

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 re-appointment. 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 them selves. 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 the incharge 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 sub-committee 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 argumentation 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 EXTRA-MURAL STUDIES

O.21: Extra-mural instruction arranged for by the University, outside the regular course and studies for degree and diplomas of 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: ONE MAN COMMITTEE

- (1) A Committee consisting of the Vice-Chancellor only is authorized to sanction all expenditure pertaining to the University including the building work up to Rs.5000/- (up to Rs.7500/- on the recommendation of one member of the finance Committee to be nominated by the Vice-Chancellor) without inviting tenders; and up to Rs.20000/- after inviting tenders or quotations.

However, in 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.10,000/- without inviting tenders or quotations but a certificate to this effect shall be recorded in writing.

- (2) A Committee consisting of the Pro-Vice-Chancellor is authorized to sanction all expenditure pertaining to the University including the

- building work up to Rs.2,500/- without inviting tenders; and up to Rs.10,000/- after inviting tenders or quotations.
- (3) A Committee consisting of the Registrar only is authorized to sanction all expenditure up to Rs.1,000/- without inviting tenders; and up to Rs.2,000/- after inviting tenders or quotations.
 - (4) A Committee consisting of the Controller of Examinations only is authorized to sanction all expenditure pertaining to the conduct of Examination up to Rs.200/- without inviting quotations; and Rs.1000/- after inviting quotations.
 - (5) A Committee consisting of the Chief Accounts Officer only be authorized to sanction all expenditure other than (1) conduct of the examination and (2) Post-graduate work up to Rs.500/- without inviting tenders; and up to Rs.1,000/- after inviting tenders or quotations.
 - (6) A Committee consisting of the Librarian only is authorized to sanction all normal expenditure pertaining to the library up to Rs.200/- without inviting tenders; and up to Rs.1,000/- after inviting tenders or quotations. (except books)
 - (7) A Committee consisting of the deputy Engineer being the Head of the Estate Branch only to sanction all expenditure up to Rs.500/- without inviting quotations; and up to Rs.2,000/- after inviting quotations.

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 Post-graduate teacher for Cost Accounting and Advanced Accounting for the M.Com. Degree.

- 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	first	-	Three years	Two years
2.	first and first	first	-	five years	Three years
3.	Second and first	first	-	five years	Three years
4.	first and first and	first and	Ph.D.	Two years	Two years
5.	first or first and	first and	Ph.D.	Three years	Three years
6.	Second and Second	Second	-	Seven years	five years
7.	Second and Third and	Third and	Ph.D.	Five years	Five years
8.	Third and Second and	Second and	Ph.D.	Three years	Three years
9.	Second and Second and	Second and	Ph.D.	Three years	Three years
10.	-	-	B.Sc. or D.Lit. on published work.	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 and assistant recognised post-graduate 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 POST-GRADUATE 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 necessary that full teaching of all the papers in the subject be organized and implemented.

It shall be necessary 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 recognized post-graduate teacher, i.e. two recognised post-graduate teachers in any of the groups and one recognised post-graduate 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 post-graduate 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 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 of 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 going to a recognised centre for collaboration in its teaching work, the inviting post-graduate centre will bear the expenses of lodging of the visiting teachers. The actual 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

0.40: 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. mentioned above.

- 0.41:** 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 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

- 0.42:** 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 proceeding 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 there to 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 the 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 excepting 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 term	date of Commencement	End of the term
1	2	3	4	5
Arts, Education, Science, Commerce and Home Science	15 th June	3 rd Nov.	26 th Nov.	24 th April
Law	15 th June	3 rd Nov.	26 th Nov.	24 th April
Technology including Engineering	2 nd July	31 st Oct.	7 th Jan.	30 th April
Pharmacy 3 rd & 4 th Year	15 th June	3 rd Nov.	26 th Nov.	26 th April
Other	2 nd July	31 st Dec.	1 st Jan.	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 post-graduate 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.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 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 post-graduate courses or two under-graduate 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 heavy a fee of one rupee for each term that his 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 student 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, 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.1,000/- 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.
- 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.

- (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 invited Applications through Nation vide circulation newspaper.
 - (3) A Margin of at least fourteen days from the date of the publication of the advertisement in news papers 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) Affiliated colleges shall not arrange open interview. However the Vice-Chancellor shall be the component authority to give permission to arrange open interview as special case.
 - (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 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 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 Joint 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 INSTRUCTION:

- (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 prescribed by the Executive Council, if any.
- 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.

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 superintendence 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 though 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) Every application for affiliation shall be accompanied with non-refundable fee as follows:-

Sr. No.	Name of Application	For Grantable College		For Non-Grantable College		For Self-Financing College	
		Appli. Fee (Rs.)	Late Fee (Rs.)	Appli. Fee (Rs.)	Late Fee (Rs.)	Appli. Fee (Rs.)	Late Fee (Rs.)
1.	New College	5000	2000	25000	5000	50000	10000
2.	Bifurcation College	2500	1000	12500	2500	25000	5000
3.	Amalgamation of College	2500	1000	12500	1250	25000	5000
4.	Extension of affiliation	2500	1000	5000	1250	25000	5000
5.	Addition of new faculty	3000	1000	12500	1250	30000	5000
6.	Renewal of affiliation	2500	1000	5000	1250	25000	5000
7.	Permanent affiliation	5000	2000	25000	5000	50000	10000
8.	Application for Diploma	3000	1000	15000	2000	25000	5000

(c) Every application for recognized institute/approved institute shall be accompanied with non-refundable fee as follow:-

Sr. No.	Name of Application	For Grantable Recogn. Insti. Approv. Insti.		For Non-Grantable Recogn. Insti. Approv. Insti.		For Self-Finan. Recogn. Insti. Approv. Insti.	
		Appli. Fee (Rs.)	Late Fee (Rs.)	Appli. Fee (Rs.)	Late Fee (Rs.)	Appli. Fee (Rs.)	Late Fee (Rs.)
1.	New Recognition	5000	2000	25000	5000	50000	10000
2.	Extension of Recognition	2500	1000	5000	1250	25000	5000
3.	Addition of New Courses	3000	1000	12500	1250	25000	5000
4.	New Approval	5000	2000	25000	1250	50000	5000
5.	Extension of Approval	2500	1000	5000	1250	25000	5000
6.	New Courses	3000	1000	12500	1250	30000	5000

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

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

- 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 post-graduate 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, under take 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 Curricular activity	02
	Total hours for 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 there of 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 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 there of 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 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 co-terminus 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) 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 in 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 there under.
- (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 there under 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 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 Course 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 desire, 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 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 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.5,000/ and Rs.2,500/- respectively 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 non-teaching 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 prior.
- 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 Examiner ship in each subject to the Board of Studies concerned 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 regulation 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:** Except as herein otherwise provided a candidate who passed a University Examination in a subject or subjects in which identical papers (and practical tests) are prescribed for another examination shall (at his option) be entitled to exemption at the other examination from such subject or subjects, provided, always that the standard attained at the original examination is not lower than that required at the other examination. Candidate so exempted shall not be eligible for classes or for University awards. A candidate who has passed in individual subjects of the examination with the minimum percentage of marks required for passing such subjects.

O.102: When a student who has earned exemption in one or more examinations, he must once and for all make his selection whether he will avail himself of the exemption or appear for the whole examination. If he elects to appear for the whole examination, then, thereafter he cannot claim the benefit of the old exemption. But on his appearing for the whole examination he may again earn exemption in one or more subjects and such fresh exemption earned will again be subject to the above provision. If he elects to avail himself of the exemption, then he must appear in all the remaining subjects at the same time. It is open to him to earn further exemption in one or more of the remaining subjects in which he so appears.

O.103: (1) When under the relevant rules for the examination concern, 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 any time 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, cases 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.
- 0.105:** 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 for the institutions or otherwise, as the Vice-Chancellor may direct, shall be held at such times in such times, in such place 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/-
M.A.-I.	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.1st 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	Twice	150/-
Computer Programming diploma in Personal	Once	100/-
Management diploma in Purchasing	Once	100/-
Management diploma in Marketing	Once	100/-
Management diploma in office Management	Once	100/-
Diploma in Pharmacy Part-I	Twice	150/-
Diploma in pharmacy Part-II	Twice	100/-
Certificate course in Sales	Once	100/-
Management Certificate course in English	Once	100/-
Bachelor of Lib.&Information	Once	125/-
Master of Lib.&Information	Once	125/-
Science faculty of Arts degree of	Once	75/-
Bachelor of library & Information		

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.(A.T.K.T.)	80/-
Diploma in Pharmacy	Twice	100/-

FACULTY OF HOME SCIENCE :

First Home Science	March-June(Whole) Oct-Dec.(A.T.K.T)	100/-
Second Home Science	March-June(whole) Oct-Dec.(A.T.K.T.)	100/-
Third Home Science	Twice	125/-

O.106: Notwithstanding anything contained in the above audience, 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 of Gazetted Government Officer.

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

O.107: No application for admission to any of the various examinations and no application for admission to a degree or a diploma shall ordinarily be entertained provided that the Registrar may in his discretion accept such an application if it is received within not more than two weeks or fourteen days after the prescribed late on the applicant paying a late fee of Rs.100/- only in each of such cases.

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 him self 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 admission 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 of 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 crops shall be governed by the provisions of the national cadet crops 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-1	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 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 forms 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 1,2or 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 in 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 off 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.

0.127-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 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.

0.128 (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, provide 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 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 of Rs.40/- 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 sections of a paper cannot in any circumstances be supplied, holds good also in case of the application for the verification of marks if 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.

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 of Rs.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 The fee of any certificate not provided for in any of the Ordinance is Rs.25/-.

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 the 31st March 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 if 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 term in the University's post-graduate departments and at post-graduate teaching centers, if any, instituted by the University.

