

Ordinances of
SAURASHTRA
UNIVERSITY

Updated up to 31-12-2008

Ordinances of Saurashtra University

I. COMMITTEES OF THE SYNDICATE UNDER SECTION 20(4) OF THE ACT:

(1) UNIVERSITY PUBLICATION BOARD

Ordinance 1

There shall be University Publication Board. It shall consist of:

- (i) The Vice-Chancellor (Chairman);
- (ii) The Pro-Vice-Chancellor, if any;
- (iii) The Deans of the Faculties;
- (iv) Three distinguished persons, nominated by the Syndicate of whom one should be from the Heads of recognized Institutions or University Departments.
- (v) Two members of the Syndicate nominated by the Syndicate.

Ordinance 2

The Vice-Chancellor, or in his absence the Pro-Vice-Chancellor, and in the absence of both, the senior most Dean present shall preside at a meeting of the Board.

Ordinance 3

The Board shall meet annually in the first term, or whenever a meeting thereof is convened by the Vice-Chancellor suo moto, or on the requisition of not less than three members of the Board.

Ordinance 4

Four members shall form a quorum for a meeting of the Board and all questions shall be decided by a majority of votes of the members present and voting. In the case of an equality of votes, the Chairman shall have a casting vote.

Ordinance 5

Members of the Board shall hold office for three years. Any casual vacancy caused by death, resignation or a member's ceasing to hold a particular office, or to answer a particular designation, by virtue of which he became a member, shall be filled up by the Syndicate by nomination. A member so nominated shall hold office for the unexpired period of office of the original member whose place he occupies.

Ordinance 6

The following shall be the functions of the Board, namely:

- (i) to recommend to the Syndicate, the appropriation of the publication grants of the university.
- (ii) to undertake with the approval of the Academic Council and sanction of the Syndicate, the publication of -
 - (a) a University Journal or Journals and Research works;
 - (b) textbooks for Under-Graduate and Post-Graduate courses ;
 - (c) any other work, literary or scientific, considered suitable by the Board.

(2) UNIVERSITY BOARD OF SPORTS

Ordinance 7

There shall be a University Board of Sports constituted in accordance with Ordinance 10.

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Ordinance 8

The following shall be the objects of the Board, namely:

- (i) to foster and encourage sports and sportsmanship amongst the students of the University;
- (ii) to organize, control, manage and supervise Inter-Collegiate sports and tournaments within the jurisdiction of the University;
- (iii) to regulate their conduct; and
- (iv) to undertake and conduct Inter-University Competitions.

Ordinance 9 Deleted.

Ordinance 10

The University Board of Sports shall consist of the following namely:

- (i) The Vice-Chancellor.
- (ii) The Pro-Vice-Chancellor.
- (iii) Two members of the Syndicate to be nominated by the Syndicate.
 - (a) Among them one member shall be coordinator of the university Board of sports.
- (iv) Four Principals to be nominated by the Syndicate.
- (v) Three teachers to be nominated by the Syndicate from amongst the teachers of the affiliated colleges.

Note: In case if no lady Principal is nominated under Clause (iv) a lady teacher should be nominated as one of the three members to be nominated under Clause (v).

- (vi) Students Welfare Officer (Ex-Officio).
- (vii) Seven Physical Training Instructors to be appointed by the Syndicate one of whom shall be lady Physical Training Instructor.
- (viii) One Senate member to be appointed by the Syndicate.
- (ix) Four students representatives to be nominated by the Chairman, Board of Sports, every year.
- (x) Director, Physical Education (Ex-Officio).

Note : The Director, Physical Education, shall act as the Secretary, University Board of Sports.

Ordinance 11

The Principals of the Colleges and the members appointed by the Syndicate on the Board of Sports shall ordinarily be persons possessing expert knowledge or experience in a branch or branches of sports and shall hold office for three years, but shall be eligible for reappointment.

Ordinance 12

The following shall be the powers and functions of the Board, namely :

- (i) to frame rules for the conduct of Inter-Collegiate Sports and Tournaments;
- (ii) to prepare the budget for presentation to the Syndicate;

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- (iii) to decide in which of the Inter-University Competitions the University should participate and prepare a budget for the expenses involved in such participation;
- (iv) to appoint Committees, to select University Teams and to conduct Inter-University Competitions whenever the University is asked to do so by the Inter-University Sports Board;
- (v) To provide for coaching in games and sports;
- (vi) to decide on appeals that may be preferred to it against the decision of a Local Tournament Committee. The decision of the Board shall be final and no appeal shall lie against its decision.
- (vii) to advise the Syndicate on:
 - (a) the Physical training of the students;
 - (b) the N.C.C. Training of the students;
- (viii) Generally to take such steps as may be found necessary for the due discharge of its responsibilities.

Ordinance 13

The Board shall meet once every six months or whenever necessary on such days as may be fixed by the Chairman. Five members shall form a quorum for a meeting of the Board.

Ordinance 14 Deleted.

Ordinance 15

The Board may delegate to the Committees appointed by it, such powers as may be necessary for the Committees in the discharge of the duties imposed on them by the Board.

Ordinance 16 Deleted.

Ordinance 17 Deleted

Ordinance 18 Deleted.

Ordinance 19 Deleted.

Ordinance 20

- (I) The following shall be the constitution, powers and functions of the Local Tournaments Committee, namely :
 - (i) The Principal of the college, which is entrusted by the Board to conduct a particular tournament, shall be the Chairman of the Local Tournaments Committee.
 - (ii) The Chairman shall appoint a teacher of such a college as Secretary of the Local Tournaments Committee and send an intimation to the Chairman, Board of Sports. The person to be appointed as Secretary shall ordinarily be a senior member of the staff and preferably having knowledge of the games for which the tournament is conducted by the college.
 - (iii) The Secretary shall maintain all records, regarding entries, draws, fixtures and accounts.
 - (iv) The Chairman of the Local Tournaments Committee shall forward all records to the Secretary, University

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- Board of Sports within ten days after the conclusion of the tournaments.
- (v) The Local Tournaments Committee shall consist of the following members :
 - (i) The Chairman,
 - (ii) The Secretary,
 - (iii) Three other members one of whom shall be preferably an expert in the games for which the tournament is conducted by the college.
 - (vi) The Committee shall have powers.
 - (a) to frame rules for the conduct of the respective games in accordance with the rules laid down by the Board of Sports.
 - (b) to decide on appeal that may be preferred to it in respect of the games for which the tournaments are being conducted and to forward the decision for information of the Board of Sports.
 - (c) to do all other things as may be necessary for the efficient conduct of the tournaments.
 - (vii) Each Local Tournaments Committee shall decide the manner in which tournaments will be conducted.
 - (viii) The head of every competing institution shall submit to the Local Tournaments Committee concerned, a list of the names of the players from which the players will be selected for participation and the necessary eligibility details shall also be supplied on the dates fixed by the Chairman of the Local Tournaments Committee. The head of the competing institution shall be responsible for the varacity of the eligibility details. The details once submitted will not be allowed to be altered subsequently by the institution concerned.
- (II)(a) The entries for athletics competition shall be submitted to the Secretary, Board of Sports on or before the date fixed by the Secretary. They shall be in the prescribed forms supplied to the colleges by the Secretary at least ten days prior to the last date for receiving the entries.
- (b) The last date fixed for submitting entries for any tournaments or athletics shall not be altered, except with the permission respectively of the Chairman, Local Tournaments Committee and the Chairman, Board of Sports.

Ordinance 21 Deleted.

Ordinance 21-A

If a student of a University department or a post-graduate centre directly run by the University desires to play in any of the games at the Zonal or Inter Zonal level, he shall be allowed to do so from a local college on production of a no objection certificate from Head of the respective Department or post-graduate centre and further provided that the local college is willing to send him as its player for

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the game concerned. But it shall be the responsibility of the said college to prepare all details required for enabling the students to play in the game.

(3) THE BOARD OF MEDICAL SERVICES

Ordinance 22

There shall be a Board of Medical Services in the University. It shall consist of:

Ex-Officio Members :

- (i) the Vice-Chancellor (who shall be the Ex-Officio Chairman),
- (ii) the Pro-Vice-Chancellor, if any,
- (iii) Medical Officer of the University at Rajkot / Bhavnagar respectively to work as Secretary and Joint-Secretary,
- (iv) the Director of Physical Education of the University, if any,
- (v) one of the Principals of the Medical Colleges appointed by the Syndicate,
- (vi) the member of the Senate elected to the Senate by the Registered Graduates in the Medical Faculty ;

Members other than Ex-Officio Members:

- (vii) two Principals appointed by the Syndicate,
- (viii) one woman Principal or woman Professor of a Ladies' College appointed by the Syndicate,
- (ix) three Medical Practitioners, of whom one shall be a woman, appointed by the Syndicate.

Ordinance 23

Members of the Board, other than the ex-officio members, shall hold office for a period of three years. Principals of the colleges nominated under Clause (v) and (vii) shall cease to hold office on their ceasing to be a Principal.

Ordinance 24

The Board shall meet at least once every year and at such other times as a meeting thereof is convened by the Chairman suo moto, or on receipt of a requisition in writing by at least five members.

Ordinance 25

The Vice-Chancellor, or in his absence, the Pro-Vice-Chancellor, if any, or in the absence of both, the member elected at the meeting shall preside at a meeting of the Board.

Ordinance 26

Five members shall form a quorum for a meeting of the Board and all questions shall be decided by a majority of votes of the members present and voting. In the case of equality of votes, the Chairman shall have a casting vote.

Ordinance 27

Any casual vacancy caused by death, resignation or a member ceasing to hold a particular office, or to answer a particular designation by virtue of which he became a member or otherwise,

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shall be filled by the Syndicate by appointment or nomination, as the case may be, and the member appointed or nominated in such vacancy shall hold office for the unexpired period of office of the original member whose place he occupies.

Ordinance 28

The following shall be the functions of the Board namely :

- (i) to advise the Syndicate on :
 - (a) the medical Examination of the students ;
 - (b) matters relating to health, hygiene and dietetics of the University Students;
- (ii) to frame the budget for the succeeding year in respect of the items falling under Clause (i) and to submit the same to the Registrar before the end of October of each year for consideration by the Syndicate ;
- (iii) to appoint Committees and take such other steps as may be found necessary in due discharge of their responsibilities;
- (iv) to appoint sub-committees as may be necessary for discharging the functions of the Board.

(4) THE BOARD FOR CULTURAL ACTIVITIES

Ordinance 29

There shall be a Board for Cultural Activities in the University. It shall consist of :

- (i) The Vice-Chancellor.
- (ii) The Pro-Vice-Chancellor, if any.
- (iii) One Principal, one teacher, from affiliated colleges, recognized institutions and University Departments, one Senate member and one student representative from affiliated colleges, recognized institutions and University Departments nominated by the Syndicate, representing the Rajkot City, Rajkot, Bhavnagar, Amreli, Junagadh, Surendranagar and Jamnagar Districts.
- (iv) One Principal or teacher of a Music College affiliated to the University
- (v) The Director of Youth Welfare of the University, if any.
- (vi) The Director of Physical Education.
- (vii) Students Welfare Officer of the University.

Note : The Students Welfare Officer of the University will act as Secretary to the board.

Ordinance 30

- (1) The members of the Board except student representatives nominated by the Syndicate will hold office for three years. Student representatives will hold office for one year.
- (2) The Board shall meet at least twice every year and at such other times when convened by the Vice-Chancellor or in his absence by the Pro-Vice-Chancellor, if any, or in absence of both, by the Registrar.
- (3) Nine members shall form a quorum for a meeting of the Board and the Vice- Chancellor or in his absence, the Pro-

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Vice-Chancellor, if any, if present, shall preside at the meeting of the Board. In the absence of both, the meeting shall elect its own Chairman from amongst the members, other than the students' representatives.

Ordinance 31

The following shall be the functions of the Board :

- (i) to organize the cultural and literary activities of the University and to recommend to the Vice-Chancellor entries for such activities or competitions of such activities at the State level or All India level.
- (ii) to organize your festival competitions, if any, and to recommend to the Vice-Chancellor entries for such festivals or competitions at the State level or All India level.
- (iii) to provide workshops and to arrange for hobby centres in the University, when provision for financing such activities are made by the Syndicate.
- (iv) to take up any other project to promote cultural and literary activities, amongst the students of the University in general and to make rules for the same after the finances are provided by the Syndicate.
- (v) to appoint sub-committees to consider and to decide such matters as may be referred to them by the Board.
- (vi) to plan its activities in such a manner that co-ordination is effected between the colleges and University, for purpose of organizing its activities, and
- (vii) to carry out the activities which may be referred to it by the Syndicate.

Ordinance 32

- (i) All cultural and literary activities shall be organized at the University level and will be entrusted to the various affiliated colleges for organizing the same on behalf of the University.
- (ii) The college or colleges, which are entrusted with the organization of cultural and/ or literary activities shall constitute an organizing committee as may be decided by the Principal of the college, wherein teachers of the college and leading local personnel including experts, if any, shall be included. The Principal of the college shall act as Chairman of the committee. The committee shall also have powers to decide appeals and its decision shall be final and binding to the participants.
- (iii) The following shall be the per item entry fee prescribed for the participating teams :
 - (a) Rupees twenty if the team for a particular item is to consist of three or more participants.
 - (b) where individuals are to be nominated by the colleges, the entry fee shall be rupees five in case of one individual and rupees ten in case of two individuals.

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- (iv) The entry fee shall be sent to the University by the concerned colleges, recognized institutions or University Departments on or before the date fixed by the University every year.
- (v) The expenditure on boarding and lodging and other expenditure like transport, etc. shall be borne by the concerned college, institution or University Department.
- (vi) The local organizing committee at the college or colleges, or the University when it conducts competitions directly, shall have the authority to appoint judges experts etc. as may be required from the lists supplied by the University.
- (vii) The remuneration etc. to judges, experts and others shall be paid according to the rules prescribed by the Board and approved by the Syndicate from time to time.

Ordinance 33

- (i) The Board shall prescribe rules from time to time for the organization of cultural, literary or other such activities as it may like to organize and shall circulate the same to the colleges, recognized institutions, and University Departments.
- (ii) The Board shall have authority to issue instructions from time to time in connection with the organization of its activities.
- (iii) The Board shall have the authority to decide and to levy entrance fees and such other fees as may be deemed proper by it, from time to time for carrying out its activities.

(5) THE COMMITTEE FOR N. S. S. AND SOCIAL WORK

Ordinance 34

There shall be a committee for N. S. S. and Social Work. It shall consist of :

- (i) The Vice-Chancellor (who shall be the Chairman).
- (ii) The Pro-Vice-Chancellor, if any.
- (iii) Two Principals, appointed by the Syndicate for a period of three years.
- (iv) Four Teachers trained in N. S. S. Camps, appointed by the Syndicate for a period of three years.
- (v) Four members connected with the Social Services organisation to be appointed by the Syndicate.
- (vi) Two Presidents of District Panchayats to be appointed by the Syndicate.
- (vii) Two members of the Senate to be appointed by the Syndicate.
- (viii) Deputy Programme Adviser, Zonal Centre, N. S. S.
- (ix) Special Officer, N. S. S., Gujarat State.
- (x) District Development Officer, Rajkot.
- (xi) Development Commissioner, Gujarat State or his representative.
- (xii) Two members of the Syndicate to be nominated by the Syndicate.

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- (xiii) Eight student representatives one from each unit of N. S. S. to be Co opted by the Committee for a period of one year by rotation.
 - (xiv) The Registrar.
 - (xv) The Director of Physical Education of the University.
 - (xvi) Secretary, Saurashtra University Vidyarthi Madhyastha Mandal (Ex Officio or when such Mandal does not exist, a representative from the students to be nominated by the Syndicate).
 - (xvii) One student to be nominated by the Syndicate, every year.
- Note :** The N. S. S. Coordinator shall work as the member Secretary to the Committee.

Ordinance 35

The Committee shall meet once every term and may meet at such other time as a meeting thereof is convened by the Vice-Chancellor. Five members shall form a quorum for a meeting of the Committee and the Vice- Chancellor or in his absence the Pro-Vice-Chancellor or in his absence a member other than a co-opted member elected by the meeting shall preside. All questions shall be decided by a majority of votes of the members present and voting and in the case of equality of votes, the Chairman shall have a casting vote.

Ordinance 36

The following shall be the functions of the Committee, namely :

- (i) to plan and organise Camps, Social Service in the rural and urban areas ;
- (ii) to arrange programmes of Youth Travels, excursions, hiking, mountaineering, swimming etc ;
- (iii) to scrutinize and recommend schemes of Youth Work Camps to the University for submission to the Ministry of Education.
- (iv) to ask for grants for Youth Welfare Work from the State and Central Government to the University ;
- (v) to secure grounds for recreation;
- (vi) to hold Youth Leadership Training Camps for colleges ;
- (vii) to take up any other project for the welfare of the youth;
- (viii) to appoint sub-committees, if necessary.

(6) THE UNIVERSITY ESTATE COMMITTEE

Ordinance 37

There shall be a University Estate Committee consisting of :

- (i) The Vice-Chancellor;
- (ii) The Pro-Vice-Chancellor;
- (iii) The Architect to the Government of Gujarat;
- (iv) The Superintending Engineer (R. & B. Circle, Rajkot)
- (v) Five other members to be appointed by the Syndicate for a period of three years from whom two shall be experts;
- (vi) Chief Accounts Officer;
- (vii) University Engineer;
- (viii) Registrar as member secretary;

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- (ix) One member from planning Board appointed by the Vice-Chancellor.

Ordinance 38

The Committee shall meet once every year before the annual Convocation, and at such other times as a meeting thereof is convened by the Vice-chancellor.

Ordinance 39

Three members shall form a quorum for a meeting of the Committee and the Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, shall preside at a meeting of the Committee, and in the absence of both, the members present shall elect the Chairman from amongst them.

Ordinance 40

The Committee shall recommend to the Syndicate action in the matter of -

- (i) Planning and development of the University Campus at the headquarters and at other place, if necessary ;
- (ii) construction of buildings, their plans and estimates etc ;
- (iii) acceptance of tenders after scrutiny ;
- (iv) repairs, alterations or additions to the existing buildings ;
- (v) all other matters relating to the University Estate.

(7) THE FINANCE COMMITTEE

Ordinance 41

There shall be Finance Committee. It shall consist of :

- (i) The Vice-Chancellor (who shall be the Ex-Officio Chairman) ;
- (ii) The Pro-Vice-Chancellor, if any ;
- (iii) Five other persons appointed by the Syndicate from amongst its members for a period of three years.

Ordinance 42

The following shall be the functions and powers of the Finance Committee namely :

- (i) to sanction all expenditure up to Rs. 1,00,000 on behalf of the Syndicate ;
- (ii) to dispose of quotations and tenders received for the supply of materials, dead-stock, execution of work and other expenditure except that which pertains to the Estate committee;
- (iii) to consider such other matters as are referred to it by Syndicate from time to time.

Ordinance 42-A Deleted

POWERS DELEGATED TO THE ADMINISTRATIVE OFFICERS

Ordinance 43

The following one man committees may be constituted and be empowered to sanction all expenditure up to the monetary limit mentioned against them on behalf of the Syndicate. The exercise of these powers shall be subject to the rules and resolutions made by

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the Syndicate and instructions given by the Vice-Chancellor from time to time.

(I) VICE-CHANCELLOR :

1. Sanctioning all expenditure pertaining to University Building work (i) up to Rs. 50,000/- per item without inviting quotations, (ii) up to Rs.1,00,000/-per item after inviting quotations or tenders. No tenders or quotations is necessary in case of work to be executed as per S.O.R. of State Govt. of time to time.
- 1-A Sanctioning all expenditure pertaining to the University (i) up to Rs.50,000/-per item without inviting quotations, (ii)up to Rs. 1,00,000/- per item after inviting quotations or tenders. If the item to be purchased is equipment or other materials or research materials which are manufactured by State Government owned or Government of India owned Institutes or Companies or are conducted on behalf of the State Government or Government of India or is a State Government or Government of India undertaking, the Vice-Chancellor's powers shall be Rs. 50,000/- per item and no quotations or tenders will be necessary in such cases.
2. Sanctioning T. A. Advance to self and subordinate staff for approved programmes.
3. Sanctioning all types of advances to all members of the staff as per rules.
4. Approval of tour programmes for self and all employees.
5. Sanctioning annual increments of all employees where there is no E. B..
6. Sanctioning payments from all Union Funds.
7. Sanctioning leave to all employees.
8. The Vice-Chancellor shall have power to decide what is the standard item and in case of standard items decided by the Vice-Chancellor, no quotations will be required to be invited and the purchases can be made either direct from the manufacturer or from the dealer.

(II) REGISTRAR :

- (1) All expenditure to the University office including stationery, purchase of furniture and other materials required for the office etc. (i) up to Rs. 10,000/-per item without inviting quotations, (ii) up to Rs. 25,000/- per item after inviting quotations.
- (2) Every stationery item to be purchased in case of immediate requirements when the same are not in stock valued up to Rs. 5,000/-.
- (3) Sanctioning T. A. advances to self and subordinate staff for approved programmes.
- (4) Sanctioning all types of advances including Festival Advance, Food Grain Advance etc. to all members of the staff as per rules.

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- (5) Approval of tour programmes of Deputy Registrars, Assistant Registrars, Chief Accounts Officer and all Subordinate Officers and staff including Planning and Development Officer, Academic Officer, Controller of Examinations, University Engineer, Librarian, etc..

(III) PLANNING & DEVELOPMENT OFFICER/ACADEMIC OFFICER :

- (1) All expenditure pertaining to the University office other than stationery and furniture, (i) up to Rs. 500/- per item without inviting quotations, (ii) up to Rs.5,000/- per item after inviting quotations.

However, every stationery item to be purchased in case of immediate requirements when the same are not in stock valued up to Rs. 500/-.

- (2) Sanctioning T. A. advances to subordinate staff for approved programmes.
- (3) Approval of tour programmes of all subordinate staff.

(IV) CONTROLLER OF EXAMINATIONS :

- (1) All expenditure pertaining to the University office including stationery and furniture for examination and branches under him, (i) up to Rs. 500/- per item without inviting quotations, (ii) up to Rs. 5,000/- per item after inviting quotations.

- (2) Every stationery item to be purchased in case of immediate requirements when the same are not in stock valued up to Rs. 500/-.

- (3) Sanctioning T. A. advances to subordinate staff for approved programmes.

- (4) Approval of tour programmes of all subordinate staff.

- (5) Sanctioning any expenditure up to Rs. 2,000/- connected with the arrangement and conduct of Examinations.

- (6) Sanctioning refund of Examination fees and such other fees.

(V) UNIVERSITY ENGINEER :

- (1) Every stationery item to be purchased in case of immediate requirements when the same are not in stock valued up to Rs. 200/-.

- (2) Sanctioning T. A. advances to subordinate staff for approved programmes.

- (3) Approval of tour programmes of all subordinate staff.

- (4) Sanctioning refund of earnest money and Security deposits.

- (5) Sanctioning ordinary repairs to buildings, vehicles, roads, electrical installations, sanitary fittings, water supply and fans, petrol, oil etc. for vehicles, electrical lamps, tube-lights (when not available on stock and required urgently) Rs. 500/- per item without inviting quotations and Rs. 5,000/- per item after inviting quotations.

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- (6) Sanctioning expenditure on purchase of spare parts of vehicles amounting to Rs. 500/- per item without inviting quotations and Rs. 5,000/- per item after inviting quotations.
- (7) Technical sanction to special repairs up to Rs. 1,00,000/-.
- (8) Power to accord technical sanction to original & revised estimates up to Rs. 1,00,000/-.
- (9) Power to accord technical sanction to excess over estimates 5% or up to Rs. 5,000/- whichever is less.
- (10) Powers to accord technical sanction to the works of Electrical installations up to Rs. 25,000/-.
- (11) Power to divert provision for work contingencies in the estimates for a work to new items not approved for in the sanctioned estimates up to Rs. 25,000/-.
- (12) Powers to write off (i) irrecoverable value of stores, (ii) losses of public money etc. up to Rs. 1,000/-.

(VI) DEPUTY REGISTRAR :

- (1) Sanctioning all expenditure pertaining to his Department/Branches up to Rs.200/- per item without inviting quotations and up to Rs. 1,000/- per item after inviting quotations but excluding Stationery and Furniture.
- (2) Sanctioning any miscellaneous contingent expenditure other than stationery and furniture up to Rs. 100/- per item without inviting quotations in respect of expenditure connected with the conduct and arrangement of examinations.
- (3) Sanctioning T. A. advances to subordinate staff for approved programmes.

(VII) CHIEF ACCOUNTS OFFICER :

- (1) Sanctioning all expenditure pertaining to his Department/Branches up to Rs.200/- per item without inviting quotations and up to Rs. 500/- per item after inviting quotations but excluding stationery and furniture.
- (2) Sanctioning any miscellaneous contingent expenditure other than stationery and furniture upto Rs. 100/- per item without inviting quotations in respect of expenditure connected with the work of the Accounts Section.
- (3) Sanctioning T. A. advances to subordinate staff for approved programmes.

(VII-A) UNIVERSITY AUDITOR :

- (1) Sanctioning all expenditure pertaining to his Department/Branches up to Rs. 200/- per item without inviting quotations and up to Rs. 500/- per item after inviting quotations but excluding stationery and furniture.
- (2) Sanctioning any miscellaneous contingent expenditure other than stationery and furniture upto Rs. 100/- per item without inviting quotations in respect of expenditure connected with the work of the Audit Section.
- (3) Sanctioning T. A. advances to subordinate staff for approved programmes.

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(VIII) LIBRARIAN :

- (1) Sanctioning all expenditure pertaining to the University Library including stationery but excluding purchase of furniture up to Rs. 200/- per item without inviting quotations and up to Rs. 1,000/- per item after inviting quotations for expenditure pertaining to the Library only.
- (2) Sanctioning refund of Library deposits.

(IX) DIRECTOR OF PHYSICAL EDUCATION :

- (1) Sanctioning T. A. advances to subordinate staff for approved programmes.
- (2) Sanctioning any miscellaneous contingent expenditure other than stationery and furniture up to Rs. 100/- per item without inviting quotations (for branches under him).
- (3) Sanctioning T. A. advance to the students/delegates for approved tour programmes to the extent of 75% of the estimated expenditure but up to Rs. 500/- maximum for each delegate.

(X) CO-ORDINATOR, N. S. S. :

- (1) Sanctioning T. A. advance to subordinate staff for approved programmes.
- (2) Sanctioning any miscellaneous contingent expenditure up to Rs. 500/- per item without inviting quotations (for branches under him and for items other than stationery and furniture).
- (3) Sanctioning T. A. advance to the students/delegates for approved tour programmes to the extent of 75% of the estimated expenditure but up to Rs. 500/- maximum for each delegate.

(XI) CO-ORDINATOR, NATIONAL ADULT EDUCATION PROGRAMME :

- (1) Sanctioning T. A. advance to subordinate staff for approved programmes.
- (2) Sanctioning any miscellaneous contingent expenditure up to Rs. 500/- per item without inviting quotations (for branches under him and for items other than stationery and furniture).
- (3) Sanctioning T. A. advance to the students/delegates for approved tour programmes to the extent of 75% of the estimated expenditure but up to Rs. 500/- maximum for each delegate.

(XII) DIRECTOR, CONTINUING EDUCATION CENTRE :

- (1) All expenditure pertaining to the University office other than stationery and furniture; (i) up to Rs. 500/- per item without inviting quotations, (ii) up to Rs.5,000/- per item after inviting quotations.
However, every stationery items to be purchased in case of immediate requirements when the same are not in stock valued up to Rs. 500/-.
- (2) Sanctioning T. A. advances to subordinate staff for approved programmes.

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- (3) Approval of tour programmes of all subordinate staff.
- (XIII) DIRECTOR, COLLEGE DEVELOPMENT COUNCIL :**
- (1) All expenditure pertaining to the University office including stationery and furniture (i) up to Rs. 500/- per item without inviting quotations, (ii) up to Rs.5,000/- per item after inviting quotations.
- (2) Every stationery items to be purchased in case of immediate requirements when the same are not in stock valued up to Rs. 500/-
- (3) Sanctioning T. A. advances to subordinate staff for approved programmes.
- (4) Approval of tour programmes of all subordinate staff.
- (5) Sanctioning any expenditure up to Rs. 2,000/- connected with the arrangement and conduct of seminars, symposium, etc..
- (XIV) HEAD OF UNIVERSITY DEPARTMENTS :**
- (1) Sanctioning all expenditure pertaining to his Department/ Branches up to Rs.5,000/- per item without inviting quotations and up to Rs. 10,000/- per item after inviting quotations.
- (2) Sanctioning refund of caution money, tuition fees and other fees as per rules.
- (3) Sanctioning T. A. advance to subordinate staff for approved programme.
- (4) Approval of tour programmes of all subordinate staff.
- (5) After the sanction of the Vice-Chancellor or the Finance Committee or the Syndicate has been taken for the purchase of item or items and if the condition of releasing the R. R. through bank has been accepted in the sanction of the Vice-Chancellor or the Finance Committee or the Syndicate, the Head of Department shall have authority to give sanction for the respective amount for purpose of releasing the R. R. through bank.
- (6) When for purchase of chemicals, glassware or equipment a rate contract has been approved by the Vice-Chancellor, or the Finance Committee or the Syndicate, the Head of the Department shall have power to sanction purchase of any of the items of rate contract up to a limit of Rs. 25,000/- per order.
- (XV) PROFESSORS- IN - CHARGE OF UNIVERSITY CONDUCTED P. G. CENTRES :**
- (1) Sanctioning any miscellaneous contingent expenditure other than stationery and furniture up to Rs. 100/- per item without inviting quotations.
- (2) Sanctioning T. A. advance to subordinate staff for approved programmes.
- (3) Approval of tour programmes of all subordinate staff.
- (4) After the sanction of the Vice-Chancellor or the Finance Committee or the Syndicate has been taken for the purchase

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of item or items and if the condition of releasing the R. R. through bank has been accepted in the sanction of the Vice-Chancellor or the Finance Committee or the Syndicate, the Professor-in-Charge shall have the authority to give sanction for the respective amount for the purpose of releasing the R. R. through bank.

- (5) When for purchase of Chemicals, Glassware or equipment a rate contract has been approved by the Vice-Chancellor, or the Finance Committee or the Syndicate, the Professor-in-Charge shall have power to sanction purchase of any of the items of rate contract up to a limit of Rs. 5,000/- per order.

(XVI) RECTOR-UNIVERSITY-HOSTEL :

- (1) Sanctioning all expenditure pertaining to the University Hostel up to Rs.100/- per item without inviting quotations.
- (2) Incurring expenditure in connection with the Hostel Mess (but in proportion to the income received on this head).
- (3) Refund of all kind of deposits in connection with the Hostel after obtaining clearance certificate from the respective department, Library, Mess Contractor and Chief Accounts Officer.
- (4) Sanctioning T. A. advance to subordinate staff for approved programmes.
- (5) Approval of tour programmes of all subordinate staff.

(XVII) MEDICAL OFFICER :

- (1) Sanctioning all expenditure pertaining to the University Dispensary up to Rs.100/- per item without inviting quotations and up to Rs. 1,000/- per item after inviting quotations.
- (2) Sanctioning T. A. advance to subordinate staff for approved programmes.
- (3) Approval of tour programmes of all subordinate staff.

(XVIII) STUDENTS WELFARE OFFICER :

- (1) Sanctioning T. A. advance to subordinate staff for approved programme.
- (2) Sanctioning any miscellaneous contingent expenditure up to Rs. 100/- per item without inviting quotations (for branches under him and for items other than stationery and furniture).
- (3) Sanctioning T. A. advance to the students/delegates for approved tour programmes to the extent of 75% of the estimated expenditure but up to Rs.500/- maximum for each delegate.

