Centre concerned;

(ii) shall be provided with facilities for study and research, including the conduct of research projects, in the Libraries and Laboratories of the Department, University institute or

independent Centre concerned, and in the Library of the Faculty concerned and the University;

(iii) shall not be eligible to hold any office in the University or in any authority or body thereof, but may be invited to participate (without the right to vote) in the meetings of any academic body of the Department, University Institute or independent Centre concerned

(iv) may supervise, at any given time, not more than two candidates enrolled for research degree programmes;

(v) shall be entitled to attend Convocations.

(d) the appointment of any person as Emeritus Professor or Emeritus Fellow in any Department, University institute or independent Centre, under any scheme of the University Grants Commission or other national agency, shall be reported to the Board of Management, and the provisions of serial numbers' (i) of sub-clause (c)' shall apply to such Emeritus Professor or Emeritus Fellow. .

Adjunct Faculty

3.a The Vice-Chancellor may upon the endorsement by the Academic Council of a proposal made by the Board. of a Faculty alter considering the request of the Departmental Committee of two or more Department, or the Departmental Committees of two or more Departments, or by the Governing Body of a University institute or the Advisory Committee of an independent Centre, recommend to the Board of Management that a person working in any other University or organization, with a rank not less than that of Associate Professor or equivalent, be declared for a specified period, with the assent of such other university or organization, as a teacher of the University under **the rubric of Adjunct Faculty**.

3.b person declared as **Adjunct Faculty**, under sub-clause (a), shall be assigned to the Department or Departments, University Institute or independent Centre on behalf of which his name has ' been proposed, and shall be entitled to such privileges and allowances as may be approved by the Board of Management, 'and may perform academic duties, in the unit concerned, for such periods in an academic year during which he is available at the University.

3.c The academic duties, referred to in sub-clause (b), may include teaching, the delivery of special lectures and the conduct of project research.

3.d A person declared as Adjunct Faculty, under sub-clause (a), may, subject to the provisions of the ORDINANCE:s governing research degree programmes, and also of any agreement with his parent University or organization, act as the co-supervisor of candidates enrolled for; any such programme at the Department or Departments, University institute or independent Centre concerned, and as the supervisor of candidates enrolled at his parent University or organization for research degree programmes of this University.

ORDINANCE XIII BOARDS OF STUDIES

ORDINANCE:

1. (a) Where two or more subjects are assigned to a Department. the Academic Council may approve the constitution of a separate Board of Studies for each of them or assign one or more of them to a common Board of Studies:

2. Board of Studies: Composition of the Board: There shall be one Board of Studies for each Department of the institution deemed to be university.

The Board of Studies of each faculty/Department shall consist of:

- a) Dean of faculty/Head of the Department – Chairperson
- b) All Professors of the faculty/Department
- c) Two Associate Professors of the faculty/Department by rotation of seniority
- d) Two Assistant Professors of the faculty/Department by rotation of seniority
- e) Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned

3. The functions of the Board of Studies shall be as follows:

(a) to make recommendations on matters pertaining to the courses of study for the Master's degree (other than the M. Phil. degree), Diplomas and Certificates of Proficiency in the assigned subject or subjects, and also for the Bachelor's degree in the subject or subjects as the case may be.

(i) to the Board of the "Faculty concerned, in respect of the revision of syllabi (including modifications in the recommended texts and books for the same), the institution of new courses of study and measures for the improvement of teaching (inter alia covering modes of delivery, assessment and evaluation);

(ii) to the Admissions Committee, in respect of admissions; and

(iii) to the Examinations Committee, in respect of examinations.

(b) to recommend, to the Examinations Committee, the lists of examiners for the Examinations of the courses of study referred to in sub-clause (a);

(c) to perform the functions assigned by the relevant Ordinances and Regulations in respect of the research degree programmes in the assigned subject or subjects;

(d) to consider and make recommendations on any matter referred to it by the Board of the Faculty concerned, the Academic Council, the Board of Management or the Vice-Chancellor, and on any question pertaining to its sphere of work that may appear necessary to it; and

(e) to perform such other functions as may be assigned to it by the Ordinances or Regulations.

