

**HEMCHANDRACHARYA
NORTH GUJARAT UNIVERSITY**

**HAND BOOK
PART- II**



**HEMCHANDRACHARYA
NORTH GUJARAT UNIVERSITY, PATAN (N.G.) – 384 265
[As modified up to 31-12-2022]**

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PREFACE

North Gujarat University was established by the North Gujarat University Ordinance, No. 5 of 1986, dated 17-5-1986. The Ordinance was later converted into the North Gujarat University Act No. 22 of 1986, dated 10-9-1986. The University was renamed as Hemchandracharya North Gujarat University by Gujarat Act No. 2 of 2003, dated 1-3-2003.

"North Gujarat University Hand Book" was first published in February 1990. In the year 1995, the Hand Book was printed in two volumes for the Second time incorporating the changes which took place during the period. Volume-I covered the Act and Statutes and, Volume-II covered the Ordinances and Regulations amended up to 31-12-1994.

As on today there have been several changes in some of the Ordinances, Regulations, Ph.D. Ordinances and P.G. Rules, owing to their ephemeral attributes which called for rethinking in executive and operational matters. Considering all these and high demand for the updating Hand Book, it was decided to publish the third revised version. Part-II of the Hand Book, containing the Ordinances and Regulations, Ph.D. Ordinances and P.G. Rules, as till dated is being published. This will facilitate easy and quick access for seeking required information. The publication makes a sincere effort to serve the people concerned in the best possible manner.

Place: PATAN
31st March, 2023

Dr. Rohitkumar N. Desai
Vice - Chancellor

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ORDINANCE

UNIVERSITY BOARD OF SPORTS

- O.1:** University Board of Sports shall consist of the following :
- (1) Two principals to be appointed by the Executive Council;
 - (2) Members not exceeding two, may be appointed by the Executive Council;
 - (3) Three teachers of Physical Education to be appointed by the Executive Council;
 - (4) Two students to be appointed by the Executive Council. They must have represented the University in any of the Inter-University tournament;
 - (5) The H.O.D. of the Departments of the University to be nominated by the Executive Council ;
 - (6) The Director of Physical Education, member secretary.
- O.2 :** The Principals of the colleges and the members appointed by the Executive Council to the Board of Sports shall ordinarily be persons possessing expert knowledge or experience in some branches of Sports and shall hold office for three years, but shall be eligible for reappointment. The students appointed by the Executive Council to the Board of Sports shall hold office for one academic year only but shall be eligible for re-appointment.
- O.3 :** The objects of the Board are:-
- (1) To foster and encourage sports and sportsmanship amongst the students of the University;
 - (2) To organize, control, manage and supervise Sports and tournaments within the Jurisdiction of the University;
 - (3) To legislate their conduct;
 - (4) To undertake and conduct Inter-University Competitions.
- O.4 :** The Board, at its first meeting of the Academic year, shall elect a Chairman from amongst the H.O.D., Principals or members of Executive Council appointed on board by the Executive Council. The Chairman shall hold office for one year or until another Chairman is elected. He shall preside at all meetings of the Board. In the absence of the Chairman at the Meeting, the members present shall elect a Chairman from among themselves. Five members shall form the quorum for a meeting of the Board. No quorum shall be necessary for a meeting which has been adjourned for want of a quorum.
- O.5 :** The Board shall meet at least once in six months or whenever deemed necessary by the Chairman. If a member of the Board fails to attend three consecutive meetings of the Board, he shall cease to be a member of the Board.
- O.6 :** **DELETED**
- O.7 :** The powers and functions of the Board shall be:-
- (i) To frame rules for the conduct of Inter-Collegiate Sports and tournaments;
 - (ii) To prepare the budget for presenting to the Executive Council;
 - (iii) To allot funds towards the expenses of Inter-Collegiate Sports and Tournaments;
 - (iv) To decide whether the University should participate in various Inter University Competitions and to prepare the budget for the expenses involved in such participations;

- (v) To appoint committees for the selection of the university teams and to conduct Inter-University competitions whenever the University is asked to do so by the Inter-University Board of sports;
- (vi) To provide coaching in various games and sports;
- (vii) To develop the sports facilities in the University;
- (viii) And generally to take such other steps as may be found necessary for the due discharge of its responsibilities.

O.8 : The Board may delegate such powers to the committee appointed by the board, as may be necessary for them in the discharge of the duties imposed upon them by the Board.

O.9 : It shall be obligatory for each college to pay the Board of Sports the contribution that is fixed by the Board from time to time.

- O.10 :**
- (i) The Board of Sports may appoint sub-committees or tournament committees as it may deem necessary;
 - (ii) The Chairman of each sub-committee or tournament committee, who shall necessarily be the Head of the recognized Institution, the administrative Head re-presenting the University department or the Principal of a college, shall be appointed by the Board of Sports at its first meeting in the year.
 - (iii) The Chairman of the sub-committee may, in his discretion, co-opt not more than two members to the sub-committee or tournament committee.
 - (iv) The sub-committee shall be composed of the Chairman, appointed as mentioned above, the members appointed by the Board of Sports, to a maximum of seven and the co-opted members, if any. Each sub-committee shall appoint its Secretary for the year from among its members at the first meeting held during the year.
 - (v) Each sub-committee or tournament committee shall frame rules for the conduct of its own tournament, draw-up programmes for the tournament and shall be in charge of the tournament and shall decide on all cases of disputes that may be referred to them.
 - (vi) Each sub-committee or tournament committee shall decide the manner of conducting tournaments in conformity with the rules framed by the Board of Sports.
 - (vii) The Principal or Head of every competing Institution shall submit a list of names from which the players will be selected, along with their necessary eligibility details to the sub-committee or tournament committee concerned on the dates fixed by the sub-committee or the tournament committee. The Institution submitting eligibility details, will be held responsible for their veracity; eligibility details once submitted, will not be allowed to be altered subsequently by the Institution which submits it.
 - (viii) The entries for Athletics along with the details required for the same, shall be submitted to the Secretary of the sub-committee on or before the date fixed by the sub-committee in the prescribed forms, which will be supplied by the Secretary of the subcommittee to the colleges, at least 10 days prior to the last date for receiving the entries.
 - (ix) The last date fixed for submitting entries for any tournament or Athletics competitions shall not be altered, except with the permission of the Chairman of the sub-committee or tournament committee concerned, in consultation with the Chairman of the Board of Sports.
 - (x) The expenses towards the T.A. and D.A. of the members of the sub-committee shall be met from the Board of Sports funds.

THE LIBRARY COMMITTEE

- O.11 :** The Library Committee shall consist of
- (1) The Vice-Chancellor,
 - (2) The Pro-Vice-Chancellor, if any;
 - (3) Deans of faculties;
 - (4) Heads of the University departments;
 - (5) Three members to be nominated by the Executive Council,
 - (6) A representative from "Inflibnet" (to be nominated by the Director, INFLIBNET)
 - (7) The Chief Accounts Officer,
 - (8) Head of the Computer Centre,
 - (9) Information Scientist, and
 - (10) The University Librarian, member secretary.
- O.12 :** The Vice-Chancellor; or in his absence, the Pro-Vice-Chancellor if any; or in the absence of the both, the senior most Dean shall preside at the meeting of the Committee.
- O.13 :** The members of the Committee shall hold the office for three years and may be re-appointed. The office of a member of the Library Committee shall be vacated by death, resignation or by the member being absent from four consecutive meetings, or his ceasing to hold the office by virtue of which he is such a member. Any vacancy on the committee shall be filled up by the Executive council.
- O.14 :** The committee shall meet at least twice in every term, and at other times when convened by the Chairman.
- O.15 :** Six members of the Committee shall constitute the quorum for a meeting of the Committee. No quorum shall be necessary for a meeting which has been adjourned for want of quorum.
- O.16 :** All questions shall be decided by majority of votes of the members present. The Chairman shall have a vote and in the case of an equality of votes, he shall have a Second or a casting vote.
- O.17 :**
- (i) The Library Committee shall, subject to the general control of the Executive Council manage the Library and advise the Executive council on any matter connected with the Library referred to it by the Executive Council. In particular and without prejudice to the generality of the foregoing power, the Committee shall have the following powers and functions namely:-
 - (i) To make recommendation to the Executive Council,
 - (a) Regarding the administration of the funds set apart for the library,
 - (b) Regarding the requirement of the staff of the Library,
 - (c) Regarding writing of the unserviceable books or loss of books.
 - (d) Regarding computerization and automation of the Library,
 - (e) Regarding the upgradation of the skills of existing library staff in the field of automation, computerization and networking of libraries, through required programmes, seminars and connection.

- (f) Regarding the creation and augmentation of data bases to support academic and research work
 - (g) Regarding the establishment of information centers to support modern information services,
 - (h) Regarding the establishment of information regarding a co-operative communication network for linking libraries and academicians to have limited resources at national level.
 - (i) Regarding any other matter connected with the library.
- (ii) The committee shall report to the Executive Council for information, the purchase of books and the disposal of the books which are worthless, unserviceable or otherwise useless in the opinion of the committee. For the purpose of this ordinance, books shall include manuscripts and periodicals.
 - (iii) The Library Committee shall have the power to make rules governing the use of the library from time to time and to amend them. Such rules and any changes made therein, shall be reported to the Executive Council.
- O.18 :** The Library Committee shall keep an account of all funds provided for the purposes of the Library, and forward a statement of such accounts to the Registrar, for submission to the Executive Council every three months.
- O.19 :** There shall be a separate account in the Bank under the name of "Library Account".
- O.20 :** All bills in respect of books purchased for the Library shall be verified and checked by the Librarian.

THE BOARD OF EXTRAMURAL STUDIES

- O.21 :** Extramural instruction arranged for by the University, outside the regular course and studies, for degree and diplomas or post-graduate courses shall include the following
- (1) Popular lectures delivered at the University or at the selected centres within the territorial limits of the University.
 - (2) Campus Summer School, Social Education Courses, Social Service Project and other similar courses of instruction.
 - (3) Co-ordination and synthesis of subjects taught by colleges in the University.

O.22 : **FINANCIAL DELEGATION OF POWERS**

- (1) (A) The Vice-Chancellor is authorized to sanction all expenditure pertaining to the University including the building works upto Rs.1,00,000/- without obtaining quotations and upto Rs.2,00,000/- after obtaining quotations. Then expenditure can be incurred only after inviting tenders as per State Govt. rules. However, in the case of purchases from Government Agencies or institutions such as Atomic Energy Commission, National Laboratories etc., the Vice-Chancellor may sanction expenditure up to Rs.100000/- without inviting tenders or quotations but a certificate to this effect shall be recorded in writing.
- (B) However in case of purchase from GeM, GIL, the Vice-Chancellor is authorised to sanction the expenditure as per provisions made in Government Financial Rules, in force.

- (2) The Pro-Vice-Chancellor is authorized to sanction all expenditure pertaining to the University including the building work up to Rs. 25000/- without inviting quotations; and up to Rs.40000/- after inviting quotations.
- (3) The Registrar is authorized to sanction all expenditure up to Rs.20000/- without inviting quotations; and up to Rs.50000/- after inviting quotations.
- (4) The Controller of Examinations is authorized to sanction all expenditure pertaining to the Exam Branch up to Rs.10000/- without inviting quotations and Rs.25000/- after inviting quotations and any expenditure of conducting Examination.
- (5) The Chief Accounts Officer be authorized to sanction all expenditure up to Rs.10000/- without inviting quotations and up to Rs.25000/- after inviting quotations and shall sanction all the Bills of salary of the employees of the University employed permanently /temporarily or on contractual basis or Outsourced.
- (6) Deputy Registrar is authorised to sanction any expenditure for Academic branch upto Rs.10,000/- without obtaining quotations and expenditure of remunerations bills of University departments and PG centres.
- (7) The Librarian is authorized to sanction all normal expenditure pertaining to the library up to Rs.10000/- without inviting quotations and up to Rs.25000/- after inviting quotations. (except books)
- (8) The deputy Engineer being the Head of the Estate branch is authorised to sanction all expenditure up to Rs.25000/- without inviting quotations and up to Rs.50000/- after inviting quotations and can sanction any expenditure of Electricity Bills, Telephone Bills and Insurance.
- (9) Other Heads of departments & the Branch Heads are authorised to sanction contingency expenditure except hospitality expenditure pertaining to their respective department /branch up to Rs.5000/- without inviting quotations and up to Rs.10000/- after inviting quotations.
- (10) The Vice-Chancellor is authorised to sanction advances without any limit in respect of Exam and Administration works, whereas PVC, Registrar & Chief Accounts Officer are authorised to sanction advance up to Rs.50000/- 25,000/- and Rs.25,000/- respectively for all purpose.
- (11) Any two officers among the authorised signatories can transfer the funds from one account to another account of the university General Funds as and when required.
- (12) First signatory of the authorised signatories of the accounts of General Funds of the university and first signatory of the accounts of the university departments shall have to check the bills, sanctioned letters, necessary certificates etc., whereas the second signatory shall have to check the amount, name of the party and the signature of the first signatory.
- (13) Director of Physical Education and NSS Coordinator are authorised to sanction the regular expenditure of the programme and seminars organised as per rules and within the budget provisions of their branches.
- (14) Actual car fare shall be paid as per Govt.provisions in the case of experts coming to attend the Selection Committee and in the case of person who comes in any Inquiry Committee appointed by the university. In case of Air fare prior sanction of Vice – Chancellor is a must.

Note :-

- (i) This above monetary authority limit in respect of financial power shall be applicable in each one case at a time only but requirement of one time shall not be spilt to cover the whole expenditure involved in one case within the powers.

- (ii) Respective Departments and branches shall have to maintain records such as miscellaneous Purchase Register, vouchers file, quotation file etc.

RECOGNITION OF TEACHERS OF THE UNIVERSITY

- O.23 :** The Board of University Teaching and Research shall frame rules for the recognition of University Teachers and get them approved by the Executive Council, after consulting with the Academic Council.

***RECOGNITION OF TEACHERS AS RECOGNISED TEACHERS FOR POST-GRADUATE INSTRUCTION**

RECOGNITION OF TEACHERS

- O.24 :** There shall be two types of teachers of the University for Post-graduate Instruction
- (a) Post-graduate teachers appointed by the University for its own departments;
- (b) Recognised teachers working in the affiliated colleges or recognised institutions.
- O.25 :** Except in the case of recognised eminence, recognition will be granted only on application made in the prescribed form.
- O.26 :** Every application for recognition as a teacher of the University shall be made in writing in the form provided for the purpose by the University and submitted through the head of the affiliated college or recognised institution in which the applicant is working.
- O.27 :** The head of the affiliated college or recognised institution, through whom the application is submitted, and the applicant, shall give such further information as may be required in connection with the application of the candidate for recognition as a teacher of the University.
- O.28 :** Every recognised teacher must be attached to an affiliated college or a recognised institution, and his recognition will continue so long as he answers the designation on the basis of which he was recognised.
- O.29 :** **DELETED**
- O.30 :** **DELETED**

RECOGNITION OF POST-GRADUATE TEACHERS

- O.31 :** A teacher to be recognised as a post-graduate teacher for the Master's degree in the faculties of Arts, Science, Commerce, Education and Rural Studies by papers must have the qualifications specified herein below:
- (a) A Ph.D. degree and three years' teaching experience in the subject to the degree class as a Lecturer before or after his obtaining the Ph.D. degree.
- OR
- (b) An M.Phil. Degree and five years' teaching experience in the subject at the degree level;
- OR
- (c) A Master's degree in first Class and five years' teaching experience as a Lecturer at the degree level;
- OR
- (d) A Master's degree in Second Class or deemed Second Class in the subject and at least seven years' teaching experience in the subject to the degree class as a Lecturer;

OR

- (e) A Chartered Accountant with three years' teaching experience in Accounting and Auditing in degree classes or five years' professional standing;

OR

- (f) A B.Com. Degree in at least a Second Class in Advance Accounting and Auditing and holding M.Com. degree with I.C.W.A. (diploma of the Indian Institute of Cost and Works Accounts, Calcutta) and possessing at least three years' experience of teaching the subject in a college.

OR

- (g) A person holding B.Com. Degree in at least Second Class in Advance accounting & Auditing and holding the I.C.W.A. (diploma of the Indian Institute of Cost and Work Accountants, Calcutta) and five years' professional experience shall be recognised as a Postgraduate teacher for Cost Accounting and Advanced Accounting for the M.Com. Degree.
- (h) In case of Grant-in-aid/ Government colleges who have been recruited as Assistant Professor (Adhyapak Sahayak) by Director of Higher Education/ GPSC having Ph.D/NET/SLET/SET qualifications on a regular permanent post, having recognition of the university and have cleared the probation period and are confirmed be recognised as a PG teacher on their confirmation.

- Notes:**(i) Teaching experience means experience of teaching at an affiliated college or recognised institution or University department, as the case may be.
- (ii) In case of a Tutor/demonstrator, who possesses the necessary qualifications for being appointed as a Lecturer, the teaching experience gained by him in the said post shall be considered for the recognition to a maximum period of three years only. The rest of the required teaching experience shall be as per rules in force from time to time.
- (iii) For Shastris and Maulvis, i.e. Teachers in Sanskrit, Prakrit, Pali, Persian and Arabic the above qualification will not be insisted upon, but the concerned teachers must have qualifications of having passed special examination in the subject which are equivalent to those mentioned above.
- (iv) Teaching experience means experience of teaching to last two years' of the degree classes or Post-graduate classes in an affiliated college or a recognised institution or a University department as the case may be. However, if a teacher has experience of teaching only in the first two years of the degree classes, the teaching experience would mean two more years of experience.
- (v) Teaching experience means two years experience of Part time teaching shall be considered equivalent to one year full time teaching experience.

O.32 : A teacher to be recognised as a Post-graduate teacher for the Master's degree in the faculties of Law, Engineering and Pharmacy by papers must have the qualifications specified in any one of the categories shown here below:

Sr. No.	Bachelor's Degree	Master Degree in the Subject	Doctorate Degree	Total Teaching Experience in the Subject	Teaching Experience in the Faculty in which he/she applies
1	2	3	4	5	6
1.	first and	first	-	Three years	Two years
2.	first and	first	-	five years	Three years
3.	Second and	first	-	five years	Three years
4.	first and	first and	Ph.D.	Two years	Two years
5.	first or	first and	Ph.D.	Three years	Three years
6.	Second and	Second	-	Seven years	five years
7.	Second and	Third and	Ph.D.	Three years	Three years
8.	Third and	Second and	Ph.D.	Three years	Three years
9.	Second and	Second and	Ph.D.	Three years	Three years
10.	-	Second and	Ph.D.	Three years	Three years

- Note:**
1. teaching experience means experience of teaching at the last two years of degree classes or Post-graduate classes in an affiliated college or a recognised institution as the case may be.
 2. Notwithstanding anything contained in the table above, a teacher may also be recognised for the LL.M. degree, provided that he has at least ten years' teaching experience at the degree classes, out of which he has at least five years' experience of teaching in the faculty of Law.
 3. Notwithstanding anything contained in the table above a teacher may also be recognised for M.E. degree provided that he has
 - (i) A Bachelor's degree in the first class with distinction with an approved record of research of five years', teaching experience of seven years approved professional experience together with at least one year's teaching experience. Such teaching or professional experience will pertain to the subject in which recognition is sought.

OR

 - (ii) A Bachelor's degree in the Second class with at least three original papers to his credit and five years teaching experience. OR
 - (iii) A Ph.D. degree or a Dr. Eng. with a B.E. degree in the first class in the same subject together with five years' professional and/or teaching experience in the subject as an assistant recognised postgraduate teacher in an affiliated college or a recognised institution.

OR

- (iv) A Ph.D. degree or Dr. Eng. with B.E. degree in Second class in the same subject together with seven year's professional and/or teaching experience in the subject as an assistant recognised post-graduate teacher in an affiliated college or a recognised institution.
- (v) Teaching experience means two years' experience of part-time teaching shall be considered equivalent to one year full time teaching experience.

RECOGNITION FOR THE PH.D. GUIDE IN THE FACULTIES OF ARTS, EDUCATION, SCIENCE, COMMERCE, LAW, RURAL STUDIES, MANAGEMENT, PHARMACY, ENGINEERING, HOMOEOPATHY, AND HOME SCIENCE.

O.33 : DELETED

O.34 : DELETED

O.35 : DELETED

PERIOD OF RECOGNITION & RENEWAL OF RECOGNITION

- O.36 :
- (1) The recognition granted under the foregoing ordinance shall be for a period of five years.
 - (2) Each recognised teacher shall submit at least six months prior to the date on which his recognition expires, a report of all work done by him during the period of this recognition , to the Board of University Teaching and Research,
Note: Such reports may include the synopsis of the lectures delivered, the changes he made for the presentation and in the material of his lectures, the difficulties in following the subject that the students experience according to his assessment, the types of tutorials he conducted, the response he has at these tutorials, the interest he displayed in the extra curricular and other activities, the reading, the writing and reviewing of books or paper in his subject that he did, and the research work, if any, he did himself or be guided during the period.
 - (3) After considering the report, the Board of University Teaching and Research shall recommend to the Executive Council whether his recognition be continued further.
 - (4) The Executive Council may at time, on the recommendation of the Board of University Teaching & Research, withdraw the recognition of a recognised teacher.
 - (5) When a teacher already recognised as an assistant post-graduate teacher or a post-graduate teacher is invited to teach the subject of recognition in the post-graduate centre of the subject in his/her college or if there is not post - graduate centre of the subject in his/her college, in the centre located in another colleges and if he/she does not accept to teach the subject without any valid and reasonable ground, his/her recognition shall be suspended or together withdrawn by the university.

MINIMUM REQUIREMENTS FOR CONTINUING THE EXISTING POSTGRADUATE CENTRES-REQUIREMENT OF LOCAL STAFF IN THE SUBJECT

O.37 : The following shall be requirements for the continuation of recognition of a centre for imparting post-graduate instructions and/or teaching:

- (a) In the faculties of:
- (1) Arts,
 - (2) Education,
 - (3) Science in all subjects other than Chemistry and
 - (4) Commerce, for post-graduate centre in the subject concerned it shall be compulsory that full teaching of all the papers in the subject be organized and implemented.

It shall be mandatory for a post-graduate centre in a subject concerned in any of the above faculties to have its own local staff at least three recognised post-graduate teachers in the subject.

- (b) In the case of languages, there shall be subject to the total requirement of the minimum local staff as laid down below:
- (i) At least two recognised post-graduate teachers in the principal subject,

AND

- (ii) At least one Assistant recognised post-graduate teacher in each of the subsidiary languages.

- (c) In the case of post-graduate centres for different groups such as History, Economics, Sociology and Politics, the following local staff of colleges shall be considered adequate:

Three recognised post-graduate teacher, i.e. two recognised postgraduate teachers in any of the groups and one recognised postgraduate teacher in the remaining group.

- (d) In the faculty of Science (Chemistry only):

For a post-graduate centre in the subject of Chemistry, the following local staff of a College/Institution shall be required:

- (i) Three recognised post-graduate teachers out of which two recognised post-graduate teachers shall be in the branch of the subject concerned and one recognised postgraduate teachers shall be in either of the remaining branches of the subject concerned.

[N.B.: In the case of any of the post-graduate centres in Inorganic, Organic or Physical Chemistry, if there is no adequate local staff as required under this ordinance due to certain circumstances such a centre will be permitted to continue, provided it has one post-graduate teacher in the branch of the subject and other teachers in any other branch or branches as required in clause (d) above.]

For a post-graduate centre in Group 'D' Analytical Chemistry, Group 'E' Petro-Chemical, following shall be the minimum requirement of local teaching staff:

- (ii) For Group 'D' Analytical Chemistry, the required local teaching staff of the college/Institution shall consist of

- (a) One recognised post-graduate teacher with M.Sc. degree, by papers in Analytical Chemistry having to his credit research work of recognised merit in Analytical Chemistry.
- AND
- (b) One recognised post-graduate teacher with M.Sc. by papers in Physical Chemistry or Inorganic Chemistry and one recognised post-graduate teacher in Organic Chemistry.
- (iii) For Group 'E' Petro-Chemical, the required local teaching staff of the College/Institution shall consist of -
- (a) A recognised post-graduate teacher either for physical Chemistry or for Organic Chemistry.
- AND
- (b) A Chemical Engineer whose qualifications are approved by an expert committee.
- (e) In the case of post-graduate centres for the degree course under the faculties of Technology including Engineering and Law, the following staff shall be required:
- (i) Three recognised post-graduate teachers in the branch or the subject concerned.
- (ii) In case of non-availability of teachers indicated in clause(i) above, the Vice-Chancellor may permit opening or continuing the post-graduate centre in the branch or subject concerned, provided the college/Institution satisfies the following condition.
- *Two recognised post-graduate teachers in the branch or the subject concerned.
- (f) Not less than one-half of the total number of periods in the subject shall be provided for by the college from amongst its own local staff duly recognised and not more than one half of the total number of periods per subject per week may be provided for in a term by inviting such number of recognized teacher or teachers duly recognised as post-graduate teacher from other colleges or recognised institutions or University Departments.
- (g) No centre shall work for less than four days a week where practical work is involved with not more than four lectures to be delivered on Sundays, if necessary.
- (h) If no student registered continuously for two years in the P.G. Center, it shall deem to be closed.

O.38 : It shall be a condition for the affiliation of colleges and institutions that they will co-operate in the scheme and work or postgraduate teaching of the University by allowing their recognised postgraduate teachers and in any other manner they may be laid down from time to time by the Executive Council.

COLLABORATION IN TEACHING WORK

O.39 : In case of a post-graduate teacher of a particular place requiring to go to a recognised centre for collaboration in its teaching work, the inviting postgraduate centre will bear the expenses of lodging of the visiting teacher. The actual traveling expenses of the teacher shall be borne by the University, as per rules to be made in that behalf by the Executive Council.

REGISTRATION OF STUDENTS AT AN APPROVED INSTITUTION

O.40 : A graduate of this University working at an institution outside the University area, recognised as an approved institution by the Executive Council of the University for the purposes of giving guidance in research and intending to register himself for the Master's or the Ph.D. degree of this University shall forward his application in the prescribed form for admission and registration provided he is eligible for such an admission.

The forms shall be duly completed and signed by the guiding teacher and send through the Head of the Approved Institution to Registrar of this University. He shall at the same time pay the prescribed registration fees of the 100/ for the course leading to the Master's or the Ph.D. degree as the case may be. No tuition fees shall be charged by this University for such candidates. In case, the institution charges any amount for the use of materials etc, the person will have to pay that amount directly to the Institution concerned in addition to the registration fees payable to the University. In case he is required to produce an Eligibility Certificate for admission to this University as provided under relevant ordinances, he shall apply for admission to the University, only after obtaining the certificate in question on production of the required documents and the prescribed fee. On receipt of the completed application for admission and registration and the fees prescribed thereof, the University will issue a Registration number, the name of the student, the date of registration, the problem of research and the year in which the person supposes to submit his thesis.

Notwithstanding anything stated above, the Executive Council may grant special permission for such registration even to persons who are not graduates of this University but are otherwise eligible for admission to such courses. Persons who are permitted under this clause satisfy the usual requirements regarding eligibility registration etc. as mentioned above.

O.41 : Except for the Master's degree in Engineering and in special cases approved by the Executive Council on the recommendations of the Board of University Teaching & Research, all candidates for post-graduate degree by research must work under the guidance or direction of University Professor, a whole time University teacher or a recognised teacher.

Provided the post-graduate teacher, working in an affiliated college or a recognised Institution or a University department in the Hemchandracharya North Gujarat University area and having not less than five years standing as a postgraduate teacher may, on the recommendation of the Board of University Teaching and Research and on the recommendation being approved by the Executive Council be permitted to do his/her research work for his/her Ph.D. degree in his/her own specialized subject independently. Provided always that when a candidate for a post-graduate degree has been permitted to work independently, the Board of University Teaching and Research shall recommend to the Executive Council names of two external referees.

GENERAL PROVISIONS FOR ADMISSION

O.42 : A student passing the Higher Secondary School Certificate Examination conducted by the Higher Secondary Education Board, Gujarat State or by any other statutory Board of any other State and eligible for admission in this University under the relevant statute shall apply through the Principal latest by 31st August and a student, who has been given admission by the Central Admission Committee, shall apply through the Principal latest by 21 days after giving an admission or the date prescribed by the Vice-Chancellor, to the Registrar of this University for enrolment and shall at the same time pay a fee of

Rs.50/- (Rupees fifty only). The Principal shall carefully scrutinize the enrolment application of each candidate before granting him admission, subject to the approval of the University.

Pending such approval the admission shall be at the cost and risk of the candidate concerned. The application for the enrolment shall be accompanied by an eligible true copy of the original mark-sheet duly certified by the Principal of the College in which he has joined. The application for the enrolment will not be acceptable, if it is not accompanied with true copy of his original mark-sheet duly certified by the Principal of the college.

Students who have passed the aforementioned examination in any of the years preceding the year of his joining a college will be required to produce, in addition to his mark-sheet, the original passing certificate and a true copy thereof duly certified by the Principal of the college concerned. If for any reason, the application for enrolment cannot be submitted by any candidate in time, the Principal shall report to the University, the name of such candidate latest by 15th of September of each year or the date prescribed by the Vice-Chancellor together with the information regarding subjects taken by the candidate and the marks obtained by him therein at the abovementioned examination as the case may be. In case of candidates found not eligible for admission half the fees paid by him for enrolment certificate will be refunded.

In the event of any doubt or dispute arising in connection with the enrolment, the Vice-Chancellor's decision shall be final.

*** ADMISSION OF STUDENTS FROM OTHER UNIVERSITIES**

O.43 :

A student migrating from the jurisdiction of another University or Statutory examining body and seeking admission to this University shall apply to the Registrar of this University for a certificate of Eligibility and shall, at the same time, pay the fees of Rs.50/- such fees, shall not be returned if an Eligibility Certificate is issued to the applicant. In case, however, a student to whom the Eligibility Certificate has been issued for admission to a particular course of studies, desires a change of course for admission to which he is otherwise eligible, he will be required to pay fresh fees of Rs.50/-. In case where no Eligibility Certificate can be issued by the University either because he is not found eligible or he has failed to submit the required documents, one-half of the said fees shall be retained by the University and the other half shall be returned to the applicant student. No student from the Jurisdiction of other University or the Statutory examining body shall be admitted to any institution maintained by or affiliated to the University except on production of certificate of Eligibility signed by the registrar or an officer authorized by him of this University in the following form:

CERTIFICATE OF ELIGIBILITY

"Certified that.....having passed the Examination of theor having passed the..... Examination ofUniversity/Board in the year 200..... after completing the prescribed course of instruction at college, which is a college maintained by, or affiliated to, that University is eligible for admission to theclass in the University."

The Registrar may, however, issue a provisional Certificate of eligibility, if he is satisfied that the applicant is prima-facie eligible for admission to this University, at his own risk, and on condition that he obtains a final Certificate of Eligibility before the close of the academic terms in which the student is provisionally admitted to the University.

Provided further that if the Executive Council is satisfied that the delay on the part of a student in applying for an Eligibility Certificate was not due to any fault of his own, it may, when granting the eligibility Certificate, direct that it shall have retrospective effect from the date on which the student commenced to attend the institution to which he applied for admission, so that days on which he registered attendance before the issue of the Certificate can be taken in to account for the purpose of Ordinance 50 and 51.

Admission to college is under the control of their Principals and the grant of an Eligibility Certificate by the University does not necessarily confer on the candidate the right to be admitted to a particular college. The certificate fee will not be refunded in the event of the student failing to obtain admission to a college in this University.

A student migrating from any other Statutory University in this University in any under-graduate course or diploma course shall apply through the Principal of the college latest by the 15th of October to the Registrar of this University for registration and shall at the same time pay a fee of Rs.50/- (Rupees fifty only).

A provisional certificate to join a college will be issued only on payment of the prescribed fee and on production of documentary evidence, such as a certificate of passing the Examination issued either by the Head of the Institution or the Registrar of the University, or the secretary of Higher Education Board or a news paper-cutting where in the names of successful candidates are published. When numbers only are published, the Hall Ticket or Admission Card must also be produced. The statement of marks will also be accepted.

O.44 : The term or terms kept by any student who has passed Higher Secondary School Certificate Examination conducted by the Gujarat Secondary School Education Board or an examination recognised as equivalent thereto migrating from the M.S.University of Baroda, Gujarat University, Sardar Patel University, Saurashtra University, South Gujarat University and Bhavnagar University or any other statutory University in the state of Gujarat, shall be recognised permanently for the purpose of keeping terms for appearing at any examination of this University provided that he keeps at least one term immediately preceding the examination in this University and provided further that he has not utilised the terms kept by him at any of the Universities mentioned above for appearing at its examination and has become an ex-student of the University. This benefit shall not apply to a student migrating from any of the above mentioned Universities, which does not grant the similar privilege to a student of this University.

Provided further that if any of the Universities of the state of Maharashtra recognises the term or terms kept by a student at this University shall be recognised on a reciprocal basis.

O.45 : The students who have migrated from this University and pursuing another course of study at another University in the state of Gujarat but who prior to their migration have kept terms or appeared and failed at the Examination of this University desire to appear thereat, shall be permitted to do so, provided that the University to which they have migrated has no objection to the students appearing at the Examinations of this University provided further that such permission be granted only on condition that the University at which the students are pursuing their studies reciprocate to with this University by according similar permission to its students pursuing a course of studies in this University.

O.46 : No student from the jurisdiction of another University or Statutory Examining Body seeking admission to this University shall be admitted to a constituent or affiliated colleges of this University, after the expiry of one month from the date of commencement of any term in all the faculties except in the faculty of technology including Engineering in which case the period will be of 15 days instead of one

month. Provided, however, that the Principal of the college concerned is satisfied that there was sufficient reason for delay on the part of a student seeking admission as aforesaid, he may admit a student to the college notwithstanding the expiry of one month in all faculties except in the faculty of Technology including Engineering and expiry of fifteen days in the faculty of Technology including Engineering if the Principal has reason to believe that the student will be able to register the attendance prescribed under the Ordinance for the class to which he seeks admission.

UNIVERSITY TERMS

O.47 : The academic year of the University for the faculties of Arts, Education, Science, and Technology including Engineering, Law, Pharmacy and Home Science shall be divided in to two terms.

(i) The following is the arrangement of terms:

Faculty	First term		Second term	
	Date of commencement	End of the learn	Date of commencement	End of the learn
1	2	3	4	5
Arts, Education, Science, Commerce and Home Science	15 th June	3 rd November	26 th November	24 th April
Law	15 th June	3 rd November	26 th November	24 th April
Technology including Engineering	2 nd July	31 st October	7 th January	30 th April
Pharmacy 3 rd & 4 th Year	15 th June	31 st October	26 th November	24 th April
Other	2 nd July	31 st December	1 st January	14 th June

Provided that will be competent for the Vice-Chancellor, in his discretion to permit re-arrangement of a term on account of dipawali holidays or any academic programme or any other reason deemed sufficient by him.

(ii) In addition to the vacation mentioned in (i) above and weekly holidays on Sundays, the affiliated colleges and University's postgraduate department may observe one holiday of the day immediately following the conclusion of the inter-collegiate sports and such youth festival, and also such public holidays as are approved by the Executive council.

Further, it shall be competent for a Principal of an affiliated college, or a Head of a recognised Institution or a Head of the University Department to declare for his College/Institution/ Department not more than five days as holidays in an academic year in his discretion in view of the needs and exigencies arising in his College/ Institution/Department.

[**Note:** Vacation means the period between the conclusion of the terms and commencement of the next term.]

O.47-A : Junior Certificate Course in English. The academic year of the course will be from 15th of July to 7th of April.

O.47-B : Senior Certificate Course in English. The academic year of the course will be from 15th of July to 7th of April.

O.47-C : Certificate Course in Sales Management. The academic year of course will be from 15th of July to 7th of April.