(XIX) DEPUTY ENGINEER :

- (1) Sanctioning any miscellaneous contingent expenditure other than stationery and furniture up to Rs. 100/- per item without inviting quotations.
- (2) Sanctioning expenditure on repairs to buildings, electrical and water supply installation up to Rs. 500/- per item without inviting quotations.

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- (3) Sanctioning purchase of electrical lamps and tube lights (if not available on stock and are required urgently) up to Rs. 100/- per item without inviting quotations.

(XX) DEPUTY CONTROLLER OF EXAMINATIONS :

- (1) Sanctioning all expenditure pertaining to his department/branches up to Rs.50/- per item without inviting quotations and up to Rs. 500/- per item after inviting quotations but excluding stationery and furniture.
- (2) Sanctioning any miscellaneous contingent expenditure other than stationery and furniture up to Rs. 100/- per item without inviting quotations in respect of expenditure connected with the conduct and arrangements of examinations.

(XXI) ASSISTANT REGISTRAR, ASSISTANT LIBRARIAN, PUBLICATION OFFICER, DEPUTY ACCOUNTANT, SECTION OFFICER, STATISTICAL OFFICER :

- (1) Sanctioning all expenditure pertaining to his department, branches up to Rs.50/- per item without inviting quotations but excluding stationery and furniture. Purchase of stamps up to full value in the Franking Machine and up to Rs. 500/- for other stamps (Only for those officers who have to supervise the branch dealing with Franking Machine).

(XXII) CO-ORDINATOR, CONTINUING EDUCATION :

- (1) Sanctioning T. A. advance to subordinate staff for approved programmes.
- (2) Sanctioning any miscellaneous contingent expenditure up to Rs. 100/- per item without inviting quotations (for branches under him and for items other than stationery and furniture).
- (3) Sanctioning T. A. advance to the students/delegates for approved tour programmes to the extent of 75% of the estimated expenditure but up to Rs. 500/- maximum for each delegate.

(XXIII) DIRECTOR COMPUTER CENTRE :

- (1) Sanctioning any miscellaneous contingency up to Rs. 2,000/- per item without inviting quotations
- (2) Sanctioning T.A. advance to subordinate staff for approved programme.

Note :

- (a) Whenever quotations are required it is necessary to have at least three quotations. But where the number of quotations received in respect of an item is less than three, the Vice-Chancellor is authorized to decide the matter on the basis of the quotations received.
- (b) In case if the expenditure is more than Rs. 1,00,000/- the tender notice be issued in the newspapers as per rules. however, when purchase of back volumes is to be made the necessity of tender notice in newspaper will arise only if the expenditure is more than Rs.

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1,00,000/- . Quotations will have to be invited for such purchases. When purchases are to be made from State Government or Govt. of India or their undertaking or Institutions recognized by such Governments for direct purchases the purchase, may be made from them up to any amount with the prior sanction of the Vice-Chancellor. In special circumstances and other special urgent requirements, the Vice-Chancellor, may waive the requirements of issuing tender notice in the newspapers.

- (c) All these powers will be subject to the necessary provisions for expenditure on such items in the budget estimates. Any expenditure not envisaged in the budget estimates cannot be sanctioned.
- (d) The monetary limits fixed in the above financial powers will be applicable to each case at a time. But requirements at a time should not be split up so as to cover the expenditure not involved within their power.
- (e) A bill should be certified for its reasonability by the Officer competent to sanction the expenditure.
- (f) With regard to signing of cheques the Syndicate shall from time to time decide the authorities who shall sign the cheques. However, apart from signing of cheques, no bills in connection with the T.A., D.A. of members of the authorities and committees, paper setters and examiners or payment of advances or recoupment of petty-cash bills will be placed for the signature of the Registrar but the sanction already given either by the Registrar or by the Vice-Chancellor or by the Head of the Department or the respective officer concerned shall be considered as "Passed for payment" for purpose of payment of amount either by cash or by cheque. The T.A. bills for the meetings of the authorities of the committees of the University will be signed and passed for payment by the Chief Accounts Officer of the University and the Dy. Accountant (Audit). The bills in connection with the conduct of examinations, paper-setting, printing of question-papers and other printing work relating to examinations, T.A. bills of paper-setters and examiners etc. will be signed and passed for payment by the Controller of Examinations, Chief Accounts Officer and Dy. Accountant (Audit). Sanction for the expenditure from the petty cash will be given by the respective Head of the Department, Professor-in-charge, the respective officer concerned and the bills in that connection will be signed and passed for payment by the officer or Head of the Department or the

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Professor in charge concerned and the Dy. Accountant (Audit) and the Chief Accounts Officer. The amount of advances once sanctioned by the Registrar or by the Vice-Chancellor will be considered as sanctioned and passed for payment and at the time of payment or after the payment the vouchers thereof shall not be placed again for the signature of the Registrar or the Vice-Chancellor.

WRITING OFF :

With regard to the writing off old, useless and surplus dead stock articles, books, apparatus etc. or writing off or waiving the recovery of the value of property money lost, over payments, outstanding dues and all other items having money value, a committee consisting of

1. The Deputy Registrar(general store)/University Engineer-Member secretary of the committee
2. Chief Account Officer
3. Auditor.
4. Head of Concerned Depart/Section
5. All Members of Technical Committee (in case of Computers & Related Hardwar/Peripherals)
6. Two Experts to be nominated by Vice Chancellor shall have powers to Examine, to propose write-off value/ upset value and to recommend before the Syndicate in case of value above Rs. 5,00,000.

The Vice-Chancellor as an authority can sanction such writing off as recommended by the committee up to the value of Rs. 1,00,000/-

The registrar shall then take steps through concerned section/officer to dispose off the articles written off.

REASONS :

- (1) Due to theft
- (2) Ware and tear
- (3) Breakages during the operation & losses in operation.
- (4) Unaccounted losses.
- (5) Natural calamity.
- (6) Reasons deemed sufficient/satisfactory by the Committee.

Ordinance 43-A :

The following committees may be constituted and be empowered to sanction all expenditure up to the monetary limit mentioned against them on behalf of the Syndicate for University Post-Graduate Departments.

- (A) A Committee consisting of the Vice-Chancellor, Dean of the Faculty concerned, Head of the University Department concerned and one member of the Syndicate be authorised to sanction all expenditure over Rs. 10,000/- per item after inviting tenders or quotations.

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- NOTE:**(1) In each case it is necessary to have at least three quotations or tenders. But where the number of tenders in response to the notice is less than three, the Vice-Chancellor may decide the matter on the basis of the tenders received.
- (2) In case if the expenditure is more than Rs. 20,000/- the tender notice be issued in the newspapers as decided by the Vice-Chancellor. In special circumstances and other special urgent requirements, the Vice-Chancellor may waive the requirement of issuing tender notice in the newspapers.

Ordinance 43-B

When there is no Vice-Chancellor or when the Vice-Chancellor is outside the headquarters on account of duty or when the Vice-Chancellor is on leave and no person is acting as Vice-Chancellor and in cases even when the acting Vice-Chancellor is outside the headquarters on duty, the powers of the Vice-Chancellor shown in Ordinance 43 and Ordinance 43(A) may be exercised by the Registrar if he feels that urgent action in a particular matter is required.

(8) THE UNIVERSITY LIBRARY COMMITTEE

Ordinance 44

There shall be a University Library Committee. It shall consist of -

- (I) the Vice-Chancellor;
- (ii) the Pro-Vice-Chancellor, if any ;
- (iii) the Deans of Faculties ;
- (iv) the Heads of University Departments, if any;
- (v) three other members, to be nominated by the Syndicate, one of whom shall be a teacher recognized for guiding Ph. D. students.

Ordinance 45

The Vice-Chancellor, and in his absence, the Pro-Vice-Chancellor, if any, or in the absence of both the senior most Dean shall preside at the meeting of the Committee.

Ordinance 46

The members of the Committee shall hold office for three years. The office of a member of the Committee shall be vacated by death, resignation, or by a member ceasing to answer the designation by virtue of which he was a member, or by the member being absent from four consecutive meetings. Any vacancy on the Committee shall be filled by the Syndicate.

Ordinance 47

The Committee shall meet once in every term and at such other times as the meeting thereof is convened by the Chairman or in his absence, by the Pro-Vice-Chancellor, if any. Five members of the Committee shall form a quorum for a meeting of the Committee. The Chairman, shall, on the requisition of not less than five

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members of the Committee convene a meeting within fifteen days of the receipt of the requisition.

Ordinance 48

All questions shall be decided by a majority of votes of the members present and voting. In the case of an equality of votes, the Chairman shall have a casting vote. The University Library Committee shall, subject to the control of the Syndicate in general, manage the Library and advise the Syndicate on any matter connected with the Library referred to it by the Syndicate.

Ordinance 49

The following shall be functions and powers of the Committee, namely -

- (i) to make recommendations to the Syndicate,
 - (a) regarding the administration of the fund set apart for the Library;
 - (b) regarding the requirement of the staff of the Library; and
 - (c) regarding other matters connected with Library;
- (ii) The committee shall report to the Syndicate, for information, the purchase of books and disposal of such books as in the opinion of the Committee, are either worthless, unserviceable or otherwise useless. For the purposes of the Ordinance, books shall include manuscripts and periodicals;
- (iii) The 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 amendments made therein, shall be reported to the Syndicate;
- (iv) The Committee shall have the power to write-off books lost during any year, of the value not exceeding Rs. 1,000/- after holding necessary inquiry and shall report the matter to the Syndicate.

Ordinance 50

The Committee shall keep an account of all the Funds provided for the purposes of the Library, and forward a statement of such accounts to the Registrar, for submission to the Syndicate every three months.

Ordinance 51

There shall be a separate account in the Bank under the name of the 'Saurashtra University Library Account'.

Ordinance 52

All Bills in respect of the Books purchased for the Library shall be verified, checked and certified by the Librarian before they are passed for payment.

Ordinance 53

All cheques in respect of the payment of the expenditure from the Library account shall be signed by the Registrar after he has satisfied himself that the amounts entered in them are the same as those in bills.

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(9) UNIVERSITY INFORMATION BUREAU

Ordinance 54

There shall be a University Information Bureau. It shall consist of -

- (i) the Vice-Chancellor (who shall be the Chairman);
- (ii) the Pro-Vice-Chancellor, if any;
- (iii) the Registrar;
- (iv) such other members not exceeding three representing different faculties as may be appointed by the Syndicate,
- (v) the Librarian, member-secretary.

Ordinance 55

The term of office of a member of the Bureau shall be three years and the Syndicate shall have the power to make appointments to fill temporary vacancies caused by the death, resignation or from any other cause whatsoever. A member on retirement shall be eligible for reappointment.

Ordinance 56

The Bureau shall meet once a year as and when a meeting thereof is convened by the Vice-Chancellor, or in his absence by the Pro-Vice-Chancellor, if any.

Ordinance 57

The Vice-Chancellor, or in his absence the Pro-Vice-Chancellor shall preside at a meeting of the Bureau and in their absence, the member elected at the meeting shall preside. Two members shall form a quorum for a meeting of the Bureau.

Ordinance 58

The following shall be the functions of the Bureau, namely -

- (a) to collect and furnish information in regard to Indian and Foreign Universities and Educational Institutions;
- (b) to advise students on the question of studies in foreign countries;
- (c) to correspond with other Universities and other Institutions with a view to facilitating the placing of students of this University in suitable conditions of study in those universities and Institutions.

Ordinance 59

The following shall be the powers of the Bureau, namely -

- (a) to correspond directly with such Universities, Institutions and persons as have agreed to such direct correspondence and in other cases to correspond with such other persons in foreign countries as would supply the necessary information.
- (b) to take a deposit from any applicant who desires any expenditure to be incurred on his behalf.
- (c) to refuse to forward any application for reasons deemed sufficient by it.

DEANS OF THE FACULTIES

Ordinance 60

Each Faculty shall elect its Dean as required under sub-section (1) and (2) of Section 25 of the Act at a meeting convened for the

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purpose of electing the Dean. The procedure for election shall be in accordance with the prescribed rules.

Ordinance 61

Meeting of the Faculties shall be convened by the Dean, or in his absence by the Registrar.

Ordinance 62

The office of the dean shall be vacated by death, by resignation, by the Dean's ceasing to be a member of the Senate or by his being absent from four consecutive meetings of the faculty concerned. He will also cease to be the Dean, if he remains absent from the university area for more than four consecutive calendar months without the permission of the vice-Chancellor.

Ordinance 63

A casual vacancy in the office of the Dean occurring for any reason may be filled by election at a meeting of the Faculty to be convened by the Registrar. A Dean elected to fill a casual vacancy shall hold office for the unexpired period of the term of office of the Dean in whose vacancy he is elected.

Ordinance 64

The Dean shall be given such clerical or office assistance at the University office or at his head quarters as the Syndicate may deem necessary for carrying out his duties.

Ordinance 64-A

In the case of those Faculties which consist of only one college, the Syndicate Shall associate one other person with the dean for the purpose of inspection of the college.

(10) COMMITTEE FOR THE APPOINTMENT OF TEACHERS OF THE UNIVERSITY

Ordinance 65

- (1) No person shall be appointed as a whole time University Professor or Reader Or Lecturer except on recommendations of the Committee constituted for the purpose.
- (2) The following shall be the members of the Committee, namely:
 - (1) Vice-Chancellor (Chairman)
 - (2) Pro-Vice-Chancellor.
 - (3) One nominee of the Chancellor.
 - (4) Three experts in the subject or field concerned to be appointed by the Vice-Chancellor, out of the list approved by the Syndicate from time to time.
Provided further that the Head of the Department will be additional expert subject to the condition of his being of reader's or above rank.
- (5) Three members of the Syndicate, to be appointed by rotation as may be fixed by the Vice-Chancellor. Provided that when the Committee constituted for the purpose of placement, promotion or selection under the career advancement scheme or any other scheme of

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promotion, time being in force for the purpose, to avoid delay in process the nomination of the Chancellor is not necessary.

Provided further that all the selections made by a committee constituted under this ordinance by way of direct recruitment, personal promotion, career advancement or any scheme of promotion time being in force in the same cadre Inter se-seniority of teachers, appointed by personal promotion, career advancement or direct recruitment, shall be determined according to length of continuous service in such cadre.

- (3) At least five members including one outside expert shall constitute the quorum.
- (4) Before fixing the date for the meeting of the Selection Committee the convenience of the outside experts and the Chancellor's nominee shall be ascertained in writing.
- (5) The Committee shall recommend the names in order of merit. In the event of selection of the candidate other than the first recommended by the committee, the Syndicate shall record the reasons for doing so.
- (6) The Committee shall not recommend for appointment a person who does not possess the qualifications prescribed by the University for recognition as a postgraduate teacher.

Ordinance 65-A

The Vice-chancellor may make such provisional appointment as may be found necessary for a period not exceeding one year or until the appointment of the whole teacher is made, whichever is earlier, subject to the provisions of this ordinance.

- (1) The vice-chancellor shall appoint adhoc lecturer on the recommendation of a committee constituted for the purpose.
- (2) The selection committee for selection of the adhoc lecturer shall consist of the following members :
 - (a) The Vice-Chancellor,
 - (b) The Pro-Vice-Chancellor,
 - (c) Head of the concerned Department,
 - (d) Senior most teacher (other than Head) working in the concerned Department not below the post of Reader,
 - (e) One other "Subject Expert" either from this university or other University established by law in India, not below the rank of Reader and has experience of actual teaching (not merely the recognition) of P. G. Classes in the same subject at teaching department for not less than ten years. Provided that the appointment as adhoc lecturer shall be made only on purely temporary basis for a period of on academic term or till permanent appointment is made on the said post, which ever is earlier and shall stand automatically

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cancelled on the expiry of the last day of the said period.

EXPLANATION 1 :

In any case, an appointment as adhoc lecturer shall not be continued for next or succeeding academic year without fresh appointment, made by the selection committee constituted under clause 3 of this ordinance.

EXPLANATION 2 :

Appointment as adhoc lecturer shall not, in any case, be renewed by administrative or executive decision for next or succeeding academic term unless the said next or immediate succeeding term falls in the same academic year in which the appointment has been made.

EXPLANATION 3 :

An appointment as adhoc lecturer shall neither create any legal right to continue on the post of lecturer as adhoc or permanent teacher for succeeding term or terms nor to file any suit for the purpose.

Provided further that no appointment as adhoc professor or Reader shall be made in the University.

Ordinance 66 Deleted.

Ordinance 67 Deleted.

(12) THE LEGAL COMMITTEE

Ordinance 67-A

There shall be a Legal Committee.

- (1) It shall consist of;
 - (i) the Vice-Chancellor;
 - (ii) the Pro-Vice-Chancellor;
 - (iii) the Dean of the Law Faculty;
 - (iv) two members nominated by the Syndicate from amongst its members
 - (v) eight members who are practicing advocates, nominated by the Syndicate.
- (2) The Vice-Chancellor or in his absence the Pro-Vice-Chancellor and in absence of both, the Dean of the Law Faculty shall preside at a meeting of the Committee.
- (3) Four members shall form a quorum for a meeting and all questions shall be Decided by a majority of the votes of the members present and voting. In the case of equality of votes, the Chairman shall have a casting vote.
- (4) The nominated members shall hold office for one year and shall be eligible for re nomination. Any casual vacancy of a nominated member caused by death, resignation or a member ceasing to hold a particular office by virtue of which he became the member shall be filled up by the Syndicate by nomination. A member so nominated shall hold office for the unexpired period of the office of the member whose place he occupies.

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- (5) A meeting of the Committee shall be convened by the Registrar at the instance of the Vice-Chancellor.
- (6) The following shall be the functions of the Legal Committee, namely :-
 - (i) to offer legal advice on the issues which may be referred to it by the Syndicate ;
 - (ii) to give opinion about interpretation of particular provisions of the Act, Statutes, Ordinances, Regulations or Rules on which such opinion is sought by the Syndicate ;
 - (iii) to offer legal advice on the issues relating to the successful implementation of the provisions of the Act, Statutes and Ordinances etc. ;
 - (iv) to propose drafts or to examine and suggest changes in the drafts of Statutes, Ordinances, Regulations or Rules where such drafts are referred to it by the Syndicate ;
 - (v) to offer general legal advice on the line of action to be taken in the litigations where University is a party or is proposed to become a party when such cases are referred to it by the Syndicate.
 - (vi) to examine and point out inconsistencies, contradictions, anomalies, unhealthy constructions etc., in provisions of Statutes, Ordinances, Regulations and Rules and to propose suitable changes for removal thereof when such matters are referred to it by the Vice-Chancellor.

II. RECOGNITION OF TEACHERS RECOGNITION OF TEACHERS FOR IMPARTING POST-GRADUATE INSTRUCTION Under Section 31 (iv) and Statute 126 and Section 20 (1) (xxiii)

The University continued all the post graduate centres in the University area that were established by the Gujarat University. With a view to raising the standard of Post-Graduate teaching and training. The matter was thoroughly considered by the Board of University teaching and Academic council. The ordinances regarding recognition of teachers and Organisation of Post Graduate centres and rules relating to Post Graduate studies were recast in light of the recommendations of the Board of University teaching and the Academic council.

Ordinance 68

There shall be three types of Post-Graduate teachers of the University for Post- Graduate instruction, namely :

- (i) Teachers appointed by the University for its own Departments ;
- (ii) Recognized teachers ;
- (iii) Recognized Assistant Teachers.

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Ordinance 69

Recognition will be granted only on an application made in the form prescribed by the Vice-Chancellor except in the case of persons of recognized eminence or proved experience and standing.

Ordinance 70

- (1) 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 shall be submitted through the Head of the affiliated college or recognized institution in which the applicant is working.
- (2) Application for recognition should reach the office of the University on or before the 30th June in the first term and the 30th of November in the second term every year.

Ordinance 71

- (1) The applicant as well as the Head of the affiliated College or Institution Through whom the application is submitted shall furnish such further information as may be required in connection with the application for recognition as a Teacher or an Assistant Teacher.
- (2) Recognition may be granted by the Syndicate on the recommendation of the Board of University Teaching, in accordance with the Ordinances in that behalf.

Ordinance 72

Every Recognized Teacher or Assistant Teacher shall be attached to an affiliated college or a recognised or approved institution and his recognition will be operative only so long as he answers the designation on the basis of which he was recognized. Provided that nothing in this Ordinance shall apply to a person of proved experience and standing.

Ordinance 73

- 1 (a) A teacher to be recognized for instruction at the level of Post-Graduate Degree or Diploma by papers in a Faculty specified in any of the Schedules I (A to D) to V append to these Ordinances shall possess the qualifications specified in any one of the categories mentioned in the relevant schedule.
- (b) "Teaching experience" means experience of teaching the students in the final year class (last two years in the case of students in the Faculty of technology including engineering) of degree classes or post graduate classes in University Department/ Centre or an affiliated colleges or a recognised Institution or an approved institution, as the case may be;
- 2 (a) A teacher to be recognized as an Assistant Post-Graduate teacher for the Master's Degree by papers or a Post-Graduate Diploma, as the case may be, in a faculty specified in any of the Schedules appended to these Ordinances shall possess the qualifications specified in any one of the categories mentioned in the relevant schedule.

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- (b) "Teaching Experience" means experience of teaching students at University Department/ Centre or an affiliated college or recognized institution or an approved institution.
 - (c) an honorary Assistant Teacher in a college or an institution shall be recognized as an Assistant Post-Graduate teacher only if he is putting in not less than four periods of teaching work per week throughout the Year; such an honorary Assistant Post-Graduate teacher of that college or institution shall not be considered to be a regular Teacher of that College or institution for the purpose of enrolment as a post-graduate teacher.
3. For the purposes of this Ordinance:
- (a) Where no class is awarded in the Master's Degree obtained by thesis, or partly by thesis and partly by papers, the Degree so obtained shall be considered to be equivalent to a Master's Degree by papers in the Second Class.
 - (b) Where no class is awarded in a subject, the Master's degree obtained therein shall be considered to be equivalent to a Master's Degree in the Second Class.
 - (c) Where there is a separate system of reckoning merits like grades in some of the foreign Universities, the degree grade shall be converted into the appropriate class.
 - (d) Where a Master's degree or a Bachelor's degree has been obtained from any University with 60 percent or more marks it shall be deemed to have been obtained in first class and in case of Master's degree with 48 percent or Bachelors degree with 45 percent or more marks, the relevant degree shall be deemed to have been obtained in second class for the purpose of giving recognition as a post-graduate teacher and Assistant Post-Graduate teacher.

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SCHEDULE - I A

FACULTY OF ARTS and Rural (M.A., Home Science) :

Categories specifying qualifications for recognition as a teacher for Master's Degree in the Faculty of Arts Rural including M.A. Home Science.

Sr. No of Category	Class in which Master's Degree in the subject obtained.	Doctorate Degree if any, or Professional qualification, if any.	Minimum period of teaching experience (in years) as a lecturer in the subject	
			At the final year degree class or P.G. centre OR	At the second year degree class or P.G. Centre
1	2	3	4	5
1	First and	Ph.D.	One OR	Seven
2	Second and	Ph.D.	Two OR	Seven
3	---	D.Sc. OR D.Lit.	Two OR	Seven
4	First and	M. Phil.	Two OR	Ten
5	Second and	M. Phil.	Three OR	Ten
6	Three and	Ph.D.	Three OR	Ten
7	Third and	M. Phil.	Four OR	Ten
8	Other than above category	...	Five OR	Fifteen

Note : (1) Teaching experience means experience of teaching the students as a lecturer at a affiliated colleges or recognised institution in the classes as mentioned in Col. 4,2,5 above.

(2) Two/Five Years teaching experience in final year of the degree classes as tutor will be considered as equivalent to one year/three years teaching experience as a lecturer.

For Shastris and Maulvis, i. e. Teachers in Sanskrit, Prakrit, Pali, Persian and Arabic, the above qualifications will not be insisted upon; but they must have qualifications of having passed special examinations in these subjects which are equivalent to those mentioned above.

If a P. G. Teacher is an honorary worker, he shall be approved as P.G. Teacher only if he puts in at least four periods of teaching work per week at undergraduate level throughout the year. Such an honorary P. G. Teacher shall not be considered as a regular teacher of that college or institution for the purpose of enrolment as a teacher.

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SCHEDULE – I A (i)

FACULTY OF ARTS (Music) :

Categories specifying qualifications for recognition as a teacher for Master's Degree in Music in the Faculty of Arts.

Sr. No of Category	Class in which Bachelor's Degree in the subject obtained. (B.Music)	Class in which Master's Degree in the subject obtained. (M.Music)	Doctorate Degree if any, or Professional qualification if any.	Minimum period of teaching as a lecturer in the final year degree class or P.G.Centre
1	2	3	4	5
1	First and	First	Ph.D.	1 year
2	Second and	First	Ph.D.	1 year
3	Second and	Second	Ph.D.	2 years
4	First and	First	-	3 years
5	Second and	First	-	3 years
6	Second and	Second	-	5 years
7	Pass and	Second	-	7 years
8	Pass and	Pass	-	8 years

- Note :** (1) Teaching experience means experience of teaching the student in the final years of the degree classes or In P.G. Classes.
- (2) A Professor who is recognised to teach P.G. Classes in Music by another university shall be has eligible for recognition as a Post Graduate teacher for M. Music degree in the University.
- (3) A teacher who is recognised as a professor to teach under graduate classes shall be held eligible for recognition as a post graduate teacher for M. Music degree provided he has five years teaching experience in music in this university or in any other university.
- (4) An eminent artist may be invited to work as a visiting professor for Post Graduate classes provided he has five years teaching experience in music in this university or in any other university.

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SCHEDULE - I B

FACULTY OF COMMERCE

Categories specifying qualifications for recognition as a teacher for
Master's Degree in the Faculty of Commerce.

Sr. No of Category	Class in which Master's Degree in the subject obtained.	Doctorate Degree if any, or Professional qualification, if any.	Minimum period of teaching experience (in years) as a lecturer in the subject	
			At the final year degree class or P.G. centre OR	At the second year degree class or P.G. Centre
1	2	3	4	5
1	First and	Ph.D.	One OR	Seven
2	Second and	Ph.D.	Two OR	Seven
3	---	D.Sc. OR D.Lit.	Two OR	Seven
4	First and	M. Phil.	Two OR	Ten
5	Second and	M. Phil.	Three OR	Ten
6	Third and	Ph.D.	Three OR	Ten
7	Third and	M. Phil.	Four OR	Ten
8	Other than above category	...	Five OR	Fifteen

NOTE:

1. Two years teaching experience as Tutor/Demonstrator will be considered as equivalent to one year's teaching experience as a Lecturer.

2. A person holding qualifications of a Lecturer in the Faculty of Commerce Possessing B. Com. Degree in at least Second Class in Advanced Accounting and Auditing and M. Com. Degree with A. I. C. W. A. Diploma of the Indian Institute of Cost and Works Accountants, Calcutta, and possessing at least three years experience of teaching in the subject.

OR

A person possessing B. Com. Degree in at least Second Class in Advanced Accounting & Auditing and holding the A. I. C. W. A. Diploma of the Indian Institute of Cost & Works Accountants, Calcutta, or C. A. and having five years professional experience will be eligible for recognition as a post-graduate teacher for Advanced Accounting, Costing & Industrial Administration for the M. Com. Degree.

3. A person holding the degree of M. Com. shall be eligible for recognition as a Postgraduate teacher for the papers offered by him at the M. Com. Degree Examination except Economic Policy & Planning.

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4. A teacher having teaching experience in Economics shall be considered Eligible for recognition as a Post-graduate teacher in the Faculty of Commerce for the papers of Economic Policy & Planning, Organized Markets, Managerial Economics and Business Environment, Industry and Agriculture, International Economics, Co-operation.
5. No part-time teacher shall be recognized as a Post-graduate teacher in the Faculty of Commerce in any subject except in case of part time Chartered Accountants who may be recognized in the subject of Accountancy.

Schedule - I

Categories Specifying qualifications for recognition as a teacher for Master's of Business Administration

Sr.No of Category	Class in which Bachelor's Degree obtained.	Class in which Master's Degree in the subject obtained	Doctorate Degree if any, or Professional qualifications, if any.	Minimum period of teaching as a lecturer in the subject
1	2	3	4	5
1.	Second Class	First Class	Not Applicable	Five Year

Schedule -VI

Categories Specifying qualifications for recognition as a teacher for Master in Computer Application Course of faculty of Science

Sr.No of Category	Class in which Bachelor's Degree obtained.	Class in which Master's Degree in the subject obtained	Doctorate Degree if any, or Professional qualifications, if any.	Minimum period of teaching as a lecturer in the subject
1	2	3	4	5
1.	Second Class	First Class	Not Applicable	Five Year

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SCHEDULE - I C

FACULTY OF SCIENCE AND HOME SCIENCE

Categories specifying qualifications for recognition as a teacher for
Master's degree in the Faculty of Science and Home Science

Sr. No of Category	Class in which Master's Degree in the subject obtained.	Doctorate Degree if any, or Professional qualification, if any.	Minimum period of teaching experience (in years) as a lecturer in the subject	
			At the final year degree class or P.G. centre OR	At the second year degree class or P.G. Centre
1	2	3	4	5
1	First and	Ph.D.	One OR	Seven
2	Second and	Ph.D.	Two OR	Seven
3	---	D.Sc. OR D.Lit.	Two OR	Seven
4	First and	M. Phil.	Two OR	Ten
5	Second and	M. Phil.	Three OR	Ten
6	Third and	Ph.D.	Three OR	Ten
7	Third and	M. Phil.	Four OR	Ten
8	Other than above category	...	Five OR	Fifteen

NOTE:

Teaching experience means experience of teaching the students in the final year of the degree classes or P. G. Centres as a Lecturer at an affiliated college or recognized institution in the class as mentioned in col. 4 & 5 above.

Two years teaching experience as a tutor/demonstrator will be as teaching experience as a Lecturer.

Notwithstanding anything contained in the above rules, a teacher who has been recognized as P. G. teacher either in Inorganic or Physical Chemistry will also be recognized as P. G. teacher in the branches or Physical Chemistry and Inorganic Chemistry respectively.

If a P. G. teacher is an honorary worker, he shall be approved as P. G. teacher only if he puts in at least four periods of teaching per week at under-graduate level throughout the year. Such an honorary P. G. teacher shall not be considered as a regular teacher of that college or institution for the purpose of enrolment as a teacher.

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SCHEDULE - I D

FACULTY OF EDUCATION AND PHYSICAL EDUCATION

Categories specifying qualifications for recognition as a teacher for
Master's Degree in the Faculty of Education.

Sr. No of Category	Class in which Bachelors Degree obtained.	Class in which Master's Degree in the subject obtained.	Doctorate Degree if any, or Professional qualifications, if any.	Minimum period of teaching as a lecturer in the subject, in the final year degree class or P. G. Centres.
1	2	3	4	5
1	First	And First	And Ph.D.	One Year
2	First	And First	----	Two Year
3	First	Or First	And Ph.D.	Two Years
4	First	And Second	And Ph.D.	Two Years
5	Second	And First	And Ph.D.	Two Years
6	Second	AndSecond	And Ph.D.	Two Years
7	D.Sc. or D. Litt. on Published work.	Two Years
8	First	AndSecond	...	Three Years
9	Second	And First	...	Three Years
10	Second	And Third	And Ph.D.	Three Years
11	Third	And Second	And Ph.D.	Three Years
12	Third	And Third	And Ph.D.	Four Years
13	Second	And Second	-----	Five years
14	First	And Third	-----	Five years
15	Third	And First	-----	Five years
16	Third	And Second	-----	Five years
17	Second	And Third	-----	Five years
18	Third	And Third	-----	Five years

NOTE:

- (1) Teaching experience means experience of teaching the students in the final year of the degree classes or in P. G. Centres as a lecturer at an affiliated college or recognized institution.
- (2) Two years teaching experience as a Tutor in a college of Education will be considered as equivalent to one year's teaching experience as a lecturer.
- (3) A Professor of education shall be held eligible for recognition as a Postgraduate teacher for the M.Ed. Degree, provided he has five years teaching experience of which not less than two years shall be in a Secondary Teacher's College.
- (4) A person holding the academic qualifications mentioned above shall be held eligible for recognition as a Post-graduate teacher for M.Ed. Degree provided he has experience as

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required above out of which not less than two years shall be in a Secondary teachers college.