- (a) (i) Tuition fees for Full-time/Part-time students for all the subject comprised under following Faculties :-

Sr. No.	Name of Faculty	Per Term Amount
1.	Arts,Commerce,Law, Education & Engineering	Rs. 900/-
2.	Science	Rs. 1200/-
(ii)	For Self Financed	
1.	Arts-Commerce	Rs. 1500/-
2.	Science	Rs. 2500/-
3.	Rural Studies	Rs. 3000/-
(iii)	For M.Phil degree	Rs. 1000/-
(iv)	For Ph.D. degree	Rs. 1500/-

- (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 subjects of Science other than Mathematics and Statistics for Master's Degree. | Rs. | 600/- |
| (ii) | For Self Financed Science subject | Rs. | 2500/- |
| (iii) | For M.Phil degree | Rs. | 750/- |
| (iv) | For Ph.D. degree | Rs. | 1000/- |
| (v) | For the subject of Geography & Statistics for Master's or M.Phil or Ph.D. degree. | Rs. | 150/- |
| (vi) | For the subject of Psychology | Rs. | 150/- |
| (vii) | For the use of Computer Facility (in any subject) | Rs. | 100/- |
| (viii) | For the student permitted to reappear in Post graduate study with the change of group/groups or subject at Master's or M.Phil or Ph.D. degree | Rs. | 1000/- |

- (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 institution 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 collage 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 income or his guardian's income does not exceed Rs.12000/- per annum.

- (d) The following shall be the rates of fees other than the tuition fees :
- | | | | |
|-------|---------------------------------------------------|-----|-------|
| (i) | Internal Examination Fee | Rs. | 50/- |
| (ii) | Library Fee | Rs. | 50/- |
| (iii) | Library Deposit
(once during the whole course) | Rs. | 100/- |
| (iv) | Gymkhana Fee | Rs. | 30/- |
| (v) | University Sports Fee | Rs. | 20/- |
| (vi) | University Library Development Fee | Rs. | 20/- |

- (e) When on leaving a Department of the University/Post-graduate centre, a student claims refund 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 circumstance at the rate indicated:

- (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 where laboratory fee, if any) shall be retained by the University where he sets finally admitted and the tuition fee or fees (including laboratory fees, if any) paid at other centres shall be refunded at his cost to the concerned.
- (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 or fee by the department of 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 members 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 resident in Patan will be paid a conveyance allowance of Rs15/- 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.
- (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 (Note : No educational college shall charge more than 25% as advance against tuition fees before the commencement of the term)	Rs.350-00/-
	(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. 2-00/- |
| (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) When on leaving college, a student claims refund of his tuition fees from an Arts, Education, Science, Commerce, Law, Pharmacy or Home Science college, he shall apply in writing to the Principal on receipt of such an application refund may be given in the following circumstances at the rate indicated:
- (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 Rs.25/-, if a student applies within 15 days of the payment of his fees for any of the following reasons.
 - (a) Transfer of the student concerned being in employment to another city.
 - (b) Transfer of a parent of the student concerned to another city.
 - (c) Marriage of a female student
 - (3) Tuition fee (including laboratory fee, if any) for the term concerned shall be refunded after deducting Rs.25/-, if a student applies within 15 days from the date of his admission to any professional course of studies in a Statutory University or a course of studies determined by the Vice-Chancellor as a professional course of studies for the purpose of such refund.

- (4) Tuition fees (including laboratory fees, if any) shall be refunded after deducting Rs.100/-, if a student applies within 10 days from the date of payment of fees on the last date fixed for payment of fees by the College 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 Diploma | Tuition fee for the entire Course Rs. | Registration fee Rs. | Admission 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/- |

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 bearer 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 here 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 of 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)

O.144:

1. (a) Qualifications:

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

Sr. No	Name of the Post	Qualifications and Experience
1	Librarian	(ii) A Master's degree in Library Science / Information Science / Documentation or an equivalent professional degree with atleast fifty-five percent marks or its equivalent grade plus a consistently good academic record; OR A Master's degree in Arts/Science/Commerce or an equivalent degree with atleast fifty-five percent marks or its equivalent grade with a Bachelor's degree in Library Science / Information Science / Documentation or an equivalent professional degree with atleast fifty-five percent marks or its equivalent grade plus a consistently good academic record ;
	Note : No Selection will be valid unless atleast two experts are present	
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.
3	Office Superintendent	For new recruitment. Graduate and 5 years' experience of office work in an educational institution. 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.
- OR**
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.
- 4 Head Clerk For new recruitment.
Graduate and 3 years' experience of office work in an educational institution.
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.
- 5 Accountant For new recruitment.
B.Com. and 5 years' experience of accounts work in an educational institution.
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.
- 6 Senior Clerk For new recruitment.
Graduate with 2 years' experience of office work in an educational institution.
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.
- 7 Accounts Clerk For new recruitment.
B.Com. and 2 years' experience of accounts work.
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.
- 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'

- 10 Junior Clerk experience of the store work in the same science college or other science colleges under the same management.
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 For new recruitment.
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

- | | | |
|----|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16 | Electrician | (ii) Diploma in Mechanical Engineering
(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 | (a) Second Class Bachelor's degree in any subject and Diploma in Computer Science of a recognized University.
OR
(b) (i) Engineering Degree in Computer Technology or Computer Science or Electronics Engineering or Electronics & Communication Engineering from a recognized University.
OR
(ii) Master of Computer Application.
OR
(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.
OR
(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.

- (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.

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 nomineeies 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 months' 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 written 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 cumulatively.
- (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 notional 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 of 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 proceeding 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 hundred 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 spent 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:

Commuted 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 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 extra-ordinary 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 on 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 of 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.7.00 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 scales, 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.

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

Sr. No.	Name of the Post and Scale	Qualifications
1	P.A. to Registrar Rs.6,500-10,500/-	A Bachelor's degree knowing English Stenography with G.C.C.E.'s certificates of Stenography and typing speed of 120 and 40 w.p.m. respectively and 2 years experience as a stenographer Gr-II.
2	Coach (Athletics) Rs.6,500-10,500/-	A Bachelor's degree in Physical Education or a Diploma in Physical Education and Diploma from National Institute of Sport, obtained after passing a regular course examination.
3	Office Superintendent Rs.6,500-10,500/-	A Bachelor's degree in Second Class with Seven Years' experience of work in a university or a government or in a semi-Government office.
4	Technical Assistant Rs.5,500-9,000/-	A Bachelor's degree and Diploma in Library Science from in a statutory University. Experience of library work essential.
5	Accountant Rs.5,500-9,000/-	M.Com. or B.Com in IInd Class with 3 years' experience of office work on accounts side in a supervisory capacity in University or Government or corporation established by the Government.
6	Deputy Accountant Rs.5,000-8,000/-	M.Com. or B.Com in IInd Class & 5 year's experience of office in a University or in a Government or in a corporation established by the Government.
7	Junior Stenographer Gr-II Rs.5,000-8,000/-	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 Rs.5,000-8,000/-	A Bachelor's degree with 5 years' experience of office work in the university or in a Government or in a Corporation established by the Government.
9	Additional Assistant Engineer Rs.4,500-7,000/-	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 Rs.4,000-6,000/-	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 Rs.4,000-6,000/-	B.Com with 5 years' experience of case handling in a university or in a government or in a corporation established by the government.
12	Junior Clerk Rs.3,050-4,590/-	A Bachelor's degree in any discipline and preferably having G.C.C. Certificate of typing speed of 40 w.p.m. in English and 25 w.p.m. in Gujarati.
13	Clerk-Cum Typist Rs.3,050-4,590/-	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 Computer preferred.
14	Typist Rs.3,050-4,590/-	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 Computer preferred.
15	Telephone Operator Rs.3,050-4,590/-	Graduate having undergone thirteen weeks' training conducted by Telephone Department OR having two years' experience of PABX.
16	Driver Rs.3,050-4,590/-	5 th standard pass. Light driving license, 5 years' experience of driving a four wheel vehicle. Primary knowledge of repairing, clear vision without glasses. Holders of heavy driving license preferred.
17	Machine man Rs.2,650-4,000/-	Studied up to Xth.
18	Naik Rs.2,610-3,540/-	8 th Standard pass.
19	Peon Rs.2,550-3,200/-	7 th Standard pass. Must know cycling. Experience preferred.
20	Watchmen Rs.2,550-3,200/-	7 th Standard pass and having at least 5 years' experience in similar capacity. Ex-Serviceman preferred.
21	Electric Wireman Rs.4,000-6,000/-	10 th Standard pass with ITI wireman exam passed or Technical Board Exam passed or Second Class Wireman Exam passed.
22	Plumber Rs.3,050-4,590/-	7 th Standard pass with 5 years' experience as a plumber.
23	Pump Attendant Rs.2,650-4,000/-	7 th Standard pass with 2 years' experience in the field of centrifugal pump and its repair & maintenance.
24	Sweeper	Yet to be prescribed.

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 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.

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 or 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 strike;
 - (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 premise 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 mis-use or carelessly use amenities provided to him by the University to facilitate the discharge of this 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 or 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:

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

13. Provident Fund:

A 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:

A University employee shall be eligible to get benefits of various provisions containing 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, non-teaching 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 on 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.

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 Colleges 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 emolument 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 a 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 rule 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 super-annuation of a 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 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 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 condition as may be prescribed by the Executive Council from time to time.

- (b) At the end of 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 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 charge against him and given a reasonable opportunity 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 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 above provision shall apply to an employee of a Government college or a college maintained by 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 other cadres other than above mentioned cadre, are assigned to teachers the seniority shall be considered on the basis of hierarchy of the pay scale attached 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 senior.
- (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 teachers 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 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.

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.

(a) (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.

(a) (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.

(b) (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.

(b) (3) Commuted Leave:

Commutated leave not exceeding half pay the amount of half-pay leave due may be granted 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 to 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 4 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.

(c) (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 whom he/she accepted to return to 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 above 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 above.

- (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 processing 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.

(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 him/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

probationary 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 on 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 form 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, step-children, 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 all of 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 trustees being an employees of the college is terminated for any reason shall in so fact cases 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 employees 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 the 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 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 collage 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 super-annuation, 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 daughter 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 there on 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 collage 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 field with the collage 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 prorate 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 Account 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 co-trustees 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 retire 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

(1) THE MINIMUM QUALIFICATIONS FOR APPOINTMENT AS THE PRINCIPAL IN AN AFFILIATED COLLEGE:

(A) Principal (Professor's Grade):-

- (1) A Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E & F.
- (2) Ph.D. or equivalent Published work
- (3) Total experience of 15 years of teaching/Research in Universities/Colleges and other institutions of higher education.