O.47-D : The academic year of the following diploma courses will be from 15th of June to 14th of April.

(1) Diploma in Personnel Management

- (2) Diploma in Purchasing Management
- (3) Diploma in Marketing Management
- (4) Diploma in Office Management

O.48 : Notwithstanding anything contained in O.47, the Executive Council shall have the power, in an emergency, to extend or reduce its duration provided that the duration of a vacation shall not be extended or reduced except by a vote of a two-third majority of the members present at a meeting of the Executive Council. In such cases, the period added to either term shall be regarded for the purposes of O.50, as a part of the other term which has been reduced.

O.49 : Terms can be kept only by duly admitted students who shall attend for a prescribed number of days at one or more of the colleges or institutions recognised by the University.

O.50 : The following shall be the minimum requirement for attendance necessary for keeping terms:

Faculty	First Term	Second Term
Arts, Education, Science, Commerce, Law, and Home Science	80 days	80 days
Technology including Engineering and Pharmacy	75% of the total number of periods held during the term in each subject including subjects taught at post-degree Course.	75% of the total number of periods held during the term in each subject including subjects taught at post-degree Course.

O.50-A : Certificate Course in Education and Vocational Guidance: Minimum attendance at the Course in educational and Vocational Guidance shall be 80% of the total working days.

O.51 : When on account of a bonafide illness, or any other reason deemed sufficient by the Executive Council, the total attendance of a student of an affiliated college in any one term falls short of the minimum required by Ordinance 50, by not more than 10 days, it shall be competent for the Principal to permit a candidate in such a case, to add together the attendance registered by him in two consecutive terms in any one class, provided that the total of the attendance registered in the two terms so counted together amounts to the total required for the minimum attendance of two terms under Ordinance 50, Provided nevertheless, that where the deficiency exceeds 10 days in a term or is such that the total attendance registered in the two terms taken together falls short of the total of the minimum attendance of two terms prescribed by Ordinance 50, it shall be competent for the Executive Council to condone the deficiency. In the case of a student in the faculty of Technology including Engineering, the deficiency in attendance may be condoned by the Principal up to a maximum of 30% in each subject (including Lectures and practicals together).

O.51 (A) : As per the resolution of Education Department, Government of Gujarat dated 14/07/2017, to encourage students during their studies to participate in various co-curricular and extra-curricular activities, those students shall be privileged in terms of condoning their deficit in attendance for want of granting their terms and also internal marks following activities have been included in the scheme for the students by the state Government.

Social Service / Volunteer : Students participating in activities like "Swachhata Abhiyan", construction of Toilets, Aids awareness, blood donation, natural calamities, plantation of trees, Reading, Continuing Education, Medical camps, celebration of various National and International days, Traffic control "Gram

Mitra", "Police Mitra" distribution of kits to poor people, Different social awareness program etc.

Objectives:

- (1) During Their studies students may get motivation from innovation/start up programmes.
- (2) Students start working as a team for research and development of modules and publications.
- (3) Students during their life can contribute in various fields through research and publications.
- (4) Various kinds of expertise, management skills, and entrepreneurship etc. can be developed.
- (5) Students can be benefitted for job opportunities and also getting admissions in programmes of higher studies.
- (6) Social leadership can be developed in students through NCC, NSS, Youth Festivals and alike other activities.
- (7) Participation in "Swachhata Abhiyan" and NGO activities would develop sense of social responsibility in students and society may also get benefit of young talents.

➤ **Which activity would be beneficial?**

- (1) Social service / Volunteer:

(Social services – NGO or at personal level motivation for activities:

"Swachhata Abhiyan"–Construction of Public Toilets, AIDS Awareness–Blood Donation,Flood Cyclones–Earth Quacks, Fire incidences–Relief activities–Plantation activities "Vanchan Abhiyan" continuous Education–Medical Camps, Celebration of various National and International days–Traffic control–"Gram Mitra" "Police Mitra"–Distribution of kits to poor,workshops, seminars etc.)

Sr. No.	Activity	College level / Marks & Condonation in Attendance	Uni. level / Marks & Condonation in Attendance	State level / Marks in Condonation in Attendance	National level / Marks & Condonation in Attendance	International level / Marks & Condonation of Absent days	Remarks
1	2	3	4	5	6	7	8
1.	Any activity as mentioned in Table-2 Any other activity as decided by university committee	Upto 1% of the aggregate marks & 15% of the total Absent days can be condoned (1) For Ex. Out of total 500 marks of Five papers if 200 marks are obtained that @ 1% 2 marks can be given. (2) 10 days Absence of recorded in respective activity than 15% of that 10 days i.e. 1.5 days Absence can be condoned.	Upto 2% of aggregate marks & 20% of the total Absent days can be condoned (1) Similarly 2% of 200 marks i.e. 4 marks can be given (2) Similarly 20% of 10 days absence i.e. 2 days Absence can be condoned.	Upto 3% of aggregate marks & 30% of the total Absent days can be condoned (1) Similarly 3% of 200 marks i.e. 6 marks can be given (2) Similarly 30% of 10 days i.e. 3 days Absence can be condoned.	4% of the aggregate marks & 40% of the total Absent days can be condoned (1) 4% of 200 marks i.e. 8 marks can be given. (2) Similarly 40% of 10 days i.e. 4 days Absence can be condoned.	5% of aggregate marks & 40% of total Absent days can be condoned (1) 5% of 200 marks i.e. 10 marks can be given. (2) 40% of 10 days i.e. 4 days Absence can be condoned.	Respective university committee is empowered to justify authenticity and social responsibility of the activities

(2) Sports / Cultural Activities:

(Sports – NCC – NSS and Fine Arts Youth festivals)

Sr. No.	Activity	College level / Marks & Condonation in Attendance	Uni. level / Marks & Condonation in Attendance	State level / Marks in Condonation in Attendance	National level / Marks & Condonation in Attendance	International level / Marks & Condonation of Absent days	Remarks
1	2	3	4	5	6	7	8
1.	Sports / NCC / NSS Youth festival / Play competition Fine Arts	Upto 1% of the aggregate marks & 15% of the total Absent days can be condoned	Upto 2% of aggregate marks & 20% of the total Absent days can be condoned	Upto 3% of aggregate marks & 20% of the total Absent days can be condoned	4% of the aggregate marks & 40% of the total Absent days can be condoned	5% of aggregate marks & 40% of total Absent days can be condoned	In Any case not more than 5% of aggregate marks and 40% of Attendance would be permitted to be condoned.

(3) Research publication, Start up / Renovation, Internship:

Sr. No.	Activity	College level / Marks & Condonation in Attendance	Uni. level / Marks & Condonation in Attendance	State level / Marks in Condonation in Attendance	National level / Marks & Condonation in Attendance	International level / Marks & Condonation of Absent days	Remarks
1	2	3	4	5	6	7	8
1.	Private work / Publication / Module Mgmt / Research / Internship patent / Constructive & Social-Industrial – Economically Significant Activities Technology Transfer- Start up Innovation etc.	Upto 1% of the aggregate marks & 15% of the total Absent days can be condoned	Upto 2% of aggregate marks & 20% of the total Absent days can be condoned	Upto 3% of aggregate marks & 20% of the total Absent days can be condoned	4% of the aggregate marks & 40% of the total Absent days can be condoned	5% of aggregate marks & 40% of total Absent days can be condoned	Eligibility for the same and Authenticity will be approved by the Committee for this. In no case the marks more than 5% and Attendance not more than 40% can be condoned.

(4) College level Committee:

1. Principal of the college concerned – Chairperson
2. Head of the Department concerned – Member
3. Responsible officer associated with the activity – Member

(If a student has participated in more than one activity, all the concerned officer associated with respective activity for Ex.NSS/NCC/Sports/Youth festival/Nodule officer for start up policy/ Placement In-charge.)

(5) University level Committee:

1. Vice-Chancellor of the concerned University – Chairperson
2. Registrar of the concerned University – Member
3. Head of the concerned Department of the University – Member
4. Concerned officer associated with the activity in the University for sports-Director of Physical Education, for Youth Festival – Youth officer, Representative of nodule agency for startup.

Process to be followed for Implementation:

1. Committees would be responsible for every student studying in College / University.
2. A certificate for participation is to be submitted by the student to the concerned committee. The committee would publish the programme of the activities and through wide publication, applications would be invited. Before participating, every student has to inform in prior the Committee / Principal of the College / Head of the department and the Committee has to take decision for the same in the very next meeting.
3. The committee either at College or University level would scrutinize the applications, for its attestation, authenticity and the decision taken shall be put on the notice board and the website.
4. The activities not listed in the tables, the committee for the eligible students out of 5% maximum how much internal mark be put would decide. A maximum of 5% marks may be given for participation in any activity at international level. The committee is empowered to take suitable decision.
5. For any kind of dispute arising for the scheme, the decision of Hon. Vice-Chancellor shall be final and binding to all concerned.
6. The regulations for mandatory attendance shall not be violated and care should be taken to campout personal activities without the permission of College / University in the vacation period only.

O.52 : In case of any other emergency, the Executive Council shall also have the power, by a majority of not less than two-thirds of the members present at a meeting of the Executive Council, to suspend the operation of Ordinance 50. On such suspension of Ordinance-50, the Principal of the college concerned, stating reason, to be made at the end of the term, the minimum number of days' attendance required for the keeping of the term.

O.53 : Principals of colleges are empowered to excuse attendance to students who are required to leave the town where the college is situated, for the purpose of taking part in sports held under the auspices of the University for the period during which they remain unavoidably absent from the college.

O.54 : The Principals and the Heads of institutions shall keep a register of the daily attendance of duly admitted students.

O.55 : To keep a term at a college, or a recognised institution, an undergraduate must complete, to the satisfaction of the Principal or the Head of the institution, the course of study at the college or institution, prescribed for such terms for the class to which undergraduates than belong.

O.56 : Notwithstanding anything contained in the Ordinances, it shall be competent for the Principal of a college to withdraw the application of a student of his college for admission to a University Examination on the ground of unsatisfactory progress of the student concerned. Such withdrawal shall be permitted only if the intimation of the Principal reaches the University office and is made at least one week before the commencement of the examination in the case of first year and Second year examinations and within five clear days after the close of term in the case of all other examinations. On such intimations being received by the University office, the name of such student shall be deemed to stand cancelled from the list of candidates appearing at the University examination, and there upon the student concerned shall not appear at the examination, his result shall not be declared. The examination fees paid by such a student shall be refunded in full.

If any of the terms is not duly kept by a candidate, as per requirement of the University for the relevant courses of studies, he shall not be permitted to appear

in the examination concerned and in the event of his appearance, his name shall be deemed to be cancelled from the list of candidates for the examination and his fees shall be refunded in full.

O.57 : No candidate for post-graduate degree Examination shall be allowed to appear at the said examination, unless;

(1) He /she has attended the minimum number of lectures in each term as per PG Rule in this behalf. OR

The deficiency, if any, in attendance has been duly condoned as per PG Rule.

(2) The attendance reports of the candidate have been received in accordance with the PG Rule.

In the event of non-compliance of any one or more of the conditions stated above, the name of the candidate shall be deemed to stand cancelled from the list of candidates appearing at the relevant examination, and thereupon the candidate concerned shall not appear at the examination, and in case of his /her appearance at the examination, the result shall not be declared. The examination fees paid by such a candidate shall be refunded in full.

TRANSFER CERTIFICATE

O.58 : No student shall, at any time, be admitted to another college unless he produces a certificate (Called Transference Certificate) from the Principal of the college he leaves, showing details like:

(a) the number of days attended at the college which the student has left, in all the terms during which he attended the college, after passing his last University Examination;

(b) The number of college examinations he did and did not attend, with the result of each examination, since the last University Examination that he passed;

(c) That he has no books in his possession belonging to the college he has left;

(d) No college dues;

(e) That he bears a good moral character;

(f) His date of birth as entered in the college registers;

(g) (i) * the voluntary subject or group of subjects in which he has attended courses of instruction at the college;

(ii) * His special subject if he is a student of the B.A. Class, or special or general subjects, if he is a student of the B.Sc. Class, Principal or Subsidiary subject if he is a student of the B.Com. Class.

(iii) * In case of a first year Science student, his laboratory journal certified by the Head of the college he is leaving as the record of work actually done by the students. Notwithstanding anything contained above, two postgraduate courses or two undergraduate courses shall not be pursued simultaneously by a student.

* To be struck out where it is not applicable

O.59 : In no case, except as provided in Ordinance 64, shall a Transference Certificate be refused, provided the required entries therein can be made.

O.60 : All questions arising out of clause (f) in the Certificate, the decision of the Executive Council shall be final.

- O.61 :** The Principal shall be entitled to charge a fee of Rs.1/- for issuing a Transference Certificate, subject to the provision of Ordinance 62. When the Principal receives an application for a Transference Certificate more than a month after the opening of a term, he may levy an additional fee of one rupee before issuing the Certificate. The Principal shall issue the Transference Certificate within a fortnight from the date of receipt of application and fees for such a Certificate.
- O.62 :** When a student applies for a Transference Certificate after the lapse of more than one vacation since he last attended a college, the Principal who issues the Transference Certificate may levy a fee of one rupee for each term that has lapsed since the applicant last attended a college. Provided however, that the fee charged under this Ordinance shall not exceed Rs.5/- in the aggregate.
- O.63 :** A student migrating from this University will be issued a Migration Certificate on applying in a prescribed form through the Principal of his/her college or institution last attended on paying a fee of Rs.20/- which will in no case be refunded if the migration Certificate, applied for is issued in favour of the student concerned. The application for the migration certificate should be accompanied by the Transference Certificate from the college last attended and also the original mark-sheet or passing Certificate (of the last examination) with a true copy of each dully Certified by the Principal of the college concerned. In the case of External students, they should supply the original passing Certificate or mark-sheet and a copy of each dully Certified by
- (1) A Government Gazette Officer, or
 - (2) A Principal of an affiliated college of this University, or
 - (3) A Member of the Court of this University for the time being, or
 - (4) A Head Master of a full fledged High School within the State of Gujarat.
- The application for the Migration Certificate shall not be entertained if the documents are not supplied.
- O.64 :** In the case of a student leaving one college, to join another, it shall be necessary to count the attendance registered in more than one college, to enable him to make up the necessary number of attendance. Transference Certificate shall not be granted except ;- (i) In case the parent or guardian with whom the student has been residing is transferred to another place, (ii) When a change of air for the improvement of the student's health has been recommended by a recognised medical practitioner, (iii) For such other reasons as may be found satisfactory to the Vice-Chancellor.
- O.65 :** Applications for Transference Certificate shall be made by students without unnecessary delay through the Principal of the college to which they wish to be transferred.
- O.66 :** All candidates for post-graduate diploma and degrees shall apply to the University Registrar for registration of their names as post-graduate students, each such application shall be accompanied by a fee of Rs.70/ in the case of diploma and degree other than Ph.D., and Rs.5,000/- in the case of the Ph.D. degree. All candidates for the degrees of Bachelor of Laws and Bachelor of Education shall also apply to the University Registrar for registration of their names as students of their respective faculties. Each application shall be accompanied by a fee of Rs.70/- (Rupees seventy only). A candidate after passing first degree in a faculty shall also apply to the University Registrar for registration of his/her name for such faculty in which he/she desires to obtain second Bachelor degree. The said application shall be accompanied by a fee of Rs.70/- (Rupees seventy only).

***INSPECTION OF COLLEGES AND RECOGNISED INSTITUTION**

- O.67 :** The Executive Council shall cause every affiliated college and recognised institution to be inspected from time to time by one or more competent persons authorized by the Executive Council in this behalf.
- O.68 :** An inspection of every affiliated college and recognised institution shall be held under Section 39 of the Act, at least once in three years, and at other times when, in the judgement of the Executive Council special reasons exist, in the case of any college or institution for such inspection.
- O.69 :** The inspection will be directed primarily for the purpose of ascertaining if the main conditions of affiliation or recognition are maintained or not, and of seeing that adequate measures are taken to ensure efficiency.
- O.70 :** If the report submitted by the person or persons deputed to inspect, calls for any action by the Executive Council, the Executive Council shall, after full inquiry specify definitely the point or points in which it considers the college or the institution deficient, and fix a time (to be extended upon good cause shown), within which the college or the institution shall take the action necessary to rectify the deficiencies pointed out.

RETURNS

- O.71 :**
- (a) Every college shall submit to the Executive Council by 16th August, information regarding the subject taught at college, teaching and non-teaching staff, number of students etc. in the prescribed form.
 - (b) No college shall change the timings of its teaching as well as office work as reported under this ordinance without the prior permission of the Vice-Chancellor.
 - (c) For changing the timings of the College the Principal of the college shall send a letter of application in the prescribed form to the Registrar, with a non-refundable fee of Rs.10,000/- so as to reach him on or before 31st March of the year preceding the year from which the college intends to effect the change in the timings. Provided that if the Vice-Chancellor is satisfied that there are special reasons to entertain an application after 31st March, he may, after recording the reasons therefore, process the application so received with late fee Rs.1,000/-.
- O.72 :**
- (i) Every college and recognized institution shall report to the Executive Council all changes in its teaching staff within fifteen days from the date on which a member of the teaching staff has joined or is relieved, as the case may be. Those appointments which are not reported within this period shall not be approved from the said academic term. The process fee for the recognition of principal and other teaching staff shall be Rs.500/- (Rupees Five Hundred only) for each case. The fee for this purpose shall be non-refundable.

Provided that the teachers approved earlier of affiliated college of this university area and not joined another university and also paid process fee as earlier in case they have exempted for process fee for joining in another affiliated college of this university area. It is also provided that teachers who join in affiliated colleges of this university area from another universities must pay the process fee as per above provision.

- (ii) Following procedure shall be followed regarding applications for posts:
- (1) Name of candidates should be procured from the Hemchandracharya North Gujarat University employment exchange
 - (2) Applications should also be invited through an advertisement which should be given in at least two daily newspapers with wide circulation. Out of these two, one should have state wide circulation and the advertisement in its all regional editions. The other advertisement may be in a local daily newspaper. However, in case of Pharmacy, Engineering College and M.B.A., M.C.A. Institutions should invite applications through nation wide circulation newspaper.
 - (3) A margin of at least fourteen days from the date of the publication of the advertisement in newspapers is kept for receiving applications.
 - (4) All intimations for personal interview should be sent by letter under Regd. Post A.D.
 - (5) A synopsis of the persons to be called for interview shall be circulated to all the members to the selection committee well in advance.
 - (6) (A) Affiliated colleges shall not arrange open interview. However, the Vice-Chancellor shall be the competent authority to give permission to arrange for open interview, as a special case.
(B) A margin of at least seven days, from the date of publishing the advertisement in news papers is kept for holding open interview.
 - (7) Candidates shall have necessary qualification on the last date of receiving an application, as mentioned in the advertisement.
 - (8) On the advertisement inviting applications, the following sentence is inserted." It is in the interest of the applicant to send his / her applications by R.P.A.D."
- (iii) For recruitment to the posts of Lecturers, Principal and Physical Training Instructors in affiliated college (other than a Government college or a college maintained by the Government or a college established and administered by minority based on religion or language), selection of candidates will be made by a selection committee comprised as under.

I. (A) LECTURERS:

(Other than the Pharmacy, Engineering College and M.B.A., M.C.A. Institutions)

- (1) Chairperson of the Governing Body of the college or his/her nominee to be the chairperson of the selection committee.
- (2) The principal of the Concerned College.
- (3) One Senior Teacher/Head of the Department (of the concerned subject) having not less than 10 years of service as a teacher.
- (4) Two nominees of the Vice-Chancellor, one of whom shall be a subject expert.
- (5) Two subject experts not connected with the college to be nominated by the chairperson of the Governing body out of a panel or names approved by the Vice-Chancellor.

- (6) A representative of the director of Higher Education.

The quorum of selection committee should be five of which at least two must be from out three subject experts.

The recommendations of the selection committee shall be subject to the approval of Vice-Chancellor and the State Government.

(B) LECTURER (SELECTION GRADE / SENIOR SCALE):

(Other than the Pharmacy, Engineering College and M.B.A., M.C.A. Institutions)

- (1) Chairperson of the Governing Body of the college/ or his/her nominee to be the chairperson of the Selection Committee.
- (2) The Principal of the concerned college.
- (3) One Senior Teacher/Head of the Department of college (of the concerned subjects) having not less than 10 years of service as a teacher.
- (4) Three experts in the concerned subject/filed to be nominated by the chairperson of the governing body out of the panel of names of approved by the Vice-Chancellor.
- (5) Dean of the faculty.

(C) FOR LECTURER:

(In the Pharmacy, Engineering College and M.B.A., M.C.A. Institute)

- (1) Chairperson of the Governing Body of the college/ or his/her nominee to be the chairperson of the Selection Committee.
- (2) The Principal/Director of the concerned college/Institute.
- (3) Head of the concerned department (not below the rank of a Professor).
- (4) Vice-Chancellor's nominee (not below the rank of a Professor in a technical institute).
- (5) Nominee of AICTE not below the rank of a Professor.
- (6) Two subject experts not concerned with the college to be nominated by the chairperson of the governing body out of the panel of names approved by the Vice-Chancellor.
- (7) A representative of the Director of Technical Education.

The quorum of Selection Committee should be four, out of which at least two outside experts must be present.

The recommendations of the selection committee shall be subject to the approval of Vice-Chancellor and the State Government.

(D) FOR ASTT. PROFESSOR/ PROFESSOR

(In the Pharmacy, Engineering College and M.B.A., M.C.A. Institute)

- (1) Chairman of the Governing Board or his/her nominee to be the chairperson of the Selection Committee.
- (2) The Principal of the Concerned College.
- (3) Head of the Concerned Department (not below the rank of a Professor).
- (4) Vice-Chancellor's nominee (not below the rank of a Professor in a technical institute).

- (5) Nominee of AICTE not below the rank of a Professor.
- (6) Three subject experts not connected with the college to be nominated by the Chairperson of the Governing Body out of a panel of names approved by the Vice-Chancellor.
- (7) A representative of the Director of Technical Education.

The quorum of Selection Committee should be four out of which at least two outside experts must be present.

The recommendations of the selection committee shall be subject to the approval of Vice-Chancellor and the State Government.

II. **PRINCIPAL:**

- (1) Chairperson of the Governing Board as a Chairman or his/her nominee to be the chairperson of the Selection Committee.
- (2) One member of the Governing Body, to be nominated by the chairperson.
- (3) Two nominees of the Vice-Chancellor, out of whom one shall be an expert.
- (4) Three experts consisting of the Principal of a college, a professor and an accomplished educationist not below the rank of a professor (to be nominated by the governing body) out of a panel of expert approved by the Vice-Chancellor.
- (5) The director of Higher Education or his nominee not below the rank of a Joint - Director.

The quorum of selection committee shall be four members in which two must be experts.

The recommendations of the selection committee shall be subject to the approval of the Vice-Chancellor and the State Government.

III. **FOR PRINCIPAL IN THE PHARMACY AND ENGINEERING COLLEGE**

- (1) Chairman of the Governing Board or his/her nominee to be the chairperson of the Selection Committee.
- (2) AICTE nominee not below the rank of a Professor.
- (3) Two nominees of the Vice-Chancellor (not below the rank of the Principal of Degree Level of a Technical Institute or equivalent academician.)
- (4) Three Experts not below the rank of the Principal of Degree Level, Technical Institute to be nominated by the chairman of the Governing Board out of a panel of expert approved by the Vice Chancellor.
- (5) The Director of Technical Education or his nominee not below the rank of Join Director. The quorum of selection committee should be four out of which at least two outside experts must be present. The recommendations of the selection committee shall be subject to the approval of the Vice-Chancellor and the State Government.

IV. **PHYSICAL TRAINING INSTRUCTOR:**

- (1) Chairperson of the Governing Body of the college or his/her nominee to be the chairperson of the Selection Committee.
- (2) The Principal of the college.
- (3) Two nominees of the Vice-Chancellor, one of whom shall be a subject expert.

- (4) Two subject experts not connected with the affiliated college/institute to be nominated by the chairperson of the Governing Body, out of a panel of names approved by the Vice Chancellor.

The quorum for the meeting should be five out of which at least three outside subject experts must be present.

The recommendations of the selection committee shall be subject to the approval of the Vice-Chancellor and the State Government.

- V.** The minutes of the selection committee should be prepared in the form prescribed by the University and in case of colleges other than Government colleges or colleges maintained by the Government, the minutes of the selection committee should be sent to the University.
- VI.** The selection committee shall function as per the instructions, if any prescribed by the Executive Council.
- VII.** The result of the selection committee shall be put on the notice-board, at the place of the interview on the day, the interview is held.

FOR SELF FINANCE COLLEGES

(A) ASSISTANT PROFESSOR :

(Other than the Pharmacy, Engineering College and M.B.A., M.C.A. Institute)

- (1) Chairperson of the Governing Body of the college or his/her nominee to be the chairperson of the selection committee.
- (2) The Principal of the Concerned College.
- (3) One Senior Teacher/Head of the Department (of the concern Subject) of the same college.
- (4) Three nominees of the Vice-Chancellor, one of whom shall be a subject expert, one Representative and one Principal.
- (5) Two subject expert not connected with the college to be nominated by the chairperson of the Governing Body out of a panel of names, approved by the Vice-Chancellor.

The quorum of selection committee should be FIVE of which at least TWO must be from out of three subject experts.

The recommendation of the selection committee shall be subject to the approval of Vice-Chancellor and the State Government.

(B) PRINCIPAL :

(Other than the Pharmacy, Engineering College and M.B.A., M.C.A. Institute)

- (1) Chairperson of the Governing Board as a chairman or his/her nominee to be the chairperson of the Selection Committee.
- (2) One member of the Governing Body to be nominated by the chairperson.
- (3) Two nominees of the Vice-Chancellor, out of whom one shall be an expert.
- (4) Three experts consisting of the Principal of a college, a professor and an Accomplished educationist not below the rank of a professor (to be nominated by the governing body) out of a panel of expert approved by the Vice-Chancellor.

The quorum of selection committee should be **FOUR** members in which **TWO** must be experts.

The recommendation of the selection committee shall be subject to the approval of Vice-Chancellor and the State Government.

(C) LIBRARIAN :

(Other than the Pharmacy, Engineering College and M.B.A.,M.C.A. Institute)

- (1) Chairperson of the Governing Body of the college or his/her nominee to be the chairperson of the Selection Committee.
- (2) The Principal of the Concerned College.
- (3) Three nominees of the Vice-Chancellor, one of whom shall be a subject expert, one Representative and one Principal.
- (4) Two subject experts not connected with the college to be nominated by the chairperson the Governing body out of a panel or names approved by the Vice-Chancellor.

The quorum of selection committee should be **FIVE** of which at least **TWO** must be from out three subject experts.

The recommendation of the selection committee shall be subject to the approval of Vice-Chancellor and the State Government.

REGISTERS

O.73 : Every college shall maintain:-

- (a) a register, showing for every student who has been admitted to the college, the date of admission, the date of birth, the name of the birth place, attendance at college examination, and the results of such examination and a record of University career and the date of withdrawal;
- (b) A register of daily attendance of each student.

RECOGNITION AND INSPECTION OF HOSTELS

O.74 : Every Hostel maintained or managed by the University or by a college affiliated to the University or an institution recognised by it, shall be a recognised Hostel, provided that it fulfils all the conditions as laid down in O.75.

O.75 : Any person or a body of persons managing or maintaining a Hostel, desirous of recognising it by the University, shall apply to the Executive Council for recognition, with the following particulars :-

- (i) The locality of the Hostel and its surroundings;
- (ii) The capacity of the Hostel and the approximate floor space provided for each inmate;
- (iii) The number of students expected to be put in each room;
- (iv) Arrangements made for water supply, lighting, sanitation medical help etc., in Hostel;
- (v) Arrangements made for boarding and for outdoor and indoor games;
- (vi) Arrangements made for the inspection of the kitchen for supervision over the inmates, and for the management of the Hostel;
- (vii) The financial statement relating to the Hostel.

O.76 : On receipt of an application, the Executive Council, after any further inquiry which it may deem necessary, shall decide as to whether or not recognition is to be granted. Provisional recognition, may, however, be granted by the Executive Council on such conditions, as it may deemed necessary.

- O.77 :** The Executive council may suspend or withdraw the recognition granted to a Hostel managed by a person or body of persons, which is not conducted according to the conditions of recognition, provided that no action shall be taken without giving the management of the Hostel concerned, an opportunity of making such representations in the matter it may desire to make.
- O.78 :** The Executive Council shall hold periodical inspections of all Hostels, through the agency of the Board of Hostel management.
- O.79 :** The management of every Hostel shall submit to the Executive Council at the end of every term, a report of the working of the Hostel for the term.

RESIDENCE, HEALTH, CONDUCT AND DISCIPLINE OF STUDENTS

- O.80 :** Every student of the University shall reside either:-
- (a) In the University Hostel, or in a recognised Hostel of a college, or in lodgings approved by the authorities of the college, or
 - (b) With a parent or a guardian.
- O.81 :** Each college shall provide residential quarters for such a percentage of its students as the Executive Council may from time to time decide, and shall make arrangements for supervision over the students who reside in lodging approved by the authorities of the colleges. Resident student shall confirm to regulations drawn up by Principals of colleges and approved by the Executive Council.
- O.82 :** Every non-resident student shall submit the name, address and relationship, if any, of the parent or the guardian with whom he proposes to live.
- O.83 :** As soon as possible after the opening of a college after the long vacation, but before July 31st, the Principal shall submit to the Chairman of the Board of Hostels' Management the following information :-
- (1) The number of Hostels and the names of the Wardens. Warden shall mean the senior most Professors in charge of Hostel.
 - (2) The number of resident students in each Hostel and approved lodging.
- O.84 :** All colleges shall provide adequate facilities for physical exercises, games, sports, etc., for their students and shall prepare a programme for the year and shall forward a statement of the same to the Chairman of the Board of Students' Welfare.
- Note:** Students living in Hostels of the University, or of a college, or in lodgings approved by the authorities of a college, are termed resident students, others are termed non-resident students.
- O.85 :** If in any year, the University conducts a Medical examination of the students studying for a particular examination in a college affiliated to the University, such Medical examination shall be compulsory for all the students. Who do not present themselves for such Medical examination shall not be allowed to appear at the examination for which they are studying whether it be a college examination or a University examination. If due to illness or similar unavoidable circumstances, a student fails to present himself for the Medical examination conducted by the University, he shall have to undergo such an examination at his own expense and submit the form prescribed by the University for the Medical examination duly filled in by a qualified Medical Practitioner to the University, through the Principal of his college on receipt of which only, he can be permitted to appear for the examination for he is studying.

- O.86 :** Every person who passes an examination for a degree or a post-graduate diploma of the University shall, on payment of a fee of Rs.20/- be admitted to the respective degree or diploma. In the case of an undergraduate diploma, a certificate shall be given to the candidate on his passing the examination for the same on payment of a fee of Rs.10/-.

AFFILIATION, RECOGNITION AND APPROVAL

- O.87 :** (a) All applications for affiliation recognition and approval shall be sent to the Registrar in the form prescribed by the Executive Council so as to reach on or before the 31st March of the year preceding the year from which affiliation is intended to take effect. Provided that, on the recommendation of the Vice-chancellor, the Executive Council may, if it is satisfied that there are special reasons to do so after recording the reasons, entertain a letter of application sent to the Registrar after 31st March with additional fee as mentioned in (b) & (c) as the case may be.
- (b) (i) Every application for affiliation shall be accompanied with non-refundable fee as follows:-

Sr. No.	Name of Application	For Govt. / Grant in aid College			For Self- Financing College		
		Appli. Fee (₹)	Late Fee (₹)	Proc. Fee for Appli.(₹)	Appli. Fee (₹)	Late Fee (₹)	Proc. Fee for Appli.(₹)
1.	New College	35,000	15,000	1000	2,00,000	50,000	2000
2.	Bifurcation of College	25,000	10,000	1000	50,000	15,000	2000
3.	Amalgamation of two colleges	25,000	10,000	1000	50,000	15,000	2000
4.	Amalgamation of three colleges	-	-	-	75,000	15,000	2000
5.	Extension of affiliation	15,000	10,000	1000	50,000	15,000	2000
6.	Addition of New faculty	30,000	10,000	1000	60,000	15,000	2000
7.	Renewal of Affiliation	15,000	10,000	1000	30,000	15,000	2000
8.	Permanent Affiliation	1,00,000	25,000	1000	1,00,000	15,000	2000
9.	Application for Diploma	25,000	5,000	1000	35,000	10,000	2000
10.	NOC	1,00,000	-	1000	1,00,000	-	2000
11.	Closer of College	2,00,000	-	1000	2,00,000	-	2000
12.	NOC for out State University	5,00,000	-	1000	5,00,000	-	2000
13.	Addition of new Subject	15,000	10,000	1000	50,000	25,000	2000
14.	Closer of Additional Subject	-	-	-	16,000	-	100
15.	Co-Education	-	-	25000 one time	-	-	25000 one time
16.	New College- PGDMLT	-	-	-	1,00,000	50,000	2000

- (ii) For Government Colleges:-

- (a) The Government colleges are exempted from payment of all types of affiliation fees provided their application for affiliation along with process fee reach the university on or before the date fixed for the purpose.
- (b) The Government colleges failing to apply within the stipulated time limit, shall have to make payment of affiliation & other fees at the rate fixed at b(i) above.
- (c) The Government colleges, applying for new affiliation are exempted from depositing the corpus fund in the form of Fixed Deposit Receipt (FDR).

- (d) The Government colleges, applying to the University for issue of No Objection Certificate for starting new courses regulated by the concerned apex bodies established by the Government of India, are exempted from payment of the prescribed application fees. However, such application must be accompanied with the prescribed process fee.
- (c) Every application for recognized institute/approved institute shall be accompanied with non-refundable fee as follow:

Sr.	Name of Application	For Grantable			For Self-Finance		
		Recognized Institute			Recognized Institute		
		Approved Institute			Approved Institute		
		For Govt. Grant in aid Institute/Approved Institute			For Self-financing Institute / Approved Institute/ Reg. Inst.		
		Appli. Fee (₹)	Late Fee (₹)	Proc. Fee for Appli. (₹)	Appli. Fee (₹)	Late Fee (₹)	Proc. Fee for Appli.(₹)
1.	New Recognition	35,000	15,000	1000	2,00,000	50,000	2000
2.	Extension of Recognition	15,000	10,000	1000	50,000	15,000	2000
3.	Addition of New Courses	30,000	10,000	1000	60,000	15,000	2000
4.	New Approval	35,000	10,000	1000	50,000	15,000	2000
5.	Extension of Approval	15,000	10,000	1000	50,000	15,000	2000
6.	New Courses	25,000	10,000	1000	60,000	15,000	2000
7.	NOC	1,00,000	-	1000	1,00,000	-	2000
8.	Closer of College	2,00,000	-	1000	2,00,000	-	2000
9.	NOC for out State University	5,00,000	-	1000	4,00,000	-	2000

However, the fee shall be refunded if any type of above mentioned application is not entertained as per the provision in (a) above.

The refund of fees shall be as under:

- (i) If due to non-feasibility of procesing the application like outside the jurisdiction etc., the application is accepted due to oversight of the university, the University shall deduct 2000/- and the application is rejected. Such applications shall not be processed further.
- (ii) If the Institution / Trust/ Mandal do not fulfill the land or other requirements, before the completion of Local Inquiry Committee formality and if the application is withdrawn by the applicant, 10% of affiliation fee shall be deducted.
- (iii) If the formalites of Local Inquiry Committee etc. are completed and after that due to any reason, the application is rejected by the university, 25% of affiliation fee shall be deducted.

No request for postponement of the any type of above mentioned application shall be entertained.