SCHEDULE - II

Categories specifying qualifications for recognition as a teacher for Master's Degree in the Faculty of Technology including Engineering. "The following standard is fixed for the recognition of Post-Graduate Teachers :

- (i) Dr. Engg or Ph. D.
OR
- (ii) M. E. with two years teaching experience of degree Classes.
OR
- (iii) B. E. IInd Class. 10 years teaching experience in degree Classes.
OR
- (iv) B. E. IInd Class, 15 years total experience out of which At least 5 years teaching experience in degree classes is essential.

"Teaching experience" means experience of teaching the students in the final year class (last two years in case of students in the Faculty of Technology including Engineering) of degree classes or Post-graduate Class in University Department/Centre or an affiliated college or a recognized institution or an approved institution as the case may be

SCHEDULE - III Deleted.

SCHEDULE - IV

Categories specifying qualifications for recognition as a teacher for Master's Degree in the Faculty of Law.

Sr.No of Category	Class in which Bachelor's Degree obtained.	Class in which Master's Degree in the subject obtained.	Professional qualification if any.	Minimum period of teaching as a lecturer in the subject
1	2	3	4	5
1	First and	First	----	Three Year
2	First and	Second	----	Five Year
3	Second and	First		Five Years
4	Second and	Second		Five Years
5	Third and	Third		Five Years
6	Second			Five Years
7	Bar-at-Law	Five Years
Syndicate 12-5-92 reso. No. 27				
8	First	First	Ph.d.	One Years
9	Second	First	Ph.d.	Two Years
10	First	Second	Ph.D.	Three Years
11	Second	Second	Ph.D.	Four Years

For above purposes a part time law teacher shall also be eligible for recognition if he fulfills the above conditions.

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SCHEDULE (IV) (A)

Categories specifying qualifications for recognition as an Asstt. teacher for Master's Degree in the Faculty of Law.

Sr.No of Category	Class in which Bachelor's Degree obtained.	Class in which Master's Degree in the subject obtained.	Doctorate Degree if any,	Minimum period of teaching as a lecturer in the subject,
1	2	3	4	5
1	First and	First	----	Two Year
2	First and	Second	----	Three Year
3	Second and	First	----	Three Years
4	Second and	Second	----	Five Years
5	First and	Third	----	Five Years
6	Third and	First	----	Five Years

The schedule IV & IV-A of Ordinance 73 shall also be applicable in case of part time law teachers.

SCHEDULE - V

Categories specifying qualifications for recognition as post-graduate teacher or Assistant to post-graduate teacher for post-graduate degree or diploma as the case may be in the Faculty of Medicine.

Sr. no. of Category	Degree Or Diploma	Qualifications & Minimum period of Experience	
		For Post-Graduate Teacher	For assistant to Post Graduate Teacher
1	2	3	4
1	M.D. or M.S. in different subjects	The teacher must have a post graduate degree in that subject. He must have at least 5 years teaching experience as an assistant professor or an equivalent post as Assistant to post-graduate teacher in that subject.	The teacher must have a post-graduate degree in the subject. He must have at least 3 years teaching experience as jr. lecturer, Registrar or equivalent or higher post.
2	M. Sc. Medical	The teacher must have a post – graduate degree in that subject He must He must have at least five years experience as an Assistant	The teacher must have a post-graduate degree in the subject. He must have at least three years experience as Junior Lecturer,

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Sr. no. of Category	Degree Or Diploma	Qualifications & Minimum period of Experience	
		For Post-Graduate Teacher	For assistant to Post Graduate Teacher
1	2	3	4
		Professor or an equivalent post as Assistant to Post-graduate teacher in that subject.	Registrar or equivalent or higher post.
3	Post-graduate Diploma in different subject.	The teacher must have a post-graduate degree or Diploma in the subject and teaching experience as above	The teacher must have a post-graduate degree or diploma in the subject and teaching experience as above

* Those Professors and Assistant Professors who possess a post-graduate diploma in the subject and have been appointed to these posts prior to 1968 shall be eligible for recognition as post-graduate teacher or assistant to post-graduate teacher as the case may be in pre-clinical subjects. Teachers who have already been recognised as post-graduate Teachers/Assistants to post-graduate teachers by any of the Universities in the State shall be eligible for recognition irrespective of the subject of his/her post-graduate degree or diploma.

SCHEDULE - V -A

Categories specifying qualifications for the recognition as Post-Graduate teacher or assistant to Post-Graduate teacher for the degree of M. Pharm. will be as under :

1. Post-Graduate teacher :

B. Pharm. (Second Class) and M. Pharm (Second Class) in the subject concerned and five years teaching experience in the Subject concerned as a Lecturer or Associate Professor or Reader or Asstt. Post-Graduate teacher in degree or diploma Institute/College.

2. Assistant to Post-Graduate Teacher :

B. Pharm. (Second Class) and M. Pharm. (Second Class) in the subject concerned and three years teaching experience in the subject concerned as a Lecturer or Associate Professor or Reader or Asst. Post-Graduate teacher in degree or diploma Institute/College.

ORDINANCE 73-A

- (1) A teacher to be recognised for a Master's degree by research shall be sides having the qualifications required by Ordinance-73, have to his credit published independent

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research work of recognised merit, other than that done for any research degree (that is to say, excluding publications based on thesis submitted for any research degree.)

- (2) the Board of University teaching shall decide what will constitute recognised merit in each case.

ORDINANCE 73-B

Notwithstanding anything contained in Ordinances 73 and 73-A a person of proved research and standing may be recognised as a Post-Graduate teacher for imparting instruction at the post graduate degree or diploma by papers or thesis as the case may be if he has maintained active interest in the subject on the following conditions:

- (1) Only a person with proved research and standing i. e. a person with outstanding ability and knowledge in the field related to his Post-Graduate subject shall be recognized as Post-Graduate teacher under this Ordinance. It will be necessary that he should have continued interest in his subject.
- (2) It will not be necessary for a teacher recognized under this Ordinance to be on the staff of an affiliated college or a recognized institution. He will however be required to observe the rules of discipline of the centre where he has to deliver lectures.
- (3) Number of such teachers will not be counted towards the required number of teachers for establishing a Post-Graduate centre as required under O. 81.
- (4) A person recognised under this Ordinance may be invited as a visiting lecturer to deliver not more than five to six lectures in a year at a centre.
- (5) A person recognized under this Ordinance will be considered as Associate Teacher and he shall not have the right to contest for or vote at any election of any of the authorities or bodies or Committees of the University.

RECOGNITION FOR THE PH.D. DEGREE

Ordinance 74

A teacher to be recognized for Ph.D. Degrees shall have the following qualifications viz.

- (i) A Research Degree of Ph.D. level of a recognized University in the subject in which recognition is sought.
- (ii) 5 years teaching experience as a recognized Post-Graduate teacher or 5 years standing recognition as a P. G. Teacher. Notwithstanding anything contained above, for the faculty of Medicine a teacher to be recognized for the Ph.D. Degree shall have not less than 10 years teaching and research experience after his Post-Graduate qualifications and shall have not less than 2 years Post-Graduate teaching experience.

Notwithstanding anything contained above, for recognition in the subject of Electronics under the faculty of Science a teacher shall

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have Degree of Ph.D. in the subject of Electronics or Physics and five years Post-Graduate teaching experience in the subject of Electronics. The proviso should be reviewed after ten years (vide Syn. reso. No. 21 dt. 28-8-93)

Teacher to be recognised for the Ph.D. Degree shall be granted recognition in the first instance for a period of 5 years on the following conditions:

At least one student should be registered under such a teacher within a period of one year from the date of recognition, at least one thesis of a student registered under such a teacher shall be submitted to the University within a period of 5 years from the date of registration.

Ordinance 75

In the case of persons of recognized eminence in the University in the subject, the Syndicate may, after consulting the Board of University Teaching in its discretion, recognize them as Post-graduate Teachers or for Ph.D. research work. It will not be necessary for such persons to apply for recognition.

Ordinance 75 (a)

In case of Professors and Readers, appointed in the Post-graduate Departments of the University and holding the Ph.D. Degree, the Vice-Chancellor is authorized to recognize them as Research Guide for Ph.D. Degree without referring their cases to the experts.

Ordinance 75 (b)

In case of lecturer appointed in the Post-Graduate department or in an affiliated colleges having qualifications prescribed under ordinance 74, the Vice-Chancellor is authorized to appoint Refrees and to take the decision on the basis of the report received from the refrees.

Ordinance 76 : Deleted.

Ordinance 77 : (Incorporated under Ordinance 73.)

Ordinance 78 : Deleted.

Ordinance 79

- (1) The Syndicate may, at any time on the recommendation of the Board of University Teaching withdraw the recognition of a recognized teacher.
- (2) If any recognized teacher is transferred from one affiliated college or Recognized institution to another, he shall forthwith inform the Registrar of the University about his transfer through the head of the college or institution to which he has been transferred. It shall not be necessary for such a teacher to apply afresh for recognition merely on account of his transfer.
- (3) If any teacher declines to do any teaching work entrusted to him by the University or any competent authority thereof without any sufficient excuse of which the Syndicate shall be the sole judge, his recognition shall be liable to be withdrawn.

Ordinance 80: Deleted

III. ORGANIZATION OF POST-GRADUATE CENTRES

Ordinance 81

- (1) The following shall be the maximum requirements for the establishment of a centre in the University area for imparting Post-Graduate instruction or research in any subject namely :
- (i) the centre shall be located at an affiliated college or a recognized institution only;
 - (ii) there shall be provision for not less than two Post-Graduate teachers in the subject concerned on the staff of the Centre. In the case of Faculty of Medicine there shall be provision for not less than two Post-Graduate teachers or one Post-Graduate teacher and two Assistant Post-Graduate teachers on the staff of the centre ;
Provided that in respect of a centre for Diploma Courses under the Faculty of Medicine, one Post-Graduate Teacher and One Assistant Teacher in a subject shall be deemed to be adequate;
Provided further that in respect of a centre for different groups under any subject, such as History, Economics, two recognized teachers shall be deemed to be adequate, but, in each of the group there shall not be less than one Post-Graduate teacher ;
 - (iii) there shall be available in the University area sufficient number of recognized Post-Graduate Teachers for imparting instruction or guiding research, in all the papers in the subject according to the requisite standards adopted for the time being ;
Provided that where the services of any Honorary Assistants are intended to be availed of for Post-Graduate instruction or research in any subject, their strength shall not form part of the requisite strength of teachers;
 - (iv) there shall be assured the facilities of sufficient lecture-rooms, library, laboratory, where necessary, office and ministerial staff at the centre ;
 - (v) the Professor-in-charge of the centre shall himself undertake the work assigned to him;
 - (vi) where any subject involves practical work, actual availability of the requisite equipment therefore prior to the establishment of the centre shall be essential.
 - (vii) there shall be adequate provision for hostel arrangements for the Post-Graduate students.
- (2) For centres started by the University directly by appointment of teaching staff, no application will be necessary and the requirement for such centre shall be decided by the Syndicate on the recommendations of the Board of University Teaching.

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However, there shall be at least one Professor or Reader in such centre.

Ordinance 82

- (1) The Principal of an affiliated College or the head of a recognized institution, intending to have a Post-Graduate centre established at the college or the institution in respect of any subject in any academic year, shall apply for recognition to the University in the form prescribed by the Vice-Chancellor for the purpose.
- (2) The application shall be considered by the Syndicate by following a procedure similar to that followed for recognition of an institution under the Act. The Syndicate may appoint a Local Inquiry Committee for investigating into the application and shall consult the Board of University Teaching before it disposes of the application.

Ordinance 83

The Principal of the affiliated college or the head of the recognized institution at which a centre has been established shall comply with all the requirements of the centre that may be specified by the Syndicate from time to time.

Ordinance 84

- (1) A new centre may be established in respect of a subject only when the number of students already registered for the subject at the existing centres is equal to the maximum number of students registrable in respect of that subject at those centres or twenty, whichever is less.
- (2) Where the number of students registered at a centre in respect of a subject is less than ten for two consecutive years, the Board of University Teaching may decide whether the recognition of that centre in respect of that subject shall be continued thereafter or not.

NOTE: However, this will not apply to the Faculty of Medicine.

Ordinance 85 Deleted and Re-Drafted as 147-A

Ordinance 86

In the case of a Post-Graduate teacher of a particular place being required to go to a recognized centre for collaboration in its teaching work, the actual travelling and halting allowance of the teacher shall be borne by the University in accordance with the rules to be made in that behalf by the Syndicate.

Ordinance 87

The revised rates of tuition fees including the Laboratory fees if any, to be charged for every term from students in post-graduate classes and student registered in M. Phil. and Ph.D. degree in the different faculties shall be operative with effect from June '06 as mentioned below :

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NAME OF THE FACULTY	TERM FEE for P.G. Centre Only	Revised Fee06-07
Arts-Commerce-Science	Rs. 600/-	1200
Education	Rs. 1250/-	2000
Law	Rs. 900/-	---
Medical	Rs. 1500/-	2000
Technology including Engineering.	Rs. 1500/-	2000
Rural Studies	Rs. 650/-	975/-
Home Science	Rs. 700/-	1050
Bachelor of Library Science.	Rs. 800/-	---
Bachelor of Library Science. (Campus fee)	Rs.100/-	
Master of Library Science	Rs. 1000/-	---
Master of Library Science (Computer fee)	Rs. 300	----
M.B.A.	Rs.2000/-	
M.B.A. Instruction Material Fee	Rs. 2300-	
M.C.A. Tuition Fee	Rs. 2000/-	
M.C.A. Laboratory Fee	Rs.2300/-	
M.S.W. Master of Social Work	Rs.4000/-	
(i) Project work fee	Rs. 500/-	
(ii)Camp.Fee	Rs. 500/-	
(iii)Disertation Guidance Fee	Rs. 1000/-	
Diploma in Business Management	Rs.1750/-	
Post-graduate Diploma-in-Computer Science and Application (D.C.A.)	Rs.1500/-	
Bachelor of Journalism and Mass Communication	Rs. 500/-	
Master of Journalism & Mass Communication	Rs. 1750/-	2250/-
M.Com. (Computer Science)	Rs.1300/-	

As other fees, rates shall be as under :-

	Rs. P.
Admission Form & Prospectus Fee	50-00
Registration Fee: Master degree	120-00
Caution Money	100-00
Library Fee	125-00
Library Deposit	150-00
Laboratory Fee	250-00
Laboratory Deposit	500-00
Ph.D. Form Fee	500-00
Ph.D. Registration Fee	150-00
Ph.D. Synopsis Fee	750-00
M.Phil Registration Fee	150-00

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PH.D.	SUBJECT & TERM FEE	
	SCIENCE	HUMANITIES
Laboratory	Rs. 600/-	Rs. 500/-
Material Fee	Rs. 100/-	Rs. 100/-
M.PHILL		
Laboratory Fee	Rs. 500/-	Rs. 500/-
Material Fee	Rs. 100/-	Rs. 100/-
(Per Term).		

Tuition fee and other fees for the M.Phil. and Ph.D. Degree at a time of Admission is as under

		Science/ Eng Fee	Humanities Social Sci.	Revise Fee 06-07 for All
1	Education Fee	950		
2	Library deposit	100		
3	Caution Money	100		
4	Laboratory Deposit	250		
5	Library Fee	125		
6	Material Fee	100		
7	Laboratory Fee	350		
8	M.Phil.Form Fee	50	50	
9	Ph.D.Form Fee	500	500	
10	Registration Fee for Ph.D.	150	150	1000
11	Registration Fee for M. Phil.	150	150	

- (1) The fees shall be paid to the University through the Centre concern of the University Department or Centre as the case may be.
- (2) When on leaving a centre a student claims the return of his tuition fees he shall apply in writing to the Professor-in-Charge of the Centre on receipt of such an application return may be given in the following circumstances at the rates indicated below, namely :
 - (A) In the case of students leaving the centre within a fortnight from the date of declaration of admissions the tuition fees may be returned after deducting fifteen rupees.
 - (B) In the case of a student leaving the centre after a fortnight but within 30 days from the date of declaration of admission, half of the tuition fees may be returned.
 - (C) In the case of a student admitted provisionally pending the issue of a certificate of eligibility or registration certificate but who is later reported to be not eligible for admission to the University full fees shall be returned.

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- (D) A student who after being admitted provisionally fails to produce a provisional or final eligibility by the centre shall not be eligible for any refund.
- (E) No other fees shall be refunded. The date of commencement of the term shall for the purpose of this ordinance be the date on which the candidate submits his application for registration as post-graduate student provided that in cases where in the opinion of the Syndicate a refund in full or in part is considered proper and justifiable the Syndicate, may take decision in such cases.

IV. GENERAL PROVISIONS

Ordinance 88

- 1-A : Every candidate for admission as a student of the University in First Year Degree course in the Faculty of Arts, Science, Commerce, Rural, Medicine & Technology including Engineering must have passed the Higher Secondary (12th Standard) Certificate Examinations conducted by the Gujarat Secondary Education Board or an equivalent Examination of statutory Examination bodies and must fulfill such other requirements or tests of fitness for being admitted as a student as may from time to time be prescribed by the statutes.
- B. The candidates who have passed the New S. S. C. (10th standard) Examination conducted by the Gujarat Secondary Education Board of the Gujarat State or an Examination recognized as equivalent thereto shall be eligible for admission to the (1) Diploma of Music, (2) First Year Diploma Class in Fine Arts and such other diploma/certificate courses as may be decided by the Syndicate from time to time.
- 2-A : A student who has passed the Higher Secondary Certificate Examination conducted by the Gujarat Secondary Education Board of the Gujarat State or the New S. S. C. Examination of the Gujarat Secondary Education Board of the Gujarat State and is eligible for admission to this University under the relevant statutes or ordinance shall apply in the prescribed form through the Principal of the college he wishes to join latest by 31st July to the University for enrolment as a student of the University. He shall at the same time pay a fee of Rs. 10/- for the enrolment. The Principal shall carefully scrutinise the enrolment application of each candidate before granting him admission to his college, subject to the approval of the University.
Until the enrolment certificate is issued by the University, the admission granted to the student by any of the affiliated colleges shall be treated as provisional.
- B. 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 by the

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15th of August of each year together with the information regarding the subjects taken by the candidate and the marks obtained by him at the H. S. C.E. or equivalent examination, as the case may be.

- C. A student who has passed an examination other than the Higher Secondary Certificate Examination/The New S. S. C. examination as the case may be conducted by the Gujarat Secondary Education Board shall be required to obtain an eligibility certificate.
- D. In the case of ineligible candidate the full amount of the enrolment fee will be refundable.

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

- 3 (A) Every candidate for admission as a student of this University in First Year or First Semester of the Degree Course in B.Ed. B.J.M.C. B. Lib. and LL.B. or Diploma or Certificate Course in Faculty of Arts, Science, Commerce, Education, Law, Rural and Home Science must have passed the examinations Prescribed under the relevant ordinances and must fulfill such other requirements or tests of fitness for admission.

- (B) A candidate who has passed the qualifying examination of this University for admission to this University shall have to apply in the prescribed form through the Head of Department or Principal of his college to which he wishes to join latest by 31st July to the University for enlistment as a student of this University. He shall at the same time pay a fee of Rs. 30/- for the enlistment.

The Principal shall carefully scrutinize the enlistment application of each candidate before granting him admission to his college subject to the approval of the University.

Until the candidate enlisted by the University; the admission granted to the student by any of the University Department or affiliated colleges or recognised institutions shall be treated as provisional.

- (C) A candidate who has passed the qualifying examination other than this University for admission shall be required to obtain eligibility certificate.
- (D) In the case of ineligible candidate, the amount of the enlistment fee shall not be refunded.

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

Ordinance 89

Notwithstanding, anything contained in O.88, a student desiring to be enrolled As a candidate for an external examination must have passed the Pre-University examination in Arts, Science, Commerce or Rural Studies of this University or the Higher Secondary (12th

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Standard) School Certificate Examination of the Gujarat Secondary Education Board with the subject laid down in Statute 150-A or an examination recognized as equivalent thereto. A candidate must also apply in the prescribed form and pay the necessary fees as specified in O. 89-E for enrolment as an external student.

ORDINANCES FOR EXTERNAL EXAMINATIONS

Ordinance 89-A

1. Any person desiring to be registered for External Examination of this University shall apply in the prescribed form with the fees prescribed by this University.
2. No person whose name is registered as a student in a college or at any University during the academic year concerned for any course shall be eligible for registration as an External student during the academic year concerned except with the sanction of the Syndicate. A declaration to the effect that he is not registered as a student in the college or at any University during the academic year concerned shall be signed by the person in the presence of a Senate member of this University for the time being or a Head Master of a High School in Gujarat State or any Judicial/Executive magistrate in India. In case where declaration is subsequently found to be false or frivolous, the registration granted shall be liable to be cancelled without notice.
3. The student intending to be registered as an external student shall obtain from The Controller of Examinations, appropriate form of application for registration. This form duly completed shall be received at the University together with the Registration fee on or before the last date prescribed for receiving application in this behalf. It will, however be competent for the Controller of Examinations to accept, in his discretion applications received after the prescribed date.
4. The Controller of Examinations shall send before 30th June an official intimation of registration to every student who has applied for registration and has paid necessary fees, provided the application is in order.
5. Registration for an external examination is valid only for the particular examination and for the same year and shall not be reserved for or transferred for any subsequent examination.
6. A candidate who has once been registered for an external examination conducted by this University and appeared and failed at that examination can appear at a subsequent examination of this University only after a fresh registration.

Ordinance 89-B

No candidate who has appeared at any examination as an external student shall be eligible for any scholarship, Prize, fellowship, medal or other award of the University at the examination, which is not specifically reserved for the external students.

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Ordinance 89-C

Exemption earned by a candidate at an external examination may be claimed only if the candidate appears subsequently as an external candidate.

Ordinance 89-D

A candidate appearing at any external examination will have to obtain an identity card which will be issued on payment of Rs. 5/- only. He has to affix a Pass-Port Size photograph in the pace provided in the identity card and duly signed by him and certified by any one of the following persons

- (1) a Government Gazetted Officer, or
- (2) Principal of a College affiliated to this University, or
- (3) any member of the Senate of this University for the time being, or
- (4) the Head Master of a recognized Higher Secondary School in the State of Gujarat.

OR

A candidate must submit the following copy of documents for the proof of identification

- (1) Copy of identity card issued by Election Commission of India
- (2) Copy of driving license issued by State Government.
- (3) Copy of mark-sheet with photograph issued by Gujarat Secondary Education Board, Gandhinagar.

The identity card will continue till the candidate continues his/her studies but the identity card will have to be renewed every year for which no fees will be charged. A duplicate identity card will be issued on payment of Rs. 5/- only in cases where the original identity card is either lost or spoiled or has been torn. The identity card will have to be sent to the University either for fresh registration or renewal along with the application form, which will be returned to the candidate with the letter of registration. The signature's stamp of the Controller of Examinations will be affixed in the identity card.

Ordinance 89-E

The last date for receiving the form of application for registration in respect of each examination specified in the table below shall be the 20th February in case of October examinations and 20th August of the previous year in case of April examinations, of the calendar year in which the examination is to be held. The fees for registration of a candidate, which shall consist of an enrolment fee and an examination fee in respect of undergraduate students and post-graduate registration fees, fees-for guidance lectures and examination fees in respect of Post-graduate Student shall be charged in respect of each examination at the rate shown against it in the table given below.

Ordinances of Saurashtra University

A Fees for undergraduate candidates:

	Name of the Examination	Amount of Registration Fees Rs.		Total Amt.	Additional fees for students migrating from outside the Gujarat state
(i)	F.Y.B.A.(Ext.) Examination	75/-	275/-	350/-	50/-
(ii)	S.Y.B.A.(Ext.) Examination	75/-	325/-	400/-	50/-
(iii)	T.Y.B.A.(Ext.) Examination	75/-	375/-	450/-	50/-

B Fees for Post-graduate candidates:

	Name of the Examination	Amount of Registration Fees P.G. Registration fees Examination Fees Rs.		Total Amt.	Additional fees for students migrating from outside the Gujarat state
(i)	M.A.Part-I (External)	150/-	450/-	600/-	50/-
(ii)	M.A.Part-II (External)	150/-	450/-	600/-	50/-
(iii)	M.Com.Part-I (External)	150/-	450/-	600/-	50/-
(iv)	M.Com.Part-II (External)	150/-	450/-	600/-	50/-

2. Notwithstanding anything contained in this behalf in Ordinance 174, no fee shall be charged for issuing to a candidate for the first time a statement of marks obtained by him at an examination.
3. The registration fees once paid by a candidate in respect of an examination shall be refunded at the cost of the candidate or the persons claiming under him to the extent and in the circumstance mentioned herein below, namely;
 - (a) If a candidate is found to be ineligible for registration at an examination for any reason whatsoever the full amount of registration fees shall be refunded to him after deducting ten rupees there from;
 - (b) If a candidate expires at any time prior to the time fixed for the commencement of the examination, the full amount of

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registration fees shall be refunded to the person found to be entitled thereto on his making an application in writing in the behalf, supported by evidence of death of the candidate:

- (c) if a candidate withdraws his application for registration on or before the fifteenth day of June of the calendar year in which the examination is to be held one half or amount of the registration fee shall be refunded to him at his own cost.
- (d) where a candidate is suddenly taken ill and is on that account unable to appear at an examination, and makes an application in writing in that behalf for refund of fees supported by a medical certificate duly signed by a registered medical practitioner, so as to reach the Controller of Examinations at any time prior to the time fixed for the commencement of the examination, one half of the amount of the examination fee shall be refunded to him. If a telegraphic intimation about the inability of the candidate to appear at an examination on account of sudden illness is received by the Controller of Examinations from the candidate at any time prior to the time fixed for the commencement of the examination and is followed up by an application in writing for refund of fees, supported by a medical certificate as provided herein before, so as to reach the Controller of Examinations within seven days of the date fixed for the commencement of the examination, the University may in its discretion refund to the candidate, one half of the amount of the examination fee.

PRE-UNIVERSITY ARTS (EXTERNAL) EXAMINATION

Ordinance 89-F

To be admitted to the Pre-University Arts Examination an external student must

- (a) have passed the S.S.C. Examination with the subjects as required under Statutes 150, 151 and 151-A or equivalent examination,
- (b) have applied for registration on or before 15th March and
- (c) have allowed an interval of at least one academic year between his passing the S.S.C. or equivalent examination and his appearance at the Pre-University Arts Examination.

Candidates registered for the Pre-University Arts Examination as external students are exempted from regular attendance and keeping of terms at an affiliated college under Section 22(2)(xi) of the Saurashtra University Act, 1965.

Transitory Ordinance 89-F

During the switch over programme of holding external examinations every year in the month of October instead of March-April, the students who have been registered as external candidates in March-April, 1973 or in earlier examinations shall be eligible for appearance in subsequent external examinations in accordance with the following provisions:

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- (1) A student whose name has been registered as an external candidate for a University examination held in March-April, 1973 shall be permitted to appear at the University examination to be held in October, 1973 without being required to produce fresh documents in respect of mother tongue or residence on payment of the prescribed fees.
- (2) A student who passes the examination as an external candidate at the examination to be held in March-April, 1973, shall be permitted to appear at the University examination to be held in March-April every year to enable him to complete his course. However if a student fails at any of the University examinations he shall be permitted to appear at the University examination to be held in October in that year.
- (3) A student having failed with P. R. H. E. in March-April, 1973 examination or earlier shall be eligible to get himself registered for March-April, 1974 examination i.e. both in lower & higher examinations. Provided that such a student having been registered for higher examination to be held in March-April, 1974 and if he fails in October, 1973 examination he shall be eligible to get himself registered for lower examination to be held in March-April, 1974.
- (4) A student who appears in March-April, 1974 examination pursuance of Clause (2) or (3) above and fails without P. R. H. E. shall be eligible to appear in October examinations only, including the examination to be held in October, 1974, but a student who passes in March-April, 1974 examination or P. R. H. E. will be eligible to appear in March-April Examination till he completes his degree course by appearing in the respective examinations the last of which will be held as mentioned below:

Pre-University Arts	March, 1974
First B.A.	March-April, 1975
Second B.A.	March-April, 1976
Third B.A.	March-April, 1977
- (5) A student failing in any one of the March-April examinations held for last time as mentioned in clause (4) above will be eligible to register himself in October examination to be held in that year and subsequent years, provided that a student while applying for registration October examination of the year in which the last of the March-April examination is held shall not be required to produce fresh documents in respect of mother-tongue or residence.

FIRST B. A. (EXTERNAL) EXAMINATION

Ordinance 89-G

No candidate shall be eligible for registration for the B. A. (External) examination unless he

- (a) passed the Pre-University examination in Arts, Science, Commerce or Rural Studies of this University or the Higher

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Secondary (12 Standard) School Certificate Examination of the Gujarat Secondary Education Board or an examination recognized as equivalent thereto,

- (b) applied for registration on or before the 15 March of each year,
- (c) allowed an interval of at least one year between his passing the Pre-University examination in Arts, Science, Commerce or Rural Studies of this University or the Higher Secondary (12th Standard) School Certificate Examination of the Gujarat Secondary Education Board or an examination recognized as equivalent thereto and his appearance at the First B. A. (External) Examination.

Ordinance 89 - H Deleted.

Ordinance 89-I

Notwithstanding anything contained in O. 89-G above, a candidate who has passed the T. D. examination from a statutory University in India shall also be permitted to register at the First B. A. (External) examination, if he fulfils other condition laid down in O. 89-G.

Students registered for the First B. A. (External) examination shall be exempted from regular attendance and the keeping of terms at an affiliated college under section 22(2)(xi) of the Saurashtra University Act, 1965.

SECOND B.A. (EXTERNAL) EXAMINATION

Ordinance 89-J

No candidate shall be eligible for Registration for the Second B.A. (Ext.) Examination unless he has

- (a) passed the First B.A. Examination of this University or an equivalent examination
- (b) applied for Registration on or before 15th March of each year, and
- (c) allowed an interval of at least one year between his passing the First B.A. or its equivalent examination and his appearance at this examination, provided that a candidate who is allowed to keep terms for the Second B.A. (Ext.) Examination of this University will be eligible for Registration for this Examination.

Candidates registered for the Second B.A. Examination as external students shall be exempted from regular attendance and the keeping of terms at an affiliated college under Section 22(2)(xi) of the Saurashtra University Act, 1965.

Ordinance 89-K

Candidate who have gained A. T. K. T. at the First B. A. examination as regular students shall not be allowed to get their names registered as external candidate.

Ordinance 89-N

Notwithstanding anything contained in any of the Ordinances, Regulations and Rules relating to the External Examinations in the

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Faculty of Arts and Commerce, a candidate registering his name in any of the External examinations shall be allowed to offer only those subjects and optional papers of the various subjects which are actually taught either in the affiliated Colleges or recognized institutions or the University departments and post-graduate centres run by the University. Provided further that the Vice-Chancellor may allow in special circumstances a student to offer subject/s not taught in the University Department and P. G. Centers run by the University on individual merit of the case.