(B) Principal (Reader's Grade)

- (1) A Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with letter grades O, A, B, C, E & F.
- (2) Ph.D. or equivalent Published work
- (3) Total experience of 10 years of teaching/Research in Universities/Colleges and other institutions of higher education.

Note: 1. The minimum requirement of 55% shall not be insisted upon for the existing incumbents who are already in the University System. However the minimum requirement in such case shall be at least 50% marks at Master's degree level.

2. The required qualifications of Ph.D. or equivalent published work shall not be insisted upon those who are already working as a Principal and are recognized by any University in Gujarat State.
3. A relaxation of 5% may be provided, from 55% to 50%, of the marks, at the Master's degree level for the SC/ST Category and also to the Ph.D. Degree holders who have passed their Master's degree prior to 19th Sept., 1991.
4. B in the 7 point scale with letter grades O,A,B,C,E & F shall be regarded as equivalent of 55% wherever the grading system is followed.

2. QUALIFICATIONS FOR APPOINTMENT AS THE PRINCIPAL IN AFFILIATED DEGREE HOMOEOPATHY COLLEGES.

(A) Essential Qualification:

Post Graduate qualification in Homoeopathy and holding a post as Professor/Reader in a Degree level Homoeopathic College for two years or Degree in Homoeopathy with six years teaching experience as Professor/Reader in a Homoeopathic College.

(B) Desirable Qualification:

Administrative experience in Homoeopathic College or attached Hospital. Degree/Diploma in administration / Health Administration from any recognized institution.

Experience as Supervisor/Guide for Post Graduate programme in Homoeopathy or original publication in research.

Age: Not more than 50 years as on the last date of receipt of application for the post. Age is relaxable for exceptionally qualified persons with prior approval of the University.

3. QUALIFICATION FOR APPOINTMENT AS THE PRINCIPAL IN AFFILIATED DEGREE PHARMACY/ ENGINEERING COLLEGES.

Ph.D. with First Class Degree either at Bachelor's or Master's level in the appropriate Branch of Specialization in Pharmacy / Engineering.

AND

15 years' experience in teaching / industry / Research out of which 5 years must be at the level of Professor or above in Pharmacy / Engineering.

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) University Engineering Member Secretary
- (vi) Two persons nominated by the Executive Council from amongst its members.

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.

O.155: JUNIOR CERTIFICATE COURSE IN ENGLISH

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.

O.155-A: SENIOR CERTIFICATE COURSE IN ENGLISH

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.

O.157: CERTIFICATE COURSE IN SALES MANAGEMENT

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 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 the Post of a Professor/Reader/Lecturer

O.159: The following shall be the minimum qualifications for the post of a Professor, Reader and Lecturer the selection grade and lecturer in the University for the Subjects under faculties of Arts, Commerce and Science.

(A) Professor

An eminent scholar with published work of high quality, actively engaged in research with 10 years of experience in post-graduate teaching and/or experience in research at the University / National Level Institution, including experience of guiding research at doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

In exceptional cases, the teacher with 15 years of UG teaching / research experience could also be considered.

(B) Reader

Good academic record with a doctoral degree or equivalent published work. In addition to these, candidates who join from outside the University system shall also possess at least 55% of the marks or an equivalent grade of B in the 7 point scale with lecture grades O,A,B,C,D,E, & F at the Master's degree level, Five years of experience of teaching and / or research excluding the period spent for obtaining the research degree and has made some mark in the areas of scholarship as evidenced by quality of publications, Contribution to educational innovation, design of new course and curricula.

(C) Lecturer

Good academic record with at least 55% of the marks or, an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E, & F at the Master's degree level in the relevant subject from an Indian University or an equivalent degree from a foreign University.

Besides fulfilling the above qualifications,

“NET” shall remain the compulsory requirement for appointment as Lecturer for those with post-graduate degree. However, the candidates having Ph.D. degree in the concerned subject are exempted from NET for PG level, and the candidates having M.Phil degree in the concerned subject are exempted from NET for UG level teaching only.

Note:

I) The direct recruitment to the post of Professors, Readers and Lecturers in the University shall be on the merit through advertisement and selection committee duly consisted under the statute.

- II) For the post of a Professor and a Reader, the minimum requirement for those who are coming from the University system shall have at least 50% marks at Master's degree level.
- III) A relaxation of 5% may be provided, from 55% to 50% of marks at the Master's level for SC/ST category.
- IV) A relaxation of 5% may be provided, from 55% to 50% of marks to the Ph.D. degree holders who have passed master's degree prior to 19th September, 1991.
- V) B in the 7 point scale with letter grades O,A,B,C,D,E, & F shall be regarded as equivalent of 55% wherever grading system is followed.
- (VI) Ph.D. shall continue to be a compulsory requirement for the designation of a reader.

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, practicals, 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.175/- (One hundred seventy five 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	Third B.A.	15	LL.M. Part-II	29	M.C.A. Sem-IV
2	Third B.Sc.	16	B.Lib. & Info. Sci.	30	M.C.A. Sem-V
3	Third B.Com	17	M.Lib. & Info. Sci.	31	M.C.A. Sem-VI
4	M.A. Part-I	18	B.E. Sem.-VII	32	P.G.D.C.E.
5	M.A. Part-II	19	B.E. Sem.-VIII	33	B.P.Ed.
6	M.Sc. Part-I	20	Third B.R.S.	34	M.P.E.
7	M.Sc. Part-II	21	4th B.Pharm	35	M.Sc. (Tech)
8	M.Com. Part-I	22	4th B.H.M.S.	36	B. Journalism
9	M.Com. Part-II	23	Third B.B.A.	37	P.G.D.M.L.T.
10	B.Ed.	24	Third B.C.A.	38	T. B.Sc. (CA&IT)
11	M.Ed.	25	M.S.W.	39	M. Journalism
12	Second LL.B.	26	P.G.D.C.A.	40	M.Sc. (CA&IT)
13	Third LL.B.	27	P.G.D.B.M.		
14	LL.M. Part-I	28	M.Phil		

- (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 E.C.
 - (viii) 3 Principals to be nominated by the E.C.
 - (ix) Two NSS student Representatives to be nominated by the E.C.
 - (x) Four Programme Officers to be nominated by the E.C.
 - (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.)

(xiii) Chief Accounts Officer

(xiv) Programme Co-ordinator NSS – Member Secretary.

- (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.

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 in 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 post-graduate 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.

PH. D. ORDINANCES

O. Ph.D. 1.

- 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 programme of research.
- 1.2 The Programme of Research with the governing rules and regulation is formulated by the Executive Council of the Hemchandracharya North Gujarat University, Patan on recommendation of BUTR. The Executive Council can modify or change the structure, the governing rules and regulation from time to time.
- 1.3 A candidate to be awarded the Ph.D. degree has to submit a thesis in English (except in case of Languages like Gujarati, Hindi etc.) embodying the finding of his/her original research carried out under this programme. The thesis should make an original contribution of high quality to the advancement of scientific knowledge as judged by experts in the relevant area.
- 1.4 A candidate becomes eligible for the award of the Ph.D. degree after fulfilling all the academic requirements prescribed by the University.
- 1.5 The Ph.D. degree shall be awarded in the discipline of the Faculty which registers the student for the Ph. D programme. The title of the Ph.D. thesis shall be mentioned in the Notification.

O. Ph.D. 2. Eligibility:

A candidate shall be registered for the Ph. D. degree only in the Faculty in which he has obtained Master's Degree in the subject from the Hemchandracharya North Gujarat University or any other University recognized University.

Provided further that:

1. A candidate in the Faculty of Arts who has taken a Master's degree in Mathematics may be registered for Ph.D. degree in Science Faculty in the subject of Mathematical Science.

2. A candidate in the Faculty of either Arts, Education, Science or Commerce who has taken his Master's degree in Economics or Statistics may be registered for Ph.D. degree, in anyone of these faculties.
3. A candidate who has obtained the degree of Master of Engineering with Electronics and Telecommunication as one of the subjects of this University or of any other University recognized as equivalent thereto, may be registered for the Ph.D. degree in Science Faculty in the same subject.
4. Bachelor degree holders who have passed the final examination of the institute of chartered accountants of India may be registered for Ph.D. Degree in commerce (Accountancy)
5. A person holding a second class Master's Degree of this University with at least 10 (ten) years' teaching experience in an educational institution within the state of Gujarat may be considered eligible for registration for Ph.D. Degree by the Executive Council on recommendation of the B.U.T.R.

Provided further that the Vice-Chancellor be authorized to take decision in the matter of granting permission to change the faculty other than the one in which the candidate has obtained his master's degree and granting registration to such student for the Ph. D. degree in the respective or corresponding subject under the respective faculty.

O. Ph.D. 3. Registration:

- (a) Candidates intending to pursue research Programme leading to Ph.D. Degree will apply in the prescribed form which can be obtained on payment of the application fee prescribed by the Executive Council from time to time for admission on or before 31st August in the first term and on or before 31st January in the Second term every year.
- (b) The application along with two copies of statement on broad areas of research signed by the concerned recognized guide(s) shall have to be submitted to the Registrar.

- (c) The Ph.D. Committee will scrutinize the application forms and finalise the list of students and forward its recommendation to the Registrar on which decision to admit the scholar will be taken by the Executive Council through BUTR.
- (d) Candidate serving in an institution shall be required to submit a No Objection Certificate from his/her employer along with the application.

O. Ph.D. 4. : Procedure of Registration:

Every application for registration for Ph.D. Degree shall be placed along with the synopsis of the proposed research before a Ph.D. Committee. The Ph.D. Committee will recommend registration of a candidate for the Ph. D. Degree after interviewing the candidate and also satisfying itself that the investigation may profitably be carried out by the applicant under the guide(s) and the adequate facilities and materials will be available in the laboratory / place of research. The Ph.D. Committee shall have the discretion to modify the research topic and shall specify the faculty and the subject to which the topic belongs.