4. (a) Meetings of the Board of Studies shall be convened by the Chairperson, who shall also record and maintain the proceedings thereof.

(b) Where a matter arises, in respect of which the Vice-Chancellor, or the Dean of the Faculty' or the Deans of two or more Faculties, deem it necessary to elicit the common view of two or more Boards of Studies, or the Chairpersons of such Boards so deem necessary, a joint meeting of the concerned Boards may be convened by the Chairpersons acting jointly, under intimation to the Dean or Deans concerned.

(c) Where two or more Boards of Studies; belonging to the same Faculty meet jointly, the Dean of the Faculty or the senior-most teacher amongst the Chairpersons of the participating Boards of Studies shall be the Chairperson of such meeting:

Provided that where such Boards belong to different Faculties, the concerned Dean with the longest tenure as such, or the senior-most teacher among the Chairpersons of the participating Boards, shall be the Chairperson of such meeting.

(d) Two-thirds of the members of the Board of Studies or the Studies or, in the case of joint session, of the total number of members of the Boards meeting jointly, shall form the quorum:

Provided that in the case of the Board of Studies, or the Studies, in Law, the majority of the total membership shall form the quorum.

ORDINANCE XIV THE DEPARTMENTAL COMMITTEE ORDINANCE:

1. The Departmental Committee shall consist of the Head of the Department, as Chairperson ex-officio, and five Professors, 'three Associate Professors and two Assistant Professors of the department, by rotation in the order of seniority for a period of two years: Provided that

(i) as long as there is no Professor in the Department, the Departmental Committee shall have two more Associate Professors as (additional) members by rotation the order of seniority, who shall, subject to a period of membership of two years, relinquish office as soon as a Professor joins the Department;

(ii) as long as there, is no. Associate Professor-in the Department, the Departmental Committee shall have two more Assistant Professors as (additional) members by rotation in the order of seniority, who shall, subject to a period of membership of two years, relinquish office as soon as a Associate Professor joins the Department; as long as there is no Professor and no Associate Professor in the Department, the Departmental Committee shall have three more Assistant Professors as (additional) members by rotation in the order of seniority, who shall, subject to a period of membership of two years, relinquish office as soon as a Professor or a Associate Professor joins the Department: ~

Provided further that where two or more subjects are assigned to a Department, for any matter specifically concerning any subject that is not represented by the Chairperson and the other members (including additional members) of the Departmental Committee, the senior-most teacher of the Department in such subject shall be specifically invited for the matter to the meeting concerned.

2. The Departmental Committee shall have the following functions, namely –

- a. to apportion the teaching and co-curricular work of the Department among the teachers thereof and monitor the proper execution thereof;
- b. to take measures for the organization, promotion, coordination and monitoring of research work and. other academic and extra-curricular activities in the Department:

—
Provided that the functions of the Departmental Committee in respect of research degree programmes shall be subject to the provisions of the ORDINANCE:s and Regulations governing such programmes;

- c. to appoint such sub; Committees, or such Committees of the teachers of the Department, as may be necessary or expedient for the proper discharge of the work of the Department; subject to the rules and norms laid down by the Board of Management or the Finance Committee in this regard, to make recommendations to the officer or authority empowered by such rules, in respect of the engagement of persons on contractual basis for various duties in the Department; .
- d. to consider and decide on the assignment and utilization of the space, equipment and other assets of the Department and other matters of general and academic interest to the Department; and to perform such other functions as may be assigned

by the ORDINANCE:s or Regulations or, from time to time, by the Vice-Chancellor or the Dean or the Board of the Faculty.

3. Meetings of the Departmental Committee shall be convened at least once every two months (except for the periods of vacations) by the -l-lead of the Department, who shall also maintain the proceedings and give effect to the decisions thereof.

4. The proceedings of the Departmental Committee shall be submitted to the Vice-Chancellor and the Dean of the Faculty.

ORDINANCE: XV: THE PLANNING AND DEVELOPMENT BOARD ORDINANCE:

1. For the purposes of this ORDINANCE;, except where the context requires otherwise the word "University" shall include the institutions maintained by the University.