ADMISSION OF STUDENTS FROM OTHER UNIVERSITY

Ordinance 90

A student migrating from the jurisdiction of another University or a 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 a fee of Rs.20/-. Such fee shall not be returned, if an Eligibility Certificate is issued to the applicant. Provided that a student to whom the Eligibility Certificate has been issued will not be required to pay fresh fee if he desires a change of course of studies for admission to which he is otherwise eligible. But if no such certificate can be issued by the University for any reason, one-half of the said fee shall be retained by the University and the other half shall be returned. No student from the jurisdiction of other University or Statutory Examining Body shall be admitted to any institution maintained by or affiliated to this University except on production of a provisional certificate of a eligibility, signed by the Registrar of this University.

The Registrar may issue a provisional certificate of Eligibility at the risk of the applicant if he is satisfied that the applicant is prima facie eligible for admission to this University and on the condition that the candidate obtains a final Certificate of Eligibility before the close of the Academic term in which the student is provisionally admitted to the University.

Provided, that if the Syndicate 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 the days on which he registered attendance before the issue of the Certificate can be taken into account for the purpose of Ordinance 91.

NOTE : Failure to obtain a seat in a college or inability of the applicant to continue studies for whatsoever reason will not be deemed a sufficient reason for claiming a refund.

The certificate fee is refundable only in the case of such applicants as are found not eligible to a particular class for want of the prescribed percentage of marks, omission to pass in the required subject etc.

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Admissions to colleges are under the control of their Principals and the grant of an Eligibility Certificate by the University does not necessarily confer on the candidates 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 provisional certificate to join a College will be issued only on payment of the prescribed fee of Rs. 2/- for student of Gujarat University, South Gujarat University, Sardar Patel University and M. S. University, Baroda, and Rs.20/- for any other students, and on production of a documentary evidence such as a Certificate of passing the Examination issued either by the Head of the Institute or the Registrar of the University, or the Secretary of Higher Secondary and Intermediate Board or a newspaper cutting wherein 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, from any of the above mentioned Universities.

NOTE:

A student who has been disqualified to join a course of study or to appear at any University Examination by any other University for any reason shall not be allowed to join a course of study or to appear at any examination of this University during the period of his/her disqualification.

Transitory Ordinance 90-A

Notwithstanding anything contained in Ordinance 90, a student who is allowed to join next higher class without appearing/passing at the requisite lower examination in March/April/May 1981 by any other University in the State of Gujarat will be eligible for an eligibility certificate on production of the following certificate :

- (1) A certificate from the Principal or the University Registrar of having allowed to join next higher class without appearing at the requisite lower examination.
- (2) Migration Certificate from the University. Fee of Rs. 2/-.
- (3) This ordinance will be operative during the period from 15-6-1981 to 31-12-1981.

The benefit of the above ordinance will be extended only if similar privilege is granted to the students of this University on reciprocal basis.

Ordinance 91

The term or terms kept by any student migrating from the M. S. University of Baroda, Gujarat University, Sardar Patel University and South Gujarat University in the State of Gujarat shall be recognized permanently for the purposes of keeping terms for appearing at any examination of this University, provided that he keeps at least one term immediately preceding the examination in the University and provided further that he has not utilised the terms kept by him at any of the Universities mentioned above for

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appearing at its examination and has become ex-student of that 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 in the State of Maharashtra recognizes the term or terms kept by a student at this University they shall be recognized on a reciprocal basis.

Ordinance 91-A

A student who has migrated from this University and is pursuing another course of study at another University in the State of Gujarat, but who, prior to his migration has kept terms or has appeared and failed at an Examination of this University and who desires to appear thereat shall be permitted to do so provided that the University to which he has migrated has no objection to his appearing at the Examination of this University and provided further that such permission be granted only on a condition that the University at which the student is pursuing his studies reciprocates with this University by according similar permission to its students pursuing a course of studies in this University.

Provided further that if such a student desires to join this University for his further studies, he shall be allowed to do so on production of an Eligibility Certificate fresh from this University.

Provided further that such a student will be allowed to avail of the terms kept by him and/or exemptions earned by him in this University till the examinations continue to be held under the existing courses.

Ordinance 92

Notwithstanding anything contained in Ordinance 90, students migrating from a University in the State of Gujarat to this University shall be required to pay a fee of Rs. 2/- only for the Eligibility Certificate.

Ordinance 93

No student from the jurisdiction of other University or Statutory Examining Body seeking admission to this University shall be admitted to any affiliated College of this University after the expiry of one month from the date of Commencement of any term, even if he is in possession of an Eligibility Certificate.

Provided that if the Principal of a College is satisfied that there was sufficient reason for delay on the part of a student seeking admission as aforesaid, he may admit the student to the college, notwithstanding the expiry of the said one month, if the Principal has reason to believe that the student will be able to register the necessary attendance prescribed by an Ordinance for the class to which he seeks admission. He shall immediately inform the University of such admission.

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UNIVERSITY TERMS

Ordinance 94

The University academic year for the Faculties of Arts, Education, Science, Technology including Engineering, Agriculture, Law, Medicine and Commerce shall be divided into two terms.

Ordinance 95

(1) The following will be arrangement of terms:

First Term			Second Term	
	Date of Commencement	Date of Conclusion	Date of Commencement	Date of Conclusion
In the faculties of Arts, Education, Science and Law and Commerce	20 th June	20 th Oct.	10 th Nov.	20 th April
In the Faculty of Medicine	1 st July	15 th Oct.	15 th Nov.	30 th April
In the Faculty of Technology including Engineering	16 th June	22 nd Oct.	4 th Dec.	10 th April
In the Faculty of Rural studies.	15 th June	15 th Oct.	5 th Nov.	30 th April

In addition to a weekly holiday or Sunday, it shall be competent for the Principals of affiliated colleges, Heads of Recognized Institutions and Heads of University Departments to declare in their Institutions, in any academic year Holidays in such a way that the minimum number of working days in either term will be 95 days and the total number of working days in the year will be 220 provided that in the faculty of Medicine the total number of working days in the year will be 195.

Notwithstanding anything contained in clauses No. (1) and (2) above in case of a college teaching courses of Rural studies, the Principal at his direction may change the dates of commencement of the Second term depending upon the harvesting season but keeping the total number of working days not less than 200 in a year.

Ordinance 96

Notwithstanding anything contained in Ordinance 95 the Syndicate shall have the power to change the duration of the terms in such a way that the total number of working days in an academic year is not less than 195.

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Ordinance 97

Terms can be kept at an affiliated college only by duly admitted students who shall attend for a prescribed number of days at one or more of the colleges or institutions recognized by the University.

Ordinance 98

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

Faculty	First Term	Second Term
Arts, Science, Commerce and Law	75 days	75 days
Technology including Engineering.	75% of the total lecture periods and practical periods in each subject in each term or each semester	75% of the total lecture periods and practical periods in each subject in each term or each semester

Only these candidates who have attended the above specified percentage of Lectures and practicals in first term will be allowed to join the second term.

Education:	75% of the total number of working days	75% of the total number of working days
Medicine :	75% of the total number of working days provided student concerned has attendant 75% each of total number of (1) Lectures and (2) Practicals clinical held during the term.	75% of the total number of working days provided the student concerned has attended 75% each of the total number of (1) Lectures, and (2) Practicals clinical held during the term.
Agriculture, Rural Studies	80 Days	85 Days

Ordinance 99

When on account of bona fide illness or any other reason deemed sufficient by the Principals of the college concerned, the total attendance of a student of an affiliated college falls short of not more than 10% of the total working days of an academic year, it shall be competent for the Principal to condone the deficiency in attendance.

Provided that the student who is absent on account of illness must produce medical certificate from a recognized Medical Practitioner within seven days from his rejoining the institution after illness. Such a condonation on grounds of illness will be admissible for the certified days of illness but not for a period less than three days at a time. However, on receipt of an application from a student recommended by his Principal stating reasons for further deficiency

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in attendance, the same may be considered by the Syndicate after making an enquiry it deems fit in the matter.

Ordinance 100

For the college or colleges in any place within the territorial limits of the jurisdiction of the University, that may, in the judgment of the Syndicate be affected with plague or any other epidemic disease, or by flood or earthquake, the operation of any Ordinance requiring attendance of minimum number of days may be suspended as regards the number of days' attendance required during any University term.

Provided that in the case of any other emergency, the Syndicate shall also have power, by a majority of votes of two-thirds of the members present at a meeting of the Syndicate, to suspend the operation of any such Ordinance.

Ordinance 101

On such suspension, the Syndicate, shall, on the recommendation with reasons of the Principal of the college concerned, to be made at the end of the term, determine the minimum number of days' attendance required for keeping of the terms.

Ordinance 102

The principal of affiliated colleges, the Head of the University Departments and the Professor in charge of the post-graduate Centers run by the colleges are empowered to excuse attendance to students who are required to leave the town where the college or University department or centre is situated for the purpose of taking part in sports (cultural programmes and students activities) held under the auspices of the University for the period during which they remain unavoidable absent from the college.

Notwithstanding anything contained hereinabove, in all faculties except in the faculty of medicine, engineering and pharmacy courses, the weitage of 2½% and 1½% shall be given at the time of admission to the under-graduate and post-graduate classes to students who have participated respectively in various sports at the (i) National level and inter university level and (ii) at the University or State level, on the condition that the student shall produce the respective certificates from the authority.

Ordinance 103

The Principals and Heads of the Institutions shall keep a register of the daily attendance of duly admitted students.

Ordinance 104

To keep a term at a college, or a recognized institution, a student must also 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 such student then belongs.

Ordinance 105

Notwithstanding anything contained in these Ordinances, it shall be competent for the Principal of a college to withdraw the

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application of a student of his college for admission to a University examination on the ground of unsatisfactory progress of the student concerned. The Principal shall also inform the student concerned in writing of such withdrawal. Such withdrawal shall be permitted only if the intimation from the Principal is made and reaches the University Office at least one week before the commencement of the Examination in the case of Pre-University and within a week after the close of the term in the case of all other Examinations. On such intimation 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 thereupon the student concerned shall not appear at the examination, and in the case of his appearance at the examination, his result shall not be declared. The Examination fees paid by such student shall be refunded in full.

The Principal of the College shall send to the University within a week from the close of the second term, the names of the candidates who have not kept the required number of attendance in each term and also a list of those whose terms are not granted by him under the rules and are not eligible for appearing at the examination. If any of the terms is not duly kept by a candidate, according to the requirements 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.

TRANSFERENCE CERTIFICATE

Ordinance 106

- (1) No student shall at anytime be admitted to another colleges unless he produces from the Principal of the college he leaves a Certificate (hereinafter) referred to as "the Transference Certificate" showing ;
 - (a) the number of days of attendance 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 or test examinations he did and did not attend with the result of each examination, after the last University examination that he passed;
 - (c) that he has no books in his possession belonging to the college;
 - (d) that there are no dues outstanding against him;
 - (e) that he bears a good moral character;
 - (f) his date of birth as entered in the college register;
 - (g) the voluntary subjects offered by him and in which he has attended courses of institution at the college at the

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- Pre-University class or the First Year, or Second Year or the Third Year of the degree class;
- (h) in the case of Science students, that his laboratory journal has been certified by the Head of the College he is leaving as the record of work actually done by the student. Clause (h) may be omitted from a Transference Certificate, where it is not applicable.
- (2) Notwithstanding anything contained hereinabove, a student who prosecutes study for one Post-Graduate and one Under-Graduate courses simultaneously in two different institutions, other than the original institution or college he leaves shall produce a Transference Certificate in original to the institution or college he joins first and a copy attested by the Principal of the college or the Head of the Institution he so joins, to the other.
- (3) The Transference Certificate issued by a college affiliated to, or constituent of, other University within the Gujarat State produced by a student intending to join a college affiliated to this University, shall contain a certificate to the effect that the student has neither been debarred nor rusticated by the University or the college from which he migrates.

Ordinance 106-A

Where the transference certificate already issued is not available on account of loss, destruction, misplacement or for any other reason, the student concerned may apply to the Principal for issuing a duplicate Transference Certificate but such application for duplicate Transference Certificate shall be accompanied by an affidavit made by the student before a Judicial First Class Magistrate narrating the circumstances in which the original certificate is not available and that he has not utilized the same for ensuring an admission to another course in a college, institution or University and that the issue of duplicate Transference Certificate is necessary for the purpose of obtaining admission in a college, institution or University. On such application having been made, the Principal by whom the original Transference Certificate was issued shall issue a duplicate Transference Certificate with the word 'Duplicate' either written with red ink or stamped on the top of such Certificate.

Ordinance 107

In no case, except as provided in these Ordinances shall a Transference Certificate be refused, provided the required entries herein can be made.

Ordinance 108

In all questions arising out of clause (e) in the Transference Certificate, to be granted under Clause (1) of Ordinance 106, the decision of the Syndicate shall be final.

Ordinance 109

The Principal shall be entitled to charge a fee of Rs. 1/- for issuing a Transference Certificate, subject to the provisions of Ordinance 107.

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When a Principal receives an application for Transference Certificate more than a month after the date of commencement 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 the application and the fees for such a Certificate.

Ordinance 110

When a student applies for a Transference Certificate after the lapse of more than one vacation after he last attended a college, the Principal who issues the Transference Certificate may levy a fee of one rupee for each term that has elapsed after the applicant last attended a college :

Provided that the fee so charged shall not exceed Rs. 5/- in the aggregate.

Ordinance 111

If as the result of a student leaving the college to join another, it is necessary for him to count the attendance registered in more than one college, to enable him to mark up the necessary number of attendance, the Transference Certificate shall not be granted, except-

- (i) where the parent or guardian with whom the student has been residing is transferred to another place;
- (ii) where a change of air for the improvement of the student's health has been recommended by a recognized medical practitioner;
- (iii) for such other reason as may be found to be satisfactory by the Vice-Chancellor.

Ordinance 112

Application for a Transference Certificate shall be made by the students without unnecessary delay through the Principal of the College to which they wish to be transferred.

Ordinance 113

A student migrating from this University will be issued a Migration Certificate on applying in a prescribed form through the Principal of his college or the Head of the institution last attended and on paying a fee of Rs. 5/- which will in no case be refunded if the Migration Certificate applied for is issued in favour of the student concerned.

Ordinance 114

All candidates for Post-Graduate diplomas and degrees shall apply to the Registrar for registration of their names as Post-Graduate students. Each application shall be accompanied by a fee of Rs. 10/- in the case of diplomas and degrees other than the Ph.D. and Rs. 20/- in the case of the Ph.D. degree.

(V) INSPECTION OF AFFILIATED COLLEGES AND RECOGNIZED INSTITUTIONS

(Under Section 31 (vii) and Section 20 (1) (xvii) of the Act)

Ordinance 115

Whenever a Dean inspects an affiliated college or a recognized institution or an approved institution belonging to his Faculty, he shall submit a report to the Syndicate.

Ordinance 116

An inspection of every affiliated college and recognized institution or approved institution shall be held at least once in three years, and at other time when, in the judgment of the Syndicate special reasons exist, in the case of any college or institution, for such inspection.

Ordinance 117

The inspection will be directed primarily to the purpose of ascertaining whether the conditions of affiliation or recognition are satisfied or not, and of seeing that adequate measures are taken to ensure efficiency and academic standards.

Ordinance 118

If the report submitted by the Dean or by the person or persons deputed to inspect calls for any action by the Syndicate, the Syndicate shall, after necessary 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.

Ordinance 119

Every college, recognized institution or approved institution shall submit annually by the 15th of April to the Syndicate the following returns in the forms prescribed, namely :

- (i) a return of the Teaching Staff;
- (ii) a return of finances, giving the accounts for the preceding Government financial year ;
- (iii) a return of the number of the students attending the college or the institution during the year ending on the 15th of March;
- (iv) a return of the complete time-table, of lectures, tutorials, practicals, demonstrations, clinics etc.

Ordinance 120

Every college and recognized institution shall report to the Syndicate through the Dean all changes in its teaching staff, as soon as such changes are made. In the case of Medical colleges, they shall also report the changes in the staff of the hospital where the students of these colleges are required to do their clinical work. In reporting such changes the qualifications of the member of the staff newly appointed, the conditions governing their tenure of office and the qualifications of the persons in whose place the new appointments are made, shall be given in detail.

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These returns and changes in staff will be scrutinised by the Dean concerned who will submit the same to the University office with such remarks thereat as may deem fit.

REGISTERS

(Under Section 31(viii) of the Act)

Ordinance 121

Every college shall maintain-

- (a) a register, giving 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 the 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;
- (c) register showing the marks obtained by each student at the examinations held in different subjects for the internal evaluation during the year.

RECOGNITION AND INSPECTION OF HOSTELS

(Under Section 31 (vi) and (vii) of the Act)

Ordinance 122

Every Hostel maintained or managed by the University or by the college affiliated to the University or an Institution recognized by it, shall be a recognized Hostel, provided it fulfils all the conditions laid down in Ordinance 123.

Ordinance 123

The authorities managing or maintaining a Hostel, attached to a college, shall apply to the Syndicate 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) the arrangements made for water supply, lighting, sanitation, medical help, etc., in the Hostel;
- (v) the arrangements made for boarding and for outdoor and indoor games;
- (vi) the 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.

Ordinance 124

On receipt of an application under Ordinance 123, the Syndicate shall, after any further inquiry which it may deem necessary, decide as to whether or not the recognition is to be granted. Provisional recognition, may, however, be granted by the Syndicate on such condition as it may deem necessary.

Ordinance 125

The Syndicate may suspend or withdraw the recognition granted to a Hostel managed by a person or body of persons, which is not

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conducted according to the condition of recognition, provided that no action shall be taken without giving the management of the Hostel concerned an opportunity of making such representation in the matter as it may desire to make.

Ordinance 126

The Syndicate shall hold periodical inspections of all Hostels, through the agency of the Board for Hostels, if established.

Ordinance 127

The management of every Hostel shall submit to the Boards for Hostels, if established, at the end of every term a report of the working of the Hostel for the term.

RESIDENCE, HEALTH, CONDUCT AND DISCIPLINE OF STUDENTS

(Under Section 31(v) of the Act)

Ordinance 128

Every student of the University shall reside either :

- (a) in the University Hostel, or in a recognized Hostel of a college, or in the lodgings that may be approved by the authorities of the college;
- (b) with a parent or a some other person accepted by the authorities of his college to be his guardian.

Ordinance 129

Each college shall provide residential quarters for such a percentage of its students as the Syndicate may from time to time, decide, and shall make arrangements for supervision over the students who reside in the lodgings approved by the authorities of the college. Resident students shall conform to the regulations drawn up by Principals of Colleges concerned and approved by the Syndicate.

Ordinance 130

Every non-resident student shall submit the name, address and relationship, if any, of the person with whom he proposes to live, to the Principal of his college.

Ordinance 131

As soon as possible after the re-opening of a college after the long vacations, but before the 31st of July, the Principal shall submit to the Chairman of the Board for Hostels, if established, the following information :

- (i) the number of Hostels and the names of the Superintendents thereof;
- (ii) the number of resident students in each Hostel and approved lodgings;
- (iii) the number of non-resident students living with their parents;
- (iv) the number of non-resident students living with their guardians.

Note: Students living in the Hostels of the University, or of a college, or in the lodgings approved by the authorities of a college are termed resident students. Others are termed non-resident students.

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Ordinance 132

The college Hostels 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 for Hostels.

Ordinance 133

If in any year, the University conducts a Medical Examination of the student studying for a particular examination in a college affiliated to the University, such Medical Examination shall be compulsory for all the students included in the scheme of Medical Examination. Students who do not present themselves for such Medical examination shall not be allowed to appear in the Examination for which they are studying, whether it be a College Examination or a University Examination. If through 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 which he is studying.

VI. ADMISSION TO DEGREE AND DIPLOMAS

Ordinance 134

Every person who passes an examination for a Degree or a Post-Graduate Diploma of the University shall be eligible on payment of a fee of Rs. 25/- on his first graduation in the University and Rs. 15/- on his second or subsequent graduation, to be admitted to the respective degree or diploma in person or in absentia at his option at a Convocation or in absentia at a meeting and in testimony whereof a degree or a diploma, as the case may be, shall be awarded to him.

In the case of an Under-Graduate Diploma, a Certificate shall be given to the candidate on his passing the examination for the same on payment of Rs. 10/-.

ACADEMIC COSTUME

Ordinance 135

Academic Costume shall be worn at a Convocation for conferring degrees.

Ordinance 136

Such of the members of the Senate of the Saurashtra University as are graduate of other Universities, or as are entitled to wear official costume or uniform, may appear in the Academic Dress of their own Universities, or in such costumes or uniforms, wearing, in addition, the Badge of the Saurashtra University. Other members shall wear the appropriate Badge of the Saurashtra University.

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Ordinance 137

The students shall wear an appropriate coloured Scarf round the neck with a Badge. The Members of the authorities of the University shall wear the ceremonial dress and a Badge and Officers of the University shall wear a Gown of appropriate design. The Deans shall wear appropriate Badges.

VII. ORDINANCES MADE UNDER STATUTES REGARDING PROVIDENT FUND ETC.

Ordinance 138

The amount in hand to the credit of the Provident Fund shall be invested in Government Securities or in Fixed Deposits, in any scheduled Bank or in the Post Office Savings Bank or in National Savings Certificates or in any other manner as the Syndicate may specifically or generally direct.

Ordinance 139

The Syndicate shall cause to be maintained proper accounts relating to the Fund, showing the amount for the time being to the credit of each subscriber and the general state of the Fund, in such forms as it may be prescribe from time to time.

Ordinance 140

The interest received by the University on sums so invested shall, as soon as it is received, be added to the amounts standing to the credit of the Fund.

Ordinance 141

Out of the interest earned on the amount invested by the Fund, a deduction of 1/4% per annum will be made to meet the expenses incurred by the University in the operation of the Fund and each subscriber's account shall be credited yearly after the 31st of March-

- (i) with interest on the opening balance at the rate at which the State Government has given interest on the subscriptions to the Provident Fund to its employees;
- (ii) at half the rate specified in Clause (i) on the subscriptions for the first half of the year.
- (iii) When final withdrawal is taken by an employee or when an employee retires during any financial year or leaves the services during financial year after giving due resignation or whose services are terminated during the financial year, the interest shall be computed on monthly balances for the whole year at the rate declared by the University from time to time with a change to be made, if any, by the Vice-Chancellor, in cases, where less interest has accrued.

Note:The rates of interest specified in this Ordinance may be revised by the Syndicate from time to time, if necessary by taking into consideration the interest earned by the Fund.

Ordinance 142

The term 'salary' shall include personal, duty and acting allowances but shall not include other allowances.

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Ordinance 143

The amount withdrawn by any depositor together with such interest as would have accrued on the sum had it not been withdrawn, shall be recovered by such number of monthly installments not exceeding Thirty Six as the Vice-Chancellor may fix and shall be recovered by deductions from the salary paid by the University to the depositor. The first of such deductions shall be made from the first payment of full month's salary after the depositor has withdrawn the sum to be refunded. The amount of such installments shall be fixed in round numbers and the last installment shall cover the entire balance to be refunded by the subscriber. But a subscriber may at his option pay any additional sum above the amount of the installment fixed in round figures provided that the interest due may be recovered in ten further installments.

Ordinance 144

Application for affiliation or extension of affiliation or continuation of affiliation or bifurcation of an existing college, or adding new faculty in an existing affiliated college shall be sent to the Registrar in the form prescribed by the Syndicate so as to reach him as under :

NATURE OF APPLICATION	LAST DATE FOR RECEIPT OF APPLICATION
1. Application for affiliation of new college	30 th June of the year preceding the year from
A. For the B.A., B.Com, B.Sc., B.S.W. etc. (where the sanction is not required from any statutory body like AICTE, NCTE, PCI) Non professional degree course	Which the Affiliation is intended to Take effect. Last date with Late fee Rs. 50,000/- 19 th July Last date with Penalty Rs. 75,000/- 19 th October
B. For the B.E., B.Ed., B.P.Ed., M.B.B.S., B.Pharm., B.Arch., B.H.M.S., B.D.S., D.Pharm. B.H.T.M. etc. (where the sanction from any statutory body like AICTE, NCTE, PCI, CCH is required.)	Last date for receive the Application is the date of which concern statutory body like AICTE, NCTE, PCI, CCH, MCI etc. prescribed from time to time.
2.(A) Application for Permanent affiliation Or Renewal Affiliation Or extension of affiliation up to degree classes Or for Addition of Courses Or for Adding a New Faculty in the Existing College and Bifurcation of an Existing College into two Colleges. (where the sanction is not required from any statutory	20 th August of the year preceding the year from which the Affiliation is intended to take effect. Last Date with Late Fee Rs. 65,000/- 19 th September Last Date with Penalty Fee Rs. 75,000/- 19 th October

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body like AICTE, NCTE, PCI) Non professional degree course.	
2.(B) Application for Permanent affiliation Or Renewal Affiliation Or extension of affiliation up to degree classes Or for Addition of Subjects / Courses Or for Adding a New Faculty in the Existing College and Bifurcation of an Existing College into two Colleges. For the B.E., B.Ed., B.P.Ed., M.B.B.S., B.Pharm., B.Arch., B.H.M.S., B.D.S., D.Pharm., B.H.T.M., etc. (where the sanction from any statutory body like AICTE, NCTE, PCI, CCH, MCI etc. is required.) Professional degree course.	Last date for receive the Application is the date of which concern statutory body like AICTE, NCTE, PCI, CCH, MCI etc. prescribed from time to time.

3. Every application for affiliation mentioned in para (1)(A) shall be accompanied with Fee as mentioned below :
 Rs. 40,000/- New College for one Faculty.
 Rs. 50,000/- New College for two Faculties.
 Rs. 60,000/- New College for three Faculties.
 Rs. 70,000/- New College for Four Faculties.
4. Every application for affiliation mentioned in para (1)(B) shall be accompanied with Fee as mentioned below :
 Rs. 75,000/- New College for one Faculty.
 Rs. 1,00,000/- New College for two Faculties.
 Rs. 1,25,000/- New College for three Faculties.
 Rs. 1,50,000/- New College for Four Faculties.
5. Bifurcation of existing college into two colleges, Change of Place of College, Change of Name of the College, Change of Trust Fee Rs. 50,000/-. For Para (2)(A)
6. Bifurcation of existing college into two colleges, Change of Place of College, Change of Name of the College, Change of Trust Fee Rs. 1,00,000/-. For Para (2)(B)
7. Adding new faculty/course in the existing college Rs. 40,000/- For para (2)(A)
8. Adding new faculty/course in the existing college Rs. 1,00,000/-. For para (2)(B)
9. For Permanent Affiliation Rs. 50,000/- For Para (2)(A).
10. For Permanent Affiliation Rs. 75,000/- For Para (2)(B).
11. For Renewal of Affiliation Rs. 40,000/- For Para (2)(A)
12. For Renewal of Affiliation Rs. 75,000/- For Para (2)(B).
13. For Extension of Affiliation up to Degree Course Rs. 25,000/- For Para (2)(A).
14. For Extension of Affiliation up to Degree Course Rs. 50,000/- For Para (2)(B).

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15. Fee for recognition of the Hospital for Internship Training is Rs. 30,000/-

No request for postponement of the application for Affiliation or Renewal of application or Extension of Affiliation or Bifurcation or addition of a faculty as the case may be entertained.

Each application may be considered on its own merits

Amount of Affiliation Fees, Late Fees and Penalty Fees shall be forfeited, if the application may not considered for application by the Syndicate.

Affiliation Fee including Late Fee and Penalty Fee is not Refundable.

Application for Affiliation will be considered for the particular academic year only.

Ordinance 144-A

- (1) Notwithstanding anything contained elsewhere, an affiliated college may discontinue any course of instructions teaching or training in respect of a subject for which it is affiliated only in accordance with provisions hereinafter appearing.
- (2) The governing body of the affiliated college shall send by registered post a letter of application to the Registrar in a form prescribed by the Vice-Chancellor seeking permission of the University to discontinue a course of instruction, teaching or training specified therein. The letter should be so sent as to be received by the Registrar not later than the fifteenth day of the August of the year, immediately preceding the academic year from which the gradual discontinuance is intended.
- (3) The discontinuance of the course in respect of a special subject at the Third Year of a three-year degree course shall be spread over in three consecutive academic years and shall be so planned as to commence in the beginning of the academic year for the First Year of the degree course and shall be processed progressively so as to ensure that the entire process of discontinuance synchronises with the end of the academic year for the Third Year of the degree course.
- (4) It shall be an implied condition of the permission to discontinue a course under Clause (3) that the college shall not seek affiliation under Section 34 in respect of that course for the two years immediately succeeding the end of the process of discontinuance in respect of that course.
- (5) The discontinuance of a course in a general or subordinate subject shall be so planned as to commence in the beginning of the academic year for the First year of the course and synchronise with the end of the academic year for Second Year of the course.
- (6) Where the discontinuance relates to a principal or special subject and it is intended to introduce a course in that subject as a general or subordinate subject, intimation thereof shall

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be given by the affiliated college to the teachers and students concerned by affixing notice on the notice-board not later than the commencement of the first of the two academic years immediately preceding the date of the intended change.

- (7) Where the discontinuance of a course is intended to be effective from the first year of the course, it shall be effected progressively so that the process of discontinuance commences in the beginning of the academic year for the immediately preceding Pre-University Class and the discontinuance synchronizes with the end of the Academic year for the First Year of the Course.
- (8) The intention to discontinue a course at any stage shall be intimated by the affiliated college to the University as well as to the students and teachers of the college concerned within one month from the date of receipt of the permission of the University in that behalf.
- (9) The compensation at the following rates shall be paid to all confirmed teachers :
 - (a) Six months pay (including all allowances), and
 - (b) At the rate of 1/2 (half) month's pay (including all allowances) for every year of services, provided that the total compensation so payable shall not exceed six months, pay (including all allowances).

Ordinance 144-B

In the case of an intended closure of a college or discontinuance of teaching of all the subjects comprised in any of the Faculties of a college, it shall be incumbent for the management of the college to follow the procedure laid down hereunder :

Explanation : Closing of a Faculty would mean discontinuance of teaching of all the subjects comprised in it and for which it is affiliated.

- (i) The management of an affiliated college shall not close the college or any of its Faculties for which it is affiliated without prior permission of the Syndicate. This intended closure of the College or Faculty shall if permitted, be coterminus with the closing of the academic year.
- (ii) If the management of an affiliated college desires to close the college or any of its Faculties, it shall make an application in writing to the Registrar giving reasons for the same. The Syndicate may refuse to consider such an application, unless it is made on or before the 31st of August, preceding the year from which the closure of the college or any of its Faculties, as the case may be, is intended to take effect.
- (iii) On receipt of the application as stated above, the Syndicate shall
 - (a) direct a local inquiry to be made by a competent person or persons authorised by the Syndicate in such manner as may be deemed necessary and relevant, and

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- (b) make such further inquiry as it may appear to it to be necessary & shall decide whether the application should be granted or refused either in whole or in part. In granting the application either in whole or in part the Syndicate may lay down such conditions to be fulfilled by the management of the college as the Syndicate deems fit.
- (iv) The decision of the Syndicate shall be final.
- (v) An application for the closure of a college or any of its Faculties may be withdrawn at any time with the permission of the Syndicate.
- (vi) The Registrar shall submit the application and all its proceedings in the matter to the State Government for information.
- (vii) That the compensation at the following rates is paid to all confirmed teachers :
 - (a) Six month's pay (including all allowances) ; and
 - (b) At the rate of 1/2 (half) month's pay (including all allowances) for every year of the services provided that the total compensation so payable shall not exceed six months, pay (including all allowances).