On his/her candidature being accepted by the Ph.D. Committee, the applicant shall be registered on such conditions and on such topics as may be fixed by the Ph.D. Committee on payment of the prescribed registration fee.

O. Ph.D. 5. : Fees Payable by the Research Scholars:

The students declared eligible for admission will be admitted on payment of the following fees at the rate prescribed by the Executive Council from time to time.

- (a) Registration fee
- (b) Library fee
- (c) Caution Money Deposit
- (d) University Development Fund Contribution
- (e) Lab fee (for Science, Pharmacy, Engg. or Where Lab. Is required).
- (f) Computer facilities fee.
- (g) Term fee
- (h) Any other fees as decided by the Executive Council.

Provided that:

- (a) A full time scholar shall be required to pay term fee at the prescribed rate. The term fee will have to be paid in two

- installments per annum from the date of registration till the date of submission of the thesis.
- (b) A part time internal scholar working in this University or in an affiliated college or an institution recognized or approved by the University will have to pay term fee at the prescribed rate per term from the date of registration till the date of submission of the thesis.
 - (c) A Scholar pursuing research in a recognized institution outside the University under the University Service will have to pay term fee at the prescribed rate per annum in single installment from the date of registration till the date of submission of thesis.
 - (d) The awards of Fellowship/Scholarship etc. like the JRF/SRF etc will be required to secure admission by paying the above Admission fees and they will be treated as full time scholars for the purpose of monthly fees.
 - (e) All other scholars not covered by (a), (b), (c) and (d) above, will be treated as part-time external scholars and they will be required to pay term fee and also an external fee at the prescribed rate from the date of registration till the date of submission of the thesis in single installment per annum.

O. Ph. D. 6. Categories of Ph.D.:

I Regular (Full - Time)

These are students who work full time for their Ph.D. and may be permitted to receive assistantship from the institute or fellowship from UGC or any other recognized funding agency.

II Part Time students

This category refers to the candidates who are local and professionally employed personnel (including the staff of Hemchandracharya North Gujarat University, Patan) who can work while employed.

A No objection certificate from the Head of the University Department / Organization/ college where he / she is employed must be enclosed at the time of application.

III Independent Research

With the prior permission of Vice Chancellor, a candidate fulfilling the eligibility condition stated in O. Ph. D. (2) above, and with at least 10 (ten) years of teaching experience in the University Department or College affiliated to the University or the institution recognized/approved by the University and having adequate publication, may apply for pursuing his / her Ph.D. Research programme independently.

While seeking permission from the Vice Chancellor, the candidate will have to submit certificates from two members of the concerned faculty of this University having experience in guiding research testifying the fitness of the candidate to pursue independent research. All other provisions and conditions of these rules will be applicable to all such scholars working independently. A scholar having registered once under a guide shall not be permitted to submit his / her thesis independently.

O.Ph.D. 7. Leave rules:

As per UGC Guidelines for Faculty Improvement Programme Scheme.

O. Ph.D. 8. Recognition of Ph.D. Research Guide:

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

- (1) Professors including Professor (CAS) of this University holding Ph.D. Degree or equivalent research work is deemed to be recognized for guiding Ph.D. students without referring their cases to BUTR and Executive Council. However, he/she shall be required to inform in writing his / her willingness to be recognized for guiding Ph.D. students to the Vice Chancellor of the University & only thereafter he will deem to be recognized as Ph.D. Guides.
- (2) The Executive Council on the recommendation of BUTR shall recognize any teacher other than Professor of the

University Department or an affiliated college or recognized/approved institutions within the territorial jurisdiction of the Hemchandracharya North Gujarat University as a Ph.D. research guide. For that the teacher shall have the following qualifications over and above prescribed for a recognized P.G. teacher:

- (a) A research degree of a recognized University in which recognitions sought with five years' teaching experience in the subject at the post-graduate level and/or as a research worker.

Provided however that a teacher who is already recognized as a Ph.D. guide in another University before joining this University, 5 years' teaching experience in this University will not be required for the recognition as a Ph. D. guide.

And

- (b) Published research treatise and/or published papers of recognized merit in the subject in which recognition is sought.

OR

- (b) Five research papers in the subject published in a refereed journal of national and/or international standing.

O.Ph.D. 9. Intake:

A Professor/Principal (of Professor Grade), a Reader/Principal (Reader's Grade) and a Lecturer can register not more than ten, nine and eight candidates respectively for Ph.D. at any time.

Provided further that if a Professor/Principal, a Reader and a Lecturer is recognized as a Ph.D. guide by the other University/Universities, the maximum ceiling for registering candidates will be restricted as above.

O. Ph.D. 10. Cancellation of Registration:

The Ph.D. 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 conduct Rules of the Institute/Department.
- (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.

O. Ph.D. 11. Joint/Co-Guide:

In the event of a scholar pursuing the research programme on a topic with ramifications stretching to two or more disciplines, he/she may apply to work under the supervision of two guides not from the same discipline. The Ph.D. Committee (after scrutinizing the research proposal submitted by the candidate) will take the final decision. The scholars pursuing research programme in an institution outside this University shall have to take a Joint Guide if necessary from the listing recognized Ph.D. research guides of this University.

O. Ph.D. 12. Out side Guide:

A teacher desiring to work for the Ph.D. Degree in a subject in which there are less than 3 teachers recognized for guiding Ph.D. student in the University shall select a teacher as his guide for consultation from outside the University area and submit his name with NOC of the employer of the proposed guide for the approval of the University authorities at the time of seeking registration. On approval of the name of the guide, the candidate shall be registered as a post-graduate student for the Ph.D. degree.

O.Ph.D. 13. Guidance for Doctor of Philosophy:

- A. A candidate for the degree of Ph.D. must have worked for stipulated term after qualifying himself for the Master's degree in the Faculty concerned under the guidance of a University teacher duly recognized for guiding research for Ph.D. degree.
- B. 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 candidates concerned will be required to keep in close touch with his teacher and have

personal discussions with him on his research problem at least twice in a term.

- C. Admission to all the category of students is granted on the basis of an interview taken by the Ph. D. Committee usually during the month of September and February every year.
- D. For the purpose of fulfilling the condition of keeping terms and required by No.15 the first term of the said stipulated terms, shall be counted as under:
- (a) If the topic of the thesis for Ph.D. on recommendation of Ph.D. Committee is approved by the University on any date falling during the first half of an academic term, that academic term shall be counted as the first term.
 - (b) If the topic of the thesis for Ph.D. is approved by the Hemchandracharya North Gujarat University on any date falling during the second half of an academic term, the term following the said academic term shall be counted as the first terms.
- E. Attendance and Library and/or Laboratory or Field Work.
- (a) Full-time research scholars shall attend their respective departments and/or laboratories according to the pre-arranged time-tables and the records of their attendance shall be maintained by the concerned Principal guide.
 - (b) In case of part-time scholars and scholar working in recognized research laboratory outside the Hemchandracharya North Gujarat University, Patan the Guide(s) must be satisfied that the scholar has done work for at least six months in the University Library/Laboratory/ Department or in any other Library/ Institute/Establishment/Laboratory recognized by the University for the purpose. This period of six months may include actual field-work where applicable and to this effect the candidate shall be required to submit a certificate from their Guide(s) at the time of submission of their thesis.
 - (c) Scholars employed in non-academic establishment shall be required to take at least 6 (six) months' leave from their duty, but not necessarily at a stretch.

O. Ph.D.14. Constitution of Ph.D. Committee:

There shall be a Ph. D. Committee.

The Composition of Ph.D. Committee is given below:

- (a) Vice-Chancellor - Chairman
- (b) Pro-Vice-Chancellor, if any,
- (c) Dean of the concerned faculty-Member
- (d) Head of the concerned Dept.-Member. A subject expert nominated by the Vice Chancellor in case there is no HOD.
- (e) One subject expert nominated by the Vice Chancellor from outside the University Area.
- (f) The concerned Guide(s)-Member.
- (g) Registrar-Convener.

The Ph.D. Committee will recommend to the B.U.T.R. in the matter mentioned below:

- (a) Provisional Registration
- (b) Final Registration
- (c) Panel of Examiners

The Ph.D. Committee will normally meet within 15 days of the last date of admission to the Ph. D. Programme.

O. Ph.D. 15. Period of Research Work:

- (a) A scholar finally registered for Ph.D. degree may submit the thesis after the completion of 2 (two) years of research work from the date of registration, but not later than 5 (five) years.
- (b) If however, a scholar fails to submit the thesis within 5 (five) 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 5th year of registration, this may be followed by one more year.
- (c) For each 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. The same procedure will be operative for the subsequent extension in which case also another installment of extension at the prescribed rate is to be paid.

- (d) The final registration of the scholar shall stand cancelled after 7 (seven) years from the date of registration and his/her name shall be struck off from the Ph.D. registration register and the scholar shall not be allowed to work on the same topic any further. However, under very special circumstances, the Vice-Chancellor may grant the scholar a grace period of 90 (ninety) days to submit the thesis after the expiry of the 7th (seven) year from the date of registration.

O. Ph. D. 16. Change of Guide (s):

The Executive Council shall permit a student to change his/her guide for the valid reasons on the recommendations of the Board of University Teaching & Research.

O. Ph. D. 17. Change of Topic and Title:

Candidates shall select and furnish the research title within the period of one year from the date of registration. If a change of Topic/title becomes necessary, the candidate will be permitted to change the Topic/title already given up to a period of one year from the date of registration. Whenever a scholar seeks permission for a change of Topic/title after the period of one year from the date of registration, he/she is permitted to submit the thesis only after one year from the date of approval of such change of Topic/title for Master degree holders.

O. Ph. D. 18. Progress Review:

The Ph. D. Committee will meet to review the progress of the Research Programme of the student at the end of every year from the date of admission and thereafter at the end of every subsequent year. The minutes of the meeting shall be prescribed and placed before the BUTR for further action.