2. There shall be a Planning and Development Board for the planning and development of the academic infrastructure and the Campus and other properties of the University, and monitoring and advising on such planning and development in respect of University

3. The Planning and Development Board shall consist of the following members, namely —

(i) the Vice-Chancellor , who shall be the Chairperson;

(ii) the Pro-Vice-Chancellor ; ' '

(iii) one person nominated by the University Grants Commission for such tenure it may specify;

(iv) two persons nominated by the Board of Management , including at least one of it own members; '

(v) one of the external expert members of the Building and Works Committee, nominated by v the Vice-Chancellor ;

(vi) the Deans of the Faculties:

(vii) one Professor. ' ; one from each nominated by the Vice-Chancellor , of whom one shall also be nominated by Him/her/her/her as the Secretary;

(viii) The Registrar, the Finance Officer and the University Engineer;

(b) The Development Board nominated by the Board of Management or by the Vice-Chancellor , shall hold office as such for a term of two years.

(c). All designations and changes in the membership of the Planning and Development Board shall be reported to the Board of Management

(d) The meetings of the Planning-and Development Board shall ordinarily be held at intervals of three months; or sooner if so required, and shall be convened, under the instructions of the Vice-Chancellor ,by the Secretary; who shall also record and maintain the proceedings and conduct the correspondence thereof, exercise administration supervision over the staff assigned to the Board and submit reports on its work and decisions Board of Management ; through the Registrar.

4. The functions of the Planning and Development Board shall be as follows:

a) to prepare and revise the perspective plan of the university and review and give advice on the perspective plans of the university

b) to advise Vice-Chancellor in respect of the preparation and revision of the Charter, the mission statement and the Vision Plan of the University)

c) To lay down the guidelines and performance indicators for the conduct of academic audit of the university.

d) To review the findings of the academic audit referred to in serial number (ii), take further action on such findings in respect of the university and make suggestions

e) To recommend to relevant authorities and bodies, measures for improving and strengthening the administrative infrastructure of the university of the university, in order to facilitate the proper application and utilization of Plan grants and non plan resources.

- f) To prepare proposals for the developmental grants under Five year plans and annual plans for the university, quantify the requirements for such grants and subject to the conditions laid down by the funding agency concerned allocate or reallocate such grants as also the unassigned grants and other similar grants to various projects, proposals and heads and monitor the progress of the utilization of such allocations, including the submission of utilization and other certificates by the unit, entities or persons in receipt thereof.
- g) To lay down the guidelines for the institution of a Central Statistical Unit for the university, supervise the functioning Central Statistical Unit and take other measures for for developing and strengthening the information system of the university
- h) To coordinate the proposals and developmental projects to be submitted by the departments and other units of the university under special plans or non special plans of UGC and other funding agencies, and supervise preparation of any presentation to be made to the funding agency in respect of any such special programme/scheme.
- i) to supervise the preparation of a Master Plan for the Campuses of the University and recommend measures for the effective observance thereof,
- j) to make recommendations in respect of the acquisition of land and real estate for the physical expansion of the University, and of the development of the property of the, University;
- k) to advise the relevant authorities, bodies, officers and functionaries in respect of the compilation and revision of the record of the land and real properties of the University' and the protection, preservation and appropriate utilization thereof;
- l) to supervise the preparation of the Annual Report of the University;
- m) to offer advice on any matter relating to academic and infrastructural
- n) planning and development, referred to it by the Board of Management, the 'Academic Council or the Vice-Chancellor; and to perform such other functions as may be assigned to it by the Ordinances or by the Board of Management, the Academic Council or the Vice-Chancellor.

ORDINANCE: XVI: THE BUILDING AND WORKS COMMITTEE ORDINANCE:

1. (a) There shall be a Building and Works Committee of the University, which shall consist of the following persons-

(i) the Vice-Chancellor, who shall be the Chairperson;

(ii) the Pro Vice-Chancellor where there is no Pro-Vice-Chancellor, one Professor or title University nominated by the Vice-Chancellor, for such term as he may specify from amongst the members of the Planning and Development Board;

(iii) one person nominated by the University Grants Commission for such term as it may specify

(iv) one member of the Board of Management. nominated by the Vice-Chancellor from amongst the members of the Finance Committee

(v) two external experts, one each from the fields of Engineering and Architecture, nominated by the Vice-Chancellor from amongst persons who are serving or former faculty members of a central university

(vi) one Civil Engineer, not below the rank of Superintending Engineer from a Department, agency- Tor Public Sector Undertaking of the Central Government; nominated by the Vice-Chancellor , on ex officio basis or for such term as may be specified by Him/her/her/her; .