Procedure regarding changing Location of a College or giving College Building or its part on Rental basis :

Ordinance 144-C

1. An affiliated college shall not change its location or give the college building or a part of it on rental basis without prior permission of the University.
2. The Syndicate may accord permission to an affiliated college to change its location subject to the following rules and procedure :
 - (i) An application for permission to change its location together with a fee of Rs.500/- shall be submitted not later than 31st December of the year preceding the year from which the change of the location of the college is intended to take effect.
 - (ii) The application shall set forth elaborately the reasons for the purpose of change in the location of the college.
 - (iii) The college 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-room including rooms for tutorials, teacher's rooms, library including the reading-room, laboratories (if any, are needed), boys, common rooms, girls' common room principals' room, toilet etc.
 - (iv) On receipt of the application, the Syndicate may appoint a Local Inquiry Committee to examine the proposal of the College and report on the need for the

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change asked for and also premises where it is proposed to shift as per the University norms.

- (v) The report of the local Inquiry Committee will be placed before the Syndicate and the Syndicate after considering the report may either grant the permission asked for on such condition as it may deem necessary to lay down or refuse the permission asked for.

Ordinance 145

- (1) This Ordinance shall apply to the Faculties of Arts, Science and Commerce only.
- (2) There shall be a head of the Department for every subject taught in the final year of the three year degree course in the Faculties of Arts, Science and Commerce.
- (3) The maximum work-load per-week for the full time teacher of the various categories shall be as under :
- | | |
|---|---|
| (i) Demonstrators: | 24 periods of 45 (40+5) minute each or 18 hours. (the demonstrator with post-graduate degree may be assigned lectures or tutorials not exceeding 6 periods.) |
| (ii) Tutors: | 21 periods of 45 (40+5) minute each or 15.45 hours of which lectures shall not exceed 9. |
| (iii) Lecturers & Professors : | 21 periods of 45 (40+5) minutes each or 15.45 hours of which lectures shall not exceed 15. For Science Faculty, the word "Periods" shall mean Lectures/ Tutorials/ Practical. |
| (iv) Lecturers & Professors who are Recognized postgraduate teachers and are actually doing post-graduate lecturing work. | 18 periods of 45 (40+5) minutes each or 13-30 hours per for which lectures shall not exceed 13. |
| (v) Lecturers & Professors who are recognized for Ph. D. | 14 periods of 45 (40+5) minutes each or 10-30 hours of which lectures shall not exceed 10. |
| (vi) Principal | Maximum 6 lecture periods. |
| (vii) Programmer: | Total number of period 30,15 class
1 class:2practical for the batch of 30 students. |

NOTE: Work-load shown against entries (iv) and (v) of clause (3) is meant for those post-graduate teachers who are actually giving post-graduate instructions or guidance. For part-time teachers in various categories the maximum periods shall

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not exceed ten including tutorials.) Daily attendance during the full working hours of the college will be compulsory for every full-time teacher on all working days. Two Colleges shall not appoint the same person as part-time Professor in case of subject taught as special subjects. They must appoint separate professors. However, this will not apply in case of Chartered Accountants who can work as part-time Professors in not more than two colleges.

- (4) There should not be more than one part-time teacher in any subject in a college.
- (5) In the college which teach Chemistry as Principal subject at B.Sc. level there shall be a qualified teacher in each of the following branches in chemistry.
 - (i) Organic Chemistry M. Sc. with organic Chemistry,
 - (ii) Inorganic Chemistry M. Sc. with Inorganic Chemistry.
 - (iii) Physical Chemistry-M. Sc with Physical Chemistry.
- (6) A Principal of an affiliated college shall not work as a part-time teacher in any other college.

Ordinance 145 - A

The provisions of sub-clauses (iii) to (vii) Clause (3) of Ordinance 145 shall be applicable to the Faculty of law also.

MINIMUM QUALIFICATIONS FOR TEACHING APPOINTMENTS IN AFFILIATED COLLEGES

Ordinance 145-B Faculty of Arts

N.B. The rules mentioned here below will be applicable only to the new entrants and will not affect the appointments approved in the past."However on a representation made by the Principal of a college, regarding condoning any deficiency in connection with the requirement of the Ordinance, of a teacher appointed, the Syndicate may, for reasons considered satisfactory by it, condone such a deficiency, for at the most two academic terms, but not beyond 31st March of the year subsequent to the year in which such a representation is made."

- (1) These rules come into force from 1-11-1988.
- (2) For appointment to a teaching post in a college in the Faculty of Arts, it will be deemed adequate if the Master's Degree is in the subject or the group of subject for which the appointment is sought irrespective of the subject taken at the Bachelor's Degree Examination.

Note: This will not apply to the existing teachers who are already recognised by This University for the appointment of a Lecturer/Professor.

- (3) Teaching experience in the subject must be in an affiliated college or a recognised institution or a University Department or Centre under this or any other statutory University as a full time teacher.
- (4) Where no class is awarded a Master's Degree obtained thesis or partly, by thesis and partly by papers in a subject will be

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considered equivalent to a Master's Degree by papers with 55% marks.

- (5) For appointment of a person holding a degree of foreign University, Institutions, as teachers, prior approval of the vice-Chancellor shall be essential.

Academic Qualifications for teaching appointments will be as follows :

- (1) **Lecturer:** Master's Degree in the relevant subject with at least 55% marks or its equivalent grade and good academic record.

N.B. :

- (1) Good Academic Record shall mean average record of third year (final year) Degree and Masters Degree assessment which would at least be 52.5% or M.Phil. or Ph.D.

- (2) **Professor :**(1) D. Litt. or D.Sc.

OR

- (2) Ph.D. or D. Phil. with at least two years teaching experience as a lecturer in the subject.

OR

- (3) Master's Degree in the first class or M.Phil. with three years teaching experience as a lecturer in the subject.

OR

- (4) Master Degree with 5 years teaching experience as a lecturer in the subject.

(3) Principal :

- (1) Ten years teaching experience at a level not below that of a lecturer in Arts Faculty in an affiliated college or a University. If the teaching experience in the subject is under more than one faculty (mentioned in Statute 97) the said total teaching experience shall be considered as an experience of Arts faculty.
- (2) Recognised as a post graduate teacher.

Note :

- (1) Notwithstanding anything contained in the qualifications stated above, shastris, molvis and teachers of a classical language who have special qualifications or have made distinct contribution to the advancements of knowledge in their own subject may be approved as teachers in their respective subject if deemed fit by the syndicate.
- (2) Teachers of Sanskrit, Persian, Arabic, Urdu, Prakrit and Pali can teach both the languages in First B.A. provided they have passed their post-graduate examination with these subject is their principal or subordinate subject.

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Fine Arts, Viz. Drama, Music, Painting & Sculpture & Dances

(1)(a) Lecturer :

- (a) Good academic record with at least Second Class "C" in the seven point scale Master's Degree in relevant subject or an equivalent degree or diploma recognized by the University and
- (b) Two years research or professional experience or evidence of creative work and achievement in his field of specialisation or a combined research and professional experience of three years in the field as an artist of outstanding talent.

OR

A traditional or a professional artist with highly commandable professional achievement in the subject concerned.

(2)Professor :(1) D.Lit. or D.Sc.

OR

- (2) Ph.D. or D.Phil. with at least two years teaching experience as lecturer in the subject.

OR

- (3) Master's Degree in the first class or M.Phil. with three years teaching experience as a lecturer in the subject.

OR

- (4) Master's Degree with 5 years teaching experience as a Lecturer in the subject.

Note : There shall be at least one professor for each of the Branches viz. Drama, Music, Painting and Sculpture and Dancing.

Physical Training Instructor P.T.I.

- (i) Master's degree in Physical Education (High Second Class) with Diploma, in Sports, Coaching from recognized institution.

OR

- (i) Master's Degree in Physical Education (High Second Class) with a record of having represented his University at the Inter University level / state in the National Championship.
- (ii) Experience in organising games and sports (as exemplified) in handling of above a half a dozen teams in a year in his institution and their participation in University/Inter Collegiate tournaments and ability to encourage mass participation in games and sports.

Minimum Qualifications for the post of Professors, Readers and Lecturers in subjects of Mass communication/ Journalism and Social Work Department.

Lecturer

Good academic record with at least 55% marks(or an equivalent grade) at Master's degree level or an equivalent qualification from an Indian or foreign university/recognizes institution in communication / Mass communication Journalism. Candidate, besides fulfilling the above qualification, should have cleared the eligibility test for lecturers conducted by UGC or similar test accredited by the UGC.

Desirable

1. Ph.D. degree in communication/Mass communication/ Journalism from an Indian University or an equivalent degree from a foreign University.
2. Two years fulltime teaching/research experience in any area of Mass communication (News paper accredited with ABC, National News Agencies, radio or television, film media, reputed advertising agencies, public relation officers of the Government, Public sector undertaking and established Industrial and Commercial Houses.)

Reader

Essential

1. Ph.D. degree in communication/ mass communication /journalism from an Indian university or an equivalent degree from a foreign university. Published work of doctoral standard of media production work of excellence.
2. Good academic record with at least 55% marks(or an equivalent grade at Master's level in the subject.
3. Eight years experience of teaches and/or research including up to three years for research degree and having made a mark in the area of scholarship as evidenced by quality of publications, contribution to education innovation, design of new courses and curricula.

OR

10 years full time work experience in area of Mass communication ((News paper accredited with ABC, National News Agencies, radio or television, film media, reputed advertising agencies, public relation officers of the Government, Public sector undertaking and established Industrial and Commercial Houses.)

Professor

Essential

An eminent scholar with published work of high quality actively engaged in research with ten years of

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experience in post graduate teaching and/or research at the university/national level institution including experience of guiding research at doctoral level in Communication/ journalism.

Minimum Qualifications for the post of Professors, Readers and Lecturers in Department of Social work

Lecturer

Good academic record with at least 55% marks(or an equivalent grade) at Master's degree level or an equivalent qualification from an Indian or foreign university/recognizes institution .Candidate, besides fulfilling the above qualification, should have cleared the eligibility test for lecturers conducted by UGC or similar test accredited by the UGC.

Reader

Essential

Good academic record with a doctoral degree or equivalent published work, Evidence of being activity engaged in (1) research or innovation in teaching method or (3) production of teaching materials. Possess at least 55% marks or an equivalent grade at Master's level.

About Eight years experience of teaches and/or research provided that at least five of these years were as Lecturers or in an equivalent position.

OR

10 years of experience in field practice and professional publication based on work experience, and experience in training and/or field instruction. Experience in consultation and documentation.

Professor

An eminent scholar with published work of high quality actively engaged in research with ten years of experience in post graduate teaching and/or research at the university/national level institution including experience of guiding research at doctoral level in Social work.

OR

15 years of experience in field practice, with professional publication , which show evidence of conceptualizing the field practice, and are a contribution to the development of knowledge in the area of field experience, or in consultation documentation and experience in training and/or in field instruction.

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Ordinance 145-B (Military Science) :

Academic qualifications for teaching appointment in the subject of Military Science under the three years degree course will be as under :

Lecturer : (1) A master's degree in the subject of Military Science with at least 55% marks in that subject.

OR

(2) Same as prescribed for the post of Lecturer in any Faculty of the University and must have passed N.C.C. 'C' Certificate examination.

OR

(3) Same as prescribed for the post of Physical Instructor in any Faculty of the University and must be holding the rank of 'Captain' in the N.C.C.

Field Assistant: Bachelor's degree and must have passed N.C.C. 'C' certificate examination.

MINIMUM QUALIFICATIONS FOR TEACHING APPOINTMENT IN THE AFFILIATED COLLEGES.

Ordinance 145 - B Faculty of Science

N.B.: The rules mentioned here below will be applicable only to the new entrants and will not affect the appointments approved in the past.

"However on a representation made by the principal of a college, regarding condoning any deficiency in connection with the requirement of the ordinance, of a teacher appointed, the syndicate may for reasons considered satisfactory by it, condone such a deficiency, for at the most two academic terms, but not beyond 31st March of the year subsequent to the year in which such a representation is made.

(1) These rules come into force from 1-11-1988.

(2) For appointment to a teaching post in a college in the faculty of Science. The M.Sc. degree must be in the subject offered at the B.Sc. degree as Principal subject.

Note: This will not apply to existing teachers who are already recognised by this University for the appointment of a Lecturer/Professor.

(3) Teaching experience in the subject must be in an affiliated college or a recognized institution or a University Department or Centre under this or any other statutory University as a full time teacher.

(4) Where no class is awarded a Master's Degree obtained by thesis or partly by thesis and partly by papers in a subject will be considered equivalent to Master's Degree by papers with 55% marks.

(5) For appointment of a person holding a degree of foreign University institutions, as teachers, prior approval of the Vice-Chancellor shall be essential.

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Academic Qualifications for teaching appointment will be as follows :

(1)Lecturer:Master's Degree in the relevant subject with at least 55% marks or its equivalent grade and good academic record.

N.B.:(1) Good Academic Record shall mean average record of third year (final year) degree and Master's degree assessment which would at least be 52.5% or M. Phil. or Ph.D.

(2)Professor: (1) D.Lit. or D.Sc.

OR

(2) Ph.D. or D.Phil with at least two years teaching experience as a lecturer in the subject.

OR

(3) Master's Degree in first class or M.Phil. with three years teaching experience as a lecturer in the subject.

OR

(4) Master's Degree with five years teaching experience as a lecturer in the subject.

(3)Principal : (1)Ten years teaching experience at a level not below that of a lecturer in science faculty in an affiliated college or a University.

If the teaching experience in the subject is under more than one faculty (mentioned in Statute 97) the said total teaching experience shall be considered as an experience of science faculty.

(2) Recognised as a post graduate teacher.

Note :

(1) Mathematics at all levels will be taught by the teachers holding the necessary qualifications prescribed in the rules in the subject of Mathematics.

(2) Statistics at all levels will be taught by the teachers holding the necessary qualifications prescribed under the rules in the subject of statistics.

(3) A lecturer with M.Sc. in Botany or Zoology will be permitted to teach Biology in F.Y. B.Sc. class only, provided he had studied either Botany or Zoology at the subsidiary level as optional subject at the B.Sc. Degree Examination.

However the candidates with M.Sc. Experimental Biology, Plant Botany or Plant Science, Bio-Science, Animal Science be considered at par with M.Sc. Botany or Zoology according to either of the subjects which the candidate offered at B.Sc. level as principal subject.

In view of the 3 subjects under which M.Sc. course are currently run in the Bio-Science Department of this University i.e., Plant Science, Animal Science and Microbiology, the Master Degree in these subjects should be treated as equivalent to M.Sc. Botany, Zoology and M.Sc. Microbiology respectively, for the purpose of appointment

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of teaching staff in the University P. G. Department or any affiliated colleges.

Lecturer in B.C.A.

1. B.E. (Information Technology) with I class
2. B.E. (Computer) with I class
3. B.Sc. (Computer) with M.Sc. (Computer Science)
4. B.Sc. (Computer)(Computer software) with M.Sc. (Computer Software)
5. M.C.A. in case of Master degree

Candidate should have minimum 55% at Master Degree level and on aggregate of 52.5% of marks obtained at Graduate & post Graduate level.

PROGRAMMER

1. B.E. (Computer) OR Diploma in Computer Engineering with Minimum I class Or
2. M.C.A. Minimum II class Or
3. M.Sc. with P.G.D.C.A. Or
4. M.Sc. with P.G.D.C.A. with minimum II class Or
5. Diploma in Computer Application with I class
6. M.Com. (CS)

Lecturer in B.C.A., B.Sc.(IT) and P.G.D.C.A., B.Sc. Computer application (Vocational)

- M.E./ M.Tech. (Computer science/ information technology/ computer engineering) with at least 55% average percentage of Graduate level and post graduate level should be 52.5

OR

- Master of Computer Application (MCA) with at least 55% Average percentage of graduate level and post graduate level should be 52.5

OR

- M.Sc.(IT & CA) with at least 55% Average percentage of graduate level and post graduate level should be 52.5

OR

- B.E. (Computer science/ Computer engineering/ information technology) with at least 60%

Ordinance 145-B (Technology including Engineering)

N.B. : The Rules mentioned here below will be applicable only to the new entrants and will not affect the appointments approved in the past.

However, on a representation made by the Principal of a college, regarding condoning any deficiency in connection with the requirement of the Ordinance, of a teacher appointed, the Syndicate may, for reasons considered satisfactory by it, condone such a deficiency, for at the most two academic terms, but not beyond 31st March of the year subsequent to the year in which such a representation is made."

(1) These rules come in force from 15th June, 1975.

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- (2) For appointment to a teaching post in a college in the Faculty of Technology including Engineering it will be deemed adequate if the Master's degree is in a subject or a group of subjects as the case may be irrespective of the subjects taken at the Bachelor's degree examination.
- (3) Teaching experience in the subject must be in an affiliated college or a recognised institution or University Department or Centre under this or any other Statutory University or Diploma Engineering Institute recognised by government as a full-time teacher.
- (4) Where no class is awarded a Master's degree obtained by thesis or partly by Thesis and partly by papers in a subject will be considered equivalent to a Master's degree by papers in Second Class.
- (5) For appointment of a person holding a degree of foreign University/ Institution, as teachers, prior approval of the Vice-Chancellor shall be essential.

Assistant Lecturer :

At least a second class Bachelor's Degree in the appropriate Branch or a Master's Degree by papers in the Branch concerned;

Assistant Lecturer in Tele-Communication Engineering :

At least a Bachelor's degree in second class in Tele-Communication Engineering or a Bachelor's Degree in second class in Electronics & Communication Engineering or at least a second class Master's Degree in Physics with Radio-Physics and Electronics as a special subjects;

Lecturer :

1. At least a second class Bachelor's degree in the appropriate branch or a Master's degree by papers in the branch concerned;
and
 - (a) Three year's teaching experience in a Degree Engineering College.
OR
 - (b) Five years' teaching experience in a Diploma Engineering Institute.
OR
 - (c) Three years' professional experience.
OR
 - (d) A combined teaching experience in a Degree Engineering College or Diploma Engineering Institute and Professional experience for a total period of five years.
OR
2. A Master's Degree in First Class.
OR

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3. Corresponding qualifications approved by the Syndicate.

Lecturer in Tele-Communication Engineering :

- (1) At least a Bachelor's degree in Second Class in Telecommunication Engineering or at least a Bachelor's degree in Second Class in Electronics and Communication Engineering or at least second class Master's degree in Physics with Radio-Physics and Electronics as a special subjects.

AND

- (a) Three years experience of Electronics and Radio Engineering in Industry or Industrial Research or Broadcasting or Radio Communication or in two or more of these.

OR

- (b) Three years teaching experience in a Degree Engineering College.

OR

- (c) Five Years teaching experience in a Diploma Engineering Institute.

OR

- (d) A combined teaching experience in a Degree Engineering College or Diploma Engineering Institute and professional experience for a total period of five years.

OR

- (2) A Master's Degree in a Tele-Communication Engineering in First Class or a Master's degree in Electronics and Communication Engineering in First Class.

OR

- (3) Corresponding qualifications approved by the Syndicate.

Assistant Professor

- (1) At least a Second Class Bachelor's degree or a Master's Degree (by papers) in the branch concerned.

AND

- (a) Five years teaching experience in a Degree Engineering college of which at least three years must be as a lecturer.

OR

- (b) Eight years' teaching experience in a Diploma Engineering Institute of which at least five years must be as a lecturer.

OR

- (c) Five years' experience in a position of professional responsibility and/or experience in Design Office or in Research.

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- (d) A combined teaching experience in a Degree Engineering college or Diploma Engineering Institute and professional experience for a total period of eight years.
OR
- (2) A Master's degree (by papers) in First Class.
AND
 - (a) Four years' teaching experience in a degree Engineering College of which at least three years must be as lecturer.
OR
 - (b) Seven years' teaching experience in a Diploma Engineering Institute of which at least five years must be as a lecturer.
OR
 - (c) Four years' professional experience in a position of responsibility or research.
OR
 - (d) A combined teaching experience in a Degree Engineering College or Diploma Engineering Institute and professional experience for a total period of seven years.
OR
- (3) Corresponding qualifications approved by the Syndicate.

Assistant Professor in Tele-Communication Engineering

- (1) At least a Bachelor's Degree in second class in Tele-Communication Engineering or at least a Bachelor's degree in second class in Electronics and Communication Engineering or at least a second class Master's degree in Physics with Radio- Physics and Electronics as a special subject.
AND
 - (a) Five years' teaching experience in a Degree Engineering College of which at least three years must be as a lecturer.
OR
 - (b) Eight years' teaching experience in a Diploma Engineering Institute of which at least five years must be as a lecturer.
OR
 - (c) At least five years' experience in a position of professional responsibility and/or experience in Research.
OR
 - (d) A combined teaching experience in a Degree Engineering College or Diploma Engineering

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Institute and professional experience for total period of eight years.

OR

- (2) A Master's degree in Tele-First Class or a Master's degree in Electronics and Communication Engineering in First Class.

AND

- (a) Four years' teaching experience in a Degree Engineering College of which at least three years must be as a lecturer.

OR

- (b) Seven years' teaching experience in a Diploma Engineering Institute of which at least five years must be as a lecturer.

OR

- (c) Four years' experience in a position of professional responsibility and/or experience in research.

OR

- (d) A combined teaching experience in a Degree Engineering College or Diploma Engineering Institute and professional experience for a total period of seven years.

OR

- (3) Corresponding qualifications approved by the Syndicate.

PROFESSOR

- (1) At least a Second Class Bachelor's degree or a Master's degree (by papers) in the branch concerned.

AND

- (a) Seven years' teaching experience in a Degree Engineering College of which at least three years must be as a lecturer.

OR

- (b) Ten years' teaching experience in a Diploma Engineering Institute of which at least five years must be as a lecturer.

- (c) Seven years' experience in a position of professional responsibility and/or experience in Design Office or in Research.

OR

- (d) A combined teaching experience in a Degree Engineering College or Diploma Engineering Institute and professional experience for a total period of ten years.

OR

- (2) A Master's degree (by papers) in First Class.

AND

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(a) Six years' teaching experience in a Degree Engineering College of which at least three years' must be as a lecturer.

OR

(b) Nine years' teaching experience in a Diploma Engineering Institute of which at least five years must be as a lecturer.

OR

(c) Six years' professional experience in a position of responsibility or Research.

OR

(d) A combined teaching experience in a Degree Engineering College or Diploma Engineering Institute and professional experience for a total period of nine years.

OR

(3) Corresponding qualification approved by the Syndicate.

PRINCIPAL

A Principal of an affiliated college shall hold at least the minimum qualifications necessary for recognition as a Professor and at least ten years' teaching experience of which not less than five years' teaching experience must be as a Professor in an affiliated college in the Faculty of Technology including Engineering.

NOTE : (1) In case a candidate has done recognised post-graduate research or Has obtained a post-graduate degree in Engineering, the minimum period necessary to obtain the particular post-graduate degree or the actual period spent in research should be counted towards the teaching and/or professional experience in the requirements detailed above.

(2) For subjects like Mathematics, English, Geology, Physics, Chemistry and Economics, the qualifications shall be the same as those which are laid down by the Syndicate for the Arts and Science teachers.

(3) Three years' training given to the Engineering graduates by the Education Deptt., Government of India will be considered as teaching experience for appointment as a lecturer in affiliated Engineering Colleges.

(4) For appointment of a person holding a Degree of Foreign University/Institution, as teacher, prior approval of the Vice-Chancellor shall be essential.

MINIMUM QUALIFICATIONS FOR TEACHING APPOINTMENT IN AFFILIATED COLLEGES

Ordinance 145-B Faculty of Law

N.B. The Rules mentioned here below will be applicable only to the new entrants and will not affect the appointments approved in the past.

"However on a representation made by the Principal of a college, regarding condoning any deficiency in connection with the requirement of the Ordinance, of a teacher appointed, the Syndicate may for reasons considered satisfactory by it, condone such a deficiency, for at the most two academic terms, but not beyond 31st March of the year subsequent to the year in which such a representation is made."

- (1) These rules come into force from 1-11-1988.
- (2) For appointment to a teaching post in a college in the faculty of Law it will be deemed adequate if the Master's Degree is in a subject or group of subjects as the case may be irrespective of the subjects taken at the Bachelor's Degree Examination.
- (3) Teaching experience in the subject must be in an affiliated college or a recognized institution or University Department or centres under this or any other statutory University as a full time teacher.
- (4) Where no class is awarded a Master's Degree obtained by thesis or partly by thesis and partly by papers in a subject will be considered equivalent to a Master's Degree by papers with 55% marks.
- (5) For appointment of a person holdings Degree of Foreign University institutions, as teachers, prior approval of the Vice-Chancellor shall be essential.

Qualifications for the appointments to the post of Lecturer, Professor and Principal shall be as under :-

(1) Lecturer : LL.M.

TAXATION LAWS :

Lecturer : (1) Those who are qualified to teach law courses are eligible to teach Taxation Laws at 2nd LL.B. under new course.

OR

(2) Chartered Accountant with LL.B. Degree and three years practice as C.A.

OR

(3) Chartered Accountants with five years Practice as C.A.

OR

(4) IRS of five years service in Income-tax Department.

LABOUR LAWS :

Lecturer : (1) Those who qualified to teach law courses are eligible to teach labour laws at 2nd LL.B. under new course.

(2) Professor : (1) LL.B. (Second Class) with B.A. or B.Sc. or B.Com. with seven years practice at the Bar of

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five years teaching experience as full time lecturer or seven years teaching experience as a part time lecturer.

OR

(ii) LL.B. (First Class) with seven years practice at the Bar or three years teaching experience as full time lecturer or five years teaching experience as a part-time lecturer.

OR

(iii) LL.B. (Second Class) with nine years practice at the Bar or seven years teaching experience as a full time lecturer or nine years teaching experience as part time lecturer.

OR

(iv) LL.M. with first class and three years teaching experience or three years practice at the Bar.

OR

(v) LL.M. with second class and five year teaching experience or five years standing at the Bar.

OR

(vi) A Bar-at-Law with nine years practice at the Bar or seven years teaching experience as a full time lecturer or nine years teaching experience as a part time lecturer.

(3) Principal: (1) Ten years teaching experience at a level not below that of a lecturer in Law Faculty in an affiliated college or a university. If the teaching experience in the subject is under more than one faculty (mentioned in Statute 97) the said total teaching experience shall be considered as an experience of Law Faculty.

N.B. : Ten years teaching experience may be full-time or part-time.

Ordinance 145-B Faculty of Medicine

N.B. : The rules mentioned here below will be applicable only to the new entrants and will not affect the appointments approved in the past.

However, on a representation made by the Principal of a college, regarding condoning any deficiency in connection with the requirement of the Ordinance, of a teacher appointed, the Syndicate may, for reasons considered satisfactory by it, condone such a deficiency, for at the most two academic terms, but not beyond 31st March of the year subsequent to the year in which such a representation is made.

1) These rules come in force from 15-6-1975.

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Requirements of Special Academic Qualifications and teaching/ Research Experience.

Post	Academic Qualifications	Teaching/Research Experience
Principal/Dean	Should possess the same basic university medical qualification and other academic qualification and teaching experience prescribed by the Medical Council of India for a Professor/Head of the teaching department.	
Anatomy (a) Director	Post-graduate degree in Anatomy M.D., M.S., Ph.D., D.Sc., M.Sc., F.R.C.S.(with Anatomy as a special subject) or an equivalent qualification	(a) As a Professor for 10 years in Anatomy
(b) Professor/Associate Professor	Post-graduate degree in Anatomy M.D., M.S., Ph.D., D.Sc., M.Sc., F.R.C.S.(with Anatomy as a special subject) or an equivalent qualification	(b) As Reader/Assistant Professor in Anatomy for 5 years in a Medical College after requisite post graduate qualification.
(c) Reader/ Asstt. Professor	Post-graduate degree in Anatomy M.D., M.S., Ph.D., D.Sc., M.Sc., F.R.C.S.(with Anatomy as a special subject) or an equivalent qualification	(c) As Junior Lecturer in Anatomy, Registrar, Tutor or an equivalent post in Surgery for at least 3 years in a Medical College.
PHYSIOLOGY (a) Director	Post-graduate degree in Physiology M.D., Ph.D., D.Sc., M.Sc., F.R.C.P.(with Physiology as a special subject) or an equivalent qualification	(a) As a Professor for 10 years in Physiology
(b) Professor/Associate Professor	Post-graduate degree in Physiology M.D., Ph.D., D.Sc., M.Sc., F.R.C.P.(with Physiology as a special subject) or an equivalent qualification	(b) As Reader/Assistant Professor in Physiology for 5 years in a Medical College after requisite post graduate qualification.
(c) Reader/ Asstt. Professor	Post-graduate degree in Physiology M.D., Ph.D., D.Sc., M.Sc., F.R.C.P.(with Physiology as a special subject) or an equivalent qualification	(c) As Junior Lecturer in Physiology, Registrar, Tutor or an equivalent post in medicine for at least 3 years in a Medical College.
BIOCHEMISTRY (a) Professor/Associate Professor	Post-graduate degree in Biochemistry, M.D., Ph.D., D.Sc., M.Sc., M.R.C.P.(with Biochemistry as a special subject) or an equivalent qualification	(a) As Reader/Assistant Professor in Biochemistry for 5 years in a Medical College after requisite

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Post	Academic Qualifications	Teaching/Research Experience
(b) Reader/ Asstt. Professor	Post-graduate degree in Biochemistry, M.D., Ph.D., D.Sc., M.Sc., M.R.C.P.(with Biochemistry as a special subject) or an equivalent qualification (Non-Medical teachers in Biochemistry should preferably have a Doctorate in the subject)	post graduate qualification. (b) As Junior Lecturer in Physiology, Registrar, Tutor or an equivalent post in allied department for at least 3 years in a Medical College.
PHARMACOLOGY (a) Director	Post-graduate degree in Phrmacology M.D., Ph.D., D.Sc., M.Sc., M.R.C.P.(with Pharmacology as a special subject) or an equivalent qualification	(a) As a Professor for 10 years in Pharmacology
(b) Professor/Associate Professor	Post-graduate degree in Pharmacology M.D., Ph.D., D.Sc., M.Sc., M.R.C.P.(with Pharmacology as a special subject) or an equivalent qualification	(b) As Reader/Assistant Professor in Pharmacology for 5 years in a Medical College after requisite post graduate qualification.
(c) Reader/ Asstt. Professor	Post-graduate degree in Pharmacology M.D., Ph.D., D.Sc., M.Sc., M.R.C.P.(with Pharmacology as a special subject) or an equivalent qualification	(c) As Junior Lecturer in Pharmacology, Registrar, Tutor or an equivalent post in medicine for at least 3 years in a Medical College.
PATHOLOGY/ MICROBIOLOGY (a) Director	Post-graduate degree in Pathology /microbiology M.D., Ph.D., M.Sc., Speciality Board of Pathology(U.S.A.)** OR M.D.(Medicine)/M.R.C.P./F.R.C.P. (with D.B/D.C.P./D.Path. M.R.C.P. (with Microbiology/ Pathology as a special subject) Or an equivalent qualification.	(a) As a Professor for 10 years in Pathology/Microbiology
(b) Professor/Associate Professor	Post-graduate degree in Pathology/microbiology M.D., Ph.D., M.Sc., Speciality Board of Pathology(U.S.A.)** OR M.D.(Medicine)/M.R.C.P./F.R.C.P. (with D.B./ D.C.P./ D.Path. M.R.C.P. (with Microbiology / Pathology as a special subject) Or an equivalent	(b)As Reader/Assistant Professor in Pathology /Microbiology for 5 years in a Medical College after requisite post graduate qualification.