O. Ph. D. 19. Submission of Thesis:

- (a) Two months before submitting the thesis, the candidate shall forward to the Registrar, through his guiding teacher, a statement giving the title and a synopsis of his thesis along with prescribed fee. The thesis may be submitted at any time during the year and shall be forwarded by the candidate through his guiding teacher.
- (b) The scholar shall submit four copies (five copies in case of joint guides) of his/ her thesis. The thesis should embody the result of research and show evidence of originality. After viva voce examination, the scholar shall submit a soft copy in CD form.
- (c) The thesis must contain a certificate from the guide(s) stating that:
 - (i) The scholar has fulfilled all requirements under these rules.
 - (ii) The thesis is the result of the scholar's own investigation.

In case of a scholar submitting the thesis independently, the above declaration is to be given by the scholar himself/herself.

- (d) 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.
- (e) At the time of submission of the synopsis, every scholar shall pay a Ph.D. thesis examination fee at the prescribed rate. The fee once paid shall not be refunded.
- (f) After submission of the synopsis, the Ph. D. scholar shall have to submit the thesis within a period of six months. If a research scholar fails to submit the thesis within a period of six months, he/she shall have to pay a fresh term fee;

O. Ph. D. 20. Evaluation of P.D. Thesis:

Every thesis shall be examined by three referees to be appointed in the manner indicated here below:

On the recommendation of the Board of University Teaching and Research, 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 ones, i.e. from outside the Gujarat state when there is no guide. For this purpose the Board of University Teaching and Research shall recommended a panel of at least 7 (seven) names of examiners in the subject besides the guide (s).

Explanation:

- (a) External examiner shall mean any examiner other than guide(s), not in the University service/not belonging to institution of the candidates and the guide(s).
- (b) From the panel finalized as above the Vice-Chancellor shall select the Board of 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) 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.
- (d) If the thesis is recommended for Ph.D. degree unanimously by all the examiners, then it will be processed according to clause below.
- (e) If the thesis is recommended for the Ph.D. degree by any two examiners and rejected or suggested for resubmission after revision by the third examiner, then the thesis will be referred to another external examiner (i.e., 4th examiner) from the panel already approved by the Executive Council as per selection to be made by the Vice-Chancellor. The assessment of the 4th examiner shall be final.

If the 4th examiner suggests re-submission after revision, then the scholar will be allowed to re-submit the thesis after necessary revision in the light of the comments of this examiner within one year on payment of half of the prescribed examination fees and the revised thesis will be sent only to this examiner who suggested revision.

If the 4th examiner recommends the thesis, the report of the recommendation will be considered along with the other reports already received and will be processed under clause below.

- (f) If the thesis is suggested for re-submission after revision by any two examiners, the scholar will be allowed to re-submit the thesis after revision in the light of the comments of the examiners within one year 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 under clause below.
- (g) If the thesis is rejected by any two examiners, it shall be rejected.
- (h) In a special circumstances to change the referee. The Vice-Chancellor shall be the Final Authority.

O.Ph.D. 21. Viva-Voce and/or Practical Examination:

- (a) There shall be a viva-voce examination of a candidate-submitting thesis for the degree of Ph.D. It shall be held at a suitable place in the Hemchandracharya North Gujarat University area or under special circumstance, at a place outside the Hemchandracharya North Gujarat University area with the previous permission of the Vice-Chancellor and on the date or dates to be decided by the referees concerned by mutual consent.
- (b) Of the two external referees, the first referee, and failing him or in the event of the first referee being from abroad, the next one in order shall hold the viva voce examination of the candidate jointly with the referee.
- (c) If the event of both external referees being from outside India, a third (external) referee from within India shall be appointed by the Vice Chancellor, in consultation with the Board of University Teaching & Research.
- (d) If a candidate does not satisfy the Examiners at the viva-voce examination only, he 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.

- (e) In case of a candidate who after, having submitted his thesis, has gone abroad and is likely to stay there for a period of at least a year, his viva-voce examination may, at his request and at the discretion of the Executive Council, be held in that Country, If the Board of University Teaching & Research recommends. The referee or referees for so holding the viva-voce examination of the candidate, provided the candidate concerned undertakes to present himself before the referee or referees at his own expense.
- (f) 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, early he shall be required to send his examination form along with the payment of half of the original fee through his guiding teacher(s).

O. Ph. D.22. Award of the Doctorate (Ph.D.) Degree:

If the thesis is recommended for award of the Ph. D. degree after the Viva-Voce and/or Practical Examination, the Registrar with the approval of the Vice-Chancellor shall declare the result.

A Certificate under the seal of the University and signed by the Vice-Chancellor will be given to each successful candidate.

For all other matters not covered above, the decision of the Vice-Chancellor shall be final and binding.

O. Ph.D.23. Rules for the recognition of an Institute/College/Centre/Laboratory/Library/Museum/for Ph. D. Research.

1. The Institute/College/Centre/Laboratory/Library/ Museum etc. should apply to the Registrar in triplicate with an application fee at the prescribed rate which is non-refundable, before 31st August every year together with three copies of report containing informations as in the rule. The BUTR may also consider the applications from out side the territorial jurisdiction of the University. In such cases the applying authority will have to bear the

total cost of T.A. /D.A. etc. in connection with the inspection in addition to the application fee.

2. A team consisting of at least two experts will visit the Institute/College/Centre/Laboratory/Library/Museum etc. and shall inspect the facilities for their satisfaction in the following aspects (where applicable):
 - a. A library with adequate number of books (about two thousand) and journals (about 10) of National and International standard on the subject and allied fields of study.
 - b. A full time qualified Librarian with supporting staff.
 - c. Adequate reading room facilities.
 - d. A Laboratory with adequate equipment and space (where applicable).
 - e. Adequate staff facilities for fabrication of specialized equipments needed for research (where applicable).
 - f. Adequate staff for running and maintenance of the range of equipments needed for research (where applicable).
 - g. Manuscript of Microfilming may be accepted an alternative (where applicable).
 - h. At least one person who has been recognised as Guide of the subject/discipline for which Ph. D. recognition is sought.
 - i. Details regarding land and building.
 - (i) Areas of land stating whether permanent and belonging to the Institute.
 - (ii) Nature and type of building.
 - (iii) Number of rooms with space in which the concerned Institute/College/Centre/Laboratory/Library/Museum is situated.
 - j. Details of financial sources of the concerned Institute/College/Centre/Laboratory/Library/ Museum etc.
 - (i) Recurring grant, received during the year previous to the visit and in the visit year (if available.)
 - (ii) Non-recurring grant/grants received during the year previous to the visit and in the visit year (if available.)
 - (iii) Any other financial sources (with details of magnitude and, nature) including interest from fixed deposits, if any.

- k. A whole time executive in charge of administration of the Institute/ College/Centre/ Laboratory/Library/ Museum etc.
3. The committee will submit its report to the University with full-details covering the above aspects along with its critical observations & recommendation, which will be submitted to the BUTR for further course of action. The recommendation of the BUTR will be placed in the Executive Council through Academic Council for approval.
4. The matter regarding recognition will be subject to renewal on the basis of report submitted by the team consisting of at least two experts will visit the Institute/College/Centre/Laboratory/Library/ Museum etc. and after a period inspection, if necessary after every two years.
5. Recognition will be accorded for a period of three years subject to renewal on the basis of report on activities to be submitted along with a non-refundable renewal fee at the prescribed rate.

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.

RULES RELATING TO POST-GRADUATE STUDIES

P.G. Rule 1 DELETED

P.G. Rule 2 DELETED

P.G.Rule 3

A student cannot register himself/herself simultaneously for more than one post-graduate course of studies. The period of registration for a post-graduate degree ends with his completion of the required terms.

P.G.Rule 4

The last date for admission to post-graduate course at the University Department/Centre shall be the 15th July and last date for submitting applications in the prescribed form for registration as post-graduate student by the Centre /University Departments to the University shall be the 31st of August, every year.

P.G. Rule -5

- (a) In a Post-graduate centre, the professor-in-charge of the centre, subject to the limit of the maximum number of students admissible at the centre, shall admit students in part-1 on the basis of a merit list to be prepared of all the applicants based on the marks at the external examination of the qualifying examination. i.e. T.Y.B.A./B.Com./B.Sc./B.Ed. and Second L.L.B.

Internal marks shall not be counted for preparing the merit list. For admission to M.Ed. Part-I, marks of only B.Ed. Part-1 examination shall be taken into consideration.

- (i) Those who have obtained a first class in the qualifying degree examination; and then;
 - (ii) Those who have obtained a second class in the qualifying degree examination; and then;
 - (iii) Those who have obtained a Pass Class.
- (b) (I) For admission to M.A., M.Sc., M.Com. Part-1 weightage shall be given by adding the percentage mentioned below to the percentage of the total marks mentioned in (a) above.
- (i) For N.C.C. 'B' of 'C' certificate 1%

- (ii) For the award of the university level best N.S.S. volunteer, male and female each 1%
 - (iii) For national level or inter University youth festival prize winner (First or Second) by an Individual or by a group in which case for every individual member. 1%
- II For admission to M.A., M.Sc., M.Com. Part-I two seat should be reserved for sports person having following achievements:
- (i) For National level championship in any sports (from Inter-university Sports list), Having achieved first or second position in individual event or team event being a member.
 - (ii) For Inter university participation representing our university in team game being a member or in Individual sport events.
- (Note:** If more than two classmates are there in any P.G. class, then P.G. Rule 5(a) should be applied amongst them).
- (c) The merit list for admission to M.A., M.Com., M.Sc and L.L.M. Part-1 shall be prepared as under:
- (i) Only the marks of the external examination, i.e. T.Y.B.A., B.Com., B.Sc. and Second LL.B. Shall be taken into consideration and converted into exact percentage up to two decimal points.
 - (ii) Wherever applicable, percentage of weightage shall be added as per P.G. Rule-5(b) above.
 - (iii) Admission shall be given first on the basis of the merit list to those candidates who have passed the qualifying examination with at least a second class and have offered the subject chosen for admission as the main subject at the qualifying examination.
 - (iv) If there are any vacancies after filling up the seats according to (iii) above, they shall be filled up with those candidates who have passed the qualifying examination with a first or a second class and have offered the subject chosen for admission as the first subsidiary subject at the qualifying examination.