- (d) A college applying for an affiliation shall satisfy the terms and conditions as recommended by the Academic Council and approved by the Executive Council of the University, as mentioned in Section-35 of the University Act. The Colleges which are not fulfilling the affiliation conditions within two months from the date of conditional approval letter given by university, the university shall charge penalty from such college, the amount of penalty shall be decided by the university.

- O.88 :**
1. In affiliated Arts, Science, Home Science, Business Administration and Commerce colleges, there shall be at least one full-time Lecturer in every subject offered at any of the three years of the degree course. In case, however, it is found necessary to invite additional teacher in any subject, guest faculty shall be invited as per norms prescribed by State Government from time to time for remuneration.

Provided further that guest faculty shall be considered adequate in the following subjects:

- (a) In affiliated Arts colleges: Hindi, Persian, Arabic, Urdu and Prakrit
 - (b) In affiliated Commerce college: Accountancy (Where C.A. is employed), Mercantile Law and Statistics (if offered at T.Y. B.Com. as compulsory subject only)
2. In affiliated Education colleges, the student-teacher strength shall be as per N.C.T.E. norms, amended from time to time.
 3. (a) the maximum work-load per week for the principal and for the full-time and existing Part-time teachers, in affiliated Arts, Home Science, Business Administration, Education, Science, Law and Commerce colleges shall be as under :
 - (i) Principals:- 7 periods of 55 minutes each.
 - (ii) Lecturers:- 18 periods of 55 minutes each.
 - (iii) Demonstrators:-25 periods of 55 minutes each. (A Demonstrator with a postgraduate degree may be assigned lectures not exceeding 6 periods)
 - (iv) Existing Part-time Lecturers:- 10 periods

Provided further that, for the teachers in the faculty of Science, the maximum workload of 16 hours per week shall be distributed as under:-

1. Minimum periods, each of 55 minutes as prescribed above, subject wise, for Theory Papers.
 2. The workload for practical work shall be as under:-

First B.Sc.:- Subject wise minimum 2 Practical (Each Practical of 3 periods of 55 minutes each.)

Second B.Sc.:- Subject wise minimum 3 Practicals (Each Practical of 3 periods of 55 minutes each.)

Third B.Sc.:-Subject wise minimum 4 Practicals (Each Practical of 4 periods of 55 minutes each.)
 3. Each batch of Practical work in First B.Sc., Second B.Sc. and Third B.Sc. shall consist of maximum 15 students.
 - (b) Affiliated Law college of this University must have in its teaching staff in its first year a full-time principal and at least two other full-time lecturers and by the time it opens its third year, it must have two more full-time Lecturers.
- Note:** if a teacher is invited to teach at post-graduate level, he shall be permitted to take more than two lecturers. One lecture delivered at post-graduate level will be counted as one at undergraduate level and the work-load will be reduced accordingly.
4. In the faculty of Arts, Science, Commerce, Home Science, Law and Business administration, 3 periods per week for each question paper of 100 marks shall be compulsory.

5. (a) The work-load in the faculty of technology including Engineering and Pharmacy shall be considered as per AICTE/State Government norms, amended from time to time.
- (b) In the faculty of Technology including Engineering. The ratio of Professor/Assist. Professor/Lecturer shall be 1:2:4
- (c) The work-load in the faculty of Homoeopathy shall be considered as per the norms prescribed by the C.C.H. and State Government from time to time.
6. (i) Every teacher shall be available in the college on a working day during the period prescribed and shall in addition to participating in teaching, undertake examination/test/evaluation/invigilation work, general assistance to students in removing their academic difficulties and participate in extracurricular and institutional support activities as required.
- (a) The bifurcation of forty hours of work per week/per teacher shall be as under.

Lecturers in Non-Laboratory subjects.

Sr. No.	Activity	No. of hours per week
1.	Teaching	16
2.	Teaching Preparation	10
3.	Test Examination	03
4.	Assignments	03
5.	Extra-Curricular activity	04
6.	Administrative activity	02
7.	Group discussion & seminar	02
	Total hours per week	40

- (b) The bifurcation of forty hours of work per week/per teacher shall be as under.

For Lecturers in Science subjects.

Sr. No.	Activity	No. of hours per week
1.	Teaching	16
2.	Practical work / field work	04
3.	Test Examination	02
4.	Teaching Preparation & Lab setting	12
5.	Administrative activity	04
6.	Extra activity	02
	Total hours per week	40

- (ii) The work-load of a teacher shall take into account such activities, as teaching, research and extension activities, preparation of lessons, evaluation of assignments and term papers, supervision of student's field work and guidance of student's research/project work and shall be in accordance with the guidelines issued by the University Grants Commission from time to time. Provided that the time spent on extension work, where it forms an integral part of the course prescribed, shall count towards the teaching load.

7. Daily attendance of not less than four hours shall be compulsory for every existing part-time teacher who is required to work for two or less than two hours on his working day or days.

Attendance of not less than 12 hours per week shall be compulsory for every existing part-time teacher who is required to work for more than two days.

The above provision shall not apply to existing part-time teachers who are also engaged in a profession.

- O.88-A :**
- (i) It shall be the duty of every full-time teachers to remain present in his department for not less than four hours of every working day.
 - (ii) The work load per week for every full-time teacher in a University Department shall be up to 10 periods of 60 minutes each which lectures shall not exceed eight.

(Explanation: The above Quantum of work shall include work for the purpose of counting work-load, one unit of practical work shall be considered equivalent to one period of 60 minutes)

- O.89 :**
- (i) There shall not be more than three faculty units in a college.
 - (ii) The maximum number of students admissible in an affiliated Arts, Science or Commerce college (including a college having two or three faculty units) shall be 1250, provided that the number of students in diploma courses, if any, in an affiliated Law college such diploma students being not more than 300 thereof as may be deemed necessary.

Notwithstanding anything contained above the Vice-Chancellor may, in his discretion, permit the college concerned to admit such number of students exceeding 1250 in the college and/or such number of students exceeding 100 in the class or division thereof, as may be deemed necessary. However in an affiliated law college, the maximum strength of students in a division shall 1600 total students, in any law college.

Provided that the number of students in Diploma Courses, if any, in an affiliated law college such Diploma students being not more than 300 thereof, as may be deemed necessary.

- (iii) The maximum number of students admissible in an affiliated Education, Pharmacy and Home Science college shall be determined by the Executive Council from time to time for each college.
- (iv) No affiliated Arts, Science or Commerce College shall have more than four divisions of a class in all faculties taken together, provided that the Vice-Chancellor may, in his discretion, permit to open one or more divisions in a faculty to do so.
- (v) No affiliated Law college shall have more than five divisions of a class.
- (vi) In an affiliated Arts, Science, Commerce or Law college each class or a division thereof shall be not more than 100 students. However, the vice-Chancellor may, in his discretion, permit admission of not more than 10 students in a class (all divisions taken together) only in cases, where the students of the same college are left out, in cases of migration from other states or in peculiar circumstances like choice of medium or combination of subjects, subject to a maximum total of 1250 students, provided that an affiliated Arts, Science, Commerce or Law college, having only a single division in one or more classes may admit not more than 130 students in such a division of a class or classes.

Notwithstanding anything contained above the Vice-Chancellor may, in his discretion, permit a college to admit such number of students exceeding 1250 as may be deemed necessary.

- (vii) In an affiliated Engineering college, the Vice-Chancellor may, in his discretion, permit admission of ten percent additional students, provided that such permission will be considered effective only if and when the college obtains necessary approval thereto by the Government of India.
- (viii) Each affiliated college shall first admit its own students (including those who have been allowed to keep terms) to the higher class. However, those students who fail to secure their admission within a week from the date of the declaration of their result, shall forfeit their right of admission to the higher class of their own college.
- (ix) Every college in the faculty of Arts, Science, Commerce, Law, Education, Pharmacy and Home Science shall out of the total seats available in the first year of the college, reserve 7%, 13% and 27% of the seats for the students belonging to S.C./S.T./S.E.B.C.(Baxi Panch Commission) respectively and shall admit students belonging to categories concerned on those seats on the basis of marks obtained by them. This reservation of the seats shall be exclusive of those students of these categories who might get admission on merit as per the normal standard, if any, laid down by the college.

The last date for receiving applications for the reserved seats shall be one week from the date of the declaration of the result of the examination on the basis of which admission is given. If any seats remain vacant after admission to all the applicants belonging to the above mentioned categories is completed, it shall be competent for the Principal of the college to fill in these vacancies.

- (x) The college shall reserve at least 30% of the seats available in their hostels for the students belonging to S.C./S.T./S.E.B.C. taken together.
- O.90 :**
- (A) An institution other than a college applying for recognition as an institution of research or specialized studies shall satisfy the Executive Council in the first instance regarding the following requirements:-
 - (1) That it has at least five years' standing as an institution of higher learning and research in the subject to its credit.
 - (2) That it has on its roll the following minimum staff in the subject.
 - (i) Director in the scale of professor in the University.
 - (ii) In addition to Director, one teacher in the scale of reader and one teacher in the scale of Lecturer.
 - (iii) Adequate number of research fellows with consolidated fixed pay prescribed by the University.
 - (3) That it has a well-equipped library with an adequate number of books, periodicals, old numbers of periodicals, manuscripts, if necessary, etc. in the subject.
 - (4) That in the case of experimental subjects it has adequate Laboratory and/or museum facilities for post-graduate teaching and research.
 - (5) That it has adequate quantum of published work through the research activities of its staff in the form of research papers, articles, reports, etc.

- (B) All applications for recognition, extension of recognition or renewal of recognition of an institution shall be sent to the Registrar in the form prescribed by the Executive Council so as to reach him on or before the first of August of the year, preceding the year from which recognition is intended to take effect.

Every application for recognition shall be accompanied with a fee of Rs.1,000/- provided however, that application for continuation or extension of recognition shall be only Rs.300/-. No request for postponement of consideration of the application for recognition, renewal of recognition or extension of recognition, as the case may be, shall be entertained.

The Executive Council may, however, consider any application received after the aforesaid date for reasons for deemed sufficient by it.

O.91 : In the case of an intended (a) closure of a college, (b) discontinuance of teaching of all the subjects comprised in any of the faculties of a college, or (c) discontinuance of any of the classes or division thereof in any medium or media, it shall be incumbent for the management of the college to follow the procedure laid down here under:-

- (i) The management of an affiliated college shall not close the college, any of its faculties, or classes or division thereof without prior permission of the Executive Council. This intended (a) closer of the college, (b) faculty or (c) discontinuance of any of the classes or divisions thereof in any medium or media shall, if permitted be coterminus with the closing of the academic year.
- (ii) If the management of an affiliated college desires to close the college, any of its faculties, or classes or divisions, it shall make an application in writing to the Registrar giving reasons for the same with non returnable fee of Rs.1,00,000/-.
- The Executive Council may refuse to consider such an application, unless it is made on or before the 31st of August preceding the year from which the closer of the college, any of its faculties, or classes or divisions thereof as the case may be, is intended to make effect.
- (iii) On receipt of the application as stated above, the Executive Council shall (a) direct a local inquiry to be made by a competent person or persons authorized by the Executive Council in such manner as may be deemed necessary and relevant and (b) make such further inquiry as it may appear to be necessary and shall decide whether the application should be granted or refused either in whole or in part.
- (iv) The Executive Council shall take the following aspects into consideration, before arriving at a decision:
- (a) the educational need of the locality;
 - (b) interests of the students' community;
 - (c) policy of the University with regard to giving encouragement of education facilities in various faculties or media;
 - (d) Development of the faculty and interests of the members of the staff concerned;
 - (e) Bonafide difficulties which the management is facing by the continuance of the college or classes;
 - (f) Any other relevant matter.

In granting the application either in whole or in part, the Executive Council may lay down such conditions to be fulfilled by the management of the college as the Executive Council deems fit.

- (v) On receipt of application under clause (1) of the ordinance in regard to closer or reduction in class, the Academic Council of the University shall, endeavor to encourage the management of any existing affiliated college or to take such action as may be considered necessary for keeping the college proposed to be closed down or classes proposed to be closed down in a state of continuous functioning or to encourage the formation of a new management for a like purpose.
- (vi) The decision of the Executive Council shall be final.
- (vii) No management of an affiliated college shall (a) effect the closing of a college, (b) discontinuance of teaching of all the subjects comprised in any of the faculties of a college, or (c) discontinuance of any of the classes or division thereof in any medium or media, after the approval as envisaged above until and unless it was to the satisfaction of the University paid to the member of its staff which is retrenched, the compensation, provident fund and dues and other lawful dues either under the University Act on Statutes, Ordinances, Rules or Resolution made thereunder.
- (viii) An application for (a) the closer of a college, (b) any of its faculties, or (c) discontinuance of any of the classes or divisions thereof in any medium or media may be withdrawn at any time with the permission of the Executive Council.
- (ix) That the compensation at the following rates is paid to all confirmed teacher; (a) Six months' pay (including all allowances), and (b) One months' pay (including all allowances) for every completed year of service to the teacher who has put in ten or less years of service and at the rate of 1/2 months' pay including all allowances for every completed year of service in excess of ten years, provided that the total compensation so payable shall not exceed 15 months' salary whichever is more.
- (x) Nothing in this Ordinance shall be deemed to take away any right of compensation or any other protection which is afforded by the Gujarat University Act or any Statute or Ordinance, Rules or Resolution made thereunder, to which the member of the staff is entitled.

O.92 : Notwithstanding anything contained elsewhere, an affiliated college desiring to discontinue teaching of a subject for which it is affiliated will be permitted to do so subject to the rules and procedure laid down hereunder:

- (i) The application shall be submitted not later than 31st July of the year proceeding the year from which the process of closer is intended to commence.
- (ii) Discontinuance of teaching of any one of the special or Principal subjects at the third (final) year of the three year Degree Courses shall commence from the first year and shall be put into operation progressively so as to ensure that the entire process of discontinuance ends so as to synchronize with the end of the third year.
- (iii) A college which had discontinued the teaching of a special subject or subjects under (i) above, shall have to apply afresh for affiliation under Section 35 of the Act, if it desires to renew teaching of same provided that such affiliation shall not be granted to it for a period of at least two years after the completion of the procedure under (i) above.
- (iv) If discontinuance of the teaching of a general or subordinate subject or subjects is desired, it shall commence from the first year and shall be completed so as to synchronize with the end of the Second year in a progressive manner.

- (v) If the intended change is only in respect of a change from the teaching of a Principal or Special subject or subjects to its teaching as a general or subordinate subject or subjects, intimation of the same shall be given by the college to the teachers and students concerned not less than two academic years in advance.
 - (vi) If discontinuance of the teaching of a subject or subjects at any stage is intended, it shall be intimated to the University Office, to the students and the teachers of the college concerned, from contemplated as above, no rights of the teacher or teachers concerned, under the rules of the University shall be abridged.
 - (vii) That the compensation at the following rates is paid to all confirmed teachers; (a) Six months' pay (including all allowances) and (b) One months' pay (including all allowances) for every completed year of service to the teacher who has put in ten or less years of service and at the rate of 1/2 months' pay including all allowances for every completed year of services in excess of ten years provided that the total compensation so payable shall not exceed 15 months' salary whichever is more.
- O.93 :**
- (a) All applications for granting autonomy vide Section 44 of the Hemchandracharya North Gujarat University Act, shall be sent to the Registrar in the form prescribed by the Executive Council so as to reach him on or before the 31st March of the year preceding the year from which autonomy is intended to take effect. Provided that, on the recommendation of the Vice-Chancellor, the Executive Council may, if it is satisfied that there are special reasons to do after recording the reasons, entertain a letter of application sent to the Registrar after 31st March.
 - (b) Every application for granting autonomy shall be accompanied with a fee of Rs.1,000/-
- O.94 :**
1. An affiliated college/recognized/approved institution shall not change its location or name or give its building or a part of it on rental basis without prior permission of the University.
 2. The Executive Council may record permission to an affiliated college recognized and approved institution to change its location or name or to give its building or a part of it on rental basis subject to the following rules and procedure:
 - (i) An application for permission to change its location/name and an application for permission to give its building or a part of it together with a fee of Rs.25,000/- shall be submitted not later than 31st December of the year preceding the year from which the action of the college/institution is included to take effect.
 - (ii) The application shall put forth elaborately the reasons for the purpose of application of the college or institution.
 - (iii) The college/institution shall submit the plan of the building together with an elaborate note detailing the physical facilities available in the building as per University norms in respect of the dimensions of the class-rooms including rooms for tutorials, teachers' rooms, library including the reading rooms, girls' common rooms, Principal's room, water-room, toilet, etc.
 - (iv) On receipt of the application, the Executive Council may appoint a Local Inquiry Committee to examine the proposal of the college/institution and report with full justification.

- (v) The report of the Local Inquiry Committee will be placed before the Executive Council after considering the report may either grant the permission asked for such conditions as may deem necessary to lay down or refuse the permission asked for.

O.95 :

1. The management of an affiliated college shall not hand over the college or its management to any other body without the prior permission of the University.
2. The Executive Council may accord permission to the management of an affiliated college to hand over the college or its management to any other Body such other Body being a public Trust, Public Body or Public Society, subject to the following rules and procedure:
 - (i) The application for the change of the management accompanied with a fee Rs.1,000/- shall be submitted not later than 31st December of the year proceeding the year from which the change of management is intended to take effect.
 - (ii) The application shall be accompanied with the following documents:
 - (a) A true copy of the relevant resolution of the outgoing Trust or Society or Public Body, as the case may be, intending to hand over the college and/or its management to another Trust or Society or Public Body as the case may be;
 - (b) A true copy of the resolution of the incoming Trust or Society or Public Body, as the case may be, intending to take over the college and or its management;
 - (c) A true copy of the Memorandum and Articles of Association and balance sheet of the incoming management;
 - (d) A true copy of the resolution intending to take over all the financial liabilities of the out-going management with regard to the teaching and nonteaching staff, the University, the State Government, the University Grants Commission and other statutory bodies.
 - (iii) On receipt of the application, the Executive Council may appoint a Local Inquiry Committee to examine the proposal and report regarding the financial liability and the competence of the incoming management to manage the college.
 - (iv) The report of the Local Inquiry Committee will be placed before the Executive Council and the Executive Council may, after considering the report, either accord its permission to the proposed change over the management on such conditions as it may deem necessary to lay down or refuse the permission asked for.

O.96 :

It shall not be competent for the management of an affiliated college to lease the college building or any part thereof on a rental basis or otherwise or to reduce the number or area of class-rooms, other rooms, library, laboratory etc. The management shall also ensure that the college building or any part thereof shall not be utilised for any purpose other than the normal activity of the college without prior permission of the University, provided that any room or any part thereof in the college building may be utilised for any other legitimate activity during the vacation, when it is not required for any University examination or any other University activity.

EXAMINATIONS**ALTERATIONS OF DATES OF EXAMINATIONS**

- O.97 :** Whenever any of the days on which any examination has to be held according to the Ordinances for the time being in force happens to be a holiday, declared as such by the University, or when in the opinion of the Executive Council there is sufficient reason for altering the days for holding any examination as fixed by the Ordinances, it shall be competent to the Executive Council to fix such days, other than the days fixed by the Ordinances for holding such examination as they may consider it proper.
- O.98 :** Application for Examiner-ship shall be made to the Registrar in the prescribed form obtained from the office of the Registrar, within the date which will be notified from time to time.
- O.99 :** The Registrar shall send a complete list of names received for Examinership in each subject to the Board of Studies concerned which will prepare the panels.
- O.100 :** No candidate shall be eligible for any fellowship, Prize, Medal or other award, who presents himself for the Examination to which the award relates, more than one year after the expiry of the minimum period prescribed by the regulations governing that Examination. The computation of the period for the purpose of this regulation shall begin from the date of passing of the preceding lower examination which qualifies the candidate to enter on the course for the higher examination. Provided, however, that the computation of the period for the purpose of this ordinance as far as the candidates for the B.Ed. Examination are concerned shall begin from the date of admission to the B.Ed. Course.

EXEMPTION

- O.101 :** A candidate who passed in a subject or subjects will get exemption and cannot again appear in the same subject or subjects.
- O.102 :** **DELETED**
- O.103 :**
- (1) When under the relevant rules for the examination concerned, a candidate is allowed to keep terms or to register himself as an external candidate for a higher examination, he will not be permitted to appear for the higher examination, unless (a) he has previously passed in the remaining subject as the case may be, of the lower examination, or (b) he appears in the remaining subject or subjects, as the case may be, in the same examination season in which he appears at the higher examination.
 - (2) In the latter case, the candidate will, under no circumstances, be declared to have passed the higher examination or be declared eligible to keep terms for the next higher examination, when such provision for such A.T.K.T. made under the relevant rule, unless he has passed in the afore mentioned remaining subject or subjects as the case may be, of the lower examination and in the event of his result of the higher examination shall be withheld. In order to appear in the remaining subject or subjects, as the case may be, of the lower examination, the candidate will be required to obtain at least the minimum marks prescribed for passing in each head of passing in the remaining subject or subjects as well as in the total of such heads, if the total is also a head of passing at the lower examination.
 - (3) If the candidate fails to PASS in the remaining subject or subjects of the lower examination within three years in case of the faculties of Arts, Science and Commerce and within two years in case of all other faculties

from the date, his result of the higher examination is to be withheld, he will forfeit all the benefits according from the marks obtained by him at the higher examination provided that the terms kept by him for the higher examination will be available to him for further appearance at the examination.

- (4) Notwithstanding anything contained here in above in the case of a candidate whose result was declared to be withheld under (2) above, no time limit shall be operative for a candidate for passing in the remaining subject or subjects, as the case may be, of the second year examination in the faculties of Arts, Science and Commerce only from the date on which his result for the third year examination to the faculty concerned has been withheld. In such a case, on a candidate passing in the remaining subject or subjects of the second year examination in the faculty concerned, his result for the third year examination will be declared.

EX-STUDENT

- O.104 :** (1) Student who has satisfied all the requirements of the prescribed course of studies at his college including the necessary minimum attendance and is certified by the principal as eligible for admission to an examination shall be called an ex-student for the examination, if after certification, (i) he has not appeared, or appeared and failed in that examination, and (ii) has not joined a college for the same course.

- (2) An ex-student shall be entitled, without being required to keep fresh terms, to have his application for admission to the examination on a subsequent occasion sent only through the college by whose Principal he was certified under clause (1) above, if he has not joined another college (for the same or a different course). Provided that in case the college by whose Principal the student was certified under clause (1) above, ceases to be affiliated to the University for the course of studies leading to that examination, the student shall be entitled to send his application directly.

- O.105 :** All examinations admission to which is dependent on candidate applying by the appointed time, with the prescribed certificates and paying the Registrar the prescribed fees through the heads of the institutions or otherwise, as the Vice-Chancellor may direct, shall be held at such times, in such places and commencing on such dates, as the Vice Chancellor may decide from time to time.

The fees for examination prescribed for each examination and information as to how many times each examination is held is as specified below:

Name of the Examination	How many times held in years	Examination fees Rs.	
	1	2	3

FACULTY OF ARTS:

First B.A.	Once	90/-
Second B.A.	Once	100/-
Third B.A.	Twice	120/-
M.A.Part-I	Once	150/-
M.A.Part-II	Twice	150/-
Junior Certificate Course in English (JR.C.E.)	Once	35/-
Senior Certificate Course in English (Sr.C.E.)	Once	35/-

FACULTY OF EDUCATION:

B.Ed.Part-I	Once	75/-
B.Ed.Part-I & II	Once	150/-
B.Ed.(Vacation Course) Part-I	Once	75/-
B.Ed.(Vacation Course) Part-II	Once	150/-
M.Ed. Part-I	Once	150/-
M.Ed. Part-II	Once	150/-
M.Ed. (Whole)	Once	300/-
Certificate Course in Educational and Vocational Guidance (C.Ed.V.G.)	Once	50/-
B.P.Ed.	Once (Theo.)	75/-
	(Prac.)	75/-
	Once (Theo.)	100/-
	(Prac.)	75/-
M.Phil.	Once	150/-

FACULTY OF SCIENCE:

First B.Sc.	Once	100/-
Second B.Sc.	Once	100/-
Third B.Sc.	Twice	125/-
M.Sc.Part-I	Once	150/-
M.Sc.Part-II	Twice	150/-

FACULTY OF ENGINEERING:

B.E. 1 st Year	Twice	100/-
Semester-III	Twice	75/-
Semester-IV	Twice	75/-
Semester-V	Twice	75/-
Semester-VI	Twice	75/-
Semester-VII	Twice	100/-
Semester-VIII	Twice	100/-

FACULTY OF LAW:

First LL.B.(Monsoon Semester)	Twice	75/-
First LL.B.(Winter Semester)	Twice	75/-
First LL.B.(Whole)	Twice	150/-
Second LL.B.(Monsoon Semester)	Twice	75/-
Second LL.B.(Winter Semester)	Twice	75/-
Second LL.B.(Whole)	Twice	150/-
Third LL.B.(Monsoon Semester)	Twice	75/-
Third LL.B.(Winter Semester)	Twice	75/-
Third LL.B.(Whole)	Twice	150/-
LL.M.Part-I	Twice	150/-
LL.M.Part-II	Twice	150/-

D.L.P.	Once	100/-
D.T.L.P.	Once	100/-

FACULTY OF COMMERCE:

First B.Com.	Once	90/-
Second B.Com.	Once	100/-
Third B.Com.	Twice	120/-
M.Com.Part-I	Once	150/-
M.Com.Part-II	Twice	150/-
Certificate Course in Computer Programming	Twice	150/-
Diploma in Personal Management	Once	100/-
Diploma in Purchasing Management	Once	100/-
Diploma in Marketing Management	Once	100/-
Diploma in office Management	Once	100/-
Diploma in Pharmacy Part-I	Twice	150/-
Diploma in pharmacy Part-II	Twice	100/-
Certificate course in Sales Management	Once	100/-
Certificate course in English	Once	100/-
Bachelor of Lib.&Information	Once	125/-
Master of Lib.&Information	Once	125/-
Science faculty of Arts degree of Bachelor of library & Information	Once	75/-

FOR PRACTICAL EXAMINATION:

(1) Up to Graduation		25/-
(2) for Post Graduated		50/-
For Ph.d. Thesis & Viva		1000/-
Ph.d. Translation Test		75/-

FACULTY OF PHARMACY :

Diploma in Pharmacy Part-I	March-June (Whole) Oct-Dec.(ATKT)	80/-
Diploma in Pharmacy Twice		100/-

FACULTY OF HOME SCIENCE :

First Home Science	March-June (Whole) Oct-Dec.(ATKT)	100/-
Second Home Science	March-June (Whole) Oct-Dec.(ATKT)	100/-
Third Home Science	Twice	125/-

O.106 : Notwithstanding anything contained in the above ordinance, a blind candidate appearing at any of the examination of this University will be exempted from payment of examination fees on production of a certificate regarding his blindness from a Civil Surgeon or the Principal of an affiliated college or a Member of the Court for the time being or Gazetted Government Officer.

Provided that in case of a blind candidate appearing at an examination shall be required to pay only a fee of Rs.10/- as the registration fee and shall be exempted from the payment of any examination fee.

O.107 : "Prescribed examination form accept 7 (Seven) Days of working day in the University, from declaration date of circular".

No application for any of the various examinations for the award of Degree, Diploma or Certificate shall ordinarily be entertained, provided that the Registrar may in his discretion accept such an application, if it is received not later than five working days after the prescribed last date along with a Late Fee of **Rs.500/-** with each application.

Notwithstanding anything contained above, the Vice chancellor has powers to accept applications before five working days from the date of starting of examinations with special fee of **Rs.2000/-** (Rupees Two Thousand Only)"Including prescribed Late Fee **Rs.500/-**.

O.108 : Examination fees once paid shall not be refunded except in the circumstances and to the extent mentioned here below:-

- (1) Where the candidates die prior to the examination, the entire fees shall be refunded.
- (2) Where the result of the candidate is modified due to rechecking or reassessment of answer book, or the candidate is declared to have passed the examination, after submission of the examination form of the concerned candidate to the University, the entire fees shall be refunded.
- (3) Such refund is claimed by the guardian of such candidates in case of (1) above and by such candidate in case of (2) above within a period of six month from the date of declaration of the result of the examination in which he/she was to have appeared.

O.109 : When there is more than one center for a written examination question paper shall be given to candidates on the same time in every center.

O.110 : Unless otherwise specially provided for, all examinations, except practical and viva-voce shall be conducted by means of printed or written papers.

O.111 : On receipt of a report regarding the misconduct of any student at any University or College examination, including breach of any of the rules laid down by the Executive Council for the proper conduct of examination or a student indulging himself in any activity which either intimidates or instigates other students for not appearing at any college or university examination or disturbing or attempting to disturb any College or University examination, the Executive Council shall have power to punish such misconduct in any one or more of the following ways:

- (i) Debarring such student from any University or College examination either permanently or for a specified period.
- (ii) Restraining him from taking admission to or attending any course of studies in a college, Recognised institution or a University department,
- (iii) Retaining him from taking admission to any convocation for the purpose of conferring degrees,
- (iv) Canceling the result of such a student, if he is a candidate at any University or College examination,
- (v) Canceling or withdrawing University Scholarship, if any, held by him.

The decision of the Executive Council as to what constitutes misconduct for the purpose of inflicting punishment, under the provision of the ordinance shall be final.

- O.112 :** The Executive Council shall have the power to exclude any candidate from a University examination or being satisfied that he is suffering from an infection or contagious disease whenever any candidate is thus excluded, the fee paid by him for examination shall be refunded to him.
- O.113 :**
- (1) It shall be the duty of every student studying in the First Year Class in any of the colleges affiliated to this university pursuing a course of studies leading to his first degree or diploma as the case may be, to complete to the satisfaction of the principal of the college either (1) a course of N.C.C training prescribed in this behalf by the N.C.C authorities or (2) a course of Physical Training prescribed by the Executive Council from time to time.
 - (2) For the purpose of admission to an examination, it will be necessary for a candidate to obtain interlaid a certificate from the principal of his having attended during the course of terms entitling him to admission to that examination not less than 75% of the total number of N.C.C parades or 75% of the total number of Physical Training periods as the case may be in each year provided that it shall be competent for the principal of the college to condone a candidate's deficiency in attendance at N.C.C parades or Physical Training periods, as the case may be, to a further extent of 15% parades or Physical Training periods on grounds of health or participation in Inter-collegiate, Inter-zonal or Inter-university tournaments.
Provided further that those who volunteer to join the National Cadet Corps shall be governed by the provisions of the National Cadet Corps Act and the rules framed under that act for all purposes including the attendance at parades as well as campus, and other activities, if any.
 - (3) Notwithstanding anything contained above, a candidate shall be exempted by the principal of his college from undergoing both the N.C.C. training and physical training if (a) he joins the national service crops as and when it is introduced in his college and fulfills to the satisfaction of his principal all its requirements that may be prescribed by the university from time to time; or (b) he is exempted by the principal of his college from undergoing both the N.C.C. training and physical training on production of a medical certificate from a civil surgeon.
- O.114 :** As soon as practical after the conclusion of an examination, the Executive Council shall publish a list of the numbers of successful candidates in the following manner, the names except when otherwise stated, being arranged in alphabetical order under each centre according to the subjects offered:

Name of the examination	The result how published
FACULTY OF ARTS	
First B.A.	In two classes and pass
Second B.A.	In two classes and pass
Third B.A.	In two classes and pass
M.A.Part-I	In pass class
M.A. Part-II	First class with Distinction
Junior Certificate Course in English	First class with Distinction First class and Second class
Senior Certificate Course in English	First class with Distinction First class and Second class

FACULTY OF EDUCATION

B.Ed.(Part-I } taken together	First class with distinction
B.Ed. (Part-II }	First class, Second class and pass class
M.Ed.	In two classes
B.P.Ed.	First class,Second class and Pass class
M.P.E.	In two classes

FACULTY OF SCIENCE

First B.Sc.	In two classes and pass
Second B.Sc.	In two classes and pass
Third B.Sc.	In two classes and pass
M.Sc. Part-I	In pass class
M.Sc. Part-II	First class with Distinction
	First class and Second class
Ph.D. (Trans.Test) (French & German)	In one class

FACULTY OF ENGINEERING

Semester 1 to VII	In one class
Semester VII	In First class with Dist. First class and Second class

FACULTY OF LAW

First LL.B.-1 Sem.	In one class
First LL.B.-II Sem.	In two classes and pass (Pass class in the case of those who pass with exemption)
Second LL.B.-I Sem.	In one class
Second LL.B.-IV Sem.	In two classes and pass (Pass class in the case of those who pass with exemption)
Third LL.B.-V Sem.	In one class
Third LL.B.-VI Sem.	In two classes and pass (Pass class in the case of exemption)
L.L.M. Part-I	In one class
L.L.M. Part-II	In two classes and pass
Diploma in Labor Laws and Practice	In two classes
Diploma in Taxation Laws and Practice	In two classes

FACULTY OF COMMERCE

First B.Com.	In two classes and pass
Second B.Com.	In two classes and pass
Third B.com.	In two classes and pass
M.Com. Part-I	In one class
M.Com. Part-II	First class with Distinction First class and Second class

Diploma in Personnel Management	In two class and pass First class and Second class
Diploma in Purchasing Management	In two classes and pass First class and Second class
Diploma in Office Management	In two classes and pass First class and Second class
Certificate course in Sales Management	In two classes and pass First class and Second class

FACULTY OF PHARMACY

Diploma in Pharmacy Part-I	In two classes
Diploma in Pharmacy Part-II	In two classes

FACULTY OF HOME SCIENCE

First Home Science	In two classes and pass
Second Home Science	In two classes and pass
Third Home Science	In two classes and pass

- O.115 :** When in the prima-facie, it is found that a student has committed misconduct, it shall be competent for the Executive Council to withhold his result for the University or College examination, as the case may be, pending inquiry into such misconduct. In any case, where it is prima-facie found after publication of the result of an examination that such result has been affected by error, malpractice, fraud or any other improper conduct, whereby an examinee has been benefited, it shall be competent for the Executive Council to hold the said result in abeyance pending inquiry into such error, malpractice, fraud or any other improper conduct against the examinee concerned.
- O.116 :** When the examination is by Thesis a list of successful candidates arranged in alphabetical order will alone be published.
- O.117 :** A candidate whose total falls short of the requisite total for a First or Second Class Honors or Distinction up to 3 marks, shall be given the necessary marks by which his total falls shorts and shall be declared to have passed with First or Second Class Honors or with Distinction, as the case may be.
- O.118 :** Where a candidate in a University examination fails in any single head of passing (Where a distinct head, a sub-head or a group-head or a grand total) his failure in that head of passing shall be condoned as follows:

Where the head of passing consists of		Maximum marks for condonation
1	less than 100 marks	2
2	100 marks	3
3	more than 100 but not more than 200 marks	4
4	more than 200 marks	2 percent subject to a maximum of 10 marks

A candidate whose failure is condoned under this Ordinance shall be eligible for classes in the same way as other successful candidates, but not for scholarship or other awards.

The condonation marks shall not be counted for the purpose of eligibility of a class. Provided that if the standard of passing in the different subject at any examination is 50% or more condonation to the extent mentioned above may be

given in not more than two heads of passing each being under a different subject for the purpose of passing or exemption in that subject, and provided further that in the case of the examination under the Faculty of Technology including Engineering, and Faculty of Medicine including Homeopathic, if a candidate fails in not more than two heads of passing, condonation in the manner provided for here-in-above shall be permitted.

O.119 : Where a candidate at a University examination other than the entrance examination fails in only one head of passing, his failure in that head of passing shall be condoned on the following basis:

- (1) For each one percent of marks in the grand total secured by candidate above the minimum required for passing, one mark shall be added, subject to a maximum of twelve marks as grace in the one head of passing in which the candidate has failed.
- (2) A candidate getting the benefit of condonation on this basis shall not be entitled to prizes or scholarships.
- (3) The grace marks so added shall not count for grand total.
- (4) A candidate passing the examination under this Ordinance is eligible for class, provided his percentage prior to condonation entitles him.
- (5) For the purpose of this Ordinance a fraction of one half percent or more shall be considered as one.