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Post	Academic Qualifications	Teaching/Research Experience
(c) Reader/ Asstt. Professor	qualification. Post-graduate degree in Pathology/microbiology M.D., Ph.D., M.Sc., Speciality Board of Pathology(U.S.A.)** OR M.D.(Medicine)/M.R.C.P./F.R.C.P. (with D.B /D.C.P. /D.Path. M.R.C.P.(with Microbiology / Pathology as a special subject) Or an equivalent qualification.	(c) As Junior Lecturer in Pathology/Microbiology , Registrar/Tutor or an equivalent post in medicine for at least 3 years in a Medical College.
MEDICINE (a) Director (b) Professor/Associate Professor (c) Reader/ Asstt. Professor	M.D., M.R.C.P., F.R.C.P. Speciality Board of Internal Medicine (U.S.A.) Or an equivalent qualification. M.D., M.R.C.P., F.R.C.P. Speciality Board of Internal Medicine (U.S.A.) Or an equivalent qualification. M.D., M.R.C.P., F.R.C.P. Speciality Board of Internal Medicine (U.S.A.) Or an equivalent qualification.	(a) As a Professor for 10 years (b)As Reader/Assistant Professor in Medicine for 5 years in a Medical College after requisite post graduate qualification. (c) As Registrar or an equivalent post in medicine or allied clinical departments for at least 3 years in a teaching institution.
SURGERY (a) Director (b)Professor/Associate Professor (c)Reader/Asstt.Professor	M.S., F.R.C.S. Speciality Board of Surgery (U.S.A.) Or an equivalent qualification. M.S., F.R.C.S. Speciality Board of Surgery (U.S.A.) Or an equivalent qualification. M.S., F.R.C.S. Speciality Board of Surgery (U.S.A.) Or an equivalent qualification.	(a) As a Professor for 10 years (b)As Reader/Assistant Professor in Surgery for 5 years in a Medical College after requisite post graduate qualification. (c) As Registrar or an equivalent post in Surgery or allied clinical departments for at least 3 years in a teaching institution.
OBSTETRICS & GYNAECOLOGY (a) Director	M.D.(Obstetrics& Gaynaecology) M.S.(Obstetrics& Gaynaecology) M.D.,M.R.C.G.O. Speciality Board of Obst. & Gynae.(U.S.A.),** M.S.,M.D. (Med.) M.R.C.P., F.R.C.S. with D.G.O. F.R.C.S. /M.R.C.P. (with	(a) As a Professor for 10 years

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Post	Academic Qualifications	Teaching/Research Experience
<p>(b) Professor/ Associate Professor</p>	<p>Obst. & Gynae. As a special subject) or an equivalent qualification.</p> <p>M.D.(Obstetrics& Gaynaecology) M.S.(Obstetrics& Gaynaecology) M.D.,M.R.C.G.O. Speciality Board of Obst. & Gynae.(U.S.A.),** M.S.,M.D. (Med.) M.R.C.P., F.R.C.S. with D.G.O. F.R.C.S. /M.R.C.P. (with Obst. & Gynae. As a special subject) or an equivalent qualification.</p>	<p>(b)As Reader/Assistant Professor in Obst. & Gaynae. for 5 years in a Medical College after requisite post graduate qualification.</p>
<p>(c)Reader/Assistant Professor</p>	<p>M.D.(Obstetrics& Gaynaecology) M.S.(Obstetrics& Gaynaecology) M.D.,M.R.C.G.O. Speciality Board of Obst. & Gynae.(U.S.A.),** M.S.,M.D. (Med.) M.R.C.P., F.R.C.S. with D.G.O. F.R.C.S. /M.R.C.P. (with Obst. & Gynae. As a special subject) or an equivalent qualification.</p>	<p>(c) As Registrar or an equivalent post in obst. & Gynae. Or allied clinical departments for at least 3 years in a teaching institution.</p>
<p>PREVENTIVE & SOCIAL MEDICINE (a) Professor/ Associate Professor</p>	<p>M.D., in Social & Preventive Medicine, Speciality Board of Preventive Medicine (U.S.A.)** M.D. (Medicine), (with Diploma in preventive & Social Medicine/D.P.H.) M.R.C.P., F.R.C.P. with public health as special subject or an equivalent qualification.</p> <p>N.B: M.P.H.(Adequate in scope to D.P.H. Dr.P.H. (Adequate in scope to M.D.) (Preventive & Social Medicine) Public Health Schools affiliated to John Hopkins. Harward and California Universities (U.S.A.) when held by medical graduate are approved qualifications.</p>	<p>(a)As Reader/Assistant Professor in Preventive & Social Medicine for 5 years in a Medical College after requisite post graduate qualification.</p> <p style="text-align: center;">OR</p> <p>As Reader/ Asstt. Prof. in Preventive & Social Medicine for 4 years in a Medical College after requisite post graduate qualification and has had not less than 2 years of field experience in public health. If he field experience has already been undergone it need not be repeated.</p>
<p>(b)Reader/Assistant Professor</p>	<p>M.D., in Social & Preventive Medicine, Speciality Board of Preventive Medicine (U.S.A.)** M.D. (Medicine), (with Diploma in preventive & Social Medicine/D.P.H.) M.R.C.P., F.R.C.P. with public health as special subject or an equivalent qualification.</p> <p>N.B: M.P.H.(Adequate in scope to D.P.H. Dr.P.H. (Adequate in scope to M.D.) (Preventive & Social Medicine)</p>	<p>(b) As Junior Lecturer in Preventive & Social Medicine for at least 3 years in a Medical College or as a Junior Lecturer in preventive & Social Medicine for at least 2 years in a Medical College and has 2 years field experience in public</p>

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Post	Academic Qualifications	Teaching/Research Experience
	Public Health Schools affiliated to John Hopkins, Harvard and California Universities (U.S.A.) when held by medical graduate are approved qualifications.	Health.
FORENSIC MEDICINE (a) Professor/ Associate Professor	M.D.(Forensic Medicine) M.D. (Pathology) Speciality Board of Pathology (U.S.A.)** M.D./M.R.C.P./F.R.C.P. with Diploma D.M.J./ D.F.M., M.R.C.P. with Forensic Medicine as a Special subject) or an equivalent qualification.	(a) As Reader/ Asstt. Prof. in Forensic Medicine for 5 years in a Medical College after requisite post Graduate qualification and with experience of Medico Legal work for at least 5 years.
(b) Reader/Assistant Professor	M.D.(Forensic Medicine) M.D. (Pathology) Speciality Board of Pathology (U.S.A.)** M.D./M.R.C.P./F.R.C.P. with Diploma D.M.J./ D.F.M., M.R.C.P. with Forensic Medicine as a Special subject) or an equivalent qualification. N.B: Medico-legal work by the P.M.S. officers posted in various hospitals to be considered equivalent to the teaching experience of a junior Lecturer in Forensic Medicine.	(b) Experience of Medico-legal work for at least 3 years as a Junior Lecturer.
Registrars/ Tutors/ Junior Lecturers in Anatomy, Physiology, Biochemistry, Pathology, Pharmacology, Medicine, Surgery, Midwifery & Gynecology, Preventive & Social medicine and Forensic Medicine.	(a) Basic University Medical Qualifications (b) For Non- Medical person, Post Graduate qualification in the subject is essential.	
SPECIALIST BRANCHES UNDER MEDICINE AND SURGERY Appointment of Director is not recommended for specialities		
PEDIATRICS (a) Professor/Associate Professor	M.D.(Pediatrics) Speciality Board of Pediatrics(U.S.A.)** M.D.(Medicine), M.R.C.P./ F.R.C.P. with D.C.H./ M.R.C.P./ F.R.C.P. (with pediatrics as a special subject) or an equivalent qualification.	(a) As Reader/ Asstt. Prof. in Pediatrics for 5 years in a Medical College after requisite post Graduate qualification .
(b) Reader/ Assistant Professor	M.D.(Pediatrics) Speciality Board of Pediatrics(U.S.A.)** M.D.(Medicine), M.R.C.P./ F.R.C.P. with D.C.H./ M.R.C.P./ F.R.C.P. (with pediatrics as a special subject) or an equivalent qualification.	(b) As Registrar or an equivalent post in Pediatrics for at least 3 years in a teaching institution.

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Post	Academic Qualifications	Teaching/Research Experience
TUBERCULOSIS (a) Professor/Associate Professor (b) Reader/ Assistant Professor	M.D.(Tuberculosis and Chest diseases) M.D.(Medicine), M.R.C.P./ F.R.C.S. with T.D.D./ D.T.C.D. / M.S.C.P. / F.R.C.P. (with Tuberculosis as a special subject) or an equivalent qualification. M.D.(Pediatrics) Speciality Board of Pediatrics(U.S.A.)** M.D.(Medicine), M.R.C.P./ F.R.C.P. with D.C.H./ M.R.C.P./ F.R.C.P. (with pediatrics as a special subject) or an equivalent qualification.	(a) As Reader, Asstt. Prof. in Tuberculosis for 5 years in a Medical College after requisite post Graduate qualification. (b) As Registrar or an equivalent post in Tuberculosis for at least 3 years in a teaching institution.
PSYCHIATRY (a) Professor/Associate Professor (b) Reader/ Assistant Professor	M.D.(psychiatry) Speciality Board of Psychiatry and Neurology (U.S.A.)** M.R.C.P./ F.R.C.P. with psychiatry as a special subject D.P.M. of any University, or Institution with 2 years course or an equivalent qualification. M.D.(psychiatry) Speciality Board of Psychiatry and Neurology (U.S.A.)** M.R.C.P./ F.R.C.P. with psychiatry as a special subject D.P.M. of any University, or Institution with 2 years course or an equivalent qualification.	(a) As Reader, Asstt. Prof. in Psychiatry for 5 years in a Medical College after requisite post Graduate qualification. (b) As Registrar or an equivalent post in Psychiatry or clinical subjects for at least 3 years in a teaching institution.
DERMATOLOGY AND VENEREOLOGY (a) Professor/Associate Professor (b) Reader/ Assistant Professor	M.D.(dermatology and venereology) Speciality Board of dermatology (U.S.A.)** M.D. (Medicine) M.R.C.P./ F.R.C.P. / F.R.C.S. with D.V.D./ D.D.D./ D.V.M.R.C.P./ F.R.C.P./ F.R.C.S. (with dermatology and venereology as a special subject or an equivalent qualification. M.D.(dermatology and venereology) Speciality Board of dermatology (U.S.A.)** M.D. (Medicine) M.R.C.P./ F.R.C.P. / F.R.C.S. with D.V.D./ D.D.D./ D.V.M.R.C.P./ F.R.C.P./ F.R.C.S. (with dermatology and venereology as a special subject or an equivalent qualification.	(a) As Reader, Asstt. Prof. in Dermatology/ Venereology for 5 years in a Medical College after requisite post Graduate qualification. (b) As Registrar or an equivalent post in dermatology/ venereology for at least 3 years in a teaching institution.
CARDIOLOGY (a) Professor/Associate Professor	D.M.(Cardiolog) after M.D. in Medicine, M.D.(Medicine), M.R.C.P., or an equivalent qualification in Medicine with 2 years special training in	(a) As Reader, Asstt. Prof. in Cardiology for 5 years in a Medical College after requisite post Graduate

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Post	Academic Qualifications	Teaching/Research Experience
(b) Reader/ Assistant Professor	Cardiology. D.M.(Cardiology) after M.D. in Medicine, M.D.(Medicine), M.R.C.P., or an equivalent qualification in Medicine with 2 years special training in Cardiology.	qualification. (b) As Registrar or an equivalent post in Cardiology for at least 3 years in a teaching institution.
NEUROLOGY (a) Professor/Associate Professor	D.M.(Neurology) after M.D. in Medicine, Speciality Board of Psychiatry and Neurology (U.S.A.)** M.D.(Medicine) M.R.C.P. or an equivalent qualification in Medicine with 2 years special training in neurology.	(a) As Reader, Asstt. Prof. in Neurology for 5 years in a Medical College after requisite post Graduate qualification.
(b) Reader/ Assistant Professor	D.M.(Neurology) after M.D. in Medicine, Speciality Board of Psychiatry and Neurology (U.S.A.)** M.D.(Medicine) M.R.C.P. or an equivalent qualification in Medicine with 2 years special training in neurology.	(b) As Registrar or an equivalent post in Neurology for at least 3 years in a teaching institution.
GASTRO-ENTEROLOGY (a) Professor/Associate Professor	M.D./ M.R.C.P. or an equivalent qualification in Medicine with 2 years special training in Gastro-enterology.	(a) As Reader, Asstt. Prof. in Gastro-enterology for 5 years in a Medical College after requisite post Graduate qualification.
(b) Reader/ Assistant Professor	M.D./ M.R.C.P. or an equivalent qualification in Medicine with 2 years special training in Gastro-enterology.	(b) As Registrar or an equivalent post in gastro-enterology or allied subjects for at least 3 years in a teaching institution.
ORTHOPAEDICS (a) Professor/Associate Professor	M.S.(orth.) M.Ch.(Orth.) Speciality Board Orthopedics Surgery (U.S.A)** M.S./F.R.C.S. with diploma in Orthopedics or and equivalent qualification.	(a) As Reader, Asstt. Prof. in Orthopedics for 5 years in a Medical College after requisite post Graduate qualification.
(b) Reader/ Assistant Professor	M.S.(orth.) M.Ch.(Orth.) Speciality Board Orthopedics Surgery (U.S.A)** M.S./F.R.C.S. with diploma in Orthopedics or and equivalent qualification.	(b) As Registrar or an equivalent post in Orthopedics or allied subjects for at least 3 years in a teaching institution.

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Post	Academic Qualifications	Teaching/Research Experience
ANAESTHESIOLOGY (a) Professor/Associate Professor (b) Reader/ Assistant Professor	M.D./M.S.(Anesthesiology) F.F.A.A.C.S. Speciality Board of Anesthesiology (U.S.A.)** M.D./M.R.C.P./F.R.C.P. OR M.S./F.R.C.S. with D.A. M.R.C.P./F.R.C.S.(with anesthesiology as a special subject)or an equivalent qualification . M.D./M.S.(Anesthesiology) F.F.A.A.C.S. Speciality Board of Anesthesiology (U.S.A.)** M.D./M.R.C.P./F.R.C.P. OR M.S./F.R.C.S. with D.A. M.R.C.P./F.R.C.S.(with anesthesiology as a special subject)or an equivalent qualification .	(a) As Reader, Asstt. Prof. in anesthesiology for 5 years in a Medical College after requisite post Graduate qualification. (b) As Registrar or an equivalent post in anesthesiology or an allied clinical subject for at least 3 years in a teaching institution.
RADIOLOGY (a) Professor/Associate Professor (b) Reader/ Assistant Professor	M.D./M.S.(Radiology) diploma of 2 years training (including both Diagnosis and Therapy) Speciality Board of Radiology (U.S.A.)** F.F.R.M.D./F.R.C.P./M.R.C.P.,M.S. /F.R.C.S. with D.M.R.T. /D.M.R.D., D.M.R.E. / M.R.C.P. (with Radio Diagnosis/ Therapy as a special subject)or an equivalent qualification . M.D./M.S.(Radiology) diploma of 2 years training (including both Diagnosis and Therapy) Speciality Board of Radiology (U.S.A.)** F.F.R.M.D./F.R.C.P./M.R.C.P.,M.S. /F.R.C.S. with D.M.R.T. /D.M.R.D., D.M.R.E. / M.R.C.P. (with Radio Diagnosis/ Therapy as a special subject)or an equivalent qualification .	(a) As Reader, Asstt. Prof. in Radiology for 5 years in a Medical College after requisite post Graduate qualification. (b) As Registrar or an equivalent post in for at least 3 years in Radiology or allied subjects in a teaching institution.
OTORHINO-LARYNGOLOGY (a) Professor/Associate Professor (b) Reader/ Assistant Professor	M.S.(E.N.T.) Speciality Board of Oto-Rhino-Laryngology (U.S.A.)** F.R.C.S./M.S. with D.L.O. or an equivalent qualification . M.S.(E.N.T.) Speciality Board of Oto-Rhino-Laryngology (U.S.A.)** F.R.C.S./M.S. with D.L.O. or an equivalent qualification .	(a) As Reader, Asstt. Prof. in Oto-Rhino-Laryngology for 5 years in a Medical College after requisite post Graduate qualification. (b) As Registrar or an equivalent post in for at least 3 years in Oto-Rhino-Laryngology or

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Post	Academic Qualifications	Teaching/Research Experience
		allied subjects in a teaching institution.
OPHTHALMOLOGY (a) Professor/Associate Professor	M.S.(Ophthalmology) Speciality Board of Ophthalmology (U.S.A.)** F.R.C.S./M.S. (with D.O.M.S./D.O.) or an equivalent qualification .	(a) As Reader, Asstt. Prof. in Ophthalmology for 5 years in a Medical College after requisite post Graduate qualification.
(b) Reader/ Assistant Professor	M.S.(Ophthalmology) Speciality Board of Ophthalmology (U.S.A.)** F.R.C.S./M.S. (with D.O.M.S./D.O.) or an equivalent qualification .	(b) As Registrar or an equivalent post in for at least 3 years in Ophthalmology or allied subjects in a teaching institution.
THORACIC SURGERY/NEURO-SURGERY/PLASTIC SURGERY/ GENITO URINARY SURGERY		
(a) Professor/Associate Professor	M.Ch. in the speciality concerned after M.S. /F.R.C.S./ M.S./ F.R.C.S. or an equivalent qualification in Surgery with 2 years special training in the Speciality concerned speciality Board (U.S.A.)** concerned.	(a) As Reader, Asstt. Prof. in respective subjects for 5 years in a Medical College after requisite post Graduate qualification.
(b) Reader/ Assistant Professor	M.Ch. in the speciality concerned after M.S. /F.R.C.S./ M.S./ F.R.C.S. or an equivalent qualification in Surgery with 2 years special training in the Speciality concerned speciality Board (U.S.A.)** concerned.	(b) As Registrar or an equivalent post in for at least 3 years in respective subjects or allied subjects in a teaching institution.
DENTISTRY (a) Assistant Professor and above	M.D.S., F.D.S., Preferably with M.B.B.S. B.D.S. Preferably with M.B.B.S. In under graduate Medical college there is no need for the post of a Professor or Associate Professor in Dentistry.	(a) As Registrar or an equivalent post in for at least 3 years in respective subjects or allied subjects in a teaching institution.
(b) Below the Asstt. Professor	B.D.S. preferably with M.B.B.S.	
<p>N.B.: 1) M.R.C.P., F.R.C.P., F.R.C.S. refer to the Diploma of Membership and Fellowship awarded by all the Royal Colleges of U.K.</p> <p>2) ** Holders of speciality Board of U.S.A. qualification should complete the entire requirements of the Board concerned.</p>		

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PHARMACY

1. Lecturer (in different pharmacy subjects)	(i) M. Pharm. in the subject concerned. OR (ii) A bachelor's degree in first class in appropriate branch of pharmacy from a University established by law in India or an institution deemed to be University under section 3 of the UGC act 1956 or its equivalent qualification recognized by the concerned University as selected to the teaching post in Pharmaceutical subjects OR (iii) M.B.B.S. with one year teaching experience (only for Anatomy, Physiology and Pharmacology subjects)
2. Lecturer in Physics 3. Lecturer in English 4. Lecturer in Statistics and Calculas	Master's degree in first class in appropriate branch of study in the case of teaching posts in Humanities and Sciences.

Explanation : "appropriate branch" means the branch as may be decided the university and that Humanities and Science include the branches of study in English, Economics, Physics, Chemistry and Mathematics as well as other branches as may be decided by the university.

III. Head of the Institute/Principal/Head of the Department/Post-Graduate Teacher :

- (i) B. Pharm. (Second Class) and M. Pharm. (Second Class)
AND
Five Years experience as Head of the Department and/or Associate Professor in an affiliated College/Institute.
OR
(ii) B. Pharm. (Second Class) and M. Pharm. (Second Class) and Ten Years experience as a lecturer in an affiliated College/Institute.

Minimum Qualifications for teaching Appointment in Affiliated Colleges.

Ordinance 145-B Faculty of Commerce

N.B.: The rules mentioned here below will be applicable only to the new entrants and will not affect the appointments approved in the past.

"However on a representation made by the Principal of a college, regarding condoning any deficiency in connection with the requirement of the ordinance of a teacher appointed, the Syndicate may, for reasons considered satisfactory by it condone such a deficiency, for at the most two academic terms but not beyond 31st March of the year subsequent to the year in which such a representation is made.

- (1) These rules come into force from 1-11-1988. All the persons seeking appointment for a teaching post for the first time on or after 1-11-1988 will be subject to these rules but a person who has already been recognised by this University for any of

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the teaching post prior to that date unless he had ceased to be a teacher, shall not be required to satisfy the requirements of these rules.

- (2) For appointment to a teaching post in a college in the faculty of commerce it will be deemed adequate if the Master's degree is in the subject or the Group of subjects for which the appointment is sought; be irrespective of the subjects taken at the Bachelor's Degree Examination.
- (3) Teaching experience in the subject must be in an affiliates college or a recognized institution or a University Department or a centre under this or any other statutory University as a full time teacher.
- (4) Where no class is awarded a Master's Degree obtained by thesis or partly by thesis and partly by papers in a subject will be considered equivalent to a Master's Degree by paper with 55% marks.
- (5) For appointment of a person holding Degree of Foreign University Institutions, as a teacher, prior approval of the Vice-Chancellor shall be essential.
- (6) Qualifications for teaching the following subjects are shown against each of them.

(A) F.Y. B.Com. :

- | | |
|----------------------------------|--|
| (1)Commercial English : | A teacher with necessary qualifications to teach English. |
| (2)Principles of Economics - I : | A teacher with necessary qualifications to teach Economics. |
| (3)Business Administration-I : | A teach with necessary qualifications to teach Commerce. |
| (4)Compulsory Accountancy-I : | A teacher with necessary qualifications to teach Accountancy. |
| (5)Business Mathematics : | A teacher with necessary qualifications to teach Mathematics Statistics. |

OR

- | | |
|-------------------------------|--|
| (5)Salesmanship & Publicity : | A teacher with necessary qualifications to teach Commerce. |
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OR

- | | |
|-----------------------------|---|
| (5)Insurance (Elementary) : | A teacher with necessary qualifications to teach commerce. |
| (6)Banking & Co-operation : | A teacher with necessary qualifications to teach Banking & Co-operation or Economics. |
| (7)Secretarial Practice : | A teacher with necessary qualifications to teach Commerce. |

(B) S.Y.B.Com. :

- | | |
|----------------------------|---|
| (1)Commercial English-II : | A teacher with necessary qualifications to teach English. |
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- (2) Business Administration-II : A teacher with necessary qualifications to teach Commerce.
- (3) Principles of Economics-II : A teacher with necessary qualifications to teach Economics.
- (4) Compulsory Accountancy-II : A teacher with necessary qualifications to teach Accountancy.
- (5) Mercantile Law : A teacher with necessary qualifications to teach Law.
- (6) Commercial Correspondence : A teacher with necessary qualifications to teach English.

(C) T.Y.B.Com. :

- (1) Commercial English : A teacher with necessary qualifications to teach English.
- (2) Indian Economic Problems : A teacher with necessary qualifications to teach Economics.
- (3) Business Administration-III : A teacher with necessary qualifications to teach Commerce.
- (4) Compulsory Accountancy-III : A teacher with necessary qualifications to teach Accountancy.
- (5) Managerial Economics : A teacher with Necessary qualifications to teach Economics.
- (6) Statistics : A teacher with M.A./M.Sc./M.Com. with Statistics, or B.Com. with Statistics & M.Com. or M.Com./M.Sc./M.A., Mathematics with optional Statistics.

(D) Optional Papers at F.Y. B.Com., S.Y. B.Com. and T.Y. B.Com. :

- | | |
|--|--------------------------|
| (i) Business Management | A teacher with necessary |
| (ii) Advanced Accounting & Auditing | qualifications to teach |
| (iii) Banking | respective subjects. |
| (iv) Cotton | |
| (v) Transport | |
| (vi) Statistics | |
| (vii) Co-operation | |
| (viii) Public Finance | |
| (ix) Economic Planning & Public Administration | |
| (x) Actuarial Science. | |
| (xi) Insurance | |
| (xii) Computer Science | |

N.B.: The qualifications to teach Economic, Law, History, Geography, Political Science, English, Gujarati, Hindi will be as may be determined by the faculties concerned from time to time.

(7) Qualifications for the appointments to the post of Lecturer, Professor and Principal shall be as under :

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(1) Lecturer : Master's Degree in the relevant subject with at least 55% marks or its equivalent grade and good Academic Record.

N.B.: (1) Good Academic Record shall mean average records of third year (final year) degree and Master's Degree assessment which would be 52.5% or M.Phil. or Ph.D.

(2) Lecturer in Computer Science (Optional)

(i) Master's Degree in Computer Science with at least 55% marks or its equivalent grade and good academic record.

(ii) M.Com. in Computer Science (Optional) with at least 55% Marks & B.Com. with optional Computer Science or D.C.S.

N.B. : Good Academic Record shall mean average record of Third Year (Final Year) degree or D.C.S. and Master Degree assessment which would be at least 52.5% or M.Phil. or Ph.D.

(3) Professor :

D. Litt or D.Sc.

OR

Ph.D. or D.Phil. with at least two years teaching experience as a Lecturer in the subject.

OR

M.Phil. or Master's Degree in first class with three years teaching experience as a lecturer in the subject.

OR

Master's Degree with five years teaching experience as a lecturer in the subject.

(4) Principal :

(1) Ten years teaching experience at a level not below that of a lecturer in Commerce faculty in an affiliated college or a university. If the teaching experience in the subject is under more than one faculty (mentioned in statute 97) the said total teaching experience shall be considered as an experience of Commerce faculty.

(2) Recognised as a post-graduate teacher.

B.B.A.

Subject	Qualifications
1. English	M.A. with entire English Minimum 55% and good academic record Average of Graduate+ P.G is equal to 52.5% and P.G. in 55% M.Phil. Or Ph.D. in the same subject.
2. Economics	M.A. with entire Economics (One groups) minimum 55% and good academic record Average of Graduate+ P.G is equal to 52.5% and P.G. in 55% or M.Phil. Or Ph.D. in the same subject.
3. Accountancy Finance and	M.Com. with costing minimum 55% and good academic record Average of Graduate+ P.G is

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Subject	Qualifications
Taxation	equal to 52.5% and P.G. in 55% or M.Phil. Or Ph.D. or M.Com. minimum 55% and C.A. in the same subject.
4. Management	M.Com. with Business Management minimum 55% and good academic record is Average of Graduate+ P.G. is equal to 52.5% and P.G. in 55% or M.B.A. with Management minimum 55% or M.Phil. Or Ph.D. or M.B.A. and M.Com with Management at least minimum 55% or M.Phil. Or Ph.D. in the same subject.
5. Business Statistics and Business Mathematics	M.Com./M.Sc. with Statistics or M.Sc. Mathematics with statistics as subordinate subject and good academic record Average of Graduate+ P.G. is equal to 52.5% and P.G. in 55% or M.Phil. Or Ph.D. or P.G. in the same subject.
6. Business Law Mercantile Law	LL.M. or M.Com. LL.B. Special LL.B. at least 55% and good academic record Average of Graduate+ P.G. is equal to 52.5% and P.G. in 55% in the same subject.

N.B. M.Com with costing or management and average post graduate and graduate should be with same subject.

Programmer

(1) Master degree in any Faculty from a recognized university and diploma in computer science (D.C.S.) or Diploma in Computer Application (D.C.A.) or B.Com. with Computer Science from any recognized university or from any institution recognized by the university.

OR

(2) Bachelor's degree in any faculty from a recognized university and diploma in computer science(D.C.S.) or Diploma in Computer Application (D.C.A.) or B .Com. with computer science from any institution recognized by the university and a practical experience of two years in computer programming and operations.

OR

(3) B.E. with Computer Science

OR

(4) B.Sc. with computer science and two years experience as programmer.

Minimum Qualifications for Teaching Appointment in Affiliated Colleges.

Ordinance 145-B Faculty of Education

N.B. : The rules mentioned here below will be applicable only to the new entrants And will not affect the appointments approved in the past.

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"However on a representation made by the Principal of a college regarding Condoning any deficiency in connection with the requirement of the Ordinance, of a teacher appointed. The Syndicate may for reasons considered satisfactory by it, condone such a deficiency, for at the most two academic terms. but not beyond 31st March of the year subsequent to the year in which such a representation is made."

- (1) These rules come into force from 1-11-1988.
- (2) Where no class awarded in Master's Degree. The qualification will be considered equivalent to 55% marks in entirety by thesis or if the grade is a midpoint grade.
- (3) For appointment of a person holding a degree of foreign University or institution, prior approval of the Vice-Chancellor shall be essential.

Qualifications for the appointments to the post of Lecturer, Professor and Principal shall be as Under :

(1)**Lecturer** : Master Degree in the relevant subject with at least 55% marks or its equivalent grade and good academic record.

N.B.: (1) Good academic record shall mean average records of B.Ed. Degree and Master's Degree assessment which would be 52.5% or M.Phil., or Ph.D.

(2) **Professor**: Qualifications of Lecturer mentioned above and five years teaching experience in a Secondary teachers training college as a lecturer.

(3) **Principal** : (1) Ten years teaching experience at a level not below that of lecturer in Education faculty in an affiliated college or a university. If the teaching experience in the subject is under more than one faculty (mentioned in Statute 97) the said total teaching experience shall be considered as an experience of Education faculty.

(2) Recognised as a post-graduate teacher.

Minimum Qualifications for teaching appointment in Affiliated colleges.

Ordinance 145-B Faculty of Rural Studies

N.B.: The rules mentioned here below will be applicable only to the new entrants and will not affect the appointments approved in the past.

"However on a representation made by the principal of college regarding condoning any deficiency in connection with the requirement of the ordinance, of a teacher appointed. The Syndicate may for reasons considered satisfactory by it, condone such a deficiency, for at the most two academic terms, but not beyond 31st March of the years subsequent to the year in which such a representation is made."

- (1) These rules come into force from 1-11-1988.

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- (2) For appointment to a teaching post in a college in the faculty of Rural Studies, it will be deemed adequate if the Master's Degree is in a subject or group of subjects as the case may be, irrespective of the subjects taken at the Bachelors Degree Examination.
- (3) Teaching experience in the subject must be in an affiliated college or a recognized institution or University Department or center under this or any other statutory University as a full time teacher.
- (4) Where no class is awarded a Master's Degree obtained by thesis or partly by Thesis and partly by papers in a subject will be considered equivalent to a Master's Degree by papers with 55% marks.
- (5) For appointment of a person holding a Degree of foreign University institutions, as teachers, prior approval of the Vice-Chancellor shall be essential.

Qualifications for the appointments to the post of Lecturer, Principal shall be as under :

- (1) **Lecturer :**
Master's Degree in the relevant subject with at least 55% marks or its equivalent grade and good academic record.
N.B. :(1) Good academic record shall mean average record of third year (final year) degree and Master's Degree Assessment which would be 52.5% or M.Phil., or Ph.D.
- (2) **Principal :**
 - (1) Ten years teaching experience at a level not below that of a lecturer in Rural Studies faculty in an affiliated college or a university. If the teaching experience in the subject is under more than one faculty (mentioned in Statute 97) the said total teaching experience shall be considered as an experience of Rural Studies faculty.
 - (2) Recognised as a post-graduate teacher.

Minimum Qualifications for Teaching Appointments in Affiliated Colleges.

Ordinance 145-B Faculty of Home Science

N.B.: The rules mentioned here below will be applicable only to the new entrants and will not affect the appointments approved in the past.

"However on a representation made by the Principal of a college regarding Condoning any deficiency in connection with the requirement of the ordinance, of a teacher appointed. The Syndicate may for reasons considered satisfactory by it, condone such a deficiency, for at the most two academic terms, but not beyond 31st March of the year subsequent to the year in which such a representation is made."