(d) For admission to M.Ed. Part-1, a merit of 100 marks shall be prepared by assigning percentage as under:

(i)	T.Y.B.A. /B.Com. /B.Sc. examination marks (external marks only)	25%
(ii)	M.A. /M.Com. /M.Sc. examination marks	25%
(iii)	B.Ed. Part-1 examination marks	50%

P.G. Rule 6

(a) The maximum number of students that can be admitted to a Post-graduate centre in the following subjects shall be as under:

(i)	Chemistry:	
	Inorganic	15
	Organic	25
	Physical	15
	Analytical	10
(ii)	Physics	15
(iii)	Mathematics	30
(iv)	Botany	10
(v)	Zoology	10
(vi)	Education:	
	Full-time course	15
	Part-time course	30

(Note: The ratio of students per one teacher in education shall be 1:3 for both M.Ed. Part-1 & II taken together.)

(b) In the subject comprised under the Faculties of Arts, Commerce and Law, the center/college/Institution/University Department in the subject concerned shall in no case admit more than 40 students in a class.

However the Vice-Chancellor may at his discretion permit a center/college/Institution and as a special case university department to admit such number of students exceeding 40 in a class, If a center/college/Institution has accommodation for larger classes and marks suitable audiovisual arrangements for effective lectures accompanied by tutorial classes.

(c) The College/Institution where a post-graduate centre in education has been instituted shall have at least nine candidates for running the centre.

- (d) The following shall be the distribution of seats for admission to the Post-graduate centres in Arts, Science, Commerce and Law.
- (i) 37% Seats shall be open and filled up with graduates of Hemchandracharya North Gujarat University.
 - (ii) 7% Seats shall be reserved for Scheduled Caste candidate who should be graduates of the Hemchandracharya North Gujarat University.
 - (iii) 13% Seats shall be reserved for Scheduled Tribe candidates who should be graduates of the Hemchandracharya North Gujarat University.
 - (iv) 10% Seats shall be reserved for S.E.B.C. Communities of the Baxi Commission who should be graduates of the Hemchandracharya North Gujarat University.
 - (v) 3% Seats shall be reserved for physically handicapped candidates who should be graduates of the Hemchandracharya North Gujarat University.
 - (vi) 2% Seats shall be reserved for Economically Backward class candidates who should be graduates of the Hemchandracharya North Gujarat University.
 - (vii) 5% Seats shall be reserved for students graduating from the college where the Post-graduate center is located.

Such students must have passed their qualifying examination with at least a second class and the difference between their marks and those of the last student admitted on the open seats in (i) above should not be more than 8%

- (viii) 5% Seats shall be reserved for applications who have graduated from a university other than the North Gujarat University.

Note:

- (i) Any reserved seat lying vacant for want of candidates on the merit list in categories no. (iv), (v), (vi) (vii) and (viii) above

- shall be filled up with candidates from category No. (i) above with prior permission of the Vice-Chancellor.
- (ii) Any seat lying vacant for want of candidates on the merit list in category (ii) shall be filled up by candidates from category (iii) and vice-versa. However, if there are no candidates in both the categories (ii) & (iii) and any seats are lying vacant they will be filled up from category (i) above with the prior permission of the Vice-Chancellor.
- (e) Seats in M.Ed. Part-1 shall be distributed as under subject to overall reservation of seats mentioned in P.G. Rule 6 (d) (i to viii)
- (i) 75% seats shall be reserved for candidates who are Principals/Assistant/Teachers working in Secondary/Higher Secondary/Primary school and D.B.O./D.P.E.O.'s supervisor staff.
- (ii) 25% Seats shall be reserved for candidates having the B.Ed. degree but having no experience of school teaching.

P.G. Rule 7

No College/Institution where a post-graduate centre in a subject has been instituted shall open a second division in that subject without the prior permission of the Vice-Chancellor.

P.G. Rule 8. DELETED

P.G. Rule 9

Every application for registration as a post-graduate student of the University shall be (a) filled up in the prescribed form (b) accompanied by the prescribed registration fee and (c) submitted through the centre or the Head of the Institution to which the University Teacher under whom the student proposes to work.

P.G. Rule 10

No post graduate student shall be allowed to appear for part-1 or II examination by papers as the case may be, unless he attends not less than two-third of the total number of lectures delivered in the subject or group subject in each term during two terms of part-1 or part-II, by recognized

post-graduate teachers, provided that students in History, Economics, Sociology and Political Science at the M.A. Examination shall be required to attend two third of the lecturers in each group separately and students for M.Com. Examination, two-third of the lecturers delivered in all the subjects of examination taken together and not in individual subject.

P.G. Rule 11

It shall be competent for the Principal to condone on the recommendation of the professor-in-charge of a post-graduate centre in the subject concerned, or for the Head of the University department of the subject concerned the deficiency in attendance of a candidate caused on account of bonafide illness or participation in sports of extracurricular activities on behalf of the college or the University as the case may be, provided that the candidate has attended not less than 25 percent of the total number of lectures delivered in a term and 45 percent of the total number of lectures delivered in both the terms taken together, provided that in the case of a student of the M.A. class offering History or Economics or Sociology or Political Science, he must have notwithstanding anything contained elsewhere, not less than 25 per cent of the total number of lectures delivered in each group separately in a term and 45 percent of the total number of lectures delivered in each group separately in both the terms taken together for the purpose of condonation of deficiency.

In the case of reasons other than these mentioned above, the matter shall be referred to the Vice-Chancellor for consideration and his decision in the matter shall be final.

P.G. Rule 12

Any registered post-graduate Student of the University who is on the roll of a University department or a centre or of a University teacher or teachers, may be allowed, without payment of any extra fee, to attend all the lectures relating to his subject or group, delivered under the auspices or on behalf of the University.

Note: The Registrar will provide such students with a permit for the purpose.

P.G. Rule 13

- (1) Candidates registered for certain groups, viz., History (Groups 'A' & 'B'), Economics (Group 'C' & 'D'), Sociology (Groups 'E' & 'F')

and Political science (Groups 'G' &'H') for the M.A. degree may be permitted to change their group or groups, if the application for such a change is received by the Registrar through the Professor-in-Charge of the Institution/University department concerned before the 16th August of every year. Candidate changing both the groups must register their names afresh and keep necessary terms prescribed for Part I and II examinations.

- (2) Candidate registered with certain groups, viz., History (Group 'B'), Political Science (Group 'H') Indian Culture, or Psychology may be permitted to change their optional group or groups prescribed for Part II examination if applications for a change are received by the Registrar through the Professor-in-charge of the post-graduate centre and the Head of the Institution/University department concerned before 31st August every year.

P.G. Rule 14

Notwithstanding anything contained above it will be permissible for students in the case of subjects for the M.A., M.Sc., and M.Com. examinations which provide for options of sub-groups or branches at Part-II stage, to change or to opt for a sub-group or a branch at Part-II stage if applications in this behalf through the Professor-in-charge of the centre or the University department concerned are received by the University Registrar on or before 31st August every year. No extra fees shall be charged for effecting such a change.

P.G. Rule-15

A change in the sub-groups under 'B' at the M.Com. Examination may be permitted only if applications, therefore, are received by the Registrar through the Professor-in-charge, of the post-graduate centre and the Head of the Institution before 31st of August in the first term of the Part 1 examination.

P.G. Rule 16

The students may be permitted by the Professor-in-charge of the Post-graduate centre where they desire to join on sufficient reasons being shown to shift from one institution to another during the course of their study after having obtained the permission from the University in that behalf by forwarding their applications with no objection certificates of the Professor-in-charge of both the post-graduate centres concerned.

Those students who migrate from one institute to another shall do so immediately after the commencement of a term but not later than 31st of August or 31st of December as the case may be.

P.G. Rule 17

A student intending to take a post-graduate degree in a subject different from the one for which he/she has been registered himself/herself afresh by paying the prescribed registration fee, will be permitted to do so if an application in this behalf is received by the Registrar through the Professor-in-charge of the post-graduate centre in the new subject concerned before the 31st of August of the academic year in which the student is registered. If, as a result of the change in the subject, It is necessary for the candidate to change the institution his tuition fees paid to the institution his tuition fees paid to the institution where he was enrolled earlier shall be transferred to the new institution where his name as a post-graduate student for the new subject is enrolled.

P.G. Rule 18

A change in the principal or the subordinate language subject will be permitted if an application in this behalf along with a certificate signed by the Professor-in-charge of the post-graduate centre where the student proposes to study the new principal language subject or a subsidiary language subject as the case may be and on his name being registered afresh for the new principal and/or subordinate language which is received by the Registrar before 31st of August of the academic year in which the student is registered for his post-graduate degree. Attendance at periods and/or seminars for the subordinate language is also compulsory.

P.G. Rule 19

Post-graduate students who have taken up languages may be permitted to inter-change their principal and subordinate language subject before the end of the first term with the prior permission of the University if an application in this behalf is received by the Registrar through the Professor-in-charge of the P.G. centre or University teachers under whom they propose to study the new principal language subject. Such students need not register their names afresh.

P.G. Rule 20

Students who take up a new principal language subject at the end of the academic year or who fail in the Part 1 of the M.A. degree examination shall keep two fresh terms in the language subject under a recognised University teacher or teachers.

P.G. Rule 21

Candidates who register their names as post-graduate students for the L.L.M. Examination by papers in the specified branch of their study will be permitted, subject to the approval of their teachers, to change the branch of their study if the application for such a change has been received by the Registrar on or before the 31st August every year.

P.G. Rule 22. DELETED

P.G. Rule 23. DELETED

P.G. Rule 24. DELETED

P.G. Rule 25

Candidates registering their names within one month of the date of commencement of an academic year shall, at their option, be given credit for the academic year, and may submit their thesis at the end of the academic year in which they complete their terms.