Note: The benefit of this Ordinance shall be given only to a candidate who appears at a time in all the papers and practical (if any) without availing himself of exemptions in any subjects or a part thereof.

O.120 : **DELETED**

O.121 : Where a candidate fails only in one subject and fails to get exemption in only one other subject by not more than 3 marks, his marks in that subject shall be increased by 1, 2 or 3 marks as the case may be so as to entitle him to exemption in that subject and to give him the benefit of being allowed to keep terms for the higher examination where it is permissible to do so under the relevant Regulations.

O.122 : Wherever the standard of passing in a particular examination in any paper or head of passing is prescribed on percentage basis according to the relevant rules in force from time to time for the purpose of calculating minimum marks for passing in the paper or head of passing concerned a fraction of mark, which is half or more than half, i.e. 0.5 or more than 0.5 shall be computed as one, fraction less than half, i.e. less than 0.5 shall be ignored.

O.123 : No candidate shall be eligible for any of the scholarships, medals or prizes to be awarded to candidate successful at any of the University examinations, who has a deficiency of marks in any of the head of the examination condoned under the rules laid down in that behalf.

O.124 : Failure to pass an examination will not disqualify the candidate from presenting himself on a subsequent occasion on a new application being forwarded and a fresh fee paid.

O.125 : A certificate will be given to those who pass an examination.

O.126 : In any case, where it is found that result of an examination has been affected by error, malpractice, fraud, improper conduct or other matters of whatsoever nature, it shall be competent for the Executive Council to cancel or amend such result in such manner as shall be in accordance with the true position and to make such declaration as the Executive Council may in its discretion consider necessary in that behalf, but subject to Ordinance 111 and 127. No result may be cancelled or amended after the expiration of six months from the date of publication of the

result by the University. Notwithstanding anything contained above, the result of no candidate at any University examination shall be altered to his detriment of expiry of three months after the declaration of the result except when his/her case falls under Ordinance 111 and 127.

O.127 : There shall be special committee for Examinations to deal with the matters pertaining to cases of direct/indirect unfair practices by the candidates before or during or after conduct of examinations, declaration of results, checking and re-assessment etc.

Composition:

The composition of the special committee for examinations shall be as Under:

- (1) Chairman, to be nominated by the Vice-Chancellor from the amongst the members of the Executive Council.
- (2) 5 Members, to be nominated by Executive Council.
- (3) Controller of Examination or Asst./Dy.Registrar in charge of Examination - Member Secretary.

Powers:

Chairman of the committee shall be nominated by the Vice-Chancellor from the members in (1) above.

- (1) To examine each case of the unfair practice and after due process of natural justice, in terms of providing opportunity for the candidate concerned for written and/or oral submission decide the nature and extent of unfair practice. This decision will be arrived at by the simple majority of the members present.
- (2) To recommend to the Executive Council for award of penalty in conformity with the provisions of Table 'A' in light of the nature of unfair practice as decided by it as in (1) above.

The Executive council shall consider the recommendation of the special committee for examinations and award the penalty as deemed fit.

- (3) Misdemeanor on the part of teacher / staff members as related to the unfair practice will be reported by the Special committee for Examination to the Executive Council for necessary disciplinary action as deemed fit.

All the cases of unfair practices shall be disposed of within 100 days of the reported occurrence of the event.

No case shall be reviewed except in the event of any additional evidence submitted by the candidate within 15 days of the award of penalty, and the Vice-Chancellor finds a prima-facie justification for such review by the Executive Council. No case shall be considered on the ground of mercy / sympathy.

O.127-A : The result of the internal evaluation and/or information regarding term papers whether it forms, a part of the examination or is a qualifying requirement for being eligible for a University examination shall be placed on the college notice board by the 31st March, every year or before the date on which the University examination commence whichever is earlier. Any candidate who has doubt or dispute relating thereto shall apply to the Principal within five days of placing the result and information on the college notice board together with a fee of Rs.10/- which shall be retained by the college if no mistake is found, otherwise refunded to the candidate. If a mistake is found, the Principal shall communicate the amended information to the University within a week but not later the commencement of the University examination. No Such amendment shall be entertained under any circumstance by the University after the declaration of the result of the examination.

O.128 : (A) A statement in a printed form, showing the marks obtained by a candidate in each head of passing be supplied to him on payment of a fee Rs.5/- per examination. However if any application on this behalf is received after five years after the date of the declaration of the result it will be supplied on payment of a fee of R.10/- per examination.

(B) Marks obtained by a candidate in individual papers at a University examination and not in internal evaluation in each subject will also be supplied on payment of a fee Rs.7/-per examination, provided an application in this behalf is received within six months after the date of the declaration of the result.

Explanation: In case of Internal evaluation, however subject wise marks obtained by the candidate will be supplied. Marks obtained by a candidate in individual question or in a section of a paper will not be supplied.

Note: Information about the marks obtained by candidate in the various heads of passing is communicated free of charge to the Heads of Institutions from which candidates appear for the examination, irrespective of whether candidates are successful or not. Head of Institutions are, informed that the marks are supplied to the respective institutions for their own information, and that, save for the purpose of supplying information to the candidates or persons in connection with the award of scholarship, or held from charitable Institutions, they have no authority to issue certified statements of such marks over their signature. Such statement shall only be issued over the signature of the University Registrar, on payment of the fee fixed by Ordinance on that behalf.

O.129 : Information as to whether a candidate's answers of any question paper of University examination have been examined and marks are entered will be supplied to the candidate on his forwarding either through the Head of his institution or directly to the University within 14 days from the date of issue of the mark sheet of the concerned examination by the university an application accompanied by a fee Rs.150/- for each question paper separately. The fee is only for verifying whether a candidate's answers in any question paper have been examined and not for the re-examination of the answers. The rule that the marks obtained by the candidates in individual question or in section of a paper cannot in any circumstances be supplied, holds good also in case of the application for the verification of marks if as a result of the verification made under this clause, it is discovered that there has been either any omission to examine of marks any answers or a mistake in the totaling of the marks, the fee for verification shall be refunded to the applicant.

No application shall be entertained for re-checking of marks obtained at the internal tests.

Rechecking can be done in desired subject in theory and practical examinations like viva voce, thesis, dissertation and terms work & Project Work application received except above provisions, fees shall not be refunded in case there to.

O.130 : Notwithstanding anything contained elsewhere, applications for verification of Internal Evaluation shall be made not later than 15 days from the date of which the result of Internal Evaluation is put up on the notice board of the college. Such an application shall be entertained by the Principal of the college concerned on payment ofRs.3/-as verification fee for each head of passing of Internal Evaluation.

If as a result of the verification made under this clause, the Principal is satisfied that there has been either an omission to examine or marks any answer or answers or there has been a mistake in the totaling of the marks the fee for verification shall be refunded to the applicant.

The result of verification shall be communicated by the Principal to the University office within eight days of the disposal of the application but in no case later than 30 days of the receipt of the application for verification. No application for verification of Internal Evaluation shall be entertained by the Principal after the lapse of 15 days after the result of Internal Evaluation has been notified on the college notice boards.

The verification done by the Principal shall be final and no appeal thereon shall be entertained.

O.131 : A copy of certificate testifying to a candidate's having passed an examination held by the University will be issued on payment of a fee of Rs.5/-.

O.132 : (A) The fee of various certificates issued by the University will be as under:

1. **Verification of Mark-sheet/Degree Certificate:**Rs.200/- per degree per certificate.
2. **Transcript Certificate:**Rs.500/- for the first two sets of transcript and Rs.200/- for each additional set of transcript, per degree.
3. **Rank Certificate:** Rs.100/- per examination per certificate.

(B) The fee of any certificate not provided for in any of the Ordinance isRs.100/-.

O.133 : (a) The application for instituting a post-graduate centre in a subject in an affiliated college shall be sent to the Registrar in the form prescribed by the University so as to reach him on or before the 31st of March of the year preceding the year from which it is intended to instituted, provided that not less than ten students are expected to be enrolled in the affiliated College.

The application for every subject shall be accompanied by a nonrefundable fee of Rs.1000/-. This shall also apply for the revival of a centre previously sanctioned, but subsequently closed.

Provided that on the recommendation of the Vice-Chancellor, the Executive Council if it is satisfied that there are special reasons to do so after recording the reasons, entertain a letter of application sent to the Registrar after 31stMarch with an additional non-refundable fee of Rs.1000/-

- (b) Permission granted to a college to institute a Post-graduate centre in a subject normally be valid for the year in which the college has proposed to start it provided, however, the Vice-Chancellor may extend the validity of the permission so granted by one more year, if the college has not been able to utilize the said permission for circumstances beyond its control and it requests the Vice-Chancellor for such extension within one month of the commencement of the academic year in which the permission to start the Post-graduate centre could not be availed of.
- (c) Every new Post-graduate centre should have adequate physical facilities of class-rooms, library, laboratory, etc.
- (d) For every new Post-graduate centre in a subject in Part-I, the college should provide for books, magazines of the subject concerned worth Rs.10,000/-. If the centre is for a group of two subjects, books for the subjects taken together should be provided for at a cost of Rs.10,000/-.

TUITION FEE

O.134 : The following shall be the rates of tuition and other fees for post- graduate students including M.Phil. and students per semester in the University's Post-graduate departments and at post -graduate teaching centers, if any, instituted by the University.

Tuition Fee for full- time / Part time students for all the subjects comprised under following Faculty.

- | | | | |
|-----|--------|---|-------------------------------------|
| (a) | (i) | For the University Departments | <u>Per Semester</u> |
| | | 1. Arts, Commerce | Rs.1200/- Boys |
| | | 2. Science | Rs.1500/- Boys |
| | (ii) | For all the P.G. Centers | Per Semester (for all the Students) |
| | | 1. Arts , Commerce | Rs. 2000/- |
| | | 2. Science | Rs. 3000/- |
| | | 3. Rural Studies (M.R.S.) | Rs. 3000/- |
| | (iii) | For M.Phil. degree | Rs. 2000 /- |
| | (iv) | For Ph.D. degree | Rs. 3500 /- |
| (b) | | Laboratory fees for Full - time / Part- time students (For boys & Girls) per term shall be as under. | |
| | (i) | For the subject of Home - Science and all subject of Science other than Mathematics and Statistics for the Master degree. | Rs.800 /- |
| | (ii) | For Self Finance Science Subject | Rs.3000 /- |
| | (iii) | For M. Phil. degree | Rs.1000 /- |
| | (iv) | For Ph.D. degree | Rs.3500 /- |
| | (v) | For the Subject of Geography & Statistics for Master's or M.Phil. or Ph.D. degree | Rs.250 /- |
| | (vi) | For the Student of Psychology | Rs.250 /- |
| | (vii) | For the use of Computer Facility (in any subject) | Rs.500 /- |
| | (viii) | For the Student permitted to reappear in post graduate study with the change of group/ Group or subject at Master's or M.Phil. or Ph.D. degree | Rs.2000 /- |
| | (iv) | Course work fee for entire Ph.D. course | Rs.5000 /- |
| (c) | | Provided that no tuition fees shall be charged in the case of a teacher fellows registered as a Ph.D. or M. Phil. student under the teacher fellowship scheme of the University Grants Commission. | |
| | | Provided further that a blind student pursuing his post-graduate studies in any of the University Departments / recognized institutions or at any post-graduate centre of the University will, on production of evidence of his blindness to the satisfaction of the Head of the post-graduate department or a Principal of the college where a post-graduate center is instituted by the University will be permitted to study on payment of only half of the term fees, prescribed for each term, provided his or his guardian's income does not exceed Rs. 12,000/- per annum. | |
| (d) | | The following shall be the rates of fee other than tuition fees. | |
| | (i) | Internal Examination Fee | Rs. 100 /- |

(ii)	Library Fee	Rs. 75 /-
(iii)	Library deposit (Once during the whole course)	Rs. 100 /-
(iv)	Gymkhana Fee	Rs. 50 /-
(v)	University Sports Fee	Rs. 30 /-
(vi)	University Library Development Fee	Rs. 20 /-
(vii)	Registration fees for Ph.D. Students	Rs. 500 /-

When on leaving a Department of the University/Post-graduate centre, a student claims refunds of his tuition fees from the Department/Centre, he shall apply in writing to the Head of the University Department concerned/the Professor-in-charge of the post-graduate centre, as the case may be. On receipt of such an application through the Head of the Department/Professor-in-charge, refund may be given in the following circumstances at the rate indicated, therein.

- (i) Full fees for the term concerned shall be refunded in case of the death of the student concerned.
- (ii) In the event of a student paying tuition fee (including Laboratory fee, if any) at more than one post-graduate department and/or post-graduate centre, the required amount of the fee (including laboratory fee, if any) shall be retained by the University where he sets finally admitted and the tuition fee or fees (including laboratory fee, if any) paid at other centers shall be refunded, at his cost to the concerned student.
- (iii) Tuition fee (including laboratory fee, if any) for the term concerned shall be refunded after deducting Rs.15/- if a student applies within 10 days from the date of payment of fee or the last date fixed for payment of fee by the department or the post-graduate centre, whichever is earlier.
- (iv) Half of the tuition fee (including laboratory fee, if any) for the term concerned shall be refunded if a student applies after 10 days but within 20 days from the date of payment of fee or the last date fixed for payment of fee by the department or post-graduate centre, whichever is earlier.

TRAVELING AND HALTING ALLOWANCES FOR MEMBERS OF THE COURT AND OTHER AUTHORITIES

O.135 : Whenever an employee of the University has to travel for transacting of any business connected with the University, he will be paid traveling and daily allowance as per the rules prescribed by the State Government and as amended from time to time.

However, in case where the tour is not covered by any Government rules, the Vice-Chancellor shall be competent to authorize and sanction expenditure considered reasonable by him.

O.136 : When the Vice-Chancellor or the Pro-Vice-Chancellor undertake journey on University business, they shall be paid such fares and allowances as admissible to the Secretary to the Government of Gujarat as per rules prescribed by the State Government from time to time.

O.137 : The following rules shall apply to the members of the University Court, Executive Council, other authorities or Committees of the University or a person deputed by the University:-

- (1) A member performing journey in connection with transacting any business of the University shall be eligible to draw traveling allowance as per the rules of the State Government as amended from time to time.

Provided that a member eligible to draw 1st class Railway fare for the shortest route shall be paid that fare when he travels by a costlier mode of transport (e.g. his own or a hired car) or by a longer route.

Provided that no member shall be eligible to draw road mileage for travel by his own car or on any costlier mode of transport than 1st class by railway unless prior approval of the Vice-Chancellor is obtained.

However, a member of the Executive Council or of a committee constituted by the Executive Council and consisting of the member of the Executive Council only will be eligible to draw road mileage. In such case, prior approval of the Vice-Chancellor will not be required. Provided always that in case of travel by a hired car of short distance by the member of the Executive Council to attend meeting of the Executive Council or its sub-committees described here to fore, they will be eligible to draw road mileage for 200 kms. or Rs.350/- whichever is less.

Provided further that in case of a member traveling by his own car or by a hired car along with other member or members, only one member will be eligible to draw road mileage limited to the total amount of 1st class Railway fares for all the members.

- (2) In addition to the traveling allowance as stated above, a member will be eligible to draw a halting allowance of Rs.50/- for each day of the meeting except the meeting pertaining to examination work irrespective of the number of meetings attended by him. As member will be eligible to draw examination work irrespective of the number of meetings attended by him except that the member shall be eligible to draw the halting allowance for the day on which there is no meeting but has to attend another meeting on the day before and the day after.
- (3) However, in the cases not covered by any Government rules, the Vice-Chancellor shall be competent to authorize and sanction expenditure considered reasonable by him.

O.138 : Local members residing in Patan will be paid a conveyance allowance of Rs.15/- per meeting attended by them.

O.139 : (Common for Arts, Science and Commerce at the First, Second and Third Degree Examination)

- (a) A mark statement obtained by a candidate in Internal Evaluations in different subjects at an affiliated college duly certified by the Principal shall be sent along with the transference certificate when he joins another college in a second or a subsequent term for the same class. In case of candidate joining another college for a higher examination on the basis of the benefit of keeping terms for higher examination availed by him, marks obtained by him in Internal Evaluation in the subjects which he requires to pass at the lower examination shall be sent along with the transference certificate.
- (b) If a candidate fails at a University examination and appears as an Ex-student at a subsequent examination, the marks obtained by him in Internal Evaluation in various subjects at the last preceding examination, shall be carried forward.
- (c) If a candidate having failed at an examination, joins a college, he will forfeit his status as an Ex-student and be treated as a fresh candidate and the marks obtained by such a candidate in Internal Evaluation of the head of any subject in which he passed previously and provided further that the subject or subjects in which he has been exempted under the relevant rules in this behalf, his marks in those subjects shall also be carried forward as per provisions in (b) above.

- O.140 :**
- (1) The following shall be the rates of tuition fees per term in affiliated Arts, Education, Science, Commerce, Law and Home Science Colleges:
 - (i) Arts, Science and Commerce Colleges Rs.200-00
 - (ii) Education Colleges Rs.350-00
(Note: No educational college shall charge more than 25% as advance against tuition fees before the commencement of the term)
 - (iii) Law Colleges Rs.200-00
 - (iv) Home Sciences Rs.400-00
 - (2) Rate of laboratory fees per term :
 - (i) For the subject of Geography, Home Science in Arts Colleges Rs.50-00
 - (ii) In Science Colleges Rs.50-00
 - (iii) For Computer Science Rs.300-00
 - (iv) Home Science Rs.500-00
 - (3) The following shall be the rates of other than the tuition fees per term in Arts, Science, Commerce, Education, Law, Pharmacy and Home Science Colleges
 - (i) Admission fee to be paid along with the forms of admission Rs.20-00
 - (A) For Education and Pharmacy Colleges :
 - (ii) Library fee Rs.50-00
 - (iii) Examination and Stationery fee Rs.50-00
 - (iv) Gymkhana fee Rs.30-00
 - (B) For Arts, Commerce, Science, Law and Engineering Colleges:
 - (ii) Library fee Rs.30-00
 - (iii) Examination and Stationery fee Rs.50-00
 - (iv) (a) Gymkhana fee Rs.20-00
(b) Sports fee Rs.20-00
(c) Sports complex development fee Rs.20-00
 - (v) Subscription to students' Aid Fund Rs.02-00
 - (vi) Cultural and Creative Activities (For Annual) Rs.10-00
(Note: The audited accounts of Gymkhana fee of the preceding year shall be published every year.)
 - (vii) College development fee
 - (a) For grant in aid education college Rs.100-00
 - (b) For Arts, Commerce, Science, Law and BRS Rs.50-00
 - (4) Rules regarding caution money deposit :-
 - (i) An affiliated college may charge Rs.10/- as caution money deposit from each student who has been admitted in the college. It may also charge Rs.20/- as extra deposit where laboratory work is involved.

- (ii) Accounts of caution money deposit and laboratory deposit shall be maintained separately.
- (iii) On receipt of an application from the student the caution money deposit and laboratory deposit shall be refunded to him within a year from the time he leaves the college. If no such application is received within this period, the same may be forfeited.
- (5) The Following rules shall be applied for both Under Graduate & Post Graduate Self finance Colleges / Departments / Institutions as the case may be.
- (1) Full fees for the term concerned shall be refunded in the case of the death of the student concerned.
- (2) Tuition fee (Including Laboratory fee if any) for the term concerned shall be refunded after deducting 15% from tuition fee (Laboratory fee if any) if a student applies within 15 days from the payment of his/ her fee for any reason whatsoever.
- (3) Tuition fees (Including Lab fee if any) for the term concerned shall be refunded after deducting 25 % from tuition fees (Including laboratory fee if any) if a student cancels his / her admission and another student is admitted on this cancelled seat.
- (4) In the case of reshuffling on merit, Department/College/ institutions shall refund total fees after deducting 15 % fees from total fees to the concerned students with in a one month from his/her admission.
- (5) Department/College / institution shall return all the original documents to the concerned students, after enrollment / Registration or end of the first term whichever is earlier.
- (6) The following shall be rates of fees for the Certificate Course in Educational and Vocational Guidance:
- | | | |
|-----|------------------------------|--------|
| (1) | Tuition fee | 200-00 |
| (2) | Registration fee | 10-00 |
| (3) | Admission form fee | 5-00 |
| (4) | Instructional materials' fee | 50-00 |
- (7)
- | | | |
|-----|------------------------------|--------|
| (1) | Tuition fee | 300-00 |
| (2) | Registration fee | 10-00 |
| (3) | Admission form fee | 5-00 |
| (4) | Instructional materials' fee | 50-00 |
- (8)
- | | | |
|-----|------------------------------|--------|
| (1) | Tuition fee | 300-00 |
| (2) | Registration fee | 10-00 |
| (3) | Admission form fee | 5-00 |
| (4) | Instructional materials' fee | 50-00 |
- (9)
- | | | |
|-----|------------------------------|--------|
| (1) | Tuition fee | 250-00 |
| (2) | Registration fee | 10-00 |
| (3) | Admission form fee | 5-00 |
| (4) | Instructional materials' fee | 40-00 |

(10)	Sr. No.	Name of the Di`ploma	Tuition fee for the entire CourseRs.	Registr ation fee Rs.	Admissio n form fee Rs.	Instructional materials fee Rs.
	(1)	Diploma in Personnel Management	750/-	25/-	5/-	50/-
	(2)	Diploma in Purchasing Management	750/-	25/-	5/-	50/-
	(3)	Diploma in Marketing Management	750/-	25/-	5/-	50/-
	(4)	Diploma in Personnel Management	750/-	25/-	5/-	50/-
(11)	The University to fix, demand and receive such fees, development funds and other charges from the Self finance colleges other than government colleges or colleges maintained by the government for development and maintained expenditure of the university.					
(12)	The following shall be the rates of tuition fess per term in affiliated Design Colleges.					
	Design Colleges		Rs.1,35,000/- (Per term)			
(13)	The following shall be the rates of tuition fees per term in affiliated Law (Self-finance) Colleges.					
	Law Colleges (Self-finance)		Rs.8,000/- (per term) (Gujarati Medium) Rs.8,000/- (per term) (English Medium)			
(14)	The following shall be the rates of tution fees per term in affiliated B.R.S. (Self-finance) Colleges.					
	B.R.S. Colleges (Self-finance)		Rs. 21,500/- (Per term)			
(15)	The following shall be the rates of tuition fees per term in affiliated Performing Arts Colleges.					
	Degree Course		Rs. 600/- (for Boys)			
	Diploma Course		Rs. 500/- (for Boys)			
	Certificate Course		Rs. 400/- (for Boys)			
	Note : There is no tuition fee charge for female students					
(16)	The following shall be the rates of tuition fees per term / per semester in affiliated Diploma in Health and Sanitary Inspector, Diploma in Fire Safety Colleges.					
	Diploma in Health and Sanitary Inspector		Rs. 16,000/- (Per term / Per semester)			
	Diploma in Fire and Safety		Rs. 16,000/- (Per term / Per semester)			

O.141 : Notwithstanding what is provided in Ord.-134 and Ord.-140 or elsewhere prescribing the rates of tuition fees for students both at under-graduate and post-graduate study in any of the affiliated Colleges or University Departments, no tuition fees shall be collected from female students, such fees being payable by the State Government through its concerned Department.

SUBJECT FOR FACULTY IN FINAL YEAR

- O.142 :** Department of a college means any department of a college affiliated to this University responsible for instruction and training in each of the subjects or groups of subjects mentioned below :
- (i) For the Principal or Special subject taught at the final year of the degree class in the colleges in the Faculties of Arts taught in the Arts and Science Colleges respectively.
 - (ii) "Education" in a college of Education.
 - (iii) Economics, Commerce, Business Administration and an optional subject taught in the final year of the degree class in a college in the Faculty of Commerce.
 - (iv)
 - (a) Jurisprudence, International Law (Private and Public), Constitutional Law.
 - (b) Crimes, Law of Obligation (i.e. Torts, Contracts and Labour Laws) and
 - (c) Law of Property and Personal Law, Taxational Laws in the Faculty of Law
 - (v) Civil Engineering, Mechanical Engineering, Electrical Engineering and Chemical Engineering in the Faculty of Technology including Engineering.
 - (vi) For the Principal or Special subject taught at the final years of the degree class in the colleges in the faculties of Home Science the subjects being Food & Nutrition, Family Resource Management, Clothing & Textile, Child Development and Home Science Education.

FORMATION AND RECOGNITION OF ASSOCIATION OF TEACHERS OF AFFILIATED COLLEGES

- O.143 :** (1) Subject to the provisions hereinafter appearing in this behalf, teachers of affiliated colleges of the University who are appointed on permanent or on probation post, hereinafter referred to as "Teachers of affiliated colleges" may, after forming themselves into an Association apply for recognition of the Association in a prescribed form provided the number of members of the Association at all times exceeds and continues to exceed thirty percent of the total number of such teachers of affiliated colleges for the time being:
- (a) Name of the Association:
 - (b) Aims and objects of the Association:
 - (c) Place and address of the head office of the Association:
 - (d) Number of members of the Association:
 - (e) Total number of such teachers of affiliated colleges:
 - (f) Name and address of the Secretary or each of the Secretaries of the Association:
 - (g) Name and address of the President of the Association:
 - (h) Name and address of the Vice-President or each of the Vice-Presidents of the Association:
 - (i) List of members of the Association giving their particulars regarding full name, designation and institution where Working: and
 - (j) Date of formation of the Association.

- (2) The President, Vice-Chancellor, Secretary, Treasurer and other office bearers of the Association shall be persons elected only from amongst the members of the Association. Any person who is not a salaried teacher of affiliated colleges shall not be a member, office bearer or representative in any category.
- (3) Two copies of the rules of the Association, signed by the Secretary thereof, shall be submitted along with the application for recognition.
- (4) Any change in the office-bearers of the Association shall be communicated by the Association in writing to the University within one month of the date on which such change occurs.
- (5) The University may arrange the dispatch of communication by post or hand delivery to the address of the Secretary of the Association or the office of the Association mentioned in the application for recognition or to any other changed address, intimation in writing where of has been given to the University sufficiently in advance.
- (6) On receipt of an application for recognition, it shall be submitted to the Registrar for scrutiny and if it is found to be in order, it shall be submitted to the Vice-Chancellor for his information, and thereafter, the particulars of the application shall be submitted to the Executive Council for its consideration. The Executive Council shall consider the application for recognition and may grant it, or subject to the provision of clause (7) reject it or may grant it, subject to such conditions as it thinks fit. The Association shall be deemed to have been recognized only after the application for recognition has been granted.
- (7) After recognition has been granted to an Association by the Executive Council, the Executive Council may, for any reason deemed proper by it, cancel the recognition or may impose such conditions as it thinks fit, or may suspend the recognition for definite period.
For the purpose of this clause, any of the following reasons may be considered to be proper, namely:-
 - (a) The number of members of the Association has ceased to exceed thirty percent of the total number of such teachers of the affiliated colleges;
 - (b) The Association has not appointed any one or more of its office-bearers for a continuous period of three years ;
 - (c) Not less than twenty-five percent of the members of the Association have not paid their fees for the current year ;
 - (d) The Association is not maintaining the minutes of its proceedings;
 - (e) The Association appears to be engaged in any activity which is unlawful or contrary to its objects ;
 - (f) It is found that the recognition has been obtained through any mistake, misrepresentation or fraud ;
 - (g) Any other reason which appears to the Executive Council to be proper.
- (8) The Executive Council or a Committee there of consisting of one or more of its members, shall, before approval to the rules is refused wholly or in part or recognition is refused to an Association or recognition already granted is cancelled or suspended or any condition is imposed thereon give to the Association a reasonable opportunity of being heard through its representative. Where the matter is heard by a Committee of the Executive Council, it shall submit its report to the Executive Council, which shall furnish the Association concerned with a copy of such report and thereafter again hear the Association through its representative

before taking any action in the matter. The Executive Council shall state its reasons in brief for its action. The Executive Council may, for reasons which it deems proper, reconsider the matter.

- (9) The annual list of members and a copy of the audited accounts of the association shall be sent to the office of the University by the first day of the month of November every year.
- (10) The University may not hear any Association which has not been recognized in accordance with provisions of this Ordinance.
- (11) No representation or deputation shall be received by the University from any Association except one relating to a matter, which is, or raises questions which are, of common interest to all or any class of teachers of the affiliated colleges.
- (12) The fact of recognition of an Association shall not imply any admission by the University of any claim of the Association or by a member thereof a right of strike or stoppage of work.

**RECRUITMENT, APPOINTMENT AND OTHER SERVICE
CONDITIONS INCLUDING CONDUCT AND DISCIPLINE
RULES OF NON-TEACHING STAFF IN THE COLLEGES
AFFILIATED TO HEMCHANDRACHARYA NORTH GUJARAT
UNIVERSITY (OTHER THAN GOVERNMENT COLLEGES OR
COLLEGES MAINTAINED BY THE GOVERNMENT)**

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1. (a) **Qualifications:**

The following qualifications are prescribed for the appointment of the nonteaching staff in colleges affiliated to the Hemchandracharya North Gujarat University (other than Government colleges or colleges maintained by the Government).

Sr.	Name of the Post	Qualifications and Experience
1.	Librarian Note: No Selection will be valid unless atleast two experts are present	Minimum Qualifications for the post of College Librarian shall be such have laid down by U.G.C. from time to time.
2.	Computer Programmer	A Master's Degree in Computer Applications OR B.E. Computer Science / Engineering OR Bachelor's degree in any subject with 50% marks and P.G. Diploma in Computer Science and Application (P.G.D.C.A.) with 55% marks as recognized by the University and one years' experience as a programmer in reputed organizations.

Sr.	Name of the Post	Qualifications and Experience
3.	Office Superintendent	<p>For new recruitment. Graduate and 5 years' experience of office work in an educational institution.</p> <p>For Promotion. H.S.C. or Old S.S.C. with 11 years' schooling and 5 years' experience as a Head Clerk in the same college or other colleges under the same management.</p> <p style="text-align: center;">OR</p> <p>H.S.C. or Old S.S.C. with 11 years' schooling and 5 years' experience as an Accountant in the same college or other colleges under the same management.</p>
4.	Head Clerk	<p>For new recruitment. Graduate and 3 years' experience of office work in an educational institution.</p> <p>For Promotion. H.S.C. or Old S.S.C. with 11 years' schooling and 3 years' experience as a Senior Clerk in the same college or other colleges under the same management.</p>
5.	Accountant	<p>For new recruitment. B.Com. and 5 years' experience of accounts work in an educational institution.</p> <p>For Promotion. H.S.C. or Old S.S.C. with 11 years' schooling and 5 years' experience in the same college or other colleges under the same management.</p>
6.	Senior Clerk	<p>For new recruitment. Graduate with 2 years' experience of office work in an educational institution.</p> <p>For Promotion. H.S.C. or Old S.S.C. with 11 years' schooling and 2 years' experience as a Junior Clerk in the same college or other colleges under the same management.</p>
7.	Accounts Clerk	<p>For new recruitment. B.Com. and 2 years' experience of accounts work.</p> <p>For Promotion. H.S.C. or Old S.S.C. with 11 years' schooling and 2 years' experience of Accounts work in the same college or other colleges under the same management.</p>

8.	Senior Typist	For new recruitment. Graduate with 2 years' experience as a typist. For Promotion. H.S.C. or Old S.S.C. with 11 years' schooling and 2 years' experience as a typist in the same college or other colleges under the same management.
9.	Storekeeper	For new recruitment. B.Sc. and 2 years' experience of store work in a Science Laboratory of a Science College. OR B.Sc. and 4 years' experience of store work in the Laboratory of a Chemical Industry. For Promotion. H.S.C. or Old S.S.C. with 11 years' schooling and 5 years' experience of the store work in the same science college or other science colleges under the same management.
10.	Junior Clerk	For new recruitment. Graduate. For Promotion. H.S.C. or Old S.S.C. with 11 years' schooling and confirmed qualifying employment in the same college or other colleges under the same management.
11.	Cashier	For new recruitment. B.Com. For Promotion. H.S.C. or Old S.S.C. with 11 years' schooling and confirmed qualifying employment in the same college or other colleges under the same management. Experience as a Cashier preferred.
12.	Typist and Typist-cum-Clerk	For new recruitment. Graduate and typing speed of 40 w.p.m. and 25 w.p.m. in English and Gujarati respectively. For Promotion. H.S.C. or Old S.S.C. with 11 years' schooling and typing speed of 40 w.p.m. and 25 w.p.m. in English and Gujarati respectively and confirmed qualifying employment in the same college or other colleges under the same management.
13.	Library Clerk	For new recruitment. Graduate. For Promotion. H.S.C. or Old S.S.C. with 11 years' schooling and confirmed qualifying employment in the same college or other colleges under the same management. Experience as a Library Clerk preferred.

14.		
(i)	Laboratory Assistant	B.Sc. For Promotion. H.S.C. or Old S.S.C. with 11 years' schooling and 1 year experience of Laboratory work in the same Science College or Other Science Colleges under the same management.
(ii)	Laboratory Assistant (For Home Science Laboratory)	For new recruitment. (B.A. or B.Sc. with Home Science.) For Promotion. Diploma in Home Science and 1 years' experience of working in Home Science Laboratory of the same college or other colleges under the same management.
15.	Gas Mechanic	(i) I.T.I Certificate in Mechanic trade. OR (ii) Diploma in Mechanical Engineering
16.	Electrician	(i) I.T.I Certificate in Electric Wireman's trade. OR (ii) Diploma in Electrical Engineering
17.	Plumber	Passed Std. VII and passed in plumbing examination with experience of plumbing work.
18.	Plant Collector	For new recruitment. B.Sc. For Promotion. H.S.C. or Old S.S.C. with 11 years' schooling and experience of Garden work preferred.
19.	Head Peon (Nayak)	Passed Std. VII and 5 years' experience as a peon.
20.	Wireman	I.T.I Certificate in Electric Wireman's trade.
21.	Peon	Passed Std. VII and possessing skill or riding a bicycle.
22.	Library Attendant	Passed Std. VII experience of Library work preferred.
23.	Duplicating Machine man	Passed Std. VII and possessing experience of duplicating machine man.
24.	Gardener	Passed Std. VII and possessing experience of garden work.
25.	Watchman	Passed Std. VII and possessing sound health and experience of Watchman's work.
26.	Technical Assistant in Electronics	B.Sc. with Electronics OR Diploma in Electronics Radio Engineering (D.E.R.E.)
27.	Sweeper	Passed Std. IV

28.	Computer Technician	Diploma in Computer Engineering for BCA College
29.	Computer Operator	<p>(a) Second Class Bachelor's degree in any subject and Diploma in Computer Science of a recognized University.</p> <p style="text-align: center;">OR</p> <p>(b) (i) Engineering Degree in Computer Technology or Computer Science or Electronics Engineering or Electronics & Communication Engineering from a recognized University.</p> <p style="text-align: center;">OR</p> <p>(ii) Master of Computer Application.</p> <p style="text-align: center;">OR</p> <p>(iii) At least Second Class Diploma in Computer Technology / Computer Science / Electronics Engineering / Electronics Communication Engineering after 12th Science stream from a recognized Technical Board of Gujarat State or equivalent with one year's experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>(c) Post Diploma in Computer Science & Application after Diploma in Engineering Branch from Technical Examination Board at Gujarat State or equivalent with one year's experience in the relevant field.</p>

- (b) All appointments to the posts shall be made through selection by a Staff Selections Committee of the college from amongst the candidates whose names should have been obtained in accordance with the instructions given by the State Government from time to time. However, in case of a Librarian's post, applications shall also be invited through an advertisement which should be given in two leading daily newspapers with wide circulations. Out of these two, one should have state wide circulation and the advertisement in it should be published in all its regional editions. The other advertisement may be in a local daily newspaper.