- (1) These rules come in force from 1-11-1988.
- (2) For appointment to a teaching post in a college in the faculty of Home Science it will be deemed adequate if the Master's

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Degree is in the subject or the group of subjects for which the appointment is sought, be irrespective of the subject taken at the Bachelor's degree Examination.

- (3) Teaching experience in the subject must be in an affiliated college or a recognized institution or a University Department Center under this or any other statutory University as a full time teacher.
- (4) Where no class is awarded a Master's Degree obtained by Thesis or partly by thesis and partly by papers in a subject will be considered equivalent to a Master's Degree by papers with 55%.
- (5) For appointment of a person holding a degree of foreign University, institution, as teachers, prior approval of the Vice-Chancellor shall be essential.

Qualifications for the appointment to the post of Lecturer,

Professor and Principal shall be as under :

(1) Lecturer :

Master's Degree (M.Sc. or M.A. Home science) in the relevant subject with at least 55% marks or its equivalent grade and good academic record.

N.B. : (1) Good academic record shall mean average record of third year (final year) degree and Master's Degree assessment which would be 52.5% or M.Phil. or Ph.D.

(i) Psychology :

M.A. Psychology or M.A., M.Sc., Home-Science with 55% marks or its equivalent grade and good academic record.

(ii) Food and Nutrition, Home Management, Clothing Textile, Home Science Education Extension etc.

M.A. or M.Sc. Home-Science with 55% marks or its equivalent grade and good academic record.

(iii) Family Health :

M. A. or M.Sc. Home Science with 55% marks or its equivalent grade and good academic record.

OR

M.D.

OR

M.S.

(iv) Biology, Physiology :

M.Sc. Home Science. Chemistry, Physics etc.

OR

M.Sc. Botany/ Zoology/ Biosciences/ Chemistry/ Physics/ Bio-Chemistry with Botany/Chemistry/Zoology/Physics/ Bio-Sciences etc. at subsidiary level with 55% marks or its equivalent grade and good academic record.

(2) Professor :

1. D. Lit. or D.Sc.
2. Ph.D. or M.Phil. with at least two years experience as a Lecturer in the subject.

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OR

3. Master's Degree in the first class or M.Phil. with three years' experience as a lecturer in the subject.

OR

4. Master's Degree with five years' teaching experience as a lecturer in the subject.

(3) Principal :

- (1) Ten years teaching experience at a level not below that of a lecturer in Home Science faculty in an affiliated college or a university. If the teaching experience in the subject is under more than one faculty (mentioned in Statute 97) the said total teaching experience shall be considered as an experience of Home Science faculty.
- (2) Recognised as a post-graduate teacher.

Ordinance 145 - B Faculty of Homoeopathic

II DEGREE COURSE

1. PRINCIPAL

Essential Qualifications

- A (i) A recognized diploma after 4 years study or a degree in Homoeopathy.

Or

(ii) Qualification included in the III Schedule of the Homoeopathy Central Council Act, 1973.

- B Ten Year's teaching experience with 5 years administrative experience in a recognized homoeopathic college or hospital.

Preferential Qualification

Having both a recognized diploma after 4 year's study or a degree in homoeopathy and any qualification included in the III schedule of the Homoeopathy Central Council Act.

Research experience in Homoeopathy in an institution recognized by Central Council for Research in Indian Medicine and Homoeopathy or Central Council for Research in Homoeopathy of the Central Government or a State Government

Age Not more than 50 Years as on the last date of receipt of application for the post.

Age relaxable for an exceptionally qualified person.

2. PROFESSOR IN HOMOEOPATHIC SUBJECTS

Essential Qualification

- A (i) A recognized diploma after 4 years study or a degree in Homoeopathy.

Or

(ii) Qualification included in the III Schedule of the Homoeopathy Central Council Act, 1973.

- B Ten Year's teaching experience as Reader or Asstt. Professor or ten years teaching experience.

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Preferential Qualification

- C Having both a recognized diploma or a degree in homoeopathy and the qualification included in the III schedule of the Homoeopathy Central Council Act,1973.
- D Administrative experience or Research experience in an institution or unit recognized by the Central council of Homoeopathy or Central Council for Research in Indian Medicine and Homoeopathy or Central Council for Research in Homoeopathy of the Central Government or a State Government in a responsible position.

Age Not more than 45 Years as on the last date of receipt of application for the post. Age relaxable for an exceptionally qualified person.

3. PROFESSOR IN APPLIED MEDICAL SUBJECTS

Essential Qualification

- A (i) A recognized diploma after 4 years study or a degree in Homoeopathy.

Or

(ii) A degree recognized by the Medical Council of India preferably with Qualification included in the II Schedule of the Homoeopathy Central Council Act, 1973.

- B Three Year's teaching experience as Reader or Asstt. Professor or ten years teaching experience in the subject concerned in Homoeopathic or Allopathic Medical College.

Preferential Qualification

- C Any qualification in Homoeopathy as per Second and Third Schedules for those possessing qualifications recognized by the Medical Council of India.
- D Administrative or Research experience in an institution recognized by the Central council of Homoeopathy or Central Council for Research in Indian Medicine and Homoeopathy or Central Council for Research in Homoeopathy or the Central Government or a State Government in a responsible position.

Age Not more than 45 Years as on the last date of receipt of application for the post. Age relaxable for an exceptionally qualified person.

4. READER/ASSTT.PROFESSOR IN HOMOEOPATHIC SUBJECTS

Essential Qualification

- A (i) A recognized diploma after 4 years study or a degree in Homoeopathy.

Or

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(ii)A Qualification included in the III Schedule of the Homoeopathy Central Council Act, 1973.

B Four Year's of teaching experience as lecturer or seven years teaching experience .

Preferential Qualification

C Having both a recognized diploma or a degree in Homoeopathy and the qualification included in the III Schedule of the Homoeopathy Central Council Act, 1973.

D Administrative or Research experience in an institution recognized by the Central council of Homoeopathy or Central Council for Research in Indian Medicine and Homoeopathy or Central Council for Research in Homoeopathy or the Central Government or a State Government in a responsible position.

5. **READER/ASSTT.PROFESSOR IN APPLIED MEDICAL SUBJECTS**

Essential Qualification

A (i)A recognized diploma after 4 years study or a degree in Homoeopathy.

Or

(ii)A degree recognized by the Medical Council of India preferably with Qualification included in the III Schedule of the Homoeopathy Central Council Act, 1973.

B Four Year's of teaching experience as a lecturer or seven years teaching experience in a recognized Allopathic or Homoeopathic Medical College.

Preferential Qualification

A Any qualification in Homoeopathy as per Second and Third Schedules for those possessing qualifications Allopathic qualifications.

B Administrative or Research experience in an institution recognized by the or Central council of Indian Medicine and Homoeopathy or Central Council for Research in Homoeopathy or the Central Government or a State Government in a responsible position.

Age Not more than 40 Years as on the last date of receipt of application for the post. Age relaxable for an exceptionally qualified person.

6. **LECTURER IN HOMOEOPATHIC SUBJECTS**

Essential Qualification

A (i)A recognized diploma after 4 years study or a degree in Homoeopathy.

Or

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(ii)A Qualification included in the III Schedule of the Homoeopathy Central Council Act, 1973.

B Three Year's of teaching experience as a demonstrator.

Preferential Qualification

Having both a recognized diploma or a degree in Homoeopathy and the qualification included in the III Schedule of the Homoeopathy Central Council Act, 1973.

Age Not more than 35 Years as on the last date of receipt of application for the post. Age relaxable for an exceptionally qualified person.

7. LECTURER IN APPLIED MEDICAL SUBJECTS

Essential Qualification

A (i)A recognized diploma after 4 years study or a degree in Homoeopathy.

Or

(ii)A degree recognised by the Medical Council of India preferably with Qualification included in the III Schedule of the Homoeopathy Central Council Act, 1973.

B Three Year's experience in a recognized Homoeopathic or Allopathy Medical College.

Preferential Qualification

M.D. or M.S. or an Allopathic Post Graduate diploma Or degree in the subject concerned and/or qualification in Homoeopathy included in the Third Schedule of the Homoeopathy Central Council Act,1973.

Age Not more than 35 Years as on the last date of receipt of application for the post.

Age relaxable for an exceptionally qualified person.

8. DEMONSTRATORS (in all subjects)

Essential Qualification

A (i)A recognized diploma after 4 years study or a degree in Homoeopathy.

Or

(ii)A degree in modern Medicine.

Preferential Qualification

Having both a recognized diploma or a degree in Homoeopathy and qualification included in the III schedule of Homoeopathy Central Council Act. 1973.

Or

M.D. or M.S. or Post Graduate diploma or degree in the subject concerned.

B. Experience of working at any State Homoeopathic Dispensary, Government Homoeopathic Dispensary or at any recognized Homoeopathic or Allopathic college and hospital.

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Age Must be between 22 years and 30 years on the last date of receipt of application for the post. Age relaxable for an exceptionally qualified and experienced person.

Provided that in case of non availability of Principal/Professor/Reader/Asstt. Professor in Homoeopathic subjects satisfying qualifications as laid down above, these may be relaxed for the first five years from the date of sanction of these regulation as under.

1. **PRINCIPAL AND PROFESSOR**

Essential Qualifications

A (i) A recognized diploma after 4 years study or a degree in Homoeopathy.

Or

(ii) Qualification included in the III Schedule of the Homoeopathy Central Council Act, 1973.

B Professional experience of not less than 12 years.

Preferential Qualification

5 years administrative or research or teaching experience in a recognized homoeopathic institution.

1. **READER/ASSISTANT PROFESSOR**

Essential Qualifications

A (i) A recognized diploma after 4 years study or a degree in Homoeopathy.

Or

(ii) Qualification included in the III Schedule of the Homoeopathy Central Council Act, 1973.

B Professional experience of three years.

Preferential Qualification

4 years administrative or research or teaching experience in a recognized homoeopathic institution.

Faculty of Architecture

Minimum Qualification for Teaching appointment in affiliated architecture colleges

(As per council of Arch. Letter no. ca/5/academic dt. 3/2/2006)

Revised minimum qualification and experience prescribed for teaching posts in degree level architectural institutions.

Sr. No.	Cadre	Qualification	Work experience (Excluding time period for acquisition of P.G./ Ph.D. Qualification)	Qualification & Experience for candidates from Practice
1	Lecturer	First class Bachelor's degree in architecture OR (i) Bachelor's degree in architecture; and (ii) First class master's degree in architecture	No minimum requirement.	

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Sr. No.	Cadre	Qualification	Work experience (Excluding time period for acquisition of P.G./ Ph.D. Qualification)	Qualification & Experience for candidates from Practice
2	Assistant Professor	(i) First class Bachelor's degree in architecture; and (ii) Master's degree in Architecture OR (i) Bachelor's degree in Architecture; and (ii) First class Master's degree in architecture Or (i) First class Bachelor's degree in architecture; and (ii) Ph.D. in Architecture	5 years experience in Teaching/Practice/Research at the level of Lecturer or equivalent	Candidates from Practice with Bachelor's Degree in Architecture and Master's degree in Architecture having First class at either of the level and having 5 years of professional experience shall also be eligible
3	Professor	(i) First class Bachelor's degree in architecture; (ii) Master's degree in Architecture and (iii) Ph.D. in Architecture or published research works in referred journals/significant professional work which can be considered equivalent to Ph.D. OR (i) Bachelor's degree in Architecture; and (ii) First class Master's degree in Architecture (iii) Ph.D. in Architecture or published research works in referred journals/significant professional work which can be considered equivalent to Ph.D. Or (i) First class Bachelor's degree in architecture; and (ii) Ph.D. in Architecture	10 years experience in Teaching/Practice/Research out of which 5 years must be at the level of Assistant Professor or equivalent in case the candidate is Ph.D. OR 13 years experience in teaching/practice/Research out of which 5 years must be at the level of Assistant Professor or equivalent in case the candidate is not Ph.D.	Candidates from Practice with Bachelor's Degree in Architecture and Master's degree in Architecture having First class at either of the level and having done professional work which is significant and can be recognized equivalent to Ph.D. in Architecture and with 13 years of professional experience out of which 5 years should be at a Senior level.

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Sr. No.	Cadre	Qualification	Work experience (Excluding time period for acquisition of P.G./ Ph.D. Qualification)	Qualification & Experience for candidates from Practice
4	Professor (Design Chair)	Bachelor's Degree in Architecture		Each Institution shall have at least one person, subject to a maximum of 10% of the posts of Professors appointed on this Chair who has 20 years of professional experience and having done exceptional professional work. Such appointment shall be for a tenure of 3 years.
5	Director/ Principal	<p>(i) First class Bachelor's degree in architecture;</p> <p>(ii) Master's degree in Architecture and</p> <p>(iii) Ph.D. in Architecture or published research works in referred journals/significant professional work which can be considered equivalent to Ph.D.</p> <p style="text-align: center;">OR</p> <p>(i) Bachelor's degree in Architecture;</p> <p>(ii) First class Master's degree in Architecture and</p> <p>(iii) Ph.D. in Architecture or published research works in referred journals/significant professional work which can be considered equivalent to Ph.D.</p> <p style="text-align: center;">Or</p>	<p>15 years experience in Teaching/Practice/ Research out of which 5 years must be at the level of Professor or above in case the candidate is Ph.D.</p> <p style="text-align: center;">OR</p> <p>18 years experience in teaching/practice/Research out of which 5 years must be at the level of Professor or above in Architecture in case with the candidate is not Ph.D.</p> <p>Desirable: Administrative experience in responsible position.</p>	<p>Candidates from Practice with Bachelor's Degree in Architecture and Master's degree in Architecture having First class at either of the level and having done professional work which is significant and can be recognized equivalent to Ph.D. in Architecture and 18 years of professional experience out of which 5 years should be at a Senior level.</p> <p>Desirable:</p>

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Sr. No.	Cadre	Qualification	Work experience (Excluding time period for acquisition of P.G./ Ph.D. Qualification)	Qualification & Experience for candidates from Practice
		(i) First class Bachelor's degree in architecture; and (ii) Ph.D. in Architecture in addition to (i),(ii),(iii) the candidate should be an eminent person in the field.		Administrative experience in a responsible position.

Note

- (1) Master degree holder in allied fields other than architecture such as Urban design, Landscape, Housing, Planning etc. may be recruited for teaching undergraduate courses in architecture to the extent of one teacher for each postgraduate discipline.
- (2) Only candidates registered with the Council of Architecture(COA) under the provisions of the Architects Act,1972 shall be eligible for the above posts.
- (3) If a class/division is not awarded at Master's level, a minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade point system is adopted the CGPA will be converted into equivalent marks as given in Table E-6 of the notification no. 1-65/NEC/98-99 March 15 2000 (Degree Level Government Institution) and May 3, 2000 (Degree Level-Self Financing)

TABLE E-6

Percentage equivalent of Grade Points for a TEN POINT scale is given below:

TEN POINT SCALE

GRADE POINT	PERCENTAGE OF MARKS
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

Ordinance 145-C

(Education)

This Ordinance shall apply to the Faculty of Education only.

(1) For every twelve student-teachers there shall be one teacher instructor.

(2) Staff pattern.

(a) For 36 student-teachers, the staff pattern shall be as under :

(1) Principal-1

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(2) Lecturers-2

(b) For 72 student-teachers, the staff pattern shall be as follows :

(1) Principal-1

(2) Lecturers-5

(c) For 120 student-teachers, the staff pattern shall be as follows :

(1) Principal-1

(2) Lecturers-9

Hostel Management College :

(A) For every twelve student-teachers, there shall be one lecturer.

Staff Pattern :

A. For 36 student-teachers the staff pattern shall be as under :

(1) Principal-1

(2) Lecturers-2

B. For 72 student-teachers the staff pattern shall be as follows :

(1) Principal-1

(2) Lecturers-5

Ordinance 146

1. There shall not be more than four faculty units in a college, consisting of the faculties of Arts, Commerce, Home Science and Management.
2. If a college has more faculty units than one but not more than two, the total strength of such units taken together shall not exceed 1200 students. However, if a college has three faculty units, the total strength of such units taken together shall not exceed 1500 students.
3. No additional division of any class over those existing in the last academic year shall be opened by a college without permission of the Vice-Chancellor. The Vice-Chancellor may also permit a college to admit not more than ten students in a division of any of the classes, if he is satisfied that additional necessary arrangements are made by the college.
4. No division shall consist of more than 100 students in a college of Arts, Science, Commerce, Law and Home Science faculties. However, in a college under the faculty of Education, no division shall consist of more than 120 students in each class and the teacher-students ratio shall be 1/12.
5. The maximum number of students in a batch for tutorials and/or practical for different classes under the faculty of Arts, Commerce and Science shall be as under :

Year	Maximum number of students in one batch
Arts	40
Commerce	40

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Pre-Medical	20
Pre-Uni. Science	20
First Year B. Sc.	15
Second Year B.Sc.	15
Year	Maximum number of students in one batch Third Year B. Sc.
1. Chemistry	15
2. Physics	15
3. Botany	15
4. Zoology	15
5. Microbiology	15
6. Statistics	15

In a subject where there are no practical at the Third Year B.Sc., the number of students in a batch for tutorials shall be 20.

6. However, the Vice-Chancellor, in special circumstances, may permit a college an additional strength over and above the limit mentioned in para 2 above up to the maximum of 230 students, if there is no other college in the same town, for the same faculty or when in a town there are more than one colleges, in the same faculty, such permission may be granted only on receiving the written no objection certificate from the other college or colleges of the faculty concerned of that town.

Transitory Ordinance 146-A :

Notwithstanding anything contained in any ordinance, for the academic year 1996-97, in F.Y. B.A./F.Y. B.Com./F.Y. B.Sc. class of affiliated college, no division shall consist of more than 80 students and the maximum no. of students in one batch for tutorials and/or practicals shall be 32 for F.Y. B.A./F.Y. B.Com. class and 16 for F.Y. B.Sc. class. However admission granted in accordance with the 0.146 prior to commencement of this transitory ordinance or under instructions of the university shall not be affected by this transitory ordinance.

Ordinance 146-A :

The following shall be the arrangement for lecture periods, Tutorials and Practicals; if any, in the faculties of Arts, Commerce and Science in the colleges affiliated to the University.

1. ARTS FACULTY :

- (a) There shall be three lecture-periods (of 45 minutes each) per subject per week for each paper of 100 Marks.
- (b) There shall be one tutorial (of 45 minutes each) per subject per week, for each paper of 100 Marks.
- (c) For the subject of Geography Practical papers for the class of S.Y.B.A. and TYB.A. (Special) there shall be three practical session per week for each class. Each practical session shall be of two periods (each of 45 minutes) duration. The maximum number of students in a batch for practical shall be 15 (Fifteen)

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- (d) The maximum number of students in a batch for tutorials and/or practicals for different classes shall be 40.
- (e) For the subject of Psychology three periods of 90 minutes (each) per week be devoted to the paper of practical at the T.Y. B.A. (Sp.). The maximum number of students in a batch of practicals shall be of 20 students.
- (f) For the subject of Home Science the Practical periods shall be as under :

F.Y. B.A.

- (1) Child Development Two practicals of 90 minutes each per week including observation in Balwadi.
- (2) General Science One practical of 90 minutes (1-1/2 hrs.) per week for a batch of students.

S.Y. AND T.Y. B.A.

Two periods of 2 hours each per week in the papers where practicals are assigned. The maximum number of students in a batch of practical shall be 25 students.

Performing Arts

For the subject of performing Arts (Vocal, Tabla, Kathak, Sitar, Bharatnatyam, Violin etc.) the theory and practical period shall be as under.

- 1. There shall be three (3) theory lecture of 45 minutes each per subject per week for the each paper 100 marks.
- 2. There shall be three (3) practical periods per subject per week for the each paper of 100 marks.

Journalism

For the subject of Journalism the theory and practical period shall be as under.

- 1. There shall be four lectures (of 45 minutes each) and one practice period per subject of theory and practical per week for the each paper of 100 marks.
- 2. There shall be five practical periods per subject of practical paper per week, for each paper of 100 marks.
- 3. The maximum number of students in a batch for practicals for different subjects shall be Twenty

2. COMMERCE FACULTY :

- (a) There shall be three lecture (practical of 45 minutes each) in a week in every term practical should not be less 27 hours, weekly workload of the programmer will be as under:

For F.Y.B.Com.

five batch of 6 students that is $5 \times 3 = 15$ practical class same way 30 students 5 batch that is $5 \times 3 = 15$ for

S.Y.B.com.

- (b) There shall be one tutorial (of 45 minutes) per paper per subject per week.
- (c) The maximum number of students in a batch for tutorials and / or practical for different classes shall be 40.

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3. SCIENCE FACULTY :

- (a) There shall be six lecture-periods per paper per subject per week, other than Mathematics.
- (b) There shall be eight lecture-periods per paper per week for the subject of Mathematics.
- (c) There shall be three lectures-periods per paper per week for the subject of English

The following shall be the arrangement for practicals :

PRACTICALS :

FIRST & SECOND B.Sc.

Two practicals each of 3 periods (3 hours) i.e. 6 periods per subject per week. One practical each of period (1 hours) per week for the subject of English

THIRD B.Sc.

Five practical each of 3 periods (3 hours) i.e. 15 periods per subject per week (except project report) per week. One practical each of 1 period (1 hours) per project report per week.

- (d) The maximum number of students in a batch for tutorials and/or practicals for different classes shall be as under :
 - (i) First and Second B.Sc. - 20
 - (ii) Third B.Sc.
 - (1) Chemistry - 20
 - (2) Physics, Botany, Zoology, Microbiology, Statistics, Bio-Sciences, Geology - 15

In a subject where there are no practicals at Third Year B.Sc., the number of students in a batch for tutorials shall be 20.

Ordinance 147

An institution, other than a College applying for recognition as an institution of Research or specialised studies shall satisfy the Syndicate in the first instance regarding the following requirements :

- (i) that it has ordinarily five years' standing as an institution of higher learning and research in the subject to its credit :
- (ii) that it has on its rolls the following minimum staff in the subject :
 - (a) one scholar having adequate qualifications to guide Ph.D. students in the subject :
 - (b) two scholars having adequate qualifications for recognition as full fledged Post-Graduate teachers or one scholar having adequate qualifications to guide Ph.D. students in the subject; and
 - (c) adequate number of research assistants :
- (iii) that it has a well equipped library with an adequate number of books, old numbers of periodicals, manuscripts, if necessary etc., in the subject;

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- (iv) that in the case of subjects which require practical work it has adequate laboratory or museum facilities or both as the case may be for Post-Graduate teaching and research :
- (v) that it has adequate quantum of published work through the research activities of its staff in the form of research papers, articles, reports etc..

All applications for recognition extension of recognition or continuation of recognition of an Institution, shall be sent to the Registrar in the form prescribed by the Syndicate 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 deposit of Rs.1,000/-Provided, however, that in the case of an application for continuation or extension, the deposit shall be only Rs. 200/- and this deposit will be returned after the application is finally disposed of but it will be forfeited in case the application is withdrawn or the recognition asked for is not accepted. 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 Syndicate may, however, consider any application received after the aforesaid date for reasons deemed sufficient by it.

Ordinance 147-A

It shall be a condition for affiliation of a College or recognition of an Institution that it will co-operate in the scheme and work of Post-Graduate teaching of the University by permitting any of its recognised Post-Graduate teachers to work as visiting teachers at a Post-Graduate centre and also in any other manner as may be required from time to time by the Syndicate.

(Ordinance 85 DELETED AND RE-DRAFTED as 147-A.)

Ordinance 147-B

It shall be a condition for affiliation of a college that it will co-operate in all respects in connection with the work of holding University Examinations. No affiliated college shall refuse to put at the disposal of the University its buildings, furniture, teaching and non-teaching staff etc., for conducting the University Examinations and the college shall give all facilities to the University as may be required from time to time.

NOTE : This will also apply to all colleges at present affiliated to the University.

GENERAL RULES FOR EXAMINATIONS

Ordinance 148

Applications for admission to University Examinations shall be made in the prescribed forms and forwarded to the Registrar through the Principal of the College or where instruction is imparted exclusively by the University through the head of the University Department concerned.

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Provided that the External candidates shall apply direct to the Registrar in the manner hereinafter prescribed.

Ordinance 149

The following Certificates signed by the Principal of the College or the head of the University Department concerned, as the case may be, shall be required from each applicant, namely :

- (a) that the candidate has satisfied him by the production of the certificate of competent authority that he has passed the examination which qualifies him for admission to the Examination;
- (b) that he has attended a regular course of study including practical work, if any, for the prescribed number of academic terms.

Certificate referred to in clause (b) will be provisional and can be withdrawn at any time before the examination if the applicant fails to attend the prescribed course of lectures before the end of his college or University terms.

IX. EXAMINATIONS

Ordinance 150

(a) ALTERATION OF DATES OF EXAMINATIONS

When in the opinion of the Syndicate there is a sufficient reason for altering the dates for holding any examination fixed for a particular examination season, the Syndicate may alter the dates as it considers proper, and an announcement thereabout shall be made by the Registrar, suitably, in atleast three newspapers to be selected by the Vice-Chancellor.

(b) APPOINTMENT OF EXAMINERS

Ordinance 151

The Registrar shall invite every year applications for examinerships from teachers working in the affiliated colleges and other Universities and other persons eligible for the same.

Ordinance 152

The applications received shall be placed before the Boards of Studies concerned which shall, after considering them, prepare a panel of persons qualified for appointment as examiners. The Boards of Studies shall be free to include in the panel the names of persons even though they have not applied for examinership and are qualified for the appointment. The panel prepared by the Boards of Studies shall be placed before the Committee under Ordinance 66.

(c) AWARD OF SCHOLARSHIPS, PRIZES AND MEDALS

Ordinance 153

No candidate who presents himself for any examination, to which any fellowship, Prize, Medal or other award relates, shall be eligible for it, if he passes the examination in parts or is a repeater at the examination.

(d) EXEMPTIONS

Ordinance 154

Except as herein otherwise provided, a candidate who has 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. Candidates so exempted shall not be eligible for classes or for University awards. A candidate who has passed the examination after obtaining the benefit of condonation shall be deemed to have passed in individual subjects of the examination with the minimum percentage of marks required for passing such subjects.

Ordinance 155

When a student who has earned exemption in one or more subjects at an examination appears next for that examination, he must while filling in the form of application for reappearing at the examination once and for all make his election whether he will avail himself of all the exemption/s or appear for the whole examination. If he elects to appear for the whole examination, 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/s, he must appear in all the remaining subjects of the examination at the same time. It is open to him to earn further exemption in one or more remaining subjects in which he so appears. Notwithstanding anything contained above, in the event of failure to claim exemption in subject/subjects in the application for admission to an examination, the candidate may be given the benefit of such exemption/exemptions on receipt of an application through the Head of the institution through whom the application form for examination was sent (directly in case of an external candidate) accompanied by the prescribed fee as under :

- (a) If the application is received by the University office before the commencement of the examination the fee shall be Rs. 5/- per subject.
- (b) If the application is received in the University office within four weeks of the declaration of the result the fee shall be Rs. 10/- per subject.

Provided always that a student claiming exemption under provisions of this ordinance must not have appeared at that examination in the subject or subjects in which exemptions is/are thus claimed subsequently.

NOTE: In postgraduate examinations where the student is required to pass in each paper separately the word subject in the above ordinance shall mean paper.

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Ordinance 156

If a candidate is allowed to keep terms or has been permitted to register himself as an external candidate for the next higher examination under the relevant rules of the lower examination concerned in the result of which he has been declared to have been allowed to keep terms for the higher examination, he will not be permitted to appear for the higher examination unless

- (i) he has previously passed in the remaining subject or each of the remain in subjects, as the case may be, of the lower examination or
- (ii) he appears in the remaining subject or subjects concerned in the same examination season in which he appears at the higher examination.

In the latter case, however, he will under no circumstances be considered to have passed the higher examination or in any part thereof unless he passes in the aforementioned remaining subject or each of the remaining subjects, as the case may be, by obtaining at least the minimum marks prescribed for passing in each head of passing of 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 in the same examination season or within two years from the examination season in which he has secured passing marks at the higher examination where his result has not been declared. In the event of his not passing in the remaining subject or each of the remaining subjects, as the case may be, in the lower examination within two years from the date on which his result of the higher examination has been withheld as hereinabove stated, he will forfeit all benefits accruing from the marks obtained by him in higher examination, provided that the terms kept by him for the higher examination will be available to him for any further appearances at that examination.

Ordinance 157

- (1) A 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 that examination, if after certificate (i) he has not appeared, or has 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) if he has not joined another college (for the same or a different course):
Provided that in case the college by which the student was certified under clause (1) ceases to be affiliated to the

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University for the course of studies leading to that examination, the student shall be entitled to send his application directly to the University.

- (3) A student who has forfeited his status as an ex-student for a particular Examination by joining a college for a course of studies, leading to that examination may have his application sent only by the Principal of that college, if he is satisfied with the candidate's conduct and progress even though the candidate may not have kept the terms as defined in these Ordinances.
- (4) An ex-student who joins a college for a course of studies leading to an examination other than the one to which he is eligible for admission as an ex-student shall submit his application for admission through the college which he so joins, whether he wishes to appear for the examination for which he has kept his attendance at that college, or for the examination at which he is entitled to appear as an ex student; in the latter case, the Principal shall certify his attendance on the strength of the transference certificate of the college at which he kept his attendance in the first instance and shall also certify about the candidate's conduct.
- (5) Notwithstanding anything contained in clause (3) and (4) an ex-student for a particular examination may be required by a special notification to keep fresh terms, if in the opinion of the University authorities, the courses of studies leading to examination have been materially altered.
- (6) Candidates who have failed in the internal evaluation in a subject shall be required to keep such terms in such manner as may be required by the Syndicate or the Academic Council.

Ordinance 158

- (1) All examinations admission to which is dependent on candidates applying by the appointed time, with the prescribed certificate and paying to the Registrar, the prescribed fees through the heads of the Institutions or otherwise as the Syndicate may direct, shall be held at such times, in such places and commencing on such dates as may be fixed by the Vice-Chancellor for each examination season.
- (2) In respect of each examination specified in column 2 of the Table herein below, the frequency per calendar year shall be that specified in column 3 thereof, the last date for receipt of forms of application shall be as specified in column 3 thereof, and the examination fees, including fee for statement of marks, if any shall be that specified in column 5.