P.G.Rule 26

Fees for registration of post-graduate students, once received, will in no case, are refunded.

P.G.Rule 27

- (a) Every centre for a subject for post-graduate teaching shall be in charge of a recognized post-graduate teacher in the subject called "The Professor-in-charge to be appointed by the Executive Council in its discretion on the recommendation of the Board of University Teaching and Research, as far as possible, after consulting the Principal of the college or the Head of the Institution at which the centre is created.

- (**Note:** The Head of a University Department shall for the purpose of these rules enjoy the same powers and discharge the same duties as are enjoyed on the Professor-in-charge.)
- (b) The Professors-in-charge shall by a resident in the town in which the centre has been set up and shall, as far as possible, be selected from amongst the local staff of the collage or the institution where the centre is set up.
 - (c) Notwithstanding anything contained in (b) above, it shall be competent for the Executive Council in its discretion to appoint any other person as the Professor-in-charge, if in its opinion there are sufficient reasons for doing so.
 - (d) The Professor-in-charge shall ordinarily hold office for four years, provided, however, that if a Professor-in-charge is appointed in the casual vacancy of the Office, he shall hold Office only during the residuary period.
 - (e) The Principal and the Professor-in-charge shall jointly be responsible for the efficient conduct of the centre, post-graduate accounts, administration, arrangements of time tables holding of the classes, keeping the records of the attendance of the post-graduate students and for the general discipline of the students working thereat. The Professor-in-charge shall do all correspondence through the Principal of the college, where the centre is instituted. The Professor-in-charge shall be paid an honorarium as may be fixed by the Executive Council from time to time.

P.G. Rule 28

- (a) The University shall pay to the Professor-in-charge of the Post-graduate centre an allowance for the administrative work on uniform basis a sum of Rs.1000/- per year. i.e. Rs.500/- per term. In case, however, one Professor is in charge of more than one Post-graduate centre, he shall be entitled to receive not more than Rs.1000/- per year, i.e. Rs.500/- per term.
- (b) The University shall pay to the Principal of the college where the Post-graduate centre is/ centres are instituted an honorarium as

follows for the administrative work of the Post-graduate centre/centres;

- (a) Rs.200/- for one P.G. Centre per term.
- (b) Rs.75/- for each additional P.G. Centre per term. However, the total honorarium shall not exceed Rs.500/- per term.

Note: In case the Principal of a collage also works as a Professor-in-charge of a P.G. centre in this college, he will be entitled to get only the honorarium as the Professor-in-charge.

P.G. Rule 29

- (a) Every recognized teacher shall be paid on uniform basis whether visiting or belonging to the College. In case of centre established the Institutions exclusively doing P.G. work, an allowance for the administrative work (including the allowance payable to the Professor-in-charge) and allowance payable to the teachers on its local staff shall be paid to the Institution and not to its teachers.
- (b) In the event of a casual vacancy caused by the death, registration, transfer, retirement or any other reason, the Executive Council shall appoint another person to work as the Professor-in-charge and such another person shall perform all the duties of the Professor-in-charge till such appointment is made by the Vice-Chancellor.

P.G. Rule 30

A Professor/Principal (Professor Grade), Reader/Principal (Reader Grade) and Lecturer can register not more than Ten, Nine and Eight candidates for Ph.D. at any time respectively.

P.G. Rule 31

It shall be competent for a recognized post-graduate teacher if it is necessary in his opinion, to test the ability, and aptitude of a research student prior to his registration for Ph.D. Degree, he may do so, for a period not exceeding two academic terms. Such a student can be taken by the teacher concerned notwithstanding that the prescribed number of students are already registered under him, provided that a student already registered under him, completes his terms i.e. two years and can be enrolled by him when he submits the synopsis of his thesis. The teacher

shall thus enroll not more than two such students over and above, the number mentioned in Rule 30 above.

Such students shall not be considered as regular students for the Ph.D. degree. They shall have to pay such tuition fees for the period as are fixed for students registered for the Master's degree in the Faculty concerned. Such students shall be deemed to be student of the University for the purpose of library and laboratory facilities only and shall have no other rights as students of the University.

P.G. Rule 32 DELETED

P.G. Rule 33

- (a) The amount of fees collected by the post-graduate centers shall be sent to the University Office.
- (b) The University may set a part from the tuition fees received from the Post-graduate centre concerned, not more than 7.5 percent of the fees for free ships and half free ships taken together and 7.5 percent of the fees for scholarships. Fees, not reimbursed by the State Government, shall not be included in the total income of the fees received from the post-graduate centre concerned.
- (c) The calculation of free ship / scholarship shall be done separately for part-I and part-II classes and in no case shall the free ship/scholarship of one part be transferred to the other.

The University will forward the amount to the post-graduate centres concerned, on receipt of the statement of free ships, half free ships and scholarships to the centre for disbursement to the respective students.

P.G. Rule 34

- (i) The half-free ship or full free ship as the case may be granted to a post-graduate student whose total annual income including the income of his guardian is not above Rs.24,000/-.
- (ii) No student who is in receipt of any type of scholarship from any Government/Semi-Government agency will be eligible for a free ship/a scholarship under this rule.

- (iii) The scholarship may be awarded on the basis of the academic performance of the student, irrespective of his income. Only those students who have secured either a first or a second class will be eligible for a scholarship.

A scholarship will be awarded on the basis of marks obtained by a student of Part-II class in his/her part-I examination and of a part-I class student in his/her Bachelor's degree examination of the concerned faculty.

- (iv) The rate of scholarship will be Rs.60/- per month of Rs.600/- P.A. whichever is less. The scholarship will be paid for the period from July to April on condition that the student fulfills the recruitment of attendance as per P.G. Rule-10.
- (v) No student, who has been punished by the University for including in any malpractice in a University examination, shall be eligible to receive a free ship/a scholarship.
- (vi) A student who has not appeared at and passed the internal examination and has not submitted his/her term papers, shall not be eligible to receive a free ship/a scholarship.

P.G. Rule 35

All administrative cost shall be borne by the centre. The fees not exceeding Rs.26/- received as fees for Gymkhana, library and other services shall not be included in the accounts of the centre. This fee of Rs.26/- shall be retained by the centre concerned, towards expenditure to be incurred for library, Gymkhana, stationery ,postage and contingencies etc.

P.G. Rule 36

The Professor-in-charge shall by 30th June every year submit to the Registrar, a detailed scheme of distribution of work among his college guest the centre together with a time-table for lectures and/or practical and seminars if any, provided however, that the time-table for the second term may be submitted by 30th of November every year.

P.G. Rule 37:

- (a) DELETED

- (b) In the subjects comprised under faculty of Arts, Science, Commerce and Education the paper shall in no case, be distributed amongst more/than three teachers in the subject concerned.

P.G. Rule 38:

The traveling and halting allowances for the meetings mentioned in the foregoing P.G. Rule 3 shall be paid by the University.

P.G. Rule 39:

A centre may, if it chooses, appoint a Local Advisory Committee of not more than four members including the professor-in-charge from amongst the recognised post-graduate teachers in the subject locally staying.

P.G. Rule 40:

- (i) The teaching work including practical, if any, seminars etc. at the post-graduate centre/University departments in the Faculties of Arts, Science and Commerce shall be arranged at least for four days in a week.
- (ii) In case of part-time degree course for the M.Ed. degree, the teaching work, including practical, if any, seminars, dissertation guidance etc., at the post-graduate centres may be organized during academic terms or vacations. The teaching work at the rate of three lectures per paper may be organized for two or three days in a week during the academic terms.
- (iii) A post-graduate centre, which does not comply with those rules shall be deemed to have been closed down, and shall not enroll any fresh students for post-graduate studies in the concerned sides.

Provided that a post-graduate centre may, if necessary, arrange for not more than two post-graduate lectures, etc. On Sundays with respect of the teaching work assigned to visiting postgraduate teachers only.

P.G. Rule 41:

In the case of centres for languages arrangements for giving lectures by recognized post-graduate teachers should be made at the centres for subordinate language also.

P.G. Rule 42:

The Professor-in-charge/The Head of the department of the subject concerned in the University shall properly maintain attendance register for all the candidates registered through the post-graduate centre/ University department for all lectures and/or practical and/or Seminars held at their Centre/University department and at other centre or centres shall submit attendance registers for the first term in the first week of the beginning of the second term and for the second term within seven days from the conclusion of that term the necessary information after consolidation if necessary regarding the attendance together with two separate statements showing:

- (a) The term duly kept by the candidate, and
- (b) deficiency in attendance of those who have failed to keep the term together with a medical certificate, if necessary and such remarks as he may choose to make.

P.G. Rule 43:

- (a) The Professor-in-charge shall submit at the end of year by 30th of April, a report detailing the activities of the centre and an assessment of the work done during the year under report.
- (b) It shall be the duty of the centre to supply such information as may from time to time be called and to comply with such instructions as may from time to time be made by the University.
- (c) It shall be the duty of each centre to frame its budget and send it to the University before the end of August every year for information.
- (d) The budget shall include only the estimated expenditure on the payment of honorarium to teachers, traveling and halting allowances and free-ships and scholarships. The traveling and halting allowances shall be paid by the centre from the advances paid by the University as follows:
 - (1) The centre shall pay two first class fares to the visiting teachers;
 - (2) The halting allowances to be paid by the centre shall be at the rate of Rs.30/- per day.

- (e) The following expenses shall be held admissible towards administrative expenses;
- (i) Rs.200/- basic minimum for each of the post-graduate centres in a subject or a group of subjects per year provided at least ten students have been enrolled in a centre.
 - (ii) Rs.100/- basic minimum for each of the post-graduate centres per year where less than 10 students have been enrolled in a centre.
 - (iii) Rs.22/- per student per term or Rs.1800/- per term whichever is more for payment of remuneration to the library, laboratory, and office staff for all post-graduate centres taken together.

In addition thereto, a sum of Rs.25/- per term per student is also payable as remuneration to the laboratory staff only for the Science subjects out of the financial assistance admissible according to the rates mentioned in P.G. Rule 51.