(vii) one Professor of the University; nominated by the .Vice-Chancellor , for a term of two years

(viii) the Registrar and the Finance Officer; and

(ix) the University Engineer

(b) The Vice-Chancellor shall nominate either the member under serial number, (vii) of sub-clause (a), or the University Engineer as the Secretary of the Building and Works Committee shall be reported to the Board of Management.

(c) All nominations of members and all changes in the membership of the Building and Works Committee shall be reported to the Board of Management .

(d) The Building and works committee shall ordinarily meet at intervals of three months, or sooner if so required and the meeting thereof shall be convened, under the instructions of the Vice-Chancellor by the Secretary, who shall also record and maintain the proceedings and conduct the correspondence thereof and exercise administration supervision over the staff assigned to the Committee.

(e) The proceedings of the Building and Works Committee shall be reported to the Finance Committee and the Board of Management .

2. (a) The Building and Works Committee shall be responsible for arranging and supervising the construction of all major capital works with the administrative approval and expenditure sanction of the Board of Management , and for granting the necessary administrative approval and expenditure sanction for minor works and works pertaining to maintenance and repairs.

(b) The expenditure on the works referred' to in sub-clause (a) shall, in the case of works

(i) charged to the regular grant. be within the limits approved in the budget and in accordance with the conditions laid down by the Board of Management ; and
(ii) charged to special grants from any funding agency. be within the amount available for the same and in accordance with the conditions laid down by the funding agency concerned.

3. The functions of the Building and Works Committee, in addition to those specified in sub-clause (a) of clause 2, shall be as follows -

(i) to prepare and finalise the plans and cost estimates of buildings and other capital works, and approve such revisions thereof from time to time as may be necessary; -

(ii) to lay down the procedure in respect of the approval and execution of minor works and works pertaining to maintenance and repairs;

(iii) to make such technical scrutiny in respect of the plans and estimates. referred to in serial number (i) as maybe necessary, and ensure that the said plans and estimates are in accordance with the-conditions and requirements laid down, in the case of the works referred to in serial number (i) of sub-clause (b), by the Board of Management and. in the case of the works referred to in serial number (ii) thereof,' by the funding agency concerned;

(iv) to ensure that no works are undertaken except such as are in accordance with the Master Plan for the Campuses of the University, and in the case of Buildings classified as Heritage Buildings, except in accordance with the rules in this behalf adopted by it and approved by the Board of Management :

(v) to lay down, with reference to the rules of the Government of India or a relevant agency thereof, the norms for the enlistment and classification of Architects and other Consultants for general or specific purposes and of Contractors (including Government Departments, agencies and Public Sector Undertakings) for purposes of the execution of the works referred to in serial number (i), enlist them accordingly and engage them for such purposes on appropriate terms and conditions: .

Provided that the Building and Works Committee shall have the power to, determine that mode of execution of the said works, accept tenders, settle rates not covered by tender, settle the claims of and disputes with, the said Architects, other Consultants and Contractors, arrange for the supervision of the major capital works and give directions for departmental works wherever necessary;

(vi) to approve proposals for the development of the land of the University and in respect of the improvement of water and electricity supply services, drainage, sanitation, landscaping, aesthetic appearance. preservation of Heritage Buildings, civic amenities, security and proper protection of the real estate of the University, and of-special structural and other provisions consistent with the requirements of physically challenged persons;

(vii) to make such recommendations deemed appropriate, in respect of its sphere of work, to the Planning' and Development Board and the Board of Management and

(viii) to offer advice on such matters as may be referred to it by the Board of Management, the Finance Committee or the Vice-Chancellor ; and

(ix) to perform such other functions as may be assigned by the Ordinance or Regulations, or by the Board of Management , the Academic Council or the Vice-Chancellor