- Note:**
- (1) In case of a collage other than a Government college or a college maintained by the Government, the minutes of the Selection Committee should be prepared in the form prescribed by the University and sent to the University.
 - (2) In case of a Government college or a college maintained by the Government or a college established and administered by minority based on a religion or language, the provision of Selection Committee shall not apply.
 - (3) For recruitment on the post for which N.O.C. is given by the Higher Education Commissioner for the direct recruitment, Education Qualification, Age, Syllabus of written examination, structure of examination etc. shall be laid down as per the rules of

GAD (General Administrative Department) and GSSSB (Gujarat Subordinate Service Selection Board) and college.

- (4) One Government-Representative shall have to be nominated on Selection Committee as per instructions issued by Commissioner of Higher Education office wide the circular dated: 03/01/1992 the representative of the CHE shall be the Principal or Senior Professor or college registrar of Government college of the same District or the nearest District.
- I. The Selection Committee for all categories except that of the librarian shall consist of a following person.
- (a) Chairman of the Governing body of the college or his nominee.
- (b) Principal of the college.
- (c) A nominee of the Director of Higher Education.
- II. For the selection of a Librarian, the selection committee shall consist of the following persons.
- (a) Chairman of the governing body or his nominee.
- (b) Principal of the College.
- (c) Two nominees of the Vice-Chancellor, One of whom shall be a subject expert.
- (d) Two subject experts, not connected with the college/institute, to be nominated by the chairperson of the Governing Body out of a panel of names approved by the Vice-Chancellor.
- Note:** (1) Recommendation of the Selection Committee for the post of a Librarian shall be subject to the approval of the Vice-Chancellor.
- (2) The quorum for the meeting should be five of which at least two must be, out of three subject experts.
- (c) No person shall be substantively appointed to any permanent post carrying minimum salary of Rs.750/- in an affiliated college unless he produces a medical certificate of fitness from a Registered Medical Practitioner which may be affixed to his first pay bill. The production of a fresh medical certificate under this rule is not necessary in case of a person's promotion in the same college.
- (d) A medical certificate of fitness for service in an affiliated college shall be in the following form.

"I hereby certify that I have examined _____, a candidate for employment in _____ college, and cannot discover that _____ has any diseases (communicable or otherwise). Constitutional weakness or bodily infirmity except _____ I do not consider this a disqualification for employment in the office of an affiliated college. His age according to his own statement is _____ by appearance he is about _____ years of age. He has been vaccinated. Marks of identification _____ the impression of the left thumb of _____ is given hereunder."

Date:
Place:

Signature of the
Registered Medical Practitioner

- (e) (i) An employee in an affiliated college shall ordinarily be appointed on one year's probation in the first instance. The period of probation may however, be extended to a period of two years in special circumstances.
- (ii) If a non-teaching employee of an affiliated college desires to submit his resignation, he shall tender the same in person to the Registrar of this University and a resignation by a college non-teaching employee shall not be accepted by the management of a college unless it is so tendered and forwarded to the management by the Registrar duly endorsed. The submission of such a resignation shall not bind the management to accept it. The acceptance of any resignation tendered in contravention of this clause shall be ineffective.

Notwithstanding anything stated above, if a non-teaching employee of an affiliated college desires to submit his resignation, while on a visit to a foreign country, he may do so in presence of a notary public and get it endorsed by him and send it to the Registrar who will then forward it to the college management concerned.

- (f) The whole time employee of the affiliated college may be employed in any manner for the college work required by the affiliated college.
- (g) (i) No employee of an affiliated college shall, without the previous sanction of the management, engage directly or indirectly in any trade or business or undertake any other employment provided that an employee of the affiliated college, may without such sanction, undertake honorary work of a social and charitable nature of occasional work of literary, artistic or scientific character subject to the condition that his official duties do not undertake such work or shall discontinue it if so directed by the management.
- (ii) No employee of an affiliated college shall be required to obtain previous permission of the management for writing, translating or editing books and for participating in the programme of All India Radio and for accepting remuneration there from. He shall, however, furnish information in this regard to the management.
- (h) An employee of an affiliated college, shall not except with the previous sanction of the management, (i) accept directly or indirectly on his own behalf or on behalf of any person any gift, gratuity or reward from a person, not a member of his family, or (ii) permit any member of his family to do so.
- (i) An employee of an affiliated college may not, unless generally or specially empowered in writing by the Management or Principal in this behalf, communicated directly or indirectly to any other employee of the affiliated college or a non-official person or the press, any document or information which has come into his possession in the course of his duties, or has been prepared or collected by him in the course of his duties, whether from official sources or otherwise.
- (j) No employee of an affiliated college shall publish or cause to be published any statement of fact or information which may embarrass the authorities of his college.
- (k) No employee of an affiliated college shall become a member of any political party or organization that has been declared by the Government unconstitutional or unlawful.

- (l) No employee of an affiliated college shall apply for employment elsewhere directly. Every such application should be submitted through the Principal of his college. The principal shall forward his application within a reasonable time.
- (m) (i) No permanent employee shall resign his post without giving at least three calendar month notice in writing
- (ii) In case of an employee, temporary or on probation, the minimum period of notice shall be one calendar month.
- (iii) No employee shall leave the employment without giving to the authorities three month's notice if he is confirmed, or one month's notice if he is temporary or on probation. In case, however, he does not give the required notice, the college authorities shall be entitled to claim from him an amount not exceeding three month's or one month's basic pay, as the case may be, as may be payable to him for the period of notice.
- (iv) The management of the college may, however, relieve such employees earlier if it so desires.
- (n) A temporary employee may be discharged from the service without assigning any reason with at least one calendar month's notice or one month's basic pay in lieu thereof.
- (o) The employee shall be entitled to the benefit of medical aid as per the rules applicable to the employees of the State Government as amended from time to time provided that these benefits will be effective on the approval thereto being given by the State Government vis-à-vis its grant-in-aid rules for the affiliated colleges.

2. Promotion and Seniority Rules:

- (a) In the case of posts up to and inclusive of the Office Superintendent, the vacancy, shall be filled by promotion on the basis of seniority-cum-merit as per the following rules from amongst the non-teaching employees of the colleges concerned, or in case there are more colleges than one under the same management, non-teaching employees of such colleges taken together who possess the minimum qualifications prescribed for the post. The employee who declines the offer in writing or does not accept the offer within specified time limit shall lose his right to promotion on that post for that turn only.
- (b) The seniority of the employees in any particular cadre shall be considered on the length of service put in by them in that cadre.
- (c) In case two or more employees in any particular cadre have joined on the same date, the person joining before noon shall be considered senior.
- (d) In case two or more persons joining in the same cadre on the same date and at the same time, the seniority shall, notwithstanding what is stated in clause (a) above, be considered on the basis of the total length of continuous service put in by such employee in the college as equals. The seniority shall be considered on their educational qualifications (including the class obtained by them) which they possess on the dates on joining.
- (e) If, two persons, join on the same date and time with identical educational qualifications, and are also given promotion, and join on the post to which they are promoted on the same date and at the same time, the person older in age shall be considered senior.
- (f) The seniority of employees working in the same cadre in various sections and departments of the colleges will be considered commulatively.

- (g) Out of total number of vacancies to be filled in the cadre of a clerk/typist, 25% shall be filled in by promotion from class IV cadre if the incumbent is educationally qualified to be appointed on that post and found fit for the appointment by the selection committee as per rule I (b).

3. Dismissal, Removal or Reduction in Rank :

- (a) No college employee shall be dismissed or removed or reduced in rank nor shall his service be otherwise terminated by the Manager of a college except after-

- (i) an inquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges, and
- (ii) The action proposed against him is approved by the Vice-Chancellor. Provided that nothing in this provision shall be applicable to any college employees who are appointed temporarily for a period less than a year.

- (b) The Vice-Chancellor shall communicate to the manager of the college in writing his approval or disapproval of the action proposed within a period of forty five days from the date of the receipt by the Vice-Chancellor or such proposal.

- (c) Where the Vice-Chancellor fails to communicate either approval or disapproval within the period of forty five days specified in (b) above, the proposed action shall be deemed to have been approved by the Vice-Chancellor.

- (d) No penalty (being the penalty other than that referred to in (a) above) shall be imposed on a college employee unless such employee has been given a reasonable opportunity of being heard.

- (e) (i) Where an employee of an affiliated college (other than Government college or a college established and administered by minority whether based on religion or language) is suspended by the manager of a college, pending any inquiry proposed to be held against him, the fact of such suspension together with the grounds therefore, shall be communicated by the Manager of the College to the Vice-Chancellor within a period of seven days from the date of the receipt of the communication in this behalf by the Vice-Chancellor, and if such ratification is not communicated to the manager of the college employee shall cease to have effect on the expiry of such period.

Provided that the college employee shall, during the period of suspension, be entitled to subsistence allowance as may be prescribed by the Executive Council from time to time.

- (ii) If a non teaching employee of an affiliated college (other than Government college or a college established and administered minority whether based on religion or languages) desires to submit his resignation, he shall tender the same in person to the Registrar of this University and a resignation by a college non teaching employee shall not be accepted by the management of a college unless it is so tendered and forwarded to the management by the Registrar duly endorsed. The submission of such a resignation shall not bind the management to accept it. The acceptance of any resignation tendered in contravention of this clause shall be ineffective.

4. Pay Fixation:

- (a) An employee holding a post in a substantive, temporary or officiating capacity promoted or appointed in a substantive, temporary or officiating capacity to another post carrying duties and responsibilities of grater importance than those attaching to the post held by him, in the normal course of promotion or transfer, his initial pay in the time-scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower post by an increment at the stage at which such pay has been fixed provided that where an employee immediately before his promotion or appointment to the higher post is drawing pay at the maximum of the time-scale of the lower post, the benefit of the notional increase shall be extended, and for this purpose, the pay of the employee be increased notionally by adding an amount equal to the amount of the last increment in the lower post, and then his pay should be fixed at the stage next higher to the notional pay so worked out. These orders shall not apply in case where an employee is appointed to another post by nomination through a competitive test or otherwise by department selection board or committee. In all cases of pay fixation due to revision of pay scale, the pay fixation should be done in the revised scale at a stage next above the existing pay.
- (b) If the pay so fixed for an employee is higher than that of an employee who is senior in the cadre, the pay of the senior employee should be stepped up so as to enable him to draw the pay equal to his newly appointed junior in that cadre.

5. Pay Scales:

The salary scales and allowance for members of the non-teaching staff in all the affiliated colleges shall be such as may be laid down by the Executive Council, subject to the approval of the State Government.

6. Rules Regarding Suspension:

- (a) If the Management or the Principal of an affiliated college is of the opinion that the presence or behavior of a particular permanent employee in his college is against the interest of the institutions, he shall immediately suspend such employee from the service. Such a suspended employee shall not enter the premises of the affiliated college concerned during the period of inquiry without the written permission of the Principal or the Management. It shall be the duty of such employee to co-operate fully in the inquiry against him and he shall have to provide all the necessary information required for that purpose.
- (b) During the first three months' period of suspension, the suspended employee shall be entitled to receive 50% of the basic salary plus allowances taken together other than the personal allowance, if any.
- (c) In excess of three months' period of suspension the suspended employee shall be entitled to receive 75% of the basic salary plus allowances taken together other than the personal allowance, if any, provided that non completion of inquiry is attributed to the delay caused by the management or the inquiry officer.
- (d) No suspended employee shall undertake any work, either remunerative or otherwise, during the period of inquiry without the prior approval of the management.

- (e) At the end of the inquiry, if such employee is declared innocent, he will be paid the full pay (including allowances) for the period of suspension and will be entitled to all the rights and benefits as per rule to which he would have been entitled had he not been suspended. If, however he is found guilty, he shall have to undergo the punishment (including the loss of remaining salary) that may be imposed by the management, subject to the approval by the Vice-Chancellor of the University.

The above mentioned clause shall not apply to the Government college or college established and administrated by minority whether based on religion or language.

7. Leave Rules:

- (a) No leave can be claimed as a matter of right, but it may be granted after taking into account, the exigencies, if any, of the service and the need of the institution. All the leave at credit on the date of superannuation shall lapse.
- (b) The Principal of an affiliated college will be competent to sanction all kinds of leave mentioned below to the members of his staff.

(A) Casual Leave:

- (i) An employee of an affiliated college will get 12 days casual leave in a calendar year, subject to a maximum of 8 days at a time.
- (ii) Sundays or weekly offs in lieu thereof, if any, and public holidays may be allowed to be enjoyed in conjunction with any spell of casual leave, whether by prefixing or suffixing or both. Any Sunday or weekly off in lieu thereof, if any, or a public holiday, falling within a period of casual leave would not be counted as a part of casual leave.
- (iii) An employee proceeding on such leave is entitled to full pay including all the allowances, if any, during the period of this leave.
- (iv) A new employee will be entitled to such leave commensurate with the period of his appointment during the year, even though he may not have actually earned it at the time of his going on leave. If he fails to complete the full period of appointment, proportionate deduction will be made from his salary at the time of the last payment.

(B) Earned Leave:

- (i) The leave account of each employee shall be credited with earned leave in advance, in two installments of 15 days each on the first day of January and July of every calendar year subject to credit of 240 days.

The credit for the half year in which an employee is due to retire or resign from the service shall be afforded only at the rate of 2 1/2 days per completed calendar month up to the date of retirement or resignation.

When an employee is removed or dismissed from the service or dies while in service, credit for earned leave shall be allowed at the rate of 2 1/2 days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.

While affording credit of earned leave, fractions of days shall, be rounded off to the nearest day.

- (ii) The employee shall be entitled to full pay during such leave.
- (iii) Earned leave can be joined with sick leave, if any.
- (iv) No employee shall be entitled to earned leave, unless he has put in at least five and a half month's service.
- (v) The earned leave will accumulate up to a period not exceeding two hundreds and forty days.
- (vi) However the earned leave so accumulated, as specified above may be granted to an employee, prior to eight months of his retirement, as a special case treating the same as leave preparatory to retirement.

Period spend on earned leave shall count for increment, as well as for gratuity and pension.

Note: Pay includes all allowances excluding work and conveyance allowance.

(C) Half pay Leave:

The half pay leave account of an employee shall be credited with half pay leave in advance, in two installments of ten days each on the first day of January and July of every calendar year.

The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service in proportion to the service which he is likely to render in the half year of the calendar year in which he is appointed as under:

- (i) An employee of the affiliated college appointed during the half year.
- (ii) An employee of the affiliated college retiring / resigning during the half year.
- (iii) An employee of the affiliated college who is removed / dismissed or who dies, up to the end of the calendar month in which he is removed/dismissed/dies.

The credit for the half year in which an employee, due to retirement or resignation from the service, shall be allowed at the rate of 5/3 days per completed calendar month up to the date of retirement or resignation.

The leave under this rule may be granted on medical certificate of an employee shall be allowed at the rate of 5/3 days per completed calendar month up to the date of retirement or resignation.

The leave under this rule may be granted on medical certificate of an employee. However, this leave may also be granted in the event of the production of a medical certificate of illness of any member of his family.

- (i) The employees shall be entitled to half pay only during the period of such half pay leave. In case of commuted leave, the leave salary shall be double the half pay.
- (ii) This leave can be accumulated up to any period but no employee shall be entitled to more than 6 month's commuted leave at a time.

- (iii) This leave can be joined with earned leave.
- (iv) A person returning from sick leave on medical grounds shall have to produce a certificate of a physical fitness from a Registered Medical Practitioner before resuming his duties.
- (v) The period spent on sick leave shall count for increment and pension.
- (vi) An employee appointed on a temporary basis shall not be entitled to such leave.

Note: Pay includes all allowances.

(D) Commuted Leave:

Commutated leave will be granted to an employee on production of a medical certificate of illness of the employee himself or his family members. When commuted leave is granted, twice the amount of such leave shall be debited from the half pay leave due.

(E) Extra-Ordinary Leave:

- (i) Extra-Ordinary leave may be granted to any employee in an affiliated college on his submission in writing of an application for such leave.
 - (a) When no other leave is by rule admissible.
- OR**
- (b) When other leave is admissible, but the employee in an affiliated college concerned applies in writing for the grant of extraordinary leave.
- (ii) Except in the case of permanent employee, the duration of extra-ordinary leave shall not exceed three months on any occasion.
 - (iii) The authority, empowered to grant leave may commute retrospectively a period of absence without leave into leave due.
 - (iv) An employee proceeding on extra-ordinary leave shall not be entitled to any leave salary or allowances.

(F) (i) Maternity Leave:

A female employee in permanent employment shall be entitled to maternity leave for a period not exceeding 135 days from the date of proceeding on leave, or the date of confinement, provided that such leave shall not be granted to a female employee who has two living children.

Note: Leave under this clause is admissible in case of miscarriage or abortion but not in case of a female employee who has two living children.

(ii) Paternity Leave:

A male employee in permanent employment with less than two surviving children shall be entitled to paternity leave for a period of 15 days during the confinement of his wife during the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity leave shall not be debited against the leave account and may be combined with any other kind of leave. (As in the case of maternity leave)

(G) Leave rules for Laboratories Staff:

The laboratory staff from amongst the non-teaching staff of the affiliated colleges will be considered vacation staff and they will be entitled to earned leave on the terms and conditions laid down hereunder :

- (i) The period of vacation will be such as may be declared as vacation by the University during the academic year.
- (ii) If the Principal of the college requires their services during a vacation for any work concerning the University examinations or the college itself, they shall remain present and render such services.
- (iii) In case they are required to work during a vacation, they will be entitled to 1/3 earned leave for the actual number of days of work so put in by them.

8. Date of Retirement:

The date of super-annuation of the non-teaching staff of affiliated colleges who have been appointed on and from 1.10.1984 is the date on which he attains the age of 58 years, except in case of class-IV where it will be 60 years, provided that the date of super-annuation of the non-teaching staff of affiliated colleges, who have been appointed before 1.10.1984 shall be the date on which they attain the age of 60 years. In case, however, the date of retirement falls during the calendar month, the date of super-annuation shall be the last date of that calendar month, provided that if it falls on the 1st of the calendar month, it shall be the last date of the previous calendar month.

9. Pension:

The members of the non-teaching staff of the affiliated colleges shall be eligible to pensionary benefit as made applicable by the Government of Gujarat to the non-teaching staff of Non-Government affiliated colleges of Universities situated in the State of Gujarat, as amended from time to time.

However, in case of those employees who have opted out for Pension Scheme in term of Education Department, Government of Gujarat GR No. NGC/1584/CM/30(87)/KH, dated 3rd July, 1987, they may continue to be governed by the contributory P.F. rules as applicable to them before 1.10.1984.

GRATUITY RULES

- O.145** Full-time permanent teaching and non-teaching employees of the affiliated colleges, recognized institutions and approved institutions of the University shall be paid gratuity as prescribed by the State Government from time to time.

CULTURAL ACTIVITIES FEE

- O.146** Every student admitted to an affiliated college, recognized institution or University Department shall pay a fee of Rs.15.00 per term towards the expenses for organizing cultural activities in the University. The fees so collected by the College/Institution/University Department shall be remitted to the University within one month from the date of commencement of the term.

The amount shall be used towards the expenditure incurred in the organization of the activities of the University Students community.

RECRUITMENT, APPOINTMENT AND OTHER SERVICE CONDITIONS INCLUDING CONDUCT AND DISCIPLINE RULES AND LEAVE RULES OF THE NON-TEACHING STAFF OF THE UNIVERSITY

O.147

1. Short title, commencement and application:

This Ordinance may be called "The University non-teaching Staff Conditions of Service (Conduct and Discipline) Rules Ordinance 1986. It will apply to all University employees who are the members of non-teaching staff of the University unless otherwise provided.

- 2. (a)** The pay scale, qualifications and procedure for recruitment for the various posts to be filled in the University shall be such as may be prescribed by the Executive Council from time to time. Recruitment to all categories of university employees shall be made strictly on merits and selection by duly constituted selection committees, wherever applicable.

The following qualifications are prescribed for the direct appointment of the Non-teaching staff in the University

Sr. No.	Name of the Post and Scale	Qualifications
1	P.A. to Registrar 9300-34800 Grade Pay 4200 (Fixed Pay for first five year)	<ul style="list-style-type: none"> • A Bachelor's degree knowing English/ Gujarati Stenography with G.C.C.E.'s certificates of Stenography • Stenography speed of 120 w.p.m. • Typing speed on computer of 40 w.p.m. in English and 25 w.p.m. in Gujarati. • 2 year experience as a stenographer Gr-II
2	Coach (Athletics) * 6500-10500	<ul style="list-style-type: none"> • A Bachelor's degree in Physical Education. <p align="center">OR</p> <p>A Diploma in Physical Education and Diploma from National Institute of Sport, obtained after passing a regular course examination.</p>
3	Office Superintendent * 6500-10500	<ul style="list-style-type: none"> • A Bachelor's degree in Second Class with Seven Years' experience of work in a university. <p align="center">OR</p> <p>A government or in a semi-Government office.</p>
4	(A) Technical Assistant (Library) * 5500-9000	<ul style="list-style-type: none"> • A Bachelor's degree and Diploma in Library Science or B.Lib. from a Statutory University. Experience of library work essential.
	(B) Technical Assistant (Computer) * 5500-9000	<ul style="list-style-type: none"> • PGDCA after graduation with 50% marks from the recognized university and one year working experience in any reputed organization <p align="center">OR</p> <ul style="list-style-type: none"> • B.C.A./B.Sc. (Computer Science / Information Technology) with 50% marks and one year experience. <p align="center">OR</p> <ul style="list-style-type: none"> • BE (computer Science/Computer Engineering/ Information Technology) with 50 % marks <p>OR</p> <ul style="list-style-type: none"> • Master Degree in (Computer Application / Computer Science/Information Technology)

Sr. No.	Name of the Post and Scale	Qualifications
5	Accountant 9300-34800 Grade pay 4400 (Fixed pay for first five years)	<ul style="list-style-type: none"> M.Com. or B.Com. with 50% marks with 5 years experience of office work on accounts side in a supervisory capacity in University or Government or Corporation established by the Government. Knowledge and working experience of preparing independently Annual Accounts in computerized accounts software at university or Government or Corporation will be desirable.
6	Deputy Accountant 9300-34800 Grade pay 4200 (Fixed pay for first five years)	<ul style="list-style-type: none"> M.Com. or B.Com with 50 % of marks with 3 year's experience of office work in a University or in a Government or in a Corporation established by the Government. Knowledge and working experience of preparing independently Annual Accounts in computerized accounts software at university or Government or Corporation will be desirable.
7	Junior Stenographer Gr-II * 5000-8000	<ul style="list-style-type: none"> Graduates knowing shorthand & typing speed of 80 & 35 w.p.m. respectively in Gujarati. Knowing English Stenography preferred. 2 years experience as Stenographer.
8	Head Clerk * 5000-8000	<ul style="list-style-type: none"> A Bachelor's degree with 5 year experience of office work in the university or in a Government or in a Corporation established by the Government.
9	Additional Assistant Engineer * 4500-7000	<ul style="list-style-type: none"> B.E. (Civil) with three years experience or Diploma in Civil Engineering with 5 years experience of supervision of handling construction work carried out under a Government or a semi-Govt. agency or a recognized contractor under an architect of repute. Provided that the requirement of experience may be relaxed in case of a first class degree holder.
10	Senior Clerk * 4000-6000	<ul style="list-style-type: none"> A Bachelor's degree with minimum 3 years experience of office work in university or its affiliated colleges or in a government or in a corporation established by the government.
11	Cashier * 4000-6000	<ul style="list-style-type: none"> B.Com with 5 years experience of cash handling in a university or in a government or in a corporation established by the government.
12	Junior Clerk 5200-20200 Grade pay 1900 (Fixed Pay for first five years)	<ul style="list-style-type: none"> A Bachelor's degree in any discipline. Knowledge of Data entry on computer in English and Gujarati.
13	Clerk-Cum Typist 3050-4590 *	<ul style="list-style-type: none"> A Bachelor's degree with G.C.C. certificate of typing speed of 40 w.p.m. in English and 25 w.p.m. in Gujarati Experience of work of data entry on Computer preferred.

Sr. No.	Name of the Post and Scale	Qualifications
14	Typist 5200-20200 Grade Pay 1900 (Fixed Pay for first five years)	<ul style="list-style-type: none"> • A Bachelor's degree in any discipline. • Typing speed on computer of 40 w.p.m. in English and 25 w.p.m. in Gujarati • Knowledge of Data entry on computer in English and Gujarati.
15	Telephone Operator 3050-4590 *	<ul style="list-style-type: none"> • Graduate having undergone thirteen weeks training conducted by Telephone Department OR having two years experience of PABX.
16	Driver * 3050-4590	<ul style="list-style-type: none"> • 5th standard pass. Light driving license, 5 years experience of four wheel vehicle. Primary knowledge of repairing, clear vision without glasses. Holders of heavy driving license preferred.
17	Machine man* 2650-4000	<ul style="list-style-type: none"> • Studied up to Xth.
18	Naik * 2610-3540	<ul style="list-style-type: none"> • 8th Standard pass.
19	Peon 4440-7440 Grade pay 1300(Out Sourced)	<ul style="list-style-type: none"> • 10th Standard pass. Must know cycling. Experience desirable.
20	Watchmen * 2550-3200	<ul style="list-style-type: none"> • 7th Standard pass and having at least 5 years experience in similar capacity. Ex-Serviceman preferred.
21	Electric Wireman *4000-6000	<ul style="list-style-type: none"> • 10th Standard pass with ITI wireman exam passed or Technical Board Exam passed or Second Class Wireman Exam passed.
22	Plumber * 3050-4590	<ul style="list-style-type: none"> • 7th Standard pass with 5 years experience as a plumber.
23	Pump Attendant * 2650-4000	<ul style="list-style-type: none"> • 7th Standard pass with 2 years experience in the field of centrifugal pump and its repair & maintenance.
24	Sweeper *	<ul style="list-style-type: none"> • Seven Standard Pass.

(NOTE: * Pay Scale to be revised as per the Six Pay/ Seventh Pay Commission applicable from time to time.)

The procedure for recruitment for the above mentioned posts to be filled in the university shall be such as may be prescribed by the Executive Council from time to time.

- (b) Every University employee shall, on his appointment, be provided an order of appointment containing such terms and conditions of appointment, as may be laid down from time to time by the University.
- (c) Such appointment by the University may be permanent, probationary, or temporary.
- (d) A temporary employee is one who is appointed on a purely temporary vacancy or a casual vacancy created for a fixed period not exceeding 239 days in one year. A temporary casual appointment shall be made by an order specifying the date of appointment as well as the date of termination of services, etc. If necessary, a permanent employee may, be appointed on a temporary post.

- (e) An employee in the post below the rank of an Assistant Registrar of the University on a permanent substantive clear vacancy may be appointed on probation ordinarily for a period of one year from the date of such appointment and such period of probation may, at the discretion of the University, be extended for a further period not exceeding one year.

However, an employee in the post not below the rank of an Assistant Registrar of the University appointed on or after 1st January, 1993 on a permanent substantive clear vacancy may be appointed on probation ordinarily for a period of two years from the date of such appointment and such period of probation may, at the discretion of the University, be extended for a further period not exceeding one year.

Provided, however, the period of probation mentioned above may be reduced to the extent of period of an additional charge held by such an employee period to this regular appointment to the post.

- (f) On satisfactory completion of the period of probation and having passed the departmental examination held by the University as may be prescribed, the University employee shall be confirmed with effect from the next date from the date on which his probation is completed.
- (g) Every newly appointed University employee, within 3 months of the appointment shall undergo medical examination for fitness for appointment and obtain a certificate from the Resident Medical Officer of a Government Hospital situated in the University area stating that the person is fit and free from communicable disease.

(h) **SELECTION PROCEDURE FOR JUNIOR CLERKS, TYPISTS, PA TO REGISTRAR & TECHNICAL ASSISTANT (LIBRARY) :**

- (a) University will arrange for Qualifying Written Test of 100 MCQ type questions of 100 marks (each question of 1 marks with negative marking of 0.25 mark for wrong answer) consisting of General Knowledge (20%), English Language Proficiency (30%), Mathematics and reasoning (30%) and Computer fundamentals (20%) .
- (b) Based on the performance in the above mentioned Qualifying Written Test, number of candidates to be considered for **COMPUTER / STENOGRAPHY/ TYPING test, (whichever is applicable)**, shall be minimum 3 times of the number of posts to be filled in or as decided by the Vice-chancellor considering the cut-off marks. This test will be 100 marks.
- (c) Final selection list shall be prepared based on shortlisted candidate's as 2(b) above. The final list shall be prepared based on the combined score of Qualifying Written Test (weightage 60 %) and the score of computer test / speed test (weightage 40 %).
- (d) Selection for the post of Technical Assistant (Library) shall be done on the basis of the technical written test of MCQ type questions of 100 marks (each question of 1 mark with negative marking of 0.25 mark for wrong answer)

(i) **Selection Procedure for Accountant and Deputy Accountant:**

- (a) University will arrange for Practical Test for **COMPUTER / ACCOUNTING SOFTWARE** test. This will be 100 marks (50 MCQ type questions of 2 marks each with negative marking of 0.50 mark for wrong answer)
- (b) Based on the scores of the above test, reasonable number of

candidates (considering the number of posts,) will be called for interview as decided by the Vice-chancellor considering the number of posts and the cut-off marks and the final selection list shall be prepared on the basis of combined score of Computer/Accounting Software test (60 % weightage) and the score of Personal Interview performance (40 % weightage)

(J) AGE LIMIT FOR JUNIOR CLERKS and TYPISTS:

Maximum age limit shall be 28 years on the date of advertisement. The age relaxation of 05 (five) years shall be given to reserved category (SC,ST,OBC), WOMEN and PH category candidates i.e. 33 Years. The age relaxation of additional 05 (five) years shall be given to Women candidates belonging to reserved category (SC,ST,OBC) i.e. 38 years

3. Pay Scales, allowances and other Monetary Benefits:

The pay scales, allowances, pension, insurance, provident fund, gratuity, medical benefits and other monetary benefits of the University employees shall be such as may be laid down by the Executive Council from time to time and approved by the Government of Gujarat.

4. Termination of Employment:

- (a) The services of a temporary University employee may be terminated at any time without assigning any reason before the expiry of the period for which he was appointed after serving one month's notice or paying him one month's basic pay in lieu thereof.
- (b) The services of a probationary University employee may be terminated at any time without assigning any reason before the expiry of his probation period after giving him one month's notice or paying him one month's basic pay in lieu thereof.
- (c) No permanent University employee shall be dismissed or removed nor his service shall otherwise be terminated or reduced in rank except after an inquiry in which he has been informed of the charges against him or reasons for the same and is given a reasonable opportunity of being heard in respect of those charges or reasons, as the case may be.

Provided that no inquiry shall be necessary

- (i) Where the University employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge involving moral turpitude,

OR

- (ii) Where the Vice-Chancellor is satisfied that for some reasons to be recorded in writing by him it is not reasonably practicable to hold such inquiry.

The Vice-Chancellor may suspend a University employee during the course of the inquiry; the employee so suspended will be eligible to get subsistence allowance etc., admissible as per rules applicable to the employees of the Government of Gujarat as amended from time to time.

- (d) A temporary or probationary University employee can resign from service after giving 30 days' notice. A permanent University employee can resign from service after giving 90 days' notice. If the concerned University employee does not give full notice he

shall have to pay i.e. his basic pay for the period by which his notice falls short of the prescribed period.

Provided however, a shorter period of notice may be accepted by the University looking to the exigencies of the situation.

5. Application for another post:

- (a) Where any University employee desires to apply for a post elsewhere, he shall forward his application for the same through the Registrar of the University.
- (b) Where any person holding the position of or equivalent to the Assistant Registrar or above, desires to apply elsewhere for a post, such application shall be forwarded through the Vice-Chancellor.

6. Seniority:

- (a) Seniority amongst the University employees shall be cadre wise and shall be determined by the date of joining the cadre on substantive posts.
- (b) Where two persons have the same length of service in the same cadre, then the one who has joined the University earlier in any other cadre shall be considered senior.
- (c) Where two persons have the same length of service in the cadre as well as in the University, the one who possesses higher qualifications shall be considered senior.
- (d) Where two persons have the same length of service in the cadre in the University and have equal credit as far as qualification is concerned, then the older in age would be considered senior.
- (e) If a University employee is asked to officiate or is given an additional charge on a vacancy, which has arisen on a purely temporary basis, he shall be paid additional pay / special pay, as the case may be as per the State Government Rules.

7. Conduct and Discipline:

All University employees shall be subject to the general rules of Discipline and conduct as laid down by the University from time to time and such other instructions as may be issued by the Head of the Department or Section as the case may be.

All University employees shall, during the period of their service, employ themselves honestly and efficiently under the orders of their head and shall make them useful to the University in all respects. In addition to the ordinary day-to-day work, the University employees may be required to participate in corporate activities of the University, without prejudice to the above mentioned general principals, the following code of Conduct is laid down for the University employees:

- (a) Employees shall not:
 - (i) on their own account or otherwise either directly or indirectly carry on or be concerned in any trade or business.
- OR**
- (ii) keep terms for any educational courses or appear at any examination without obtaining prior permission of the Registrar.

- (b) A University employee shall not engage in any political activity while on duty or in University premises.
- (c) No University employee shall become a member of an Association, the objection or activities of which are prejudice to the interests of the sovereignty and integrity of the nation or public order or morality.
- (d) No full time University employee shall accept any other gainful employment of any nature anywhere or undertake any outside work (Remunerative or otherwise) without the previous sanction of the Executive Council.
- (e) The following or similar other acts on the part of the University employee shall constitute misconduct:
 - (i) willful insubordination or disobedience of superiors;
 - (ii) going on, abetting, inciting, instigating or acting in furtherance of any illegal striker;
 - (iii) willful slowing down of work or abetment of or instigation thereof;
 - (iv) theft, frauds or dishonesty in connection with the University business or property or committing of such acts within the premises of the University;
 - (v) taking or giving bribes or of any illegal gratification;
 - (vi) habitual and willful absence from duty without leave, or absence without leave, overstaying the sanctioned leave without sufficient grounds;
 - (vii) late attendance without prior permission;
 - (viii) habitual breach of any law or rules of the University;
 - (ix) collection of any money on behalf of the University without express written permission from the University authorities;
 - (x) disorderly, or indecent behaviour on the premises of the University;
 - (xi) commission of any act subversive of discipline or good behaviour;
 - (xii) habitual neglect of work or gross or habitual negligence;
 - (xiii) habitual commission of any act or commission for which a fine may be imposed under the Payment of Wages Act, 1936;
 - (xiv) willful damages to work in process or to any property of the University;
 - (xv) holding meetings on the premises of the University without previous written permission of the Registrar,
 - (xvi) failure to observe safety instruction notified by University or interfere with any safety device or equipment installed within the University;
 - (xvii) distributing or exhibiting within the premises of the University hand bills, pamphlets, posters and such other things or causing to be displayed by means of signs or writing or other visible representation on any matter,

- (xviii) refusal to accept any letter communication, order or charge-sheet;
- (xix) unauthorized possession of any lethal or prohibited weapon in the premises of the University;
- (f) No University employee shall divulge or communicate directly or indirectly any official documents or other information whatsoever to any other person to whom he is not authorized to divulge or communicate such document or information ;
- (g) No University employee shall enter into any peculiarly arrangement with any other University employees or student or any other person so as to afford any kind advantage to either or both of them in any unauthorized manner or against the specific or implied provisions of any rules;
- (h) No University employee shall misuse or carelessly use amenities provided to him by the University to facilitate the discharge of his / her duties.