- (f) The administrative expenses as mentioned in (e) (i) and (ii) above shall be paid by the University as and when the accounts submitted by the professor-in-charge of the post-graduate centre concerned have been finalized. However, the administrative expenditure mentioned in (e) (iii) above shall be paid at the end of each term.

P.G. Rule 44: DELETED

P.G. Rule 45:

- (a) The visiting post-graduate teachers shall be paid two first class fares as traveling allowances immediately on their submitting the T.A. bill with a certificate by the professor-in-charge of the post-graduate centre concerned. The professor-in-charge shall submit the bills to the University at the end of each term.
- (b) The halting allowance shall be paid by the centre at the rate of Rs.50/- per day.
- (c) The recognized post-graduate teachers who are working as full time teachers in affiliated colleges in the faculties of Arts,

Education, Science, Commerce, Law and Engineering are not eligible to claim any remuneration as per State Government G.R.No.MIS-1076-KH, dated 23rd November, 1976 and TEN-1174-36321-GH, dated 25th October, 1977 as adopted by the University.

Local teachers doing post-graduate teaching work on invitation to participate in the teaching programme of any department of the University or at any post-graduate centre to the University shall be paid conveyance allowance at the rate of Rs.35/- per day and each expenditure will be incurred from the income of fees.

Notwithstanding anything contained in the fore-going paragraph, a retired visiting teacher or an expert, other than a teacher working in any affiliated college in the faculties of Arts, Education, Science, Commerce, Law and Engineering who accepts the invitation and participates in the teaching programme of any Department of the University or any Post-graduate centre of the University shall be paid remuneration at the rate of Rs.20/- per lecture actually delivered by him. In addition thereto, he/she shall be paid two first class fares as traveling allowance and a halting allowance of Rs.40/- per day or the conveyance allowance as per rules as the case may be.

P.G. Rule 46:

- (a) The Executive Council may consider the proposals in connection with defect, if any, occurs to the centre.
- (b) For the purpose of counting deficit in case of a college/institution where more than one centres have been granted, the assets of all the centres be counted together and the centres may be so financed taking together the assets of all the centres located in that college or institution.
- (c) The Vice-Chancellor is authorized to sanction an amount not exceeding 50% of the surplus amount of the post-graduate centre or centres taken together for the purchase of books, periodicals, cupboards, etc. as and when a proposal in this behalf is received by the University from the Professor-in-charge of the post-graduate centre concerned at the end of the year.

- (d) Regarding the subsidy to be given to the centre in case of deficit, if any, etc., the amount of the subsidy to be given to the centre should in no case exceed the total amount of honorarium that would have become payable to the centre if the centres were not called upon to pay it from its funds.
- (e) An affiliated college or a recognized institution where centres for post-graduate instructions have been instituted shall be allowed to incur expenditure up to a maximum of Rs.100/- on account of audit fee.

P.G. Rule 47:

It shall be the duty of the professors in charge to enlist co-operation of all the recognised post-graduate teachers subject to the recruitments of the centre. This may be done in a manner that would ensure fullest possible efficient and diversified education.

(N.B.: It shall, however, not be obligatory upon the centre to assign work to all the recognised post - graduate teachers.)

P.G. Rule 48:

- (a) It shall be the duty of the centre to continue to maintain on its local staff, the minimum number of recognised post-graduate teachers as laid down under the Ordinance.
- (b) In the event of a vacancy, occurring on account of death, resignation, transfer, illness, retirement or any other reason on the local staff, it shall be the duty of the centre to fill up in a reasonable time not exceeding two months by such substitute and in such manner as would ensure efficient conduct of post- graduate education and/or research at the centre.

P.G. Rule 49:

- (a) The quantum of lecturing work and practical work per term shall be as follow:
 - (i) Not more than 90 periods of lectures per term 6 periods per paper per week each period of one hour's duration and not more than 180 lectures per paper per year.

- (ii) Not less than one-half of the quantum of lecturing work arranged for the full teaching of the subject or the paper concerned, as the case may be, shall be carried out by the local staff of the post - graduate centre in the subject concerned.
- (iii) In the case of part-time post-graduate centres in education, there shall be at least two periods of lecturing work per paper for at least three days in a week.
- (iv) Six lectures of one hour's duration each per week per paper in the subject comprised in the faculty of Science.

N.B. In the case of Science teachers, the supervision of four hours of practical work shall be taken as equivalent to one lecture.

- (v) Three practicals per week, each of 4 hours' duration where practicals are necessary (especially for science subject). Such practical shall be supervised by the post-graduate teachers of the local staff of the college concerned.
- (vi) No post-graduate centre shall ordinarily be allowed to carry on post-graduate teaching work during October or X- mas vacation. However, if it is found necessary in the opinion of the Professor-in-charge in the post-graduate centre and the Principal of that College/Institution to carry on post-graduate teaching work during October vacation and/or X-mas holidays, the same can be done only after obtaining prior permission of the Vice-Chancellor. Applications for such permission should be sent so as to reach the Registrar latest by 15th September every year.
- (vii) There shall not be more than 6 periods of lecturing work arranged per day for any class.
- (viii) Lecturers in addition to 180 lectures as provided in (i) above, can be arranged with the prior approval of the Vice-Chancellor, such approval should be obtained by

submitting application in this behalf latest by January every year.

- (b) No post-graduate teacher shall be allowed to deliver lectures at more than one centres without obtaining prior permission of the Vice-Chancellor.
- (c) If the workload of a visiting teacher consists of two periods in a week for all paper or papers, he shall be assigned these two periods on one day.
- (d) A visiting teacher shall deliver two lectures or shall deliver one lecture and hold one seminar per day. There shall, however, be an interval of a free period between the two.
- (e)
 - (i) the post-graduate Centre/University department in the subject concerned shall hold a test examination for every paper carrying 100 marks in the second term. The result of the said test examination shall be sent to the University office by the end of March every year. A student who has not secured at least 36 percent marks separately in each paper, and in practical and Viva-voce if any, shall not be eligible to appear at the University examination of the said course.
 - (ii) The professor-in-charge of the post-graduate centre concerned/ the Heads of the concerned Department of the University shall not forward the application of a student who has failed to secure minimum marks as detailed in (i) above for the University examination of the said course. However, if at all such application has already been forwarded, it shall stand cancelled.
 - (iii) This rule shall apply only to the candidates in the faculties of (i) Arts (2) Commerce (3) Science (4) Education and (5) Law.
- (f) Each post-graduate student shall submit at least one assignment of about ten pages each on every question paper. The assignment shall be submitted by the student before the 25th December every year.

In addition to the assignment, each student will be assigned practical work in English comprehension. The professor in charge will certify whether the practice work is satisfactory and this certificate shall be attached along with application form for the University examination. The students who are not certified for satisfactory practice work, shall not be admitted to the University examination.

- (g) Wherever there is a provision for writing a dissertation for a master's degree, the Professor-in-charge shall send two copies of the dissertation to the University for Evaluation by the end of the second term.

P.G. Rule 50:

Where papers are common to both the senior and the junior Classes, common lectures shall be delivered. A centre where students for senior as well as for the junior year course are enrolled shall arrange for the necessary lectures/ practical / seminars, etc. for both the senior and junior students and provided for common lectures practical / seminars, etc. where ever possible.

P.G. Rule 51:

An affiliated college or recognised institution, other than a post-graduate department of the University where a post-graduate centre for the post-graduate teaching in one or more subjects has been instituted by the University or where authorized guidance for research for Ph.D. is given, will be entitled to receive financial assistance according to the rates mentioned against each subject.

(a) Faculty of Arts and Faculty of Education:

(i) Home Science	250 per student /per year
(ii) Statistics	150 do
(iii) (a) Experimental Psychology (M.A.)	100 do
(b) Experimental Psychology (M.Ed.)	100 do
(iv) Geography	200 do

(b) Faculty of Science:

(i) Chemistry	1000 per student/per year
(ii) Physics	200 do

(iii) Botany	200	do
(iv) Zoology	200	do
(v) Geology	200	do
(vi) Microbiology	200	do
(vii) Statistics	150	do

The financial assistance is intended to assist the college or the institution concerned towards the maintenance of the laboratory, providing the necessary equipments and its replacement expenditure on chemicals and all other services required for carrying out the laboratory work, 50% of the estimated assistance payable as subsidy may be paid in advance as an on account grant' on receipt of the statement number of students registered at the centre concerned.

This assistance will be paid at the end of the year by the University on receipt of the certified statement from the Professor-in-charge of the centre and Principal of the college/Institution that the students concerned have worked satisfactorily during the year under payment and the actual expenditure incurred by the institution is not less than the amount claimed by them in that behalf. No expenditure other than that specifically, provided for by the University under the relevant rules shall be paid by the University.

This rule regarding financial assistances shall also apply 'mutates mutants' to recognised institution in respect of students working for Ph.D. Degree in the aforesaid subject.

P.G. Rule 52:

A candidate who fails to secure minimum marks for passing in only one paper or remains absent from the written examination in any one paper at M.A./M.Com/M. Sc. Part-I will be permitted to clear the examination of that paper with the paper of M.A./M.Com/M.Sc. Part-II and he will be considered eligible to get admission to M.A./M.Com/M.Sc. Part-II.

However the final result of such candidate will be declared only after he clears that paper of M.A. / M.Com / M. Sc. Part-I and award of class (or the grade) of such candidate will not be affected due to this provision.

P.G. Rule 53

(A) A person who passed M.A. Degree Examination of this University or an examination recognized by this University as equivalent there to, shall be held eligible for registration as a regular candidate for

the M.A. Part-I Examination with the subject(s) other than with which he has already passed his M.A. Degree Examination.

- (B)** The candidates for M.A. (regular) degree Examination can offer only those subjects with which they have passed their B.A. Degree Examination. They will not be allowed to select any other subjects in place thereof. Request for exemption from this clause shall in no case be entertained. Those candidates who have passed the Bachelor Degree Examination at least with Second Class will be allowed to offer any subject or subjects as prescribed for M.A. (regular) Examination.

===== END =====