8. Penalties:

- (a) The University may impose any one or all penalties as per clause (b) below on any employee, if he has been convicted of offence involving moral turpitude or if he behaves towards students, parents of students or with his superiors and inspecting officers in a manner grossly unbecoming of such employee or he commits a breach of any of the provisions of this Ordinance.
- (b) Any major penalty mentioned below may be inflicted after complying with the provision laid down in clause 4 (d).
 - (1) Reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the further increments of pay.
 - (2) Reduction to a lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee to the time-scale of pay, grade, post or service from which he was reduced, with or without further direction regarding conditions of restoration to the grade or post of service from which the employee was reduced and his seniority and pay on such restoration to that grade, post or service.
 - (3) Removal from service which shall be a disqualification for further employment under the University.
 - (4) Dismissal from service which shall be a disqualification for further employment under the University.
- (c) No minor penalty mentioned below shall be imposed without being giving an opportunity to be heard.
 - (1) Censure,
 - (2) Withholding of increments or promotion.
 - (3) Recovery from his pay of the whole or part of any pecuniary loss caused to University by negligence of breach of orders may be imposed after complying with the rules laid down in clause 4(d).

- (d) Disciplinary authority means the authority competent to impose on an employee of the University any penalty in 8(b) and 8(c).

The Vice-Chancellor shall be the disciplinary authority competent to impose any of the penalties specified in clause 8(b) and 8(c) upon any of the employees of the University.

The Registrar of the University may impose minor penalties specified in clause-8 upon any of the employees of the University in pay-scale up to Rs.1,640-2,900/-serving under his administrative control.

An employee aggrieved by the penalty imposed on him by the Registrar of the University under this Ordinance, shall have a right to prefer an appeal to the Vice-Chancellor. The appeal should be filed within 30 days of the communication of the decision of the penalty. The Vice-Chancellor shall take a decision on the appeal, which shall be final and binding on both the parties.

9. Leave rules:

I Casual Leave:

- (1) An employee of this University will get 12 day's casual leave in a calendar year subject to maximum of 8 days at a time.
- (2) Sunday, weekly offs, and public holidays may be allowed to be enjoying in conjunction with any spell of casual leave whether by prefixing or suffixing or both. Any Sunday, weekly off, public holiday falling within a period of casual leave, shall not be counted as a part of casual leave.
- (3) A new employee will be entitled to such leave commensurate with the period of his appointment during the year even though he may not have actually earned it at the time of going on leave. If he fails to complete the full period of appointment, proportionate deduction will be made from his salary at the time of last payment.

II Leaves other than casual leave

- 10.** All employees of the University shall be governed by Liberalised Leave Rules of Government of Gujarat as amended from time to time except that the provisions regarding study leave contained in said rules will not be applicable to the employees.

11. Powers:

The following shall be delegation of powers regarding sanctioning of leave to the members of staff:

University Office-The Registrar and the Vice-Chancellor in the case of Registrar will sanction all kinds of leave. The Registrar may further delegate powers regarding sanctioning of leave to his Deputy Registrar or other Officers of the University up to period not exceeding 15 days.

12. Pension, gratuity, communication of pension:

The University employee shall be governed by the Liberalised Pension Rules of the Government of Gujarat as amended from time to time.

13. Provident Fund:

The University employee will be governed by the Provident Fund Rules both General and Contributory of the Government of Gujarat as amended from time to time.

14. Voluntary retirement:

The University employee shall be eligible to get benefits of various provisions contained in the Voluntary Retirement Scheme of the Government of Gujarat as amended from time to time.

15. Termination of Services of a re-employed person:

The services of a re-employed person may be terminated at any time without assigning any reason before the expiry of the period for which he was appointed after serving him three month's notice or paying him three month's basic pay in lieu thereof.

16. Rules regarding formation and recognition of Association of non-teaching employees of the University [Vide Section 4 (21)].

1. Subject to the provisions hereinafter appearing in this behalf, nonteaching paid employees of the University who are confirmed or are appointed on probation, hereinafter referred to as 'employees' may, after forming themselves into an Association/s, apply giving following particulars for recognition of the Association/s, provided the number of members of the Association/s at all times exceed and continue to exceed fifty percent of the total number of such employees of the University for the time being.
 - (a) Name of the Association :
 - (b) Place and Address of the Head office of the Association :
 - (c) Number of members of the Association :
 - (d) Total number of such employees of the University :
 - (e) Name and address of the Secretary or each of the Secretaries of the Association :
 - (f) Name and address of the President of the Association
 - (g) Name and address of the Vice-President or each of the Vice-President of the Association
 - (h) List of members of the Association containing their full names
 - (i) Date of formation of the Association :
2. The President, Vice-President, Secretary, Treasurer and any other office-bearer of the Association shall be persons elected only from amongst the members of the Association. Any person who is not a salaried employee of the University shall not be a member, office-bearer or representative in any category.
3. Two copies of the rules of the Association, signed by the Secretary thereof, shall be submitted along with the application for recognition.
4. Any change in the office-bearers of the Association shall be communicated by the Association in writing to the University within one month from the date on which such change occurs.

5. The rules of the association shall have to get approved by the Executive Council of the University. Any amendment to the rules shall also have to get approved by the Executive Council and such amendment shall be effective only after the approval of the Executive Council.
6. The University may arrange the dispatch of communication by post or hand delivery to the address of the Secretary of the Association or the office of the Association mentioned in the application for recognition to any other changed address, intimation in writing whereof has been given to the University sufficiently in advance.
7. On receipt of an application for recognition, it shall be submitted to the Registrar for scrutiny and if it is found to be in order, it shall be submitted to the Vice-Chancellor for his information, and thereafter the particulars of the application together with the rules appended thereto shall be submitted to the Executive Council for its consideration. The Executive Council shall consider the rules of the Association appended to the application and may approve or disapprove them wholly or in part or may refer them back to the Association with its suggestions in that behalf. After the rules of the Association are duly approved, the Executive Council shall consider the application for recognition and may grant it subject to the provision of clause (9), reject it or, may grant it subject to such conditions as it thinks fit. The Association shall be deemed to have been recognized only after application for recognition has been granted.
8. After recognition has been granted to an Association by the Executive Council, the Executive Council may, for any reason deemed proper by it, cancel the recognition or may impose such conditions as it thinks fit, or may suspend the recognition for a definite period.

For the purpose of this clause, any of the following reasons may be considered to be proper, namely:-

- (a) The number of members of the Association has ceased to exceed fifty percent of the total number of such employees of the University;
- (b) The Association has not been able to hold its meeting even once during a year or there was no quorum in any annual meeting;
- (c) The Association has not appointed any one or more of its office-bearers for a continuous period of three years;
- (d) Not less than twenty-five percent of the members of the Association have not paid their fees for the current year or the membership fee of not less than ten percent of the members of the Association have remained unpaid;
- (e) The Association is not maintaining the minutes of its proceedings;
- (f) The Association is not maintaining proper accounts of income and expenditure or the accounts are defective on account of such alternations, errors or unfair practice, as the Executive Council considers to be material;

- (g) The relations among the members are as strained or disharmonious as to show that the Association cannot function smoothly;
 - (h) The Association appears to be engaged in any activities which are unlawful, contrary to its objects;
 - (i) It is found that the recognition has been obtained through any mistake, misrepresentation or fraud;
 - (j) Any other reason which appears to the Executive Council to be proper.
9. The Executive Council or a Committee, thereof consisting of one or more of its members, shall before approval to rules is refused wholly or in part or recognition is refused to an Association or recognition already granted is cancelled or suspended or any condition is imposed thereon, give to the Association a reasonable opportunity of being heard through its representative. Where the matter is heard by the Committee of the Executive Council, which shall furnish the Association concerned with a copy of such report and thereafter again hear the Association through its representative before taking any action in the matter. The Executive Council shall state its reasons in brief for its action. The Executive Council may for reasons which it deems proper, reconsider the matter.
10. The accounts, minutes and books of the Association may be inspected by the Vice-Chancellor, the Registrar or any member of the Executive Council or any person specially appointed in that behalf under instructions of the Executive Council.
11. The working year of the Association shall be from 1st July to 30th June of the year. The annual list of members and a copy of the audited accounts of the Association shall be sent to the office of the University by the first day of the month of November of every year.
12. The University may not hear any Association which has not been recognized in accordance with the provisions of this Ordinance.
13. No representation or deputation shall be received by the University from an Association except one relating to a matter which is, or raises questions which are, of common interest to all or any class of employees or the University.
14. The approval of rules or recognition of Association shall not imply any admission by the University of any claim of employees to a right of strikes or stoppage of work.
- 17. Rules regarding promotion of non-teaching Employees**
- (1) In the case of posts of Administrative cadres, such as junior clerk, clerk cum typist, typist, Senior clerk, Head clerk and Office superintendent, the vacancy shall be filled up by promotion as shown below in relevant pay-scales as approved by State Government.
 - (1) Peon shall be promoted to Jr. Clerk.
 - (2) Jr.Clerk., Clerk Cum Typist, Typist shall be promoted to Senior Clerk
 - (3) Senior Clerk shall be promoted to Head Clerk

- (4) Head Clerk shall be promoted to Office Superintendent.
- (2) For the above mentioned posts, the promotion shall be given on the basis of Seniority –Cum-Merit according to the following rules.
1. The Seniority shall be taken into considerate as laid down in 147(6)
 2. The qualification shall remain as laid down in ordinance 147(2) a
 3. Last three years of confidential report shall be considered
 4. No Departmental Examination is required for the promotion
- Note: (i) Those who have been earlier promoted as per the resolution No.93 of Executive Council dated: 17/05/1997, Resolution No.72 of Executive council dated 17/7/2003 and Resolution No.1 dated: 18/8/2003 are not required to pass a departmental examination or a examination during probation period.
- (ii) If there is no qualified employee in the cadre of peons, the posts of Jr.Clerk shall be filled up by direct recruitment
- (3) On the posts of Accounts cadres such as Cashier, Deputy Accountant and Accountant the vacancy shall be filled up by promotion as shown below:
- (1) Cashier shall be promoted to Deputy Accountant
 - (2) Deputy Accountant shall be promoted to Accountant
 1. The Seniority shall be taken into considerate as laid down in 147(6)
 2. The qualification shall remain as laid down in ordinance 147(2)a
 3. Last three years of confidential report shall be considered
 4. No Departmental Examination is required for their promotion
 5. As there is no feeder cadre for the post of Cashier, the post of Cashier shall be filled up by to direct recruitment
- (4) The following posts are single cadre posts on which there shall be no promotion on these posts
1. Registrar
 2. Librarian
 3. Director of Physical Education
 4. Controller of Examination
 5. Chief Accounts Officer
 6. Deputy Registrar
 7. Assistant Registrar
 8. Assistant Librarian
 9. Deputy Engineer

10. P.S. to V.C
 11. N.S.S Co-ordinator
 12. Coach(Athletics)
 13. Technical Assistant (Library)
 14. Ad Assistant Engineer
 15. Jr. Stenographer Grade:II
 16. Electric Wireman
 17. Telephone Operator
 18. Driver
 19. Machine Man
 20. Watchmen
 21. Plumber
 22. Pump Attendant
 23. Sweeper
- (5) Reservation policy in promotion shall be applied as the policy laid down by state government.
- (6) Those employees who declines the offer in writing or does not accept the offer within specified time limit shall lose his/her right to promotion on that post for that turn only.
18. The Provisions of conduct and discipline have been laid down in the Ordinance - 147 (7) and (8) but wherever there are no other specific provisions in regards with conduct, discipline and disciplinary proceedings or there is any ambiguity in the ordinance – 147, the Executive council by way of this resolution has decided to specifically clarify and adopt that Gujarat Civil Services (Conduct) Rules, 1971 and Gujarat Civil Services (Discipline and Appeal Rules, 1971 (as emended from time to time) shall be mutatis mutandis applicable to its non-teaching employee in addition to the above provisions. It is further resolved that non-teaching employee shall strictly adhere to Gujarat Civil Services (Conduct) Rules 1971 and Gujarat Civil Service (Discipline and Appeal Rules) 1971, (as emended from time to time) in addition to the above provisions and all disciplinary proceedings shall be conducted in accordance with Gujarat Civil Services (Conduct) Rules 1971 and Gujarat Civil Services (Discipline and Appeal) Rules 1971 (as emended from time to time) In addition to the above provisions.

RECRUITMENT, APPOINTMENT AND OTHER SERVICE CONDITIONS INCLUDING CONDUCT AND DISCIPLINE RULES OF THE TEACHERS OF AFFILIATED COLLEGES (OTHER THAN GOVERNMENT COLLEGES OR COLLEGES MAINTAINED BY THE GOVERNMENT)

- O.148 :
1. This Ordinance may be called "The College Teacher's Condition of Service (Conduct and Discipline) Rules Ordinance, 1987." The Provisions of this Ordinance shall not apply to a Government College or a College maintained by the Government.

2. (a) (i) Every teacher shall, on his appointment, be provided with a letter of appointment, the terms and conditions of which shall not be repugnant to those prescribed by the University from time to time.
- (ii) If a teacher including Principal of an affiliated college (other than a college established and administered by minority whether based on religion or language) desires to submit his resignation, he shall tender the same in person to the Registrar of this University, and a resignation by a college teacher (including Principal) shall not be accepted by the management of a college concerned, unless it is so tendered and forwarded to the management by the Registrar duly endorsed. The submission of such a resignation shall not bind the management to accept it. The acceptance of any resignation tendered in contravention of these clauses shall be ineffective.
- Notwithstanding anything stated above, if a college teacher, including Principal desires to submit, his resignation while on a visit to a foreign country, he may do so in the presence of a notary public and get it endorsed by him and send it to the Registrar, who will forward it to the college management concerned.
- (b) The salary scales and allowances for members of the teaching staff in all the affiliated colleges shall be such as may be laid down by the Executive Council, subject to the approval of the State Government.
3. Subject to the under mentioned provision, a member of the teaching staff in an affiliated college, who ceases to be a teacher shall be paid the vacation salary, in accordance with the following :
- (a) If he has served for the major part to the whole academic year, he shall be paid three month's salary and in the case of part-time teachers, three month's emoluments as vacation salary.
- (b) If he has served for the major part in any of the terms he shall be paid one month's salary and in case of part-time teachers one month's emoluments as vacation salary.
4. Maximum teaching load of a teacher shall be as prescribed under Ordinance 88, in force from time to time.
5. No person appointed as a teacher in an affiliated college shall be required to put in not more than two years' service as a probation, before he is confirmed. During the probation period he shall be entitled to an yearly increment in his salary.
- Explanation:** A teacher, who has put in not less than two year's continuous service in College or Institution concerned shall be deemed to be a confirmed teacher for purposes of this Ordinance.
- A teacher may be transferred from one affiliated college to another affiliated college, provided they are under the same management and are located in the same city, town or village.
6. Members of the teaching staff in affiliated colleges (except those who have opted for pension) who have been confirmed shall be entitled to the benefit of Provident Fund as per rules that may be framed by the University from time to time.

7. Leave Rules for college teachers shall be such as may be prescribed by the Executive Council.
8. No member of the staff shall leave the employment of the college in the midst of any term and without giving to the authorities three months' notice if he is confirmed or one month's notice if he is temporary or on probation, provided that such notice shall not end in the middle of an academic term. In case, however, a member does not give the required notice, the college authorities shall be entitled to claim from him an amount not exceeding the salary and such allowances as may be payable to him for the period falling short of notice. No teacher shall be entitled to payment of salary from both the colleges.
- If a member of the staff leaves the service in the middle of an academic term without due notice and joins any college affiliated to the University, the Executive Council may not approve his appointment in the new college as a teacher for the academic term.
9. A teacher (including Principal) who has given a written acceptance of an appointment in an affiliated college shall be bound to join and serve that college for at least one academic term. If he fails to do so without a reasonable cause, he shall not be considered as a recognized teacher for appointment in an affiliated college for one year.
10. A teacher in an affiliated college when applying for a post elsewhere shall forward his/her application through the Head of his/her college.
11. It shall be incumbent the principal of the college to forward the application of any teacher working under him for a post elsewhere.
12. Where a teacher is appointed on a specified contract, the period and conditions of such contract shall not be inconsistent with the conditions as laid down by the University and the terms of such contract shall be submitted to the University for approval.
13. (1) Every appointment of an officiating principal by the management of an affiliated college shall require prior approval of the University.
- (2) Ordinarily the senior most teacher in the college shall be appointed as the officiating Principal. In case, the management desires to make an exception on this provision, the management shall obtain the prior approval of the Vice-Chancellor stating reasons thereof.
- (3) Officiating appointment of the Principal shall not be made for more than a year.
- A member of the staff appointed temporarily to the post of principal shall be given the Principal's scale of pay and allowance admissible to the Principal and other benefits, if he officiates for more than three months and additional expenditure incurred in this regard shall be born by the management itself.
- 14. Conduct and Discipline:**
- A college teacher is expected to work with the consciousness of the responsibilities and the trust placed in him, to mould the character of the youth and to advance knowledge, intellectual freedom and social progress and he is expected to realize that he can fulfill the role of moral leadership more by example than precept through a spirit of dedication, moral integrity and purity in thought, words and deeds.

Without prejudice to the above mentioned general principles, the following code of conduct is laid down for college teachers.

(A) Mis-conduct:

The following lapses would constitute improper conduct on the part of a college teacher:

- (1) Failure to perform academic duties, such as preparation of lectures, demonstrations, assessment, guidance, invigilation and all other work connected with the examinations.
- (2) Gross partiality in assessment of students, deliberately over marking or under marking or attempts at victimization on any grounds.
- (3) Inciting students against other students, colleagues or administration. This does not interfere with the right of a teacher to express his opinion on principles in seminars or such occasions, where students are present.
- (4) Raising questions of caste, religion, race or sex in his relationship with his colleagues and trying to use the above considerations for improvement of his prospects.
- (5) Refusal to carry out the decision of appropriate administrative and academic bodies and/or functionaries of the college. This will not inhibit, his right to express his opinion on their policies or decisions.

(B) Maintenance of Integrity and devotion to duty:

- (1) Every college teacher shall, at all times, maintain absolute integrity and devotion to duty.
- (2) In his way of living and outlook, every college teacher shall set an example to his colleagues and students.
- (3) Every college teacher shall, at all times conduct himself in accordance with the orders regulating behaviour and conduct which may be in force in the college.
- (4) No college teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or languages or any of them. He shall also discourage such tendencies amongst his colleagues and students.
- (5) Every college teacher shall devote himself diligently to his work and unifies his time in the service of the college and for the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.

(C) Taking part in politics and elections:

- (1) No college teacher shall, without previous intimation to the Vice-Chancellor, stand for election or accept nomination to any local body, Legislature of the State or Parliament. None shall, in any manner, force his subordinates or his students against their will to canvass for his election.
- (2) A college teacher shall, before seeking election or accepting nomination as aforesaid, give an under-taking to the college that in the event of his being elected or nominated he shall, if so required by the college, remain on leave with or without pay as may be admissible to him under the rules for the period he remains a member of such Local body, Legislature of Parliament.

- (3) The college may direct a college teacher who has been elected or nominated to any Local body, Legislature or Parliament to apply for leave for the whole or a part of the period referred to in sub-rule (ii) and the teacher shall comply accordingly.

Provided that the granting of any leave to a college teacher nominated to any Local body, Legislature or Parliament shall not prejudice his right to promotion, increments or other benefits, if any, to which he would have been entitled had he not proceeded on leave.

(D) Unauthorised communication of information:

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

(E) (i) Private trade, employment or tuition:

No college teacher shall, except with the previous sanction of the Vice-chancellor or Management, be engaged directly or indirectly in any trade or business or undertake any other employment.

- (ii) No college teacher shall engage himself in any private tuition for which a fee/remuneration is charged either within or outside the premises of the college in which he is working.

(F) Borrowing:

No college teacher shall borrow money from his subordinate or students.

(G) Canvassing of non-official or other outside influence:

No college teacher shall bring or attempt to bring any influence to bear upon any question in respect of matters pertaining his services.

(H) Unauthorized communication or information:

No college teacher shall enter into any pecuniary arrangement with any other college teacher or student of the college so as to offer any kind of advantage to either or both of them in any unauthorised manner or against the specific or implied provisions of any rule of the time being in force.

(I) Improper use of amenities:

No college teacher shall misuse or carelessly use amenities provided to him by the college to facilitate the discharge of his duties.

15. Age of Retirement:

The date of superannuation of a shall be the date, teacher when he attains the age of 62 (Sixty Two).

Provided further that a teacher including Principal, whose age of retirement falls between 15th June and 31st October shall retire on 31st October, and whose age of retirement falls between 1st November and 14th June shall retire on 14th June.

Provided further that in case of teachers in the pharmacy colleges, the age of super-annuation retirement for the teachers recruited before 1.4.1989 shall be 60 (Sixty) years.

Provided further a teacher including Principal whose age of retirement falls between 15th June and 31st October shall retire on 31st October and whose age of retirement falls between 1st November and 14th June shall

retire on 14th June. Provided further that during such an extended period, such a teacher already retired shall not be entitled to be or to continue to be a member of any authority or body of the University.

16. Gratuity:

A teacher who has been appointed on or before 1.4.1982 and has retired on or after 1.4.1982, prior to the date of issue of Education Department, Government Resolution No. NGG/MISC/1582/9505/84/KH and who has not opted for pension shall be paid gratuity as per the provisions of Ordinance 145, whereas a teacher who has opted for pension under above stated Government Resolution shall be paid gratuity as per State Government rules in this behalf.

17. Pension:

A teacher who has been appointed on or before 1.4.1982 and has retired on or after 1.4.1982 and prior to the date of issue of Education Department, Government Resolution No. NGG/MISC/1582/9505/84/KH, shall be entitled to pensioners benefits given by the State Government to its employees from time to time.

A teacher, who has been appointed on or after 1st April, 1982 shall automatically, be governed by pension's scheme as per Government Resolution quoted above. Such teachers shall not be allowed to opt for Contributory Provident Fund Scheme.

18. Suspension:

- (a) Where an employee of an affiliated college (other than a college established and administered by minority whether based on religion or languages) is suspended by the management of a college pending any inquiry proposed to be held against him, the fact of such suspension together with the grounds therefore, shall be communicated by the management of college to the Vice-Chancellor of the University within a period of seven days after such suspension and such suspension shall be subject to ratification by the Vice-Chancellor within a period of forty-five days from the date of receipt of the communication in this behalf by the Vice-Chancellor and if such ratification is not communicated to the management of the college by the Vice-Chancellor within such period, the suspension of the college employee shall cease to have effect on the expiry of such period.

Provided that the college employee shall, during the period of suspension, be entitled to such subsistence allowance and on such terms and conditions as may be prescribed by the Executive Council from time to time. The Executive Council decided in its meeting held on dated: 29/11/2018 vide Resolution No.-03 that Subsistence allowance will be such as decided by the State Government of Gujarat from time to time.

- (b) At the end of an inquiry, if such employee is declared innocent, he will be paid the remaining pay (including allowances) for the period of suspension and will be entitled to all the rights and benefits as per rules to which he would have been entitled had he not been suspended.
- (c) **Dismissal, Removal or Reduction:**
At the end of an inquiry if such employee is convicted, an appropriate punishment will be inflicted on him according to the procedure of law, subject to the following conditions:

- (1) No college employee (including Principal) shall be dismissed or removed or reduced in rank nor shall his service be otherwise terminated by the management of a college except after :-
 - (i) an inquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard, in respect of those charges, and
 - (ii) The action proposed against him is approved by the Vice-Chancellor. Provided that nothing in this provision shall be applicable to any college employee who is appointed temporarily for a period of less than a year.
- (2) The Vice-Chancellor shall communicate to the management of the college in writing, his approval or disapproval of the action proposed within a period of forty-five days from the date of the receipt by the Vice-Chancellor of such proposal.
- (3) Where the Vice-Chancellor fails to communicate either approval or disapproval within the period of forty-five days specified in (2) above, the proposed action shall be deemed to have been approved by the Vice-Chancellor. Provided that nothing contained in the above provision shall apply to an employee of a Government college or a college maintained by a Government or a college established and administered by minority based on religion or language.

19. Re-employment of teachers after voluntary retirement:

Teachers who have availed of the benefits of voluntary retirement shall not be appointed in a college affiliated to this University or a Department of this University.

Provided however, that in special circumstances, after a lapse of five years from the date of voluntary retirement, such a teacher may be appointed after obtaining prior approval of the Vice-Chancellor.

20. Seniority of Teachers:

- (a) Seniority of the teachers in a college affiliated to Hemchandracharya North Gujarat University, in any particular cadre (i.e. Cadre of Professor, Lecturer, Tutor, Demonstrator, Physical Training Instructor, Director of Physical Education) shall be considered on the length of continuous service put in by them in that cadre in the same college. The hierarchy among the cadre shall be considered in the order of (1) Professor (2) Lecturer (3) Tutor (4) Demonstrator (5) P.T.I. / D.P.E.. Where the cadres other than above mentioned cadres, are assigned to the teachers, the seniority shall be considered on the basis of hierarchy of the pay scale attached to those cadres.
- (b) In case, two or more teachers in a particular cadre have joined the college on the same date, the person joining before noon shall be considered senior.
- (c) In case, two or more teachers have joined the same cadre on the same date and at the same time, then the length of service in the next lower cadre in the same college shall be considered for seniority.

- (d) In case, two or more teachers have equal length of service in one or more cadres in the same college, then the total length of cadre wise continuous service put in by them as teacher shall be considered for the seniority. The teacher having longer service in higher cadre shall be considered senior.
- (e) In case, two or more teachers are equal in all respect as per the clauses (a), (b), (c) and (d), then the seniority shall be considered on the basis of hierarchy of qualifications including the percentages of marks.
- (f) In case, two or more teachers are equal in all respect as per the clauses (a), (b), (c), (d) and (e) the older one in age shall be considered senior.

21. Discipline Rules :

The University has enacted Recruitment, Appointment and other Service Conditions including Disciplinary Rules of the Teachers including Principals of the Affiliated Colleges of this University (Other than Government Colleges) but, as there are no specific provisions in respect of procedure of Suspension and Disciplinary actions for the teachers including Principals of the affiliated colleges of this University, Gujarat Civil Services (Discipline and appeal) Rules, 1971 (as amended from time to time) shall be mutatis mutandis applicable and followed for the teachers including Principals of the affiliated colleges of this University. All disciplinary proceedings shall be conducted in accordance with the Gujarat Civil Services (Discipline and appeal) Rules, 1971 (as amended from time to time).

LEAVE RULES FOR TEACHERS OF THE UNIVERSITY/ COLLEGES

O.148-A: 1. LEAVE ADMISSIBLE TO PERMANENT TEACHERS

The following kinds of leave would be admissible to permanent teachers:

- (a)** Leave treated as duty, viz:
 - (1) Casual leave
 - (2) Special Casual leave: and
 - (3) Duty leave
- (b)** Leave earned by duty:
 - (1) Earned leave
 - (2) Half pay leave and
 - (3) Commuted leave
- (c)** Leave not earned by duty:
 - (1) Extra-ordinary leave
 - (2) Leave not due
- (d)** Leave not debited to leave account:
 - (1) Leave for academic pursuits:
 - (i) Study leave and
 - (ii) Sabbatical leave / Academic leave
 - (2) Leave on grounds of health:
 - (i) Maternity leave
 - (ii) Quarantine leave

- (e) Paternity Leave
- (f) Adoption Leave
- (g) Duty Leave
- (h) Vacation
- (a) (1) **Casual Leave:**
 - (i) Total casual leave granted to a teacher shall not exceed eight days in an academic year.
 - (ii) Casual Leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- (2) **Special Causal Leave:**
 - (i) Special casual leave not exceeding ten days in an academic year may be granted to a teacher –
 - (a) To conduct an examination of a University/ Public Service Commission / Board of Examination or other similar bodies / Institutions; and
 - (b) To inspect academic institutions attached to a Statutory Board. etc.

Note:

- (i) In computing ten day's leave admissible, the days of actual journey if any, to and from the places where such activities specified above takes place, will be excluded.
- (ii) In addition Special Casual leave to the extent mentioned below may also be granted.
 - (a) to undergo sterilization operation (Vasectomy or Salpingectomy) under the Family / Welfare Programme, Leave in this case will be restricted to six working days and
 - (b) To a female teacher who undergoes non-porurporal sterilization. Leave in this case will be restricted to fourteen days.
- (iii) Special casual leave mentioned here cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or a vacation.
- (3) **Duty Leave:**
 - (i) Duty leave may be granted for -
 - (a) Attending conferences, conventions, symposia, seminars on behalf of the University or with the permission of the University,
 - (b) Delivering lectures in institutions and Universities as the invitation of such institutions or Universities received by the Vice-Chancellor,
 - (c) Working in another Indian or foreign University, any other agency, Institution or organization when so deputed by the University,
 - (d) Participating in a delegation or working on a committee appointed by the Government of India,

the State Government, the University Grants Commission, a sister University or any other duty of the University,

- (e) For performing any other duty for the University.
- (ii) The duration of leave would be such as may be considered necessary by the sanctioning authority on each occasion.
- (iii) The leave may be granted on full pay, provided that if the teacher receives a fellowship or an honorarium or any other financial assistance beyond the amount needed for normal expenses, he / she may be sanctioned duty leave on reduced pay and allowances. And
- (iv) Duty leave may be combined with earned leave, half pay leave or extra-ordinary leave.

(b) (1) Earned leave:

- (i) Earned leave admissible to a teacher shall be -
 - (a) 1/30th of actual service, including vacation, plus
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

Note: For the purpose of computation of period of actual service, all periods of leave except casual leave, special casual leave and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study or training or leave with medical certificate or when the entire leave or a portion thereof is spent outside India.

Note: (1) When a teacher combines a vacation with Earned leave the period of the vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

- (2) In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent the aggregate exceed 120 days.

- (3) Encashment of earned leave shall be allowed to non – vacation members of the teaching staff as applicable to the employees of central / state Government.

(2) Half pay leave:

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner or for private affairs or for academic purpose.

Note: A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extra-ordinary leave.

(3) Commuted Leave:

Commutated leave not exceeding the amount of halfpay leave due may be granted to a permanent teacher on the basis of medical certificate from a registered medical permanent teacher subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due and,
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction the leave has reason to believe that the teacher will return to duty on its expiry.

(c) (1) Extra-ordinary Leave:

- (i) A permanent teacher may be granted extra-ordinary leave when:
 - (a) No other leave is admissible, or
 - (b) No other leave is admissible and the teacher applies in writing for the grant of extra-ordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances.

Extra-ordinary leave shall not count for increment except in the following cases:

- (a) Leave taken on medical certificates,
- (b) Cases where the Principal of the college is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty to civil commotion or natural calamity, provided the teacher has no other kind of leave to his credit,
- (c) Leave taken for prosecuting higher studies, and
- (d) Leave granted to accept an invitation for a teaching post or a fellowship or a research cum-teaching post or on assignment for technical or academic work of importance.
- (iii) Extra-ordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty on leave(including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in case where leave is taken on a medical certificate. The total period of absent from the duty shall in no case exceed five years in all.

- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary leave.

(2) Leave Not Due:

- (i) Leave not due may, at the discretion of the Vice Chancellor / Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all, may be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) Leave not due shall not be granted unless the Vice-Chancellor / Principal is satisfied that, as far as can reasonably before seen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher whom "Leave not due" is granted shall not be permitted to tender his/her resignation from services so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided further that the Executive Council may in any other exceptional case may waive, for reasons to be recorded the refund salary for the period of leave still to be earned.

(d) (1) Leave for academic pursuits:

(i) Study Leave:

- (1) Study leave may be granted after a minimum of 3 years of continuous service to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of university organization and methods of education.

The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated of teacher in any department. Provided that the Executive Council/Syndicate may in the special circumstances of a case waive the condition of five years service being continuous.

Explanation in computing the length of service, the time during which a person was on probation or was engaged as a Research Assistant may be reckoned provided:

- (a) The person is a teacher on the date of application and
 - (b) There is no break in service.
- (2) Study leave shall be granted by the Executive Council / Syndicate on recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council / Syndicate is satisfied that such an extension is unavoidable on academic grounds and necessary in the interest of the University.
- (3) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she accepted to return to his / her duty after the expiry of his/her study leave.
- (4) Study leave may be granted more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- (5) No teacher who has been granted study leave shall be permitted to after graduate substantially the course of study or the programme of research without the permission of the Executive Council / Syndicate. When the course of study falls short of the study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council / Syndicate to treat the period of short-fall as ordinary leave has been obtained.
- (6) (a) Subject to the provisions of sub-clauses (d)(1)(i)7 and (d)(1)(i)8 below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- (7) The amount of scholarship, fellowship or other financial assistance that a teacher granted study leave has been awarded will not preclude his being granted study leave with pay and allowances, but the scholarships etc. so, received shall be taken into account in determining the pay and allowances on which the study leave may be granted. The Foreign Scholarship/Fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship which exceeds the salary of the teacher, the salary would be forfeited.
- (8) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or a vacation

provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

- (9) A teacher granted study leave shall on his return and re-joining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on the study leave. No teacher shall however be, eligible to receive arrears of increments.
- (10) Study leave shall be counted as service for Pension/Contributory Provident Fund, provided the teacher joins the college on the expiry of his/her study leave.
- (11) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.
Provided that where the study leave granted has been so cancelled, the teacher may apply again for such leave.
- (12) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming the duty, after the expiry of the study leave.
- (13) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (d)(1)(i)13 and (d)(1)(i)14 and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a Fidelity Bond of an Insurance Company or a guarantee by a Scheduled Bank or furnish security of two permanent teachers for the amount which might become refundable to the college in accordance with sub-clause (d)(1)(i)14.
- (14) The teacher shall submit to the Registrar six monthly reports of progress in his/her studies from his/her Supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

(ii) Sabbatical Leave:

- (1) Permanent whole-time teachers of the college who have completed seven years of service as Lecturer

Selection Grade/Reader or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.

(2) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

(3) A teacher who has availed himself/herself of study leave would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.

(4) A teacher shall, during the period of sabbatical leave be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on the sabbatical leave.

(5) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/She may, however, be allowed to accept a fellowship or a research scholarship or an adhoc teaching and research assignment with honorarium or any other form of assistance other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council/Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

(6) During the period of sabbatical leave, the teacher shall be allowed to draw the increments on the due date. The period of leave shall be also counted as service for the purpose of Pension/Contributory Provident Fund, provided the teacher re-joins the college on the expiry of his/her leave.

Note: 1. The programme to be followed during the sabbatical leave shall be submitted to the University for approval along with the application for the grant of leave.

2. On return from leave, the teacher shall report to the University, the nature of studies research or other work under taken during the period of leave.

(d) (2) Leave on grounds of health:

(i) Maternity Leave:

(i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion subject to the

condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

- (ii) Maternity leave may be combined with earned leave, half-pay leave or extra-ordinary leave, but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

(ii) Quarantine Leave:

The Executive Council/Syndicate may in exceptional cases, grant for the reasons to be recorded of the kinds of leave, subject to such terms and conditions as it may deem fit to impose.

(e) Paternity Leave:

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided the limit is up to two children.

(f) Adoption Leave:

Adoption leave may be provided as per the rules of the Central Government.

(g) Duty Leave:

Duty leave should be given also for attending meetings in the UGC, DST etc. Where a teacher is invited to share expertise with academic bodies, Government or NGO.

(h) Vacation:

- (i) Vacation may be taken in conjunction with any kind of leave including casual leave and special casual leave provided that a vacation shall not be both prefixed and suffixed to such leave.
- (ii) Except in special circumstance, a vacation and earned leave taken together shall not extend beyond six months.
- (iii) When a vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the entire such vacation shall be treated as part of the leave.

2 LEAVE FOR TEACHERS APPOINTED ON PROBATION

A teacher appointed, as a probationer against a substantive vacancy and on definite terms of probation, shall, during the period of probation be granted leave which would be admissible to his/her post substantively. If for any reason, it is proposed to terminate the services of such a probationer, any leave granted to him/her should not extend beyond the date on which the probation period expires or any earlier date on which his/her services after terminated by the orders of the governing body of the college. On the other hand, a teacher appointed on probation to a post not substantively vacant to assess his/her suitability to the post, shall, until he/she is substantively confirmed, be treated as a temporary teacher for the purposes of grant of leave. If a person in the permanent service of the college, is appointed on probation to higher post, he/she shall not, during probation, be deprived of the benefits of the leave rules applicable to his/her permanent post.

3 PART-TIME TEACHERS

Part-time teachers of the affiliated colleges shall be entitled to six day's casual leave. No other leave shall be admissible to them.

- O.148-B** Principals of affiliated colleges, when required to attend any meeting or engage themselves in any non-remunerative work on behalf of the University, shall be considered on duty for the duration of their absence from their headquarters. This provision will not apply to conferences, seminars, workshops etc. where they maybe deputed by the University for which separate provisions are made.

RULES OF PROVIDENT FUND FOR THE EMPLOYEES OF THE AFFILIATED COLLEGES

- O.149** This Ordinance shall not apply to (1) Government college or colleges maintained by the Government and (2) Teachers who have opted for Pension as per Education Department, Government Resolution NO.NGU-1582/9505/84/ KH dated 15th October, 1984.

- (1) The rules shall be called Provident Fund Rules.
- (2) In these rules, unless there is anything repugnant to the subject or context:
 - (a) An 'Employee' shall mean a person who is appointed to a permanent post in the service of the college either substantively or on probation;

(Note: Employees appointed on probation and subsequently confirmed shall subscribe to the fund retrospectively from the dates of their joining the college).
 - (b) 'College' means a College affiliated to the University;
 - (c) The term 'Contribution' means the amount credited under these rules to the credit of an individual account in the Provident Fund by the college by the way of addition to the subscription of the employees;
 - (d) The term 'Salary' shall mean the basic salary of an employee and shall not include other allowances;
 - (e) 'Provident Fund' means the fund in which subscription of an employee is received and held on his/her individual account and includes any contributions and any interest accruing on such subscription and contributions under these rules, and it shall consist of the subscription and contribution received by the college of accumulations thereof and of interest credited in respect of such contribution and accumulations and of securities purchased there with and of any capital gains arising from the transfer of capital assets of the fund and of other sums;
 - (f) 'Service' means employment in the college to a permanent post either substantive or on probation;
 - (g) 'Subscription' means the amount liable to be deducted under this rule from the monthly salary of an employee;
 - (h) The 'Trustees' means the persons appointed as Trustees by the institution which runs the colleges and in whose names the money in respect of the fund shall for the times-being be held or by whom the said fund shall be managed and administered. However 1/2 of the trustees shall be from amongst the employees of the college at least one of whom shall be an employee belonging to the teaching staff ;

The Management which runs more than one colleges may, if it so desires, form a common trust for these colleges in respect of their Provident Funds;

- (i) The word 'Family' shall be defined as meaning any of the following persons who reside with and are wholly dependent on the member, namely his wife, legitimate children, stepchildren, parents, sister and minor brothers.
- (3) All full-time employees appointed on permanent post shall, as a condition to his employment, subscribe compulsorily to the Provident Fund at the rate of 8.33% of the basic salary which is not less than one-twelfth of the basic salary of the employees;
- (4) The contribution of the college shall be equal to the subscription of an employee.
- (5) All provident Fund money shall be vested in trustees whose number shall not be less than three. The fund so contributed shall not be revocable save with the consent of all the beneficiaries.
- (6) Any vacancy among trustees shall be filled in as soon as possible but in the meanwhile trustees may continue to act notwithstanding any vacancy. A trustee being an employee of the college is terminated for any reason shall in so fact cease to be trustee.
- (7) The money of the fund not immediately required for the purpose of the fund shall be invested by the trustees in their joint names in (1) Securities of the nature specified in clause (1), (a), (b), (c), (d), or (e) of section 20 of the Indian Trusts Act, 1982 and payable both in respect of interest in India, or (2) in time deposits of scheduled banks;
- (8) The subscription of the members, collected as provided herein above shall for the purpose of investment be handed over to the trustees every month and the contribution of the college shall be handed over to the trustees not later than 3 months;
- (9) The trustees shall deduct one percent out of the income received by the trust from its investment as administration charges of the trust, the balance of the interest shall be utilized towards crediting the employee's subscription account and college contributions account annually.
- (10) The trustees shall maintain an account of the fund which shall be in such form and for such periods and shall contain such particulars as the Central Board of Revenue may prescribe from time to time.
- (11) Each employee shall have a pass-book or a statement supplied to him in which shall be entered the amount of the employee's subscription to the funds and the college's contribution as well as the advance, if any, made to the employees under the rules hereinafter contained and such other particular as the trustees may from time to time think fit to enter therein.
- (12) When an employee ceases to be in employment, he shall be entitled to get subject to deduction on account of the amount of advances and interest thereon, if any, and any money claim due to the college as under:
 - (a) The whole amount to his credit in his account on account of subscription interest thereon; and
 - (b) In case other than dismissal, amount to his credit in his account on account of contribution and interest thereon the following proportions:
 - (1) Nil, if the total period of service is less than three years.

- (2) Full, if the total period of service is three year or more.

For the purpose of these rules service already put in by an employee of an affiliated college shall be calculated from the date on which he first joined any affiliated college.

Note- The continuous services put up by an employee in more than one college under the same college.

The duration of the service put up as a surplus teacher in a High School shall also be considered for the purpose. However, the total service rendered by a surplus teacher in the college and High School is less than, three years, he will not be entitled for contribution of the Management.

- (13) A subscriber who has completed at least twelve years of service in the employment of the college may be granted an advance by P.F. Trust Committees of the college in its discretion for constructing or purchasing a house or carrying out the repairs of his house to the extent of his own subscription plus the contribution of the college credited to his provident fund account as on 31st March, immediately preceding his application, such advance shall be repaid in monthly installment not exceeding 120 and at such rate of interest as may be fixed by the P.F. Trust Committee of the college from time to time.

Such advance shall be recovered by deductions from the salary paid by the college to the subscriber. The first of such deduction shall be made from the first payment of a full month's salary after the subscriber has drawn the advance. The amount of such installments shall cover the entire balance than to be refunded by the subscriber may, at his option, pay an additional sum over and above the amount of the installment fixed in round figures.

Advanced from the amount standing to the credit of subscription may, at the discretion of the P.F. Trust Committee of the college be granted to him in the case of the illness of the subscriber or of members of his family or for any other reason deemed sufficient by the P.F. Trust committee of the college. Such loans shall be repaid at a rate of interest and in a number of installments to be fixed by the P.F. Trust Committee of the college in each case.

The amount so sanctioned shall be paid directly to the Government or Semi-Government agency, as the case may be.

- (14) A Second advance shall not be permitted until the amount of the first advance has been fully paid up.
- (15) The amount of advance shall be repaid in such equal monthly installments not exceeding 24 in all as the trustees may fix and in all cases it shall bear interest at the rate fixed by the trustees subject to the condition that it shall not be less than the rate of interest which is created to the subscriber's account of the fund. Such interest being calculated on the amount outstanding from time to time. Interest shall be payable by the employee in the month succeeding the one on which the last installment is paid.
- (16) The college shall deduct such installments, from the employee's pay; the deduction shall commence from the second monthly payment made after the advance, or in the case of employee on leave without pay, from the second monthly payment after his return on duty.
- (17) A non-refundable advance:
After the completion of 15 years' service (including broken period of service, if any) of a subscriber or within ten years before the date of his

retirement, or superannuation, whichever is earlier final withdrawal may be made from (the aggregate amount of subscription and interest thereon standing to his credit in fund) for meeting the expenditure in connection with the betrothal/marriage of the subscribers' sons or daughters and any other family relation actually dependent on him.

Any sum withdrawn by a subscriber from the amount of subscription and interest thereon standing to his credit in the fund, shall not ordinarily exceed one half of such amount or six month's pay whichever is less. The standing authority may, however, sanction the withdrawal of an amount in excess of the said limit up to 3/4th of the balance of the aggregate amount of subscription and interest thereon to his credit in the fund.

- (18) All lapses and forfeiture, accruing at any time shall be transferred to a separate account to be called 'The lapses and forfeiture account' and shall be used and applied by the trustees to meet any loss or in depreciation of investments of the money of the said Provident Fund of the college or loss varying the investment or in selling the securities for making payments.
- (19) An employee shall make a declaration in the prescribed form stating the names of the persons to whom he desires the payments of the amount standing to his credit in the Provident Fund in the event of his demise.
- (20) Amounts payable to an employee under Rule 12 shall be paid to the employee or in case of his demise to such person or persons as he may have nominated by the last of his declaration filled with the college if major, or to their legal guardians, and failing such a declaration, to such of his legal representative as may produce a succession certificate, or letter of administrations or probate or such other evidences may satisfy the trustees about the title of the legal representative to the effects of the deceased.
- (21) Save in so far as any powers are hereby reserved up to the college, the management, investment, administration and control of the fund, shall, in all respects, be vested in the trustees and the decision of the trustees on all matters relating to the fund, save as aforesaid, shall be final and binding on the employees, their representatives and on the college.
- (22) In the event of any difference or dispute arising between the trustees, regarding the execution or exercises by the trustees of any of the trusts, power of discretions hereby vested in them, decision of the majority of the trustees shall be final and binding.
- (23) Any payment authorized by these rules shall operate as a discharge in the fund either complete or prorata as the case may be.
- (24) Any loss diminution in value of the investment of the fund from whatever cause or source shall be borne by the fund alone and the trustees shall incur no responsibility by reason or on account thereof.
- (25) The trustees shall prepare and submit to the college every year the account of the fund duly outdebated by a Character Accountant showing the position on the last day of financial year of the college.
- (26) No trustees shall be responsible or chargeable save and except for money actually received by him notwithstanding his having signed any receipt for the sake of conformity or otherwise, nor shall he be responsible chargeable for the acts, default or neglects of his cotrustees nor of any bankers, brokers, auctioneers or other persons with whom or into whose hands any trust money or securities may be deposited or come, not for the insufficiency or deficiency of any security, not for any other loss unless the same shall happen, through his willful default or gross negligence.

- (27) The trustees shall pay and discharges all the expenses incurred in or about the execution of the trust or power conferred upon them.
- (28) Every trustee shall be at liberty to after retire giving notice in writing in that behalf addressed to the governing body of the college.
- (29) The decision of the trustees shall be final and binding upon the employees in all respects and upon all matters, questions and disputes relating to or in connection with these rules of the fund of the administration there of, or the right or obligations of the employees including all disputes or differences which may arise between any employees or his executors, administrators, nominees, or representatives and the trustees as to the meaning or effect of any rule or to any matter relating to or arising out of the same.
- (30) The trustees shall have the power to make such rules and regulations from time to time for regulating the conduct of the meetings and the management of the funds and otherwise as they may think proper.
- (31) Subscriber's account shall be closed:
- (a) On the date after the date of his death, or
 - (b) From the day on which he ceases to be in this employment of the college.
- No contribution or interest shall be credited in respect of any period after the date on which the account is closed.
- (32) In case of part-time teachers working in two affiliated colleges, the rules hereunder shall be applicable to them in both the colleges.

O.150 : The minimum qualification for appointments as the Principal in an affiliated colleges.

The qualification for the post of principal in affiliated colleges shall be such have lain down by U.G.C. and concerned apex body & council from time to time.

UNIVERSITY BUILDING COMMITTEE

O.151 : The University Building Committee shall consist of

- (i) The Vice-Chancellor
- (ii) The Pro-Vice-Chancellor
- (iii) The Registrar
- (iv) The Chief Engineer or his nominee not below the rank of the Superintending Engineer.
- (v) A representative of the Planning Board to be nominated by the Executive Council.
- (vi) The Director / Professor / Senior Faculty member of Institute of Architecher, Hemchandracharya North Gujarat University to be nominated by the Executive Council.
- (vii) Two persons nominated by the Executive Council from amongst its members.
- (viii) Chief Accounts Officer.
- (ix) University Engineer Member Secretary.

O.152 : The meeting of the Committee shall be convened by the Vice-Chancellor. The Vice-Chancellor, or in his absence the Pro-Vice-Chancellor, shall preside at all meetings of the Committee, and in the absence of both, the members shall elect the Chairman.

1/3 of the total number of members shall constitute a quorum and all questions shall be decided by the majority of votes of the members present.

- O.153 :**
- (a) The Committee shall be responsible for finalizing the plans and estimates of the various building projects of its own and those approved by the University Grants Commission and for ensuring completion of the buildings in accordance with the accepted plans and estimates and proper utilization of the grants received from the University Grants Commission and the State Government.
 - (b) The Committee shall be in charge of the University Buildings and shall be recommended to the Executive Council any repairs, alterations or additions to the existing buildings, which it may deem necessary or urgent, and shall advise the Executive Council in all matters relating to the University Buildings.

CERTIFICATE COURSE

O.154: CERTIFICATE COURSE IN EDUCATION AND VOCATIONAL GUIDANCE

Candidates with at least a Bachelor's Degree in Arts or Commerce or Science and engaged in teaching at a Primary or a Secondary or a Higher Secondary School or a college will be eligible for admission to this course.

JUNIOR CERTIFICATE COURSE IN ENGLISH

O.155: This course is offered to the following categories of learners. Admission will be taken through a written test and interview.

- (a) Those candidates who have passed the higher secondary or its equivalent examination conducted by any recognized Board.

OR

- (b) Those candidates who have three years' teaching experience in a recognized school after passing the S.S.C. examination with English.

OR

- (c) Those candidates who have taken a Diploma of minimum two years from a Govt. recognized institution after passing the S.S.C. examination.

OR

- (d) Those candidates who have three years' experience in a Govt. Department or a Panchayat or a Govt. recognized of Govt. aided body after passing the S.S.C. examination with English.

OR

- (e) Those candidates who have 5 years' experience in their own independent profession or business or industry after passing the S.S.C. examination with English.

SENIOR CERTIFICATE COURSE IN ENGLISH

O.155-A: This course will be offered to the following categories of candidates. Admission will be taken through a written test and an interview.

- (a) Those candidates who have passed the Junior Certificate Course in English.

OR

- (b) Those candidates who have passed the degree examination of any faculty.

- O.156:** A Board of student shall not normally recommend and prescribe such books for study in the subject as one authorized, edited, compiled or published by any of its members, provided, however, that exception may be made in this respect with the prior permission of the Vice-Chancellor.

CERTIFICATE COURSE IN SALES MANAGEMENT

- O.157:** A candidate who has passed S.S.C. examination will be eligible for admission to this course.

JOINT CONSULTATIVE COMMITTEE

- O.158:** Procedure for election on the joint consultative committee for the three seats of representative of the non-teaching staff of the University shall be as under:
1. An electoral roll of the confirmed, full-time non-teaching employees of all cadres below the rank of the Registrar of the University office, its Departments and Institutions as on 31st December of the year shall be prepared.
 2. The electoral roll shall be revised every year as on 31st December.
 3. The Registrar shall declare the date of election, the date of election shall be announced on the notice board of the University office at least before 21 clear days of the date of election.
 4. The electoral roll shall be open for inspection for employees of the University Office / Departments / Institutions during the University hours on the days of the date of election. The Registrar's decision in the matter shall be final.
 5. Application for correction of any omission or wrong entry in the electoral roll shall have to be made to the Registrar at least 15 clear days of the date of election. The Registrar's decision in the matter shall be final.
 6. Any person listed on the electoral roll shall be entitled to stand as a candidate in the election to the Joint Consultative Committees and to vote for a candidate at such election.
 7. A candidate will have to submit his duly filled in nomination form to the Registrar either by hand delivery or by R.P.A.D. at least before 10 clear days of the date of election.
 8. The security of the nomination papers shall be done by the Registrar before 7 clear days of the election. In case of a dispute or a doubt, the Vice-Chancellor's decision shall be final.
 9. A nomination paper can be withdrawn before 6 clear days of the date of election. For withdrawal of a nomination paper, intimation in writing duly signed by the candidate shall have to be handed over to the Registrar.
 10. The Registrar shall appoint the necessary polling staff.
 11. If the number of candidates does not exceed the number of vacancies, the candidates so nominated will stand elected.
 12. The procedure for election will be by ballot at a polling centre in the University to be fixed by the Registrar, Voting shall be by the system of proportional; representation by names of a single transferable vote by ballot.
 13. All voting papers shall be scurried and counted by the Registrar and such other persons as may be nominated by the Vice-Chancellor. The candidate or his agent duly authorized by him in this behalf shall be entitled to remain present at such meeting. In case of a doubt or a dispute regarding the validity of a ballot paper, the decision of the Vice-Chancellor shall be final.

14. Where the election is for more seats than one; the name of the candidates shall be arranged in the descending order of the number of valid votes which they get and as many candidates who stand in that order counting, from the candidate who secures the largest number of valid votes, as there are seats to be filled will be declared elected.
15. After the scrutiny is completed, the Registrar shall report to the Vice-Chancellor. The result of the election and the result will be announced by the Registrar and thereafter the voting papers shall be destroyed.

QUALIFICATIONS FOR TEACHING POST

- O.159:** The qualifications and procedure for the post of Professor, Associate Professor & Assistant Professor shall be such have laid down by UGC.,AICTE and concerned council from time to time.

PUBLICATION COMMITTEE

- O.160:**
1. The University Publication Committee shall consist of:
 - (1) Vice-Chancellor,
 - (2) Pro-Vice-Chancellor, if any,
 - (3) A person who has experience in publication, to be nominated by the Vice-Chancellor,
 - (4) A person who has experience in a profession of paper or printing and stationery to be nominated by the Vice-Chancellor,
 - (5) A representative of the Director of Printing and Stationery, of the State Government.
 - (6) A member of the Executive Council, to be nominated by the Executive Council.
 2. All the members other than the members mentioned at serial numbers (1) and (2) shall hold office for a term of 3 years.
 3. The meeting of the committee shall be convened by the Vice-Chancellor. The Vice-Chancellor or in his absence the Pro-Vice-Chancellor, shall preside at all meetings of committee and in the absence of both, the members shall elect the Chairman.
 4. The functions of the committee shall be:
 - (i) To recommend to the Executive council the appropriation of the Publication grant of the University.
 - (ii) To undertake, with the sanction of the Executive Council the publication of;
 - (a) The University Journal
 - (b) Uttara
 - (c) Text books pertaining to various courses of study in the University
 - (d) University Extension Lectures
 - (e) Work books of the subjects of English & C.C.
 - (f) Such of the research work done under the auspices of the University as recommended by BUTR for publication.
 - (g) Pamphlets, brochures etc on various topics.
 - (h) Any other work, literary or scientific considered suitable by the committee.

- (iii) To design and prepare various types of forms.
- (iv) To advise Finance Committee /Executive Council in the matter (referred to it) related to printing and stationery.

ESSENTIAL WORK OF EXAMINATIONS

O.161: It shall be compulsory for every recognized teacher in the service of an affiliated college of the University, Department or an institution recognized by the University, to discharge any duty including that of paper setting, assessment, supervision, observation etc. in connection with college and the University examination assigned or entrusted by the college concerned or the University.

A teacher, refusing or avoiding the duties or found negligent or committing any misconduct in connection with the duties of the examination, shall be liable to such penal actions as may be deemed fit by the University. However, in exceptional cases on written submission by the concerned teacher, the Vice-Chancellor may exempt a teacher from performing specific duties related to examination.

RULES FOR RE-ASSESSMENT

O.162: In case a candidate at a University examination is not satisfied with the assessment of his answer book, in any paper/s he may apply for re-assessment of his answer book/s.

- (1) The Candidate shall apply in the prescribed form for re-assessment of his answer book/s.
- (2) No application shall be entertained for re-assessment of marks obtained at the internal tests, practical's, viva voce, thesis, dissertation and term work & Project Work.
- (3) Every application for re-assessment should reach to the Registrar through the Principal/ Head of the Department concerned within 14 (Fourteen) days from the date of issue of mark sheet of the concerned examination, by the University along with a fee of Rs.350/- (Three hundred fifty only) per paper in case of a subject which consists of more than one paper, a separate fee shall be paid for each paper.
- (4) The re-assessment of answer book/s will be allowed in not more than two papers of those examinations which lead to award of under-graduate degree, Post-Graduate degree, P.G. diploma illustrated as below.

1	B.A. Sem V & VI	16	B.B.A. Sem V & VI	31	Fourth B.D.S.
2	B.Sc. Sem V & VI	17	B.C.A. Sem V & VI	32	Fourth B.H.M.S.
3	B.Com. Sem V & VI	18	M.S.W. All Sem	33	Fourth M.B.B.S.
4	M.A. All Sem	19	P.G.D.C.A.	34	Fourth B.P.T.
5	M.Sc. All Sem	20	P.G.D.B.M.	35	Fourth B.Sc. (Nursing)
6	M.Com. All Sem	21	M.Phil.	36	Second B.Sc. Post Basic (Nursing)
7	B.Ed. All Sem	22	M.C.A. Sem-IV	37	M.Sc. (Nursing)
8	M.Ed. All Sem	23	M.C.A. Sem-V & VI	38	M.D.S.
9	LL.B. Sem V & VI	24	P.G.D.C.E.	39	M.D.H.M.S.
10	LL.M. All Sem	25	B.P.Ed.	40	M.U.P.

11	B. Lib. & Info. Sci.	26	M.P.E.	41	M.H.M.
12	M. Lib. & Info. Sci.	27	M. Journalism	42	M.U.R.P.
13	B. Journalism	28	B.Sc. (CA & IT) Sem. V & VI	43	All Integrated Courses (Sem. V to X)
14	P.G.D.M.L.T.	29	M.Sc.(CA & IT) Sem. VII to X		
15	B.R.S. Sem. V & VI	30	B. Arch. Sem.-IX		

NOTE: In addition to above 43 examinations, the reassessment of answer book/s will be allowed in last two semesters of Under-Graduate Courses and in all semesters of Post-Graduate Courses under CBCS/Grading system in the Faculties of Arts, Science, Commerce, Law, Education and Rural Studies.

- (5) On receipt of an application in the University office, the Vice-Chancellor in consultation with such persons as may be deemed fit by him, will appoint examiners preferably, from outside the university to re-assess the answer books.
- (6)
 - (a) Before the process of re-assessment of the answer book/s, the rechecking of the answer book/s will be done at the initial stage.
 - (b) In case after rechecking of the answer book/s the result of the candidate is modified, the written option, whether the candidate accepts the modified result or he/she still wishes to reassess his answer book/s will be asked to the candidate.
 - (c) If the student opts to accept the modified result in accordance with 6(b) above Rs.100/- will be refunded.
- (7)
 - (a) If as a result of re-assessment, the difference between original marks and the marks gained by re assessment (or vice versa) is fifteen percent or more of the original marks subject to minimum difference of five marks the average of the original marks and the marks gained through re-assessment will be worked out and the average marks will be considered as final marks, (rounding shall be to Higher integer for fraction 0.5 and above.)
 - (b) No modification in the original marks shall be made in the difference stated in (a) above is less than fifteen percent of the original marks scored by the student or is less than minimum five marks.
- (8) In case of re-assessment no fees will be refunded except mentioned under clause 6(c) above.
- (9) If a result of re-assessment, the modified marks adversely affects the result of the candidate, the revised marks shall be final and binding upon him.
- (10) The original result of the applicant shall be considered unchanged for all purposes, till such time as the result of re-assessment of Answer book/s applied for, is communicated to the applicant.
- (11) If as a result of re-assessment of answer book/s a candidate who was declared failed passes at the examination, and if his/her result is modified after the commencement of the academic term, he shall be eligible to seek admission to the next higher class. The Principal/Head of the Department concerned shall do needful in accordance with Ordinance-51, for consideration of deficiency in minimum attendance required and actual attendance of the concerned student.
- (12) The result of re-assessment will be declared within three months after the date fixed for the receipt of applications for re-assessment.

ADVISORY COMMITTEE FOR NSS

- O.163:** (A) There shall be an Advisory Committee for National Service Scheme. It shall consist of:-
- (i) The Vice-Chancellor – Chairperson
 - (ii) The Pro-Vice-Chancellor, if any
 - (iii) Commissioner of Higher Education or his nominee
 - (iv) Registrar
 - (v) Director of Youth Welfare
 - (vi) Head of the concerned NSS Regional Centre.
 - (vii) 2 Heads of Departments to be nominated by the Executive Council
 - (viii) 3 Principals to be nominated by the Executive Council
 - (ix) Two NSS student Representatives to be nominated by the Executive Council
 - (x) Four Programme Officers to be nominated by the Executive Council
 - (xi) State Liaison Officer, NSS.
 - (xii) 5 representatives from concerned Govt. /NGO involved in Youth Programmes/Social Work/Rural Development work at divisional / district level (like NYK, Scouts & Guide, NCC, NGOs etc.)
- (B) The Advisory Committee shall meet at least twice a year to review, plan & monitor the NSS activities.
- (C) The Committee will be an Apex body as far as implementation of NSS at university level is concerned. The committee will consider the financial and establishment proposals as per the administrative and policy directives issued by the government of India and contained in NSS manual. No decision against these directives shall be taken. As far as NSS programmes and activities are concerned, these can be selected as per needs and requirements of the University.
- O.164:** The University shall have Gold Medal Distribution Ceremony every year on its Foundation Day i.e. 17th May, irrespective of the date falls on Sunday or any other Public Holiday, etc.
- University shall observe this date as a regular working day and holiday shall not be given on that date.
- If the date falls on Sunday or any public holiday, etc. the university shall declare any other substitute date as a holiday on its lieu.
- This Ordinance shall come into force from the Academic Year 2017-18 for the results of the Academic Year 2016-17. The first such ceremony shall be on 17th May, 2018.
- O.165:** **DELETED**
- O.166:** Upon receiving the application in prescribed form from the management of the concerned college for the affiliation of New/Continuation/Extension of any degree programme /course, the Academic Council and the Executive Council shall approve the affiliation on the recommendation of the LIC or any other committee constituted for the purpose.
- For the college having affiliation for the first year, have to apply afresh for the continuation of affiliation and extension of affiliation for the concerned year in the prescribed form and in stipulated time.

O.167: The Academic Council shall recommend for the affiliation of the concerned college to the Executive Council on the basis of status on the day of inspection by the LIC committee for which the report is submitted to the university.

Further, the college has to fulfill all the conditions laid down by the Executive Council for granting the affiliation in the given time. Thereafter, the University shall recommend to the State Government for notifying the affiliation of the college to the University.

O.168: This University has not enacted any specific disciplinary rules to be applicable to teaching employees. Therefore, since its inception, the University was applying Gujarat Civil Services (Conduct) Rules, 1971 and Gujarat Civil Services (Discipline and appeal) Rules, 1971 (as amended from time to time) as general rules in absence of any specific rules to the teaching employees of the University. In the past the said Gujarat Civil Services (Conduct) Rules 1971 and Gujarat Civil Services (Discipline and appeal) Rules, 1971 (as amended from time to time) have been mutatis mutandis applied and followed for the teaching employees of the university. Thus, in order to remove any ambiguity and-or legal complication, the Executive Council by way of this resolution has decided to specifically clarify and adopt that Gujarat Civil Services (Conduct) Rules, 1971 and Gujarat Civil Services (Discipline and Appeal) Rules, 1971 (as amended from time to time) shall be mutatis mutandis applicable to its teaching employee. It is further resolved that teaching employee shall strictly adhere to Gujarat Civil Services (Conduct) Rules 1971 and Gujarat Civil Service (Discipline and Appeal) Rules 1971, (as amended from time to time) and all disciplinary proceedings shall be conducted in accordance with Gujarat Civil Services (Conduct) Rules 1971 and Gujarat Civil Services (Discipline and Appeal) Rules 1971 (as amended from time to time).

O.169: Essential requirements for an institute seeking new affiliation for a college.

A trust, a mandal or a society seeking a new affiliation for a college to this university shall possess a minimum five acres land as an essential requirement in its name and the land shall be free of any mortgage or any other burden and shall compulsorily possess an independent building in its name as per the requirement of the concerned faculty. The application for a new affiliation of a trust, a mandal or a society which does not fulfill the above essential requirements shall not be accepted.

UNIVERSITY – INDUSTRY LINKAGE CELL

O.170: The Industry-Academic Linkage cell shall be a committee of representatives from the various in campus academic departments of university. The committee will be formulated with the order of Honorable vice chancellor of the university. The unit shall function under the Office of the Vice Chancellor, and interfaces closely with other academic and research units in the campus.

- 1. Authority to frame cell/ committee :** Honorable Vice Chancellor
- 2. Office Bearers:**
 - i. Professor Chair person / Director
 - ii. Faculty from chemical sciences - 1 Member
 - iii. Faculty from Life Sciences - 1 Member
 - iv. Faculty from of Mathematical sciences - 1 Member
 - v. Faculty from of Computer science - 1 Member
 - vi. Faculty from of Architecture - 1 Member
 - vii. Faculty from Management - 1 Member
 - viii. Persons from Industry - 3 Invited Members at least 03

ix. Students - 2	
Post Graduate - 1	Member
Research Scholar - 1	Member
X. Executive Council Member, nominated by	Member
Executive Council - 1	
2. Duration of Committee	3 Years

POSSIBLE/PROBABLE AREAS OF UNIVERSITY-INDUSTRY INTERACTION AT HNGU

- Industrial Research & Consultancy
- Industrial testing (Proofing & Calibration)
- Sponsored industrial research
- Use of industrial labs by University
- Use of specialized database / lab equipment of University
- Research guidance from industry
- Creation of collaborative labs / testing centre at University
- Joint research publication
- Solutions for field problems
- Analysis & Design problems
- Research fellowship support
- Joint patents
- Creation of industrial chair to support research

PRACTICAL OUTCOMES

- To develop and instill in the student a positive attitude, self-confidence and self-motivation required of a responsible professional in handling tasks.
- Inviting experts from industry to campus to expose the students to real time job conditions.
- To expose the student to the actual technical and managerial aspects of the various professions.
- To enable the student to gain experience, relate and apply the theories learned in school to real industrial situations and problems.
- To give the student an insight of the various operations, processes, techniques and controls presently used in industry.
- To expose the student to the latest types of products / technology produced in the industry.
- To impress on the student the importance of human relations in the work-place environment.

FUTURE DEVELOPMENT PLANS

- Expansion of specialized services to be provided to the industry.
- Expand the pool of companies involved in the earlier program.
- Develop a mechanism for sharing expertise and resources between the campus and the companies for mutual benefit (e.g. joint research and projects).
- Explore new and develop existing areas of linkage activities

O.171: Board of Studies

The Vice Chancellor is empowered to nominate teachers or principals as a member on the Board of Studies as provided under section 26 (2) (ii) of Hemchandracharya North Gujarat University Act, 1986, however teacher/principal who is on medical leave for more than 6 months or maintains the Suspension / lien on substantive post of an affiliated College of the University should not be considered for such nomination as a member of Board of Studies. The person

who is to be nominated should be in the active service of an affiliated College of the university, at the time of such nomination by the Vice Chancellor.

O.172: Board of Studies

The members of the Board of Studies, appointed by Vice Chancellor under section-26 (2) (i) & (ii) of the Hemchandracharya North Gujarat University Act are empowered to co-opt four more members on the Board of Studies as provided under section 26 (2) (iii) (a) and (b) of Hemchandracharya North Gujarat University Act, 1986, however an expert person to be considered for such co-option under section 26 (2) (iii) (a) should be in active service under the College or University and an expert to be considered for co-option under section 26 (2) (iii) (b) should be actively working as a professional or working in the concerned industry of expert subject. Thus, the expert person who is to be considered under section 26 (2) (iii) (a) and (b) for Co-option should be in the active service of the any College, University, Industry or working as professional at the time of such Co-option by the members of the Board of Studies appointed by the Vice Chancellor.

O.173: An Institute seeking affiliation to the University for an undergraduate programme (U.G.) or subject must obtain a No Objection Certificate from all institution located within 25 Kms of radius offering the same programme or subject and is to be submitted to the University along with application.

This provision shall not be applicable to the Government and Grant-in-Aid Colleges.

O.174: An Institute seeking affiliation to the University for a Post Graduate (P.G.) College or PG Centre under Arts / Commerce/ Science faculty must have the affiliation for the same subject/s at the under graduate level and should also fulfill the following conditions :

- (a) At least one batch of students of the same subject/s for which the affiliation for the PG programme / subject is sought, must have passed out.
- (b) The Institute must have to obtain No Objection Certificate from an institute located within 50 Kms of radius, offering same programme/ subject, and is to be submitted the same to the University along with the application.

This provision shall not be applicable to the Government and Grant-in-Aid Colleges.

O.175: Deleted

Ph.D.
ORDINANCE

Ph. D. ORDINANCES**O. Ph.D. 1 General Rules**

- 1.1 Hemchandracharya North Gujarat University, Patan, awards the degree of Doctor of Philosophy (Ph.D.) in all faculties, to a candidate who has successfully completed the stipulated norms for the programme of research.
- 1.2 A candidate to be awarded Ph.D. Degree has to submit a thesis in English, except for research in Social Science and Humanities embodying the findings of his/her original research carried out under this programme. The thesis should make an original contribution of high quality to the advancement of knowledge as judged by the experts in the relevant area.
- 1.3 Before submitting final thesis, the student has to submit his/her synopsis in English or in the concerned language. In case the candidate submits his/her thesis in any language other than English, he/she has to submit the abstract/summary of the thesis in English language.
- 1.4 A candidate becomes eligible for the award of the Ph. D. Degree after fulfilling academic requirements prescribed by the University.
- 1.5 The Ph. D. degree shall be awarded in the discipline of the Faculty in which the student is registered for the Ph. D. programme. The title of the thesis, subject and faculty shall be mentioned in the notification.
- 1.6 Application for enrolment of Ph.D. courses shall be invited by the university through notification once in a year, as the date notified by the University through the advertisement in leading newspaper with wide circulation. A candidate may apply for admission to Ph.D. through an Entrance Test conducted by the University, either online or offline mode as decided by the university time to time. The prescribed application form; either online or physical mentioned in the university advertisement, will be made available from the University website ([www.ngu.ac.in/Ph.D. Programme](http://www.ngu.ac.in/Ph.D.Programme)). Candidates are advised to go through and follow all the Ph.D. Ordinances, rules and instructions; which are available on university website from time to time, before filling up the application form. The incomplete Application form/ any false information in the application form/ Application Form submitted after the due date or Application form not accompanied by the prescribed fee and required documents will be rejected.
- 1.7 Candidates who have qualified UGC-NET / NET-JRF / UGC-CSIR NET / GSET /GATE / teacher fellowship or have passed M. Phil. programme as per the UGC Regulations(July 2009) and later amendments shall be exempted from the Ph. D. Entrance Test.
- 1.8 The results of the Ph.D. entrance test/Merit list shall be valid for the same academic year only (academic year for which the advertisement is given) and it cannot be used for the admissions for the subsequent year/s.
- 1.9 The University shall decide on an annual basis through their academic bodies, a predetermined and manageable number of Ph.D. scholars to be admitted, depending on the number of available seats with the Research Guides and other academic and physical facilities available.
- 1.10 Considering to the availability of Physical Facilities, Infrastructure, laboratory, instruments, and glassware etc. each guide shall inform the University regarding number of candidates that he/she intends to register under him/her guidance in advance.

- 1.11 The University will notify well in advance, through the University website and/ or through advertisement in newspapers, regarding the Ph.D. admission process and all other relevant information for the benefit of the candidates.
- 1.12 The admissions to Ph.D. degree are subject to the reservation policy of the State government and rules of the university made effective from time to time.
- 1.13 The University shall maintain the list of all the Ph. D. registered students on the university website. The list shall include details concerning to the name of the registered candidate, topic of his/her research, name of his/her Guide/co-Guide, and date of enrolment/registration.
- 1.14 The syllabus for the Entrance Test shall consist of both (a). Research Methodology (50% -weightage) and (b). Subject-Specific (50%-weightage) as per UGC norms.
- 1.15 The subject wise number of seats for Ph. D. shall be decided well in advance and notified on the University web site or by an advertisement for the Ph. D. admission process. The University shall also notify the list of supervisors and their respective area of interest/expertise. The University shall inform the eligible candidates to fulfill the other formalities through University website and no personal intimation shall be made regarding the same.
- 1.16 The syllabus of examination for the Ph. D. Admission entrance test shall be same as for UGC/CSIR NET Examination,
- 1.17 The candidates applied under Non-Exempted category for the admission process shall compulsorily appear in the entrance test for the subject, he or she has applied.
- 1.18 Merely filling up an application form does not entitle the candidate for admission. The admission is purely based on the entrance examination and interview, subject to fulfilling the other requisite criteria.
- 1.19 Application Fee once paid, is not refundable.
- 1.20 Each students has to carry out his/her research work at his/her own risk and cost either in laboratory or field.

O. Ph.D. 2 Eligibility Criteria for Admission to Ph. D. Programme

- 2.1 A candidate seeking admission in Ph. D. Programme is required to apply for the programme with specified application fees. Incomplete Application form or form not accompanied by the prescribed fee and required documents are liable to be rejected.
- 2.1.1 A candidate seeking admission in Ph.D. must have Master's Degree in relevant allied subject with at least 55% marks (50 % for SC/ST/OBC-Non Creamy Layer/ differently abled candidates having more than 40% disability) in aggregate or its equivalent grade in the UGC 7- point scale (or an equivalent grade in a point scale wherever the grading system is followed) in the subject chosen for research. Any fraction will not be rounded off for calculating the percentage for eligibility i.e. the eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures. Candidate in the Faculty of either Arts, Education, Commerce, Rural Studies or Social Studies, who has taken his/her Master's degree in Economics, Accountancy, may be registered for the Ph. D. degree, in the respective faculty.

- 2.2 The State/University reservation policy shall be followed for admission in Ph.D. programme for the subject wise seats advertised.
- 2.3 A Research Supervisor/Co-supervisor who is Professor, at any given point of time, cannot guide more than 08-Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of 06-Ph.D. scholars and An Assistant Professor as Research Supervisor can guide up to a maximum of 04 Ph.D. scholars. In case of Co-Supervisor(s), $\frac{1}{2}$ Ph.D. seat shall be taken into account for each Candidate(s) (internal or external) while counting, these seats and other allotted seats will be covered within the specified limit.
- 2.4 The seats once offered to the teacher concerned through Department will not be withdrawn once consented by him/her. However, if a teacher refuses to admit after the advertisement of seats and before the display of the provisional merit list, then the seats shall be deemed as withdrawn. In such cases, a teacher shall not be allowed to register any candidate in Ph.D. under his/her supervision in the next three years of his/her service.
- 2.5 Students those awarded UGC-CSIR (JRF) or Inspire Fellowship in last or current year [who has received fellowship] and students from foreign universities are exempted from the entrance test and they should be registered directly to the Ph. D. Programme and such seats are treated as super-numeri under the concerned research supervisor and would be adjusted against the maximum limit of seats of the supervisor as an when vacancy is created.

O. Ph.D. 3 Procedure for Admission

- 3.1 Candidate intending to register for Ph. D. programme has to follow the admission procedure of the University.
- 3.2 The syllabi of entrance test for Ph.D. programme will be as per UGC guidelines i.e. 50% from Research Methodology followed in the subject and 50% subject specific. Syllabus for the Entrance Examination of Research Methodology shall be put on University website and Subject specific questions shall be as per the UGC- CSIR NET Syllabus. The entrance test shall be of Multiple Choice Questions (MCQ) only. The MCQ test structure shall consist of 100 MCQs of one mark each. The Research Methodology test of 50 MCQs will comprise 05 questions each related to English Proficiency, Reasoning Ability, Basic Computer Skills. 35 questions will be from discipline specific Research Methodology. The subject specific 50 MCQs shall be asked as per UGC-CSIR NET syllabus. The syllabus of the entrance examination for both the parts will be notified on the University website. Passing standard of the entrance examination shall be 50% (45 % for SC/ST/OBC-Non-Creamy Layer and Differently abled candidates having more than 40% Disability)
- 3.3 The duration of the entrance test shall be 90 minutes. There shall be negative marking and shall be deducted for each wrong answer.
- 3.4 Interview/viva-voce shall be conducted for candidates successful in entrance test as well as candidate who are exempted from the entrance test. In case, the number of candidates who qualify the entrance test/exempted students happen to be more than the number of seats available in the respective category, then as per the available seats in various categories, reasonable number of merit listed candidates (as decided by the Admission Committee) shall be called for the interview/viva-voce to discuss their research interest/area through a presentation before a duly constituted Research & Development Committee of the respective faculty.

- 3.5 Presentation-cum-Interview/Viva-Voce shall be held at university head quarter after the declaration of the entrance examination results, as per schedule announced by the Admission Committee.

The Committee: The committee shall consist of four members:

- (a) The Head of the respective Departments of the university or the Chairpersons of the Board of Studies of Subjects of which there is no University Department exist so far.

Three faculty members nominated by Vice Chancellor of whom one from the University approved guide and two may be from other Universities in the concerned subject. The interview/viva voce shall cover the following aspects:

- (i) To evaluate the research aptitude of the applicants
- (ii) The candidate possesses the competence to carry out the proposed research.
- (iii) The research work may be suitably undertaken at the University/College.
- (iv) The proposed area of research can contribute to new knowledge.

- 3.6 The Final Merit list shall be prepared by the Ph.D. Admission Committee after completion of the Viva-Voce as per criteria specified in ordinance and regulations of university.

- 3.7 The total seats under the Ph. D. Programme is distributed as follow;

- (a) 85 % seats shall be reserved for candidates who have passed their Master degree examination from Hemchandracharya North Gujarat University. Out of these, 55 % seats shall be filled up through entrance examination and remaining 45 % seats shall be filled up from NET / SET / M.Phil. qualified candidates.
- (b) 15 % seats shall be reserved for the candidates who have passed their Master Degree examination from the University other than Hemchandracharya North Gujarat University.

The above bifurcation may be Vice – Versa if any seat remain vacant from (a) or (b) above.

- 3.8 The merit list after Interview/Viva-voce shall be prepared by the Ph.D. Admission Committee as per following criteria.

The merit list of Successful candidates in entrance examination and exempted from entrance (55% Students of 85% seats from HNGU; 45% students of 85% seats from HNGU;) 15% seats from other University of Gujarat state and universities out of the Gujarat state shall be prepared as per the following:

- 1) UG % converted out of 30 marks.
 - 2) PG % converted out of marks 30.
 - 3) Viva Voce out of marks 30.
- Total out of 90 marks

O. Ph.D. 4 Approval of Synopsis by RAC and Confirmation of Admission

- 4.1 Candidates will be allotted supervisors as per their merit, availability of seats and subject expertise of guide. If there is no vacancy with the proposed supervisor, the student will be registered with another supervisor available, provided the supervisor gives consent for the same. There shall

be no waiting list for any supervisor. If a student is unable to get a seat, he/she shall have to reappear for the test as and when declared. He/she shall be considered waiting candidate maximum for a period of six months from the date of declaration of the results of entrance test. After six months the wait list shall stand cancelled automatically.

- 4.2 For allotment of students and identifying proper guides (depending upon the expertise of the guide and area of interest of student) there shall be a Four Member Committee chaired by the Head of the University Department of the Concerned Subject. Decision of the Committee shall be final in this matter.
 - a) Dean of the concerned Faculty
 - b) Head of the Department of the Concerned Subject/ the Chairpersons of the Board of Studies of Subjects of which there is no University Department established so far. (Chairperson)
 - c) Two Members nominated by the Vice Chancellor from the Subject Concerned.
- 4.3 Each Ph.D. student shall prepare and submit his/her research proposal to be forwarded with recommendation by the Research Advisory Committee (RAC) to the BUTR. If needed, the RAC may modify the synopsis or refer back to the student through BUTR for modification. If the RAC is satisfied with proposal and approved by BUTR (Board of University Teaching & Research) the title of research will be final.
- 4.4 The Research proposal shall be evaluated by the RAC consisting of :
 - (a) Dean of the Concerned Faculty (Convener, Ex-officio).
 - (b) Head of the Department concerned/Chairman of Board of Studies of subjects of which there is no University Department. (Ex-officio)
 - (c) Two Ph. D. Guides of the concerned faculty/Subject nominated by the Vice-Chancellor.
 - (d) Not more than two Subject Experts from Other University, nominated by the Vice Chancellor.(N.B.: At least, 50% of the members shall be required to be present in the meeting to form the quorum.)
- 4.5 Admission shall be offered to the candidates, selected through merit and in accordance with the number of vacancies, already declared by the university under different specializations/ faculties, and approved by the BUTR.
- 4.6 The candidates who have been offered admission shall have to join the programme within a specified time decided by the admission committee.
- 4.7 Successful candidates shall have to apply for registration, in the prescribed format with the research proposal prepared in consultation with the concerned supervisor.
- 4.8 The applicant shall be registered on such conditions and on such topics as may be suggested by the RAC and on payment of requisite fee and fulfilling other formalities.
- 4.9 After registration, the candidate shall start their Research work under the guidance of supervisor on a specific problem. The research work is expected to result in new findings/supplement the advancement of knowledge in chosen field. Doctoral research program gives an opportunity to scholars to demonstrate their analytical, innovative and independent thinking, leading to creativity and application of knowledge.

Scholars are required to present their research progress regularly to the Departmental Research Committee (DRC). Finally, they shall be required to submit the thesis embodying their research findings for the award of the Ph.D. Degree.

O. Ph.D. 5 Seats of research supervisor

A Ph.D. supervisor of the University shall not have, at any given time, more than the following number of research scholars:

Professor/ Principal of college (with AGP 10,000)	: 08-Ph. D. Scholars
Associate Professor /Principal of college (with AGP 9000)	: 06- Ph.D. Scholars
Assistant Professor	: 04-Ph. D. Scholars

O. Ph.D. 6 Recognition of Ph. D. Guide

- 6.1 Recognition will be given in the faculties and in the respective subjects offered in the University Department/PG College. Professor (including Professor-CAS) and Associate Professor (including Associate Professor-CAS) of this university becomes guide Ex-officio. They need to apply in writing for the allotment of the students.
- 6.2 The BUTR shall recognize any teacher of university department and affiliated College of the Hemchandracharya North Gujarat University as a Ph. D. guide as per the fulfillment of Ph. D. Guide-ship norms.
- 6.3 As per the Ph.D. Ordinance of the University existing norms, the BUTR shall look into the fulfillment of the criteria before giving recognition to Ph.D. supervisors.

Only a full-time regular teacher of the University/Institution deemed to be a University/College can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.

In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co- Supervisor from outside the Department/ Faculty/PG College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/PG Colleges.

O. Ph.D. 7 Fees Payable by the Research Scholars

- 7.1 The research scholar shall have to pay the requisite fee prescribed by the University failing which his/her registration shall be cancelled.
- 7.2 The fee may be charged under the heads like— Registration Fee (at the time of registration), Course Work fee (for those who are required to complete Course Work); Semester/continuation fee, Laboratory fee for science subjects and other subjects involving laboratory work, Evaluation fee to be charged at the time of submission of Ph.D. thesis, Late fee for delayed payment of annual fee, and/or any other applicable fees as prescribed by the University from time to time.
- 7.3 The amount of fee shall be subject to change as decided by the University from time to time.

O. Ph.D. 8 Ph. D. Course Work

- 8.1 All candidates admitted to the Ph.D. programme shall be required to complete the course work prescribed by the University during the first two semesters or as per the schedule decided by the university.
- 8.2 Each Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.
- 8.3 The candidate has to secure a minimum of 55% marks in the course-work examination. A candidate that fails to get minimum of 55% marks in the Coursework examination shall have to reappear for the next examination as and when conducted by the university.
- 8.4 The course work comprises of followings modules listed in the table given below.

Paper No.	Nomenclature	Credits
Paper-I	Research Methodology	04
Paper-II	Advance course in related subject	04
Paper-III	Computer Applications to the subject	04
Paper-IV	Review of published research in the relevant field	04
Paper-V	Comprehensive Viva	04
	Total	20

O. Ph.D. 9 Duration of the Ph. D. Programme

- 9.1 Ph.D. programme shall be of a minimum duration of three years, including course work and a maximum of six years. The registered Ph.D. scholars shall have to present their Ph.D. work progress report every six months to the university compulsorily.
- 9.2 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation as per UGC norms notified from time to time. In addition, the Women Candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to maximum 240 days/UGC notification from time to time. Woman candidate, who does not avail maternity leave, will have to complete Ph.D. programme as per provisions for male candidates.

O. Ph.D. 10 Guidance for Doctor of Philosophy (Ph. D.)

- 10.1 It shall not be obligatory for a candidate registered for the Ph.D. degree to reside in the same town where his teacher resides or works, unless the research work of the candidate concerned involves laboratory and / or field work. Provided that in the research work involving no laboratory and or field work the candidate concerned will be required to keep in close touch with his/her teacher and, he/she shall have to discuss his / her research problem at least twice in a term.
- 10.2 For the purpose of fulfilling the conditions of keeping academic terms required, the first term of the said stipulated terms, shall be counted as under:
- (a) If the topic of the thesis for Ph.D. is recommended by the RDC, and the same is approved by the University on any date during the first half of an academic term, that term shall be counted as the first term.

- (b) If the topic of the thesis for Ph.D. is approved by the University on any date during the second half of an academic term, the term following the said academic term shall be counted as the first term.

10.3 Attendance and Library and/or Laboratory or Field Work.

Research scholars shall have to attend their respective departments and/or laboratories according to the prearranged time-tables and the records of their attendance shall be maintained by the supervisor concerned and monitored by Head of Department / Principal of the concerned college.

O. Ph.D. 11 Period of Research Work

- 11.1 A student registered for the Ph.D. degree can submit the thesis after the completion of 3 (three) years i.e six terms of research work from the date of registration, but not later than 6 (six) years. .
- 11.2 However, if a scholar fails to submit the thesis within 6 (six) years from the date of registration, he/she may be allowed with the permission of Vice Chancellor, an extension of one year which will be effective after the completion of the 6th year of registration (i.e. total 7 years). Thereafter, the registration stand automatically cancelled.
- 11.3 For extension of one year, the scholar shall be required to submit an application through the Guide(s) justifying the need thereof by paying requisite extension fee.

O. Ph.D. 12 Progress Review

- 12.1 The candidate will have to present the progress of his/her research work in the concerned University Department to the Departmental Research Committee at the end of each term. Term fees shall not be accepted unless it is accompanied with progress report from respective guide.

O. Ph.D. 13 Pre-Submission Presentation

- 13.1 Each Ph. D scholar has to make a Pre-submission presentation at concerned department at the university head quarter before the final submission of Ph.D. thesis. This may be attended by the faculties of the Departments and the students interested. The information shall be circulated regarding pre-submission presentation in all concerned Departments.
- 13.2 The scholar has to incorporate the changes in Final Thesis as may be suggested by DRC during Pre-submission presentation.
- 13.3 The certificate for the same in the prescribed format signed by the Head of the department concerned and guide should be submitted to the University for further process and the same should be put in the thesis.

O. Ph.D. 14 Submission of Thesis

- 14.1 Before submitting the thesis, the candidate shall forward it to the Registrar, through his/her guiding teacher, a statement giving the title and a synopsis of his/her thesis along with prescribed fee.

Before the submission, every candidate must have presented at least two research papers in national or international conference, and at least one research paper must have published in journal listed in web of science (WOS) SCOPUS or UGC care list. These published and presented papers must be annexed in the thesis.

The thesis maybe submitted at any time during the year and shall be forwarded by the candidate through his/her guiding teacher but not later than six months of submission of synopsis. In case a candidate could not submit the thesis within six months of submission of synopsis, he/she shall have to pay the examination fee again.

- 14.2 University shall strictly follow the rules formed by the UGC, wide its letter No- F.1-18/2010(CPP-II) dated 1st September, 2017 regarding Plagiarism.
- 14.3 The scholar shall submit four copies (five copies in case of joint guides) of his/ her thesis. Students are permitted to print their thesis on both the side of page with proper margin on both the sides. The thesis should embody the result of research and show evidence of originality that is a declaration by the candidate that he/she has not practiced plagiarism for preparing the thesis. The thesis must also contain a declaration from the scholar to the effect that the thesis or part thereof was not submitted by him/her for any research degree to this University or any other University/Institution. The scholar shall also submit a soft copy of the thesis in PDF format. A separate PDF of the content, list of tables, list of figures (if any) each certificate, each chapter, bibliography and conclusion/summary.
- 14.4 A soft copy of the thesis (PDF format) must be forwarded to INFLIBNET and the same PDF format in CD must be forwarded to the UGC New Delhi. If the language used in the thesis is other than English, a summary in English must be submitted along with the thesis and the same must be forwarded to the INFLIBNET and UGC.

The thesis must contain a certificate from the guide(s) stating that:

- (i) The scholar has fulfilled all requirements under the above rules.
- (ii) The thesis is the result of the scholar's own investigation.
- (iii) A certificate forwarded by guide and head of the respective department stating successful pre submission presentation by the candidate.

O. Ph.D. 15 Evaluation of Ph.D. Thesis

- 15.1 Every thesis for Ph. D. degree shall be examined by three referees, and they shall be appointed in the manner indicated here below:

The Board of University Teaching and Research (BUTR), the Executive Council shall appoint a panel of three Examiners, one of whom shall be an internal referee- the University teacher guiding the candidate's work, and the other two must be external, one from outside the Gujarat State and one from within the state of Gujarat. The supervisor shall recommend a list of minimum of six referees (with their mobile numbers and email address) of the same area of study from which three shall be within the state and three shall be out of Gujarat.

Explanation:

- (a) External examiner shall mean any examiner other than guide(s), not in the University service/not belonging to institution of the candidate and the guide(s).
- (b) From the panel finalized as above, the Vice-Chancellor shall select the Examiners and the Registrar will take necessary steps for the evaluation of the thesis. In case of joint guides, either a combined report or two separate reports may be obtained.
- (c) The examiners selected by the Vice-Chancellor shall be invited to evaluate the thesis and request to communicate the acceptance within ten days of receiving the invitation. (All communications are preferred by electronic media or mail to save time).

- (d) Selected examiner shall be requested to submit his/her report within one month from the receipt of the thesis.
- (e) All the examiners appointed to evaluate the thesis shall be requested to send along with the report on the thesis, questions to be put to the scholar during the Viva-Voce and or practical examination.
- (f) If the thesis is suggested for re-submission after revision by any of the examiners, the scholar will be allowed to re-submit the thesis after revision in the light of the comments of the examiners within six months on payment of half of the prescribed examination fees and the revised thesis will be sent to only those examiners who have suggested revision. If the revised thesis is recommended, the reports and the recommendations will be considered along with the other report already received and will be processed.
- (g) If the thesis is rejected by both the external examiners, it shall be rejected.
- (h) If the thesis is rejected by one external examiner and accepted by the other external examiner, the third external examiner will be appointed in place of examiner who rejected the thesis, by the Vice-Chancellor.
- (i) In extra ordinary circumstances, if there is a need to change the referee, the Vice-Chancellor shall be the final authority.

O. Ph.D. 16 Viva-Voce and/or Practical Examination

- 16.1 There shall be a viva-voce examination of the candidate who has submitted thesis for the degree of Ph.D. It shall be held at the University head quarter in person only. If the examiner is unable to travel then the second examiner is to be called for the viva-voce examination. If both the examiners are unable to travel then under these circumstances, the Vice-Chancellor may permit, as a special case to conduct viva-voce at the place of either of the referee or place suitable to university or through online mode.
- 16.2 Generally, the external referee to be invited for viva-voce examination should be from the nearest destination to avoid extra financial burden of air fare to the university. The referee called shall be paid actual car fare. The air fare is allowed with the prior permission of the Vice-Chancellor.
- 16.3 The viva-voce should be open house meaning anyone who is interested from the concerned faculty may attend the same. The viva voce should be conducted strictly under CCTV surveillance.
- 16.4 If a candidate does not satisfy the examiners at the viva-voce examination, he/she shall be re-examined after a period of not less than three months, the candidate shall not be declared eligible for the degree unless all the examiners unanimously declare him eligible for the degree.
- 16.5 In the event of re-examination of candidate at the viva-voce examination only who had failed to satisfy the examiner at the viva-voce examination, shall be required to send the examination form along with the payment of half of the original fee through his/her supervisor(s).

O. Ph.D. 17 Award of the Doctorate (Ph.D.) Degree

- 17.1 If the thesis is recommended for the award Ph. D. degree after successful Viva- Voce, the Registrar with the approval of the Vice-Chancellor shall notify the result.

- 17.2 A Certificate under the seal of the University and signed by the Registrar will be issued to each successful candidate.
- 17.3 For all other matters not covered above, the decision of the BUTR shall be final and binding.
- 17.4 After declaration of the PhD. Notification, the candidate has to upload his/her thesis on "SHODHGANGA" within 30 days only. The candidate submitting the thesis in the language other than English, then he/she should upload the summary of the thesis in English.
- 17.5 Special provisions under initiative of the UGC:-
- (i) In case of relocation of woman an Ph.D. scholar due to marriage or otherwise research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided a) all other conditions in these regulations are followed and b) the research work does not pertain to a project secured by the parent institution/supervisor from any funding agency. The scholar will give credit to the parent guide and institution for the part of the research already done.
 - (ii) Award of degrees to candidates registered for the M. Phil. / Ph. D programme prior to July 11,2009 shall be governed by the provisions of the then existing Ordinances/ Bylaws/ regulations of the institution awarding the degrees and they shall be exempted from the requirement of the minimum eligibility condition of National Eligibility Test / State Eligibility Test/ State Eligibility Test for recruitment of Assistant Professor or equivalent positions in University/ colleges/institutions subject to the fulfillment of the following conditions:
 - (a) Ph.D. degree of the candidate awarded in regular mode only;
 - (b) Evaluation of the Ph.D. thesis by at least two external examiners;
 - (c) Open Ph.D. viva voce of the candidate had been conducted.
 - (d) Candidate must have one research publication from his/ her Ph.D. in a journal listed in Web of Science or SCOPUS or UGC care list.
 - (e) Candidates has made at least two presentations in conferences/ seminars, based on his/her Ph.D. work, of which one must be of National level.

O. Ph.D. 18 Cancellation of Ph. D. Registration

The registration of a student is liable to be cancelled for any of the following reasons:-

- (a) Consistent lack of progress in research,
- (b) Violation of discipline and rules of the Department/College.
- (c) Non-submission of the thesis within the stipulated period.
- (d) Non-conformity with the regulations of the programme.
- (e) Giving false information at the time of application/admission or in between the entire duration of Ph.D. Work.

M.Phil.

ORDINANCE

M.PHIL. ORDINANCES

- O.M.Phil-1 The degree of the Master of Philosophy (M.Phil.) shall be considered an Intermediate Degree between the Master Degree and the Doctorate Degree in the relevant subject & Faculty.
- Clarification M.Phil. shall not be considered a pre-requisite for any student seeking registration as a Ph.D. student.
- O.M.Phil-2 The M.Phil Degree course shall be conducted in the University Department.
- O.M.Phil-3 No University Department shall be permitted to start M.Phil. degree course unless it has adequate staff consisting of at least three teachers having adequate qualifications as per O.M.Phil.9.
- O.M.Phil-4 (a) A candidate for being eligible for admission to M.Phil. Degree course must have passed the Master's degree examination with at least 55% marks in the faculties of Arts, Education, Science or Commerce of the University or an examination of any other University recognised as equivalent thereto.
(NOTE:- Those who are already employee as lecturers in the listed colleges of Hemchandracharya North Gujarat University are eligible for admission, irrespective of percentage of marks obtained at master's degree.)
- (b) The admission in a particular subject/discipline at the M.Phil.degree course shall be open to a person who has obtained a Master's degree in the same or related subject/discipline.
- (c) The reservation of seats for admission to M.Phil. Courses shall be as per state government rules.
- O.M.Phil-5 A candidate, who has been registered for Ph.D. Degree, may on cancellation of his Ph.D. registration, be permitted to register himself for the M.Phil. Degree course and submit the research work carried out by him for the Ph.D. Degree with such modifications as may be deemed appropriate by the candidate towards the dissertation for the M.Phil. Degree examination, if he so desires.
- O.M.Phil-6 **Duration of the Course**
- (a) M.Phil. Degree course shall be a full time as well as a part time degree course.
- (b) The duration of the full time degree course shall be of two academic terms and that of the part time degree course shall be of four academic terms (University Department may either be permitted part time and/or full time courses with the approval of the Executive Council.)
- O.M.Phil-7 The enrollment of the students for M.Phil. degree Course shall start with the commencement of the academic year beginning from July every year.
- O.M.Phil-8 A teacher working in an affiliated college or a recognised institution or an approved institution or in University Department and having not less than five years standing as a Teacher at the under-graduate and/or post-graduate level shall be allowed to register himself for the M.Phil. degree of this university and be permitted to work independently for two terms. Registration and other charges in such a case shall be as prescribed in Ordinance from time to time.
- O.M.Phil-9 **Recognition of Teachers for M.Phil. Degree**
- Teachers with following qualifications and experience shall be eligible to be recognised to teach the theory papers at M.Phil. degree in the subject of their discipline as well as guide dissertation:

- (1) Teacher with holding position as professor and reader in the university Department in the subject concerned.
 - (2) Lecturers in the University Departments, Affiliated Colleges, Recognised Institutions and Approved Institution holding Ph.D. Degree and three years' teaching experience in the subject to the post-graduate class as a lecturer or recognised as Ph.D. guides.
 - (3) Teachers with M.Phil. degree having five years' teaching experience at post-graduate level.
 - (4) Teachers in the university department or Recognised Institutions or Approved Institutions or Affiliated colleges having research work of recognised merit in their Subject or Discipline to their credit with at least five years' experience of teaching at graduate and/or postgraduate level.
 - (5) Notwithstanding anything contained in (1) to (4) above, the lecturers in the Affiliated Colleges, Recognised institution and Approved Institution with at least ten years' teaching experience at degree level and P.G. Level, of which P.G. teaching experience shall not be less than three years, shall be, eligible for recognition to teach the theory papers only at M.Phil. degree in the subject of their discipline.
 - (6) A teacher in the University Department having distinction marks in the masters Degree & having three years' teaching experience at the Post-Graduate level shall be eligible to teach the theory papers only at M.Phil. degree in the subject of his discipline.
- O.M.Phil-10
- (1) Normally not more than 3 M.Phil. Students should be assigned to any individual teacher for the purpose of guiding their dissertation work. Each teacher will be normally expected to devote at least two hours per week for each student for preparing dissertation.
 - (2) No teacher shall normally do more than one teaching course per semester. For the purpose of work load, one M.Phil. Lecture should be considered equivalent to 2 periods of under-graduate level.
- O.M.Phil-11
- The courses in the various subjects in M.Phil. degree shall be prescribed by the board of studies in the subject concerned with the approval of the respective faculty with the following uniform course structure.
- (1) **Theory:** There shall be following papers for the M.Phil. degree.
 - Paper-I:** Research Methodology relevant in the subject Advances in the subject (100 marks - 3 hours) two other papers concerned with the subject viz.
 - Paper-II:** Recent Advances in the subject -1. (100 marks - 3 hours)
 - Paper-III:** Recent Advances in the subject -2. (100 marks - 3 hours)

The details of these papers shall be worked out by the respective Board of studies.
 - (2) **Dissertation** of 100 marks (80 marks of evaluation and 20 marks of viva-voce)

Thus the M.Phil. Examination shall consist of the above papers and dissertation and total 400 marks.
- O.M.Phil-12
- The head of the University department will guide teachers in the selection of topic for dissertation based on project/design work or on other identified areas of research.

- O.M.Phil-13 (A) The candidate shall be required to submit the dissertation within one year after the declaration of the result of the theory papers for M.Phil. Degree examination, failing which his/her performance in the Theory papers shall be treated as cancelled.
- However, the Vice-Chancellor at his discretion, may grant a request for extension by the candidate duly recommended by his guide, subject to maximum of two year.
- (B) The dissertation will be treated as accepted only if the candidate has made satisfactory performance both at writing the dissertation and the vice-voce examination thereof.

O.M.Phil-14 **Standard of passing**

The standard of passing M.Phil. degree examination shall be

- (i) 50 % of marks in dissertation.
- (ii) At least 36 % of marks in each of the papers and 48% of the total marks in the aggregate of the papers and dissertation.

O.M.Phil-15 **Award of the class**

First class : 65% of aggregate marks and above.

Second class : At least 48% of aggregate marks.

There shall be no exemption in Theory paper. However, the benefit of 0.119 will be given to the candidates on the basis of marks obtained in the theory papers above for passing the theory papers only.

Note:

- (a) A candidate who has secured the minimum number of marks required to pass in the papers, but whose dissertation has not been accepted for award of M.Phil.Degree, will be required to resubmit his/her dissertation with necessary modifications as suggested by the evaluator or may select a fresh topic for submission of dissertation. His/Her marks of Theory papers will be carried forward. Such a candidate shall not be required to appear again for examination in the Theory paper.
- (b) A candidate shall be allowed to submit his dissertation only after he passes the theory papers.
- (c) A candidate who has passed in the Theory but could not submit his/her dissertation within maximum period of two years has to start again with fresh topic for dissertation and to appear in theory papers.

REGULATIONS

REGULATIONS**RECOGNITION OF EXAMINATION OF OTHER UNIVERSITIES
AND STATUTORY EXAMINING BODIES**

- R.1 In all cases in which recognition has been given to the examinations of other Statutory Universities and Examining Bodies as equivalent to the corresponding examinations of this University, such recognition is available only to those Universities and Examining Bodies which reciprocate with this University, and applicable only to such students as have attended a regular course of study laid down for the examination at a college affiliated to the said University or included among its constituent colleges, or at an Institution recognized by the Examining Body concerned.
- Notwithstanding anything contained hereinabove, external examination is deemed as equivalent to the corresponding external examination of this University, provided corresponding regular examination of the University or Board is recognized on reciprocal basis.
- R.2 In no circumstances, examination conducted by colleges affiliated to any other University shall be considered equivalent to the corresponding examination held by this University.
- R.3 In special cases, the Academic Council shall have power on the recommendation of the Standing Committee on equivalence of examinations, to grant recognition to examinations of the other Universities and Examining Bodies on the merits of each individual case.
- R.4 Notwithstanding anything contained in foregoing Regulations, Academic Council shall have the power, on the recommendation of the Standing Committee on equivalence of examinations on the merits of each individual case, to recognize a term or terms kept by a student in another University or Board for any examinations, as equivalent to the corresponding terms at a college or colleges affiliated to this University, provided that the terms are of the same duration and that the migration of the student is due to communal disturbances, civil commotion or other causes of like nature.
- R.5 The examinations held by Statutory Universities/ Boards are recognized as equivalent to the corresponding examinations of this University on reciprocal basis.

P.G. RULES

RULES RELATING TO POST-GRADUATE STUDIES

- P.G. Rule 1 These rules are applicable to Arts, Commerce, Science, Education, Law and Rural Studies faculties in context to regular Post Graduate programme with reference to the Choice Based Credit System.
- P.G. Rule 2 Eligibility:
Graduate degree in concerned faculty. A student can offer interdisciplinary course within the faculty which he/ she has taken in the second year of graduation.
- P.G. Rule 3 Admission procedure:
3.1 Admission will be granted centrally, where admission committee is constituted for particular course/programme.
Further provided that the eligibility for admission to the concerned programme if prescribed by concerned council from time to time shall be applicable in that faculty.
In case seat remaining vacant in any programme in relevant faculty, a student with any course as subsidiary/elective at second year of graduate level shall be considered eligible for admission, at post graduate level in the same faculty.
3.1 Admission to reserved seats will be given as per the State Government rules applicable from time to time.
- P.G. Rule 4 Intake:
Minimum intake of students shall be TEN in each programme irrespective of the faculty or as prescribed by the concerned council wherever applicable.
- P.G. Rule 5 Duration:
There shall be four semesters for each P.G. degree programme. Teaching work shall be minimum 15 weeks /90 working days per programme in every semester.
Further provided that if a student does not successfully clear entire programme in prescribed time (within 08 semesters), he/she has to register him/herself as a fresh student.
- P.G. Rule 6 Programme:
Each programme shall be based on CBCS pattern recommended by concerned Board of Studies and approved by the Academic Council.
- P.G. Rule 7 Attendance:
It is mandatory for every student to keep 75% of attendance in the department /Centre. Head/ Principal may condone the attendance of any student not more than 10 % of total attendance to be kept by the student for a genuine and valid reason. In case of serious illness or under extraordinary circumstances, on recommendation of the Head/Principal, the Executive council shall decide to condone the required attendance of any student. Further provided that, any student participating in sports/cultural activities to represent the university at state or national level, the Head/Principal shall condone these days as attendance for want of completion of the required attendance by of the department/Institute.
- P.G. Rule 8 Faculty:
8.1 Minimum three Post Graduate Recognized Teachers must be working at the Centre where PG teaching in concerned proposed course.

8.2 If Para (8.1) is not fulfilled, then at least two Post Graduate Recognized Teachers must be working in the Centre and one PG Teacher shall be invited as visiting faculty from the nearest college where PG is not offered in concerned course with his/her consent for the same in writing.

P.G. Rule 9 Fees:

Fees for various courses shall be applicable as per the ordinances effective from time to time.

P.G.Rule 10 Remuneration:

Each post graduate centre shall follow the rules and regulations framed/ approved by the Executive Council from time to time.

P.G.Rule 11 Expenditure:

Department/Centre shall make expenditure for the academic and administrative activities as per the rules laid down by the university.

P.G.Rule 12 Accounts:

The income and expenditure accounts must be properly audited as per the rules and regulations made effective from time to time.

P.G.Rule 13 Admission to Next Semester:

A student is entitled to appear in final examination, if he/she has kept 75% of attendance, obtained minimum marks in the continuous evaluation in the first Semester can secure admission to the second Semester.

Further provided that it is mandatory for every student to successfully clear first semester internal evaluation and university end semester examination for the admission to the third Semester. He/she shall not be eligible to the third semester if any of the courses of first semester is not successfully cleared. Like wise, for the student desiring admission in the fourth semester he/she has to clear the internal evaluation and the university examination of the second semester.

P.G.Rule 14 Standard of Passing:

Standard of passing shall be 40% in each of the programme or as per the recommendations of concerned Board of Studies. For the award of class a student shall have to clear all the four semesters at the first attempt. Student shall not be entitled for Gold medal or any Award if he/she clears any of the semesters with more than one attempt.

P.G.Rule 15 Exemption:

For getting exemption in any course, minimum 40% marks in the concerned course shall be obtained or as per the recommendations made by the concerned Board of Studies.

P.G.Rule 16 Transfer:

If any student wants to change the centre with the same course, he/she can change the same, subject to availability of the seats in the concerned Department/ Centre with no objection certificate from Head/Principal of both the Departments/Centers. Provided further, if a student wants to change the university, he/she shall be entitled to do so with the prior permission from the Registrar and in such case the credit transfer facility is to be created by the concerned universities.

P.G.Rule 17 Examination:

If any student is unable to appear in the examination due to any reason or fails in any course, he/she has to appear in the examination of that course. In case of practical exam in that particular course, marks shall not be carried forward and the student has to appear in both, theory and practical examination.

Further provided that, "class" shall not be mentioned in the consolidated mark sheet, if any student clears any of the semester with exemption. In this case, "with attempt" shall be mentioned in the mark sheet. Minimum 40% of marks shall be awarded to those students who have cleared the semester end examination with exemption in the respective course.

A student shall be entitled for the award of class, if he/she clears all the courses of particular semester at the first attempt.