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TABLE

Sr. No.	Examination	How many times held in a year	Last date for receipt of application forms by the Registrar-Controller of Examinations	Examination Fees Including the fee for statement of Marks
1	2	3	4	5 (In Rupees)
FACULTY OF ARTS				
1.	Pre Uni. Arts (Regular)	Once	31st December of the previous Calendar year	Rs. 40/-
2.	Pre. Uni. Arts (External)	Once	15th March	As specified in O.89-E
3.	First B.A. (Regular)	Once	20th January	45/-
4.	First B.A. (External)	Once	15th March	As specified in O.89-E
5.	Second B.A. (Regular)	Once	10th January	55/-
6.	Second B.A. (External)	Once	15th March	As specified in O.89-E
7.	Third B.A. (Regular)	Once	10th January	75/-
8.	Third B.A. (External)	Once	15th March	As specified in O.89-E
9.	M.A. PART I & II	Once	26th December of the previous Calendar year	Rs. 75/- for each part
10.	First Year Dip. in Music, Drama, Painting and Dancing	Once	10th February	40/-
11.	Second Year Dip. in Music, Drama, Painting and Dancing	Once	10th February	55/-
12.	Final Year Dip. in Music, Drama, Painting and Dancing	Once	10th February	75/-
13.	First Year Degree Course in Music	Once	10th February	45/-
14.	Second Year Degree Course in Music	Once	10th February	55/-
15.	Final Year Degree Course in Music	Once	10th February	75/-
16.	Junior Certificate Course in English	Once	10th February	40/-
17.	Senior Certificate Course in English	Once	10th February	40/-
18.	English Test for Lok-Bharti Snataks & Graduates in Arts passing the Examination with English	Twice	15th February and 10th August	22/-
19.	Diploma in Journalism	Twice	15th January and 10th August	55/- per Semester

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Sr. No.	Examination	How many times held in a year	Last date for receipt of application forms by the Registrar-Controller of Examinations	Examination Fees Including the fee for statement of Marks
1	2	3	4	5 (In Rupees)
20.	M. Phil. Semester-I	Twice	15th January and 10th August	40/-
21.	M. Phil. Semester-II	Twice	15th January and 10th August	60/-
FACULTY OF EDUCATION				
22.	B.Ed. Semester-I	Twice	5th January and 10th August	32/-
23.	B.Ed. Semester-II	Twice	5th January and 10th August	50/-
24.	M.Ed. Part-I & II	Once	25th February	75/- for each part
24-A	DHM Semester I	Twice	5th January and 10th August	50/-
24-B	DHM Semester II	Twice	5th January and 10th August	50/-
FACULTY OF SCIENCE				
25.	Pre Uni. Science	Once	31st December of Previous Calendar year	45/-
26.	First B.Sc.	Once	5th January	55/-
27.	Second B.Sc.	Once	10th January	65/-
28.	Third B.Sc.	Once	10th January	75/-
29.	M.Sc. (Semester course) (Other than Mathematics)	Twice	26th December of the previous calendar year	55/- per Semester
30.	M.A./M.Sc. (Semester course) (Mathematics)	Twice	26th December of the previous calendar year	75/- per Semester
FACULTY OF TECHNOLOGY INCLUDING ENGINEERING				
31.	B.E. (1st to 6th Semester)	Twice	The date which may be fixed by the Principal of the college.	25/-
32.	B.E. VII Semester	Twice	25th January and 20th August	55/-
33.	B.E. VIII Semester	Twice	26th January and 20th August	55/-
34.	B.E. IX Semester	Twice	25th January and 20th August	75/-
35.	B.E. X Semester	Twice	25th January and 20th August	75/-
35-A	M.E. I & II Semester	Twice	25th January and 20th August	142/-
35-B	M.E. III & IV Semester	Twice	25th January and 20th August	212/-
FACULTY OF LAW				
36.	First LL.B. (Monsoon and Winter Term)	Twice	15th January and 20th August for each term	40/-
37.	Second LL.B. (Monsoon and Winter Term)	Twice	15th January and 20th August for each term	45/-
38.	Special LL.B. (Monsoon and Winter Term)	Twice	15th January and 20th August for each term	52/-
38-A	First LL.B.	Once	15th January	80/-
38-B	Second LL.B.	Once	15th January	90/-
38-C	Special LL.B.	Once	15th January	104/-
39.	LL.M. (Part I & II)	Once	15th January	100/- for each part
40.	Diploma in Labour Laws and Practice	Once	15th January	55/-
41.	Diploma in Taxation Laws and Practice	Once	15th January	55/-

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Sr. No.	Examination	How many times held in a year	Last date for receipt of application forms by the Registrar-Controller of Examinations	Examination Fees Including the fee for statement of Marks
1	2	3	4	5 (In Rupees)
FACULTY OF MEDICINE				
42.	First M.B.B.S.	Twice	10th February and 10th August	55/-
43.	Second M.B.B.S.	Twice	10th February and 10th August	75/-
44.	Third M.B.B.S.	Twice	10th February and 10th August	100/-
45.	M.D. (All Branches) without marksheet	Twice	10th February and 10th August	280/-
46.	M.S. (All Branches) without marksheet	Twice	10th February and 10th August	280/-
47.	D.G.O.	Twice	10th February and 10th August	142/-
48.	D.C.H.	Twice	10th February and 10th August	142/-
49.	D.O.M.S.	Twice	10th February and 10th August	142/-
50.	D.A.	Twice	10th February and 10th August	142/-
51.	D.M.R.E.	Twice	10th February and 10th August	142/-
52.	Diploma in Pharmacy	Twice	20th February and 25th August	42/-
FACULTY OF COMMERCE				
53.	Pre Uni. Commerce	Once	26th December of the previous calendar year	40/-
54.	First B.Com.	Once	20th January	45/-
55.	Second B.Com.	Once	15th January	55/-
56.	Third B.Com.	Once	20th January	75/-
57.	M.Com. (Part I & II)	Once	26th December of the Previous calendar year	85/- for each part
FACULTY OF RURAL STUDIES				
58.	Pre Uni. Rural Studies	Once	10th January	40/-
59.	Third Year Rural Studies	Twice	10th January and 5th August	75/-

- (3) Where the last date for receipt of application forms by the Registrar/Controller of Examinations fall on Sunday or Holiday declared as such by the University the forms shall be accepted on the next working day.
- (4) An application form for admission to an examination may be accepted by the Registrar/Controller of Examinations after the last date fixed for receiving Such forms up to the expiration of a period of a fortnight only on payment of a late fee of five rupees per candidate per examination. However, the Vice-Chancellor may permit acceptance of a form after the last date specified above, the reason considered satisfactory by him. The Syndicate may waive the payment of the late fee if it is satisfied that delay in the submission of the form was owing to unavoidable circumstances.
- (5) The programmes for all practical, Clinical, Oral or Term work examinations, as The case may be shall be notified to the candidates at the centres fixed for the Examinations in theory at the time of the written examinations.

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- (6) The Principals and Heads of Institutions, Heads of the Departments/Professor in Charge of the Post-Graduate Centres shall send the application forms along with the fees to the Registrar/Controller of Examinations on or before last dates fixed for the receipt of the forms by the Registrar/Controller of Examinations. They may fix according to their convenience any earlier date not earlier than a fortnight as the last date for receiving the forms by them and payment of fees for candidates appearing from their respective college or institution.
- (7) Examination fees once paid shall not be refunded except in the circumstances mentioned in the relevant Ordinances.

Ordinance 158-A Deleted.

Ordinance 159

Notwithstanding anything contained in these Ordinances, a blind candidate appearing at any of the examinations 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 Senate for the time being or a Gazetted Government Officer.

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

Ordinance 160

Examination fees once paid shall be refunded in the circumstances and to the extent mentioned below :

1. Where a candidate dies prior to the examination the entire fee shall be refunded.
2. Where a candidate is suddenly taken ill and prevented from appearing at the examination and sends in an application for refund supported by a Medical Certificate so as to reach the University Registrar before the commencement of the examination, one half of the fee shall be refunded.
3. When a candidate after filling in the form for an examination takes up service in the University and is not allowed to appear at the examination by the University as a condition of service in the University, full fees shall be refunded under orders of the Vice-Chancellor.
4. Provided if a telegraphic intimation is received by the Registrar before the commencement of the examination and is followed by an application for refund supported by a medical certificate, it shall be competent for the University to refund one-half of fee.
5. For the purpose of refund of examination fee according to the above provisions it will be necessary that the Medical Certificate should be sent by the candidate in such a way that it is received by the University Office within at least 10 days

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from the date of commencement of the examination. (Ten days are inclusive of the date of commencement of the examination and the date of receipt of Medical Certificate.)

6. Where at any stage a candidate is found ineligible to appear at an examination for whatsoever reasons and his application for admission to an examination is rejected or an admission already granted is cancelled by the University he shall be entitled to the refund of full amount of the examination fees, if any, paid by him.

Provided that where a candidate's admission has been rejected or cancelled on account of his willfully furnishing incorrect or wrong information or because of his producing fraudulent or forged documents or on account of any will full act amounting to mischief on his part for ensuring admission at the examination concerned but not a mistake or a misunderstanding the amount of the examination fees paid by him shall stand forfeited.

Ordinance 160-A

For the purpose of this Ordinance, Ordinance 161-A and 161-AA;

- (a) A candidate shall be deemed to be at the examination from the time at which his name appears in the list of candidates appearing in that examination till his result for the said examination is declared unless his admission is either rejected or cancelled;
- (b) 'answer book' includes a 'supplementary answer book';
- (c) 'examination' means an Examination or a Test conducted by the University; and
- (d) 'Misconduct' shall include the following specific acts amongst others which are generally considered as unfair on part of a candidate at an examination:
 - I. For a candidate who is yet to appear in an examination, in examination hall :
 - (i) furnishing intentionally any incorrect or wrong information in connection with the examination with a view to ensure any undue advantage ;
 - (ii) obtaining or trying to obtain or contacting any person having knowledge of confidential information (such as the names of Paper-setters, questions set at the ensuing examination etc.) with a view to ensure undue advantage;
 - (iii) concealing or trying to conceal anything or writing or drawing anything on the walls, benches or anywhere in the examination hall before the commencement of the examination with a view that the same may be subsequently used for practicing unfair means.

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- II. For a candidate while he is appearing in an examination, in an examination hall:
- (i) looking or trying to look into the answer book of other candidate with a view to copy the material written by him;
 - (ii) willfully allowing any other candidate to look into one's own answer book with a view to help copying;
 - (iii) to be in possession of a paper, cloth or any other article bearing any writing (including signs) printing, inscription, painting, or anything conveying meaning except such documents or articles as are permitted to be kept with the candidate at the examination concerned or to be in possession of any electronic article such as mobile hand set, digital diary, measurement box, calculator or any other means of communication but excluding any permitted articles.
 - (iv) to be with anything written on any part of the body ;
 - (v) communicating or attempting to communicate unauthorisedly by words or gesture with any other candidate or any person in the examination hall or outside the examination hall;
 - (vi) willfully or negligently allowing one's answer book to pass into the possession of other candidate or to be in possession of answer book of any other candidate even if the answer book does not bear any writing ;
 - (vii) to be in possession of any answer book other than the one which is issued by the Supervisor on duty for that examination after putting on his dated signatures or initials ;
 - (viii) obtaining or trying to obtain anything unauthorisedly from outside the examination hall from any person or otherwise ;
 - (ix) leaving examination hall without permission of the Supervisor concerned ;
 - (x) concealing or trying to conceal anything or to write anything on walls, benches or anywhere in the examination hall while the examination is in progress with a view that the same may be used for unfair means ;
 - (xi) writing in the answer book anything not relevant to the question attempted, intending thereby to request or offend the examiner;
 - (xii) taking away an answer book outside the examination hall;
 - (xiii) destroying or trying to destroy or withholding anything suspected of being used for unfair means;
 - (xiv) exciting, provoking or enticing other candidates at the examination to break the discipline or doing anything

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- to disturb the smooth and peaceful conduct of the examination;
- (xv) disregarding or disobeying or showing indifference to the instructions given by the Supervisor or insulting or threatening him through words or gestures, or compelling him to do any act or omission which is not his duty;
 - (xvi) doing any physical act of aggression or violence or injuring a Supervisor within or without the examination hall for anything in connection with the examination.
- III. For a candidate of any examination awaiting result :
- (i) unauthorisedly entering upon examination premises when any examination is in progress ;
 - (ii) disturbing by noise or any other act the smooth and peaceful conduct of any examination in progress;
 - (iii) Communicating or trying to communicate with a candidate at any examination in progress ;
 - (iv) contacting or communicating with the examiner of an examination in which the candidate has appeared with a view to entice, threaten, offering reward or to request that examiner to show favour to him or disfavours to any other candidate in discharge of his duties as an examiner ;
 - (v) contacting any person having knowledge of confidential information in connection with the examination in his official capacity for obtaining intelligence of such information;
 - (vi) doing any physical act of aggression or violence or injuring any Paper setter, Supervisor or an Examiner in connection with the examination.

Ordinance 160-B

A candidate found committing misconduct including the adoption of unfair-means at any examination shall be expelled by the Senior Supervisor from the examination for the requiring part of the examination of the paper concerned and shall not be allowed to appear in the remaining papers, if any, of the examination.

Ordinance 160-C

A candidate found committing misconduct as defined in Ordinance 160-A-II(i, ii, & v) shall not be expelled from the examination by the Senior Supervisor for the remaining Paper if any of that examination. Further , if the same candidate is found committing the same mis-conduct in remaining paper after committing misconduct as defined in Ordinance 160-A-II(I, ii, & v) Ordinance 160-B shall apply.

Ordinance 161

When there are more than one centres for a written examination, the Question paper shall be given to the candidate on the same day and at the same time in every centre.

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Ordinance 161-A

On receipt of a report or on detection of a case regarding the misconduct of any candidate at the any University Examination or Tests, the "Examination Disciplinary Action Committee" constituted under Ordinance 161-AA shall have the power to punish the candidate, after following the procedure as laid down therein. Any one or more of the following punishment may be awarded by the Committee to the candidate where a charge of misconduct at an examination is held proved against him :

- (i) Cancelling or rejecting his admission to an examination and forfeiting fees, if any, paid by him;
- (ii) cancelling his result of the examination with which the charge is connected;
- (iii) debarring him for a specific period which may be five years or more or permanently from :
 - (a) joining any course of the University and/or
 - (b) appearing in any of the University examination and/or
 - (c) obtaining a Migration Certificate from the University.

Provided that during the pendency of an inquiry into the alleged misconduct of a candidate in an examination, the result of the candidate shall be kept in reserve and even if such result has been declared through mistake or otherwise, the University may cancel the result even after the declaration and keep the same in reserve, and in that case it shall be competent for the University to ask the student concerned to surrender the mark sheet furnished to him, if any.

Ordinance 161-AA

- (1) For the purpose of Ordinance 161-A, there shall be a Committee to be known As "Examination Disciplinary Action Committee" for inquiring into the misconduct of candidates at the Examinations and the constitution, duties and the functions of the Committee shall be as under :
 - (1) The Committee shall be constituted of all the members of the Syndicate with Registrar and Deputy Registrar (Legal) to work as member-Secretary and member-cum-Joint Secretary of the Committee respectively.
 - (2) four members shall form quorum of the Committee.
 - (3) It will be the duty and the function of the Committee to inquire into the charges, regarding misconduct in accordance with the procedure mentioned hereunder and to give a decision at the end of the enquiry in which the charges against the candidates may be held proved or not proved and suitable punishment awarded where a charge is held proved;
- (i) on receipt of a report against a candidate regarding his alleged misconduct at an examination, the Registrar shall determine prima-facie on the material available, the charge, which can be made against the candidate, and if so, he will

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send a letter under his signature containing a charge or charges based on the substance of the allegation against the candidate to the address of the candidate available on the records of the University ;

- (ii) along with the letter, the candidate will be furnished a list of the documents, if any, which are relied upon and are to be used against him as evidence unless in the opinion of the Registrar, any document is considered to be of confidential nature. The copies of such documents may be furnished to the candidate if asked for unless preparing of the copies is likely to consume substantial time and excessive labour and in that case the Registrar shall inform the candidate that such records, if any, will be made available to him for inspection in the University office and that he will be permitted to take extracts from such records as he may think useful for the purpose of preparing his defense.

Provided that such permission may be refused in writing if, in the opinion of the Registrar, such records are not relevant for the purpose or it is against the University's interest to allow access thereto.

Provided further that such a candidate shall not be entitled for copies of the literature used for committing the alleged misconduct or for copies of the answers written in the answer books but he may have an inspection of the same as provided in (i) read with the proviso (ii) above.

- (iii) in the letter communicating the charge, the Registrar shall communicate to the candidate charged that the following opportunities for defense will be made available to him if he chooses to avail of any one or more of them:
- (a) that the candidate may send a written statement in his defense, so as to reach the Registrar within a specified time limit;
 - (b) that he may choose to make an oral representation before the Committee at the hearing of the case on a day, time and place to be communicated to him;
 - (c) that at the time of oral hearing, he may produce documentary evidence or witnesses at his cost ;
 - (d) that at the time of hearing he may cross-examination any person on the basis of whose complaint or report, he has been charge-sheeted and a copy of which has been sent to him; unless in the opinion of the Committee such cross examination is not necessary; and
 - (e) that at the time of hearing he may present further written statement of defense;
- (iv) In case of failure of the candidate to avail of any opportunities as mentioned above it will be presumed that he does not want to avail of that opportunity.

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- (v) On the appointed day, the committee will hold the hearing of the case and after appreciating the evidence, material available and the circumstances of the case, it shall come to a decision as to whether the charge against the candidate is held proved or not proved and in case where it holds the charge as proved, it shall decide the punishment to be awarded to the candidate or where the charge is held as not proved, it shall decide that the candidate be acquitted of the charge.
- (vi) The Committee, at the end of the enquiry shall decide and pass a written order.
- (vii) The Registrar shall communicate to the candidate the result of the enquiry as soon as possible after the decision is taken by the Committee.
- (II) The decision of the Committee shall be final and conclusive and the same shall be considered to be the Syndicate's own decision.

Ordinance 161-AAA

The Syndicate, after giving adequate opportunity to defend, may decide to rusticate from the University a student enrolled in an affiliated college or registered by the University as a Post-graduate student if at the end of the enquiry he is found guilty of the misconduct of generally interfering with the discipline of an examination or frequently agitating violantrity against the University or college examinations or appearing, exciting or provoking the students either not to appear at an examination or desert an examination in progress or frequently disturbing and dislocating the University or college administration in the name of representing the student problems.

Ordinance 161-B

The Syndicate shall have the power to exclude any candidate from a University examination, on being satisfied that he is suffering from an infectious or contagious diseases. Whenever any candidate is thus excluded, the fee paid by him for admission to the examination shall be refunded.

Transitory Ordinance 161-BB

If at any college which is fixed as Centre for any University Examination it is found that the conduct of the examination is not done properly or malpractices are going on at the Centre or the observer for that centre reports adversely the University shall be at liberty to cancel that examination centre. In the event of such cancellation, the candidates entitled to appear at the centre at a subsequent examination shall have to appear either at Rajkot or Bhavnagar centre, as the case may be.

Ordinance 161-C

On receipt of a report regarding misconduct of a candidate at a College Examination or Test the Principal shall have power to punish the candidate after giving him an opportunity of being heard,

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by cancellation of the result of the examination or test or by excluding him from any College Examination or test for a specified period or by withholding his application form for admission to the University Examination.

Ordinance 161-D

There shall be a Committee to be known as "Examination Defaults Inquiry Committee" and the constitution, duties and functions of the Committee shall be as under :

- (i) The Committee shall be constituted of :
 - (a) the Vice-Chancellor (Chairman)
 - (b) the Pro-Vice-Chancellor
 - (c) four members nominated by the Syndicate from amongst its members.
 - (d) the Controller of Examinations (Convener)
- (ii) Four members shall form a quorum of the Committee of whom one shall be the Vice-Chancellor or the Pro-Vice-Chancellor.
- (iii) The term of the nominated members shall be co-terminus with the Syndicate.
- (iv) Any casual vacancy of a nominated member caused by death, resignation or on account of ceasing to be a member of the Syndicate, shall be filled in by the Syndicate, by making fresh nomination.
- (v) The duty and the function of the Committee shall be to inquire into all cases of errors, mistakes, negligence, improper conduct, and malpractices of any kind reported or suspected to have taken place at any level in conduct of an examination by a paper-setter, an examiner, a moderator, supervisor, an officer or an employee of a College or the University (but not by a candidate) and to recommend to the Syndicate appropriate action required to be taken including the penal or deferent nature of action which may be proposed to be taken against the persons involved. The Committee may, for the purpose of inquiry and investigation, call any person or persons and record statements, call for explanations, give oral hearings or call for any records.

Ordinance 161-E

If a candidate or a group of candidates while appearing for an examination quits the examination, for any reason whatsoever, it shall mean that they are doing so at their own risk and responsibility and the University will not be under any obligation to arrange for a re-examination of any such candidates.

(F) EXAMINATION RESULTS

Ordinance 162

As soon as practicable after conclusion of an examination, the Syndicate shall publish a list of the seat numbers of successful candidates with their classes.

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Ordinance 163

When the examination is by Thesis, a list of successful candidates arranged in alphabetical order will be published.

(G) CONDONATION

Ordinance 164

A candidate whose total falls short of the requisite total for the First or Second Class or Distinction up to 5 marks shall be given the necessary marks by which his / her total falls short and shall be declared to have passed with First or Second Class or with Distinction as the case may be.

Ordinance 164-A

A candidate whose total falls short of the requisite total for the 55% of marks at the Post Graduate Degree Final Examinations up to 5 marks shall be given the necessary marks to reach the 55% of total marks. 5 marks given under this provision shall be added in the grand total. This provision shall not be applicable to the examinations under the faculties of Medicine & Technology including Engineering.

This provision shall be effective from the examinations held in March 1993.

Ordinance 165

Where a candidate in a University Examination fails in not more than two heads of passing (whether distinct heads, sub-heads or group heads or grand total), his failure therein shall be condoned as follows :

Where the head or heads 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 scholarships or other awards.

Provided that if the standard of passing in the different subjects at any examination is 50% or more, condonation to the extent mentioned above may be given for the purpose of passing or exemption in three subjects.

Ordinance 166

Where a candidate who appears in all the subjects of a University Examination fails in not more than three heads of passing and where the total deficiency in his marks in one, two or three heads of passing taken together is not more than 10 marks; his deficiency in marks in the head or more heads not exceeding three taken together shall be condoned on the basis of one mark for every one percent by which the total marks secured by him in all the subjects

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exceed the total of the minimum marks required for passing in all the subjects.

For the purpose of condonation a fraction of half or more than half shall be computed as one.

A candidate passing the Examination under this Ordinance is eligible for a class provided his percentage prior to condonation entitles to it. Candidate getting the benefit on this basis shall not be entitled to prizes or scholarships.

Provided that nothing in this Ordinance shall apply to candidates appearing Under the M. Sc. Terminal courses (Semester Courses) with effect from the Examination of March/April, 1971.

Provided further that nothing in this Ordinance shall apply to candidates appearing under M.A. Terminal Courses (Semester Courses) Examination with effect from the Examination of March/April, 1972, till the examination of October, 1974.

No candidate shall avail of the benefit of more than one condonation ordinance.

Notwithstanding anything contained above, the provision for condonation under the Ordinance shall apply as a special case to the M.A. and M.Sc. (Terminal Courses/ Semester Courses) examination held in March/April, 1975 in view of the application of Ordinance 167 to these examinations.

Notwithstanding anything contained above, the provisions mentioned in this Ordinance will also apply to candidates who appear for an examination wherein in accordance with the rules and regulations for that particular examination, the candidate is entitled to exemption in one or more subjects of the examinations and in such cases the condonation will be given on the basis of the total marks obtained by the student in the subjects in which he is required to appear in the examination according to the relevant rule or regulation.

Ordinance 167

Where a candidate who appears in all the subjects of a University examination fails in not more than three heads of passing and where the total deficiency in his marks in one or more heads taken together is more than 10 marks and where the candidate's grand total is greater than the total of the minimum marks for passing in all the subjects by at least 10 percent of the total marks obtainable, his case shall be placed for consideration before an ad-hoc committee to be appointed by the Vice-Chancellor every year. The Committee shall recommend to the Vice-Chancellor whether the failure in the head or the heads of passing may be condoned or not. The Vice-Chancellor's decision on the Committee's recommendation shall be final.

Ordinance 168

Where a candidate fails only in one subject and fails to get exemption in only one other subject by not more than three marks in that subject, his marks in the other subject shall be increased by

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1, 2 or 3 marks, as the case may be, so as to entitle him to exemption in that subject and to give him the benefit of being allowed to keep terms for the higher examination where it is permissible to do so under the relevant Ordinances.

Ordinance 168-A DELETED.

Ordinance 169

A candidate shall not be eligible for any of the scholarships, Medals, or Prizes to be awarded to candidates, successful at any of the University Examinations if he has a deficiency of marks in any of the heads of the Examination condoned under the rules laid down in that behalf.

(H) MISCELLANEOUS

Ordinance 170

Failure to pass an examination will not disqualify a candidate from reappearing at it on his presenting a new application and paying a fresh fee therefore.

Ordinance 171

A certificate will be given to those who pass an examination, if it is applied for.

Ordinance 172

In any case where it is found that the result of an examination has been affected by error, malpractice, improper conduct or other matter of whatsoever nature or when the result is required to be amended on the basis of verification of marks, it shall be competent for the Syndicate to amend such results in such manner as shall be in accordance with the true position and to make such declaration as the Syndicate shall in its discretion consider necessary in that behalf, provided that, but subject to O. 173, no result shall be amended after the expiration of six months from the date of publication of the result by the University.

Notwithstanding anything contained herein above the result of no candidate at any University examination shall be altered to his detriment after three months from the declaration of the result except when his case falls under Ordinance 173, or, except where it is required to be amended on account of the verification of marks.

Ordinance 173

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud, or any other improper conduct whereby an examinee has been benefited; and that such examinee has in the opinion of the Syndicate, been party or privy to, or connived at such malpractice, fraud or improper conduct, the Syndicate shall have power at any time, notwithstanding the issue of a certificate or the award of a prize or scholarship, to amend the result of such examinee and to make such declaration as the Syndicate shall consider necessary in that behalf.

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Ordinance 173-A

If a candidate has committed a mistake at the time of filling up the form for appearing at the examination or the form is incomplete or if there is any other mistake on the part of the candidate and on account of such mistake etc. the result of his examination requires to be corrected or if the mark statement is required to be corrected, such correction of mark statement or result may be made within a period of 180 days from the date of declaration of the respective result, provided a candidate pays fine of Rs. 10/- for the correction of mark statement and Rs. 25/- for the correction of result.

Provided further that if the application of the candidate is received after completion of 180 days from the date of declaration of the respective result, the Vice-Chancellor may correct the mark-sheet or the result as the case may be on acceptance of a fine of Rs. 100/- per result, if the situation is such that the candidate cannot appear in the same examination again in accordance with the rules.

Ordinance 174

If any candidate requires a duplicate copy of the statement showing the marks obtained by a candidate in each head of passing, the same will be supplied to him on payment of a fee of Rs. 5/- per examination. If such a statement is required by a candidate after completion of the period of five years from the date of the declaration of the result of the respective examination the fee of Rs. 10/- shall be charged instead of Rs. 5/-.

Marks obtained by a candidate in individual papers will be supplied on request and on payment of a fee of Rs. 5/- per examination, provided an application is made within six months after the date of declaration of the result of the respective examination.

Marks obtained by a candidate in individual questions or sections of a paper will not be supplied under any circumstances.

Information about the marks obtained by candidates in the various heads of passing shall be communicated, free of charge, to the heads of institutions from which the candidates appear for the examination, irrespective of the fact whether the candidates are successful or not.

Marks of candidates so supplied to the respective institutions will be for their own information, and save for the purpose of supplying the information to institutions or persons in connection with the award of scholarships or prizes or help from charitable institutions, the Heads of Institutions shall not issue certified statement of such marks over their signatures. Such statements shall only be issued over the signature of the Registrar/Controller of Examinations, on payment of the fee fixed by the Ordinance in that behalf.

Ordinance 175

Information as to whether a candidate's answers in any head or heads of a University examination have been examined and marks have been assigned, will be supplied to the candidate within six

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weeks of the declaration of results of the said examination an application accompanied by the following fees :

- (1) Rs. 10/- where head of examination consists of 1 question paper.
- (2) Rs. 15/- where head of examination consists of 2 question papers.
- (3) Rs. 20/- where head of examination consists of 3 question papers.
- (4) Rs. 25/- where head of examination consists of 4 question papers.

Provided however that where the head of examination consists of more than one question paper and in case the candidate desires verification in some of the question papers only he may do so by paying the fee of Rs. 10 per question paper.

The fee is only for verifying whether a candidate's answers in any particular head have been examined, and not for re-examination of answers. The rule that marks obtained by the candidates in individual questions or in sections of a paper cannot, in any circumstances, be supplied, holds good also in the case of an application for the verification of marks.

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

Provided that on receipt of an intimation about the refund of fees on account of some error etc. the student concerned shall send an application to the University within fifteen days from the date of such intimation by the University for verification of answers in one or more head of examination and such a request shall be granted.

Ordinance 176

A copy of a 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/-.

Ordinance 177

The fee for any certificate not provided for in any of the Ordinances shall be Rs.5/-.

Ordinance 178

When on leaving a department, a student claims refund of his tuition fees from the department, he shall apply in writing to the Director of the University Department concerned. On receipt of such an application, a refund may be given in the following circumstances, at the rates indicated below :

- (i) In the case of student leaving the department within 15 days from the date of declaration of admission, the tuition fees may be refunded after deduction of Rs. 15/-.
- (ii) In the case of student leaving the department after 15 days but within 30 days from the date of declaration of admission, half of the tuition fees may be refunded.
- (iii) In the case of a student admitted provisionally pending the issue of a certificate of eligibility or registration but who is later reported to be ineligible for admission to the University, full fees shall be refunded.

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- (iv) A student who after being admitted provisionally, fails to produce a provisional or a final Eligibility Certificate, before the end of the term or a student whose term is not granted by the Department, shall not be eligible for any refund.
- (v) Other fees shall not be refunded.

Ordinance 179

Students who have passed an examination of any other Statutory University will not be allowed to appear at the same examination of this University with the same subjects except as provided in Ordinance 179-A.

Ordinance 179-A

Notwithstanding anything contained in any Ordinances or Regulations a teacher working in a college affiliated to this University or University Department or University P.G. Centre who has passed the M.Sc., M.A., M.Com., LL.M., M.E., M.Ed. examination of this University or an examination recognised as equivalent thereto may be permitted to reappear at the same examination in the same subjects, with a view to obtaining higher class on the terms and conditions indicated hereunder.

- (1) He shall not be required to keep any term.
- (2) He can reappear at the M.A., M.Com./M.Sc./M.Ed./LL.M./M.E. examination as the case may be, only thrice.
- (3) He shall file his application for P. G. Registration with the prescribed fee through the head of the institution where he is working before 31st July together with a certificate from him to the effect that he is a recognized teacher in his institution & that he intends to appear at the ensuing examination to be held in following March/April.
- (4) The teacher intending to improve the class shall surrender his original degree certificate to the Saurashtra University soon after he is declared passed in the higher class at the respective examination. Fresh degree certificate shall be issued to the teacher by the Saurashtra University only thereafter.
- (5) The teacher shall not be held eligible to receive any prizes, scholarships or Medals.
- (6) If the teacher fails to improve his class, his performance at such re-appearance shall be ignored.
- (7) The teacher may appear at all the part/semester examinations at a time if he so desires. He may appear separately at each of the exams, if he so chooses.

Provided further that the provision of this Ordinance shall also be applicable to the teachers or the colleges affiliated to the Saurashtra University and who have been declared surplus and have been working in any Higher Secondary School situated in the Saurashtra University area.

Provided further that when the concerned University requests this University for sending them the original Degree Certificate of the

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teacher concerned, the same should be returned to the concerned University with the remarks that the Degree Certificate had been surrendered by the teacher concerned so as to appear for the same examination in the Saurashtra University for improving the class.

Ordinance 179-B

Students who get Second Class in the Master's Degree in the Faculty of Arts and only Master Degree in Commerce i.e. M.Com. and who wish to reappear for the same examination in the same subject in order to improve their percentage shall be allowed to do so as per the provision of the following rules:

1. The concession to reappear will be available only to:
 - (a) The holders of the Master's degree in Faculty of Arts & M.Com. of this University.
 - (b) Concession will be applicable to Arts Faculty and Only P.G. degree in Commerce i.e. M.Com. only who have secured 50% to 54% marks in his/ her initial appearance and passed the same in Second Class.
2. Not more than two chance will be given to students for reappearing in the same Master Degree examination within the 6 years from the passing of 1st Master Degree.
3. When the examination is held in parts, appearance at both the parts shall be counted as one chance. A person may appear for both the parts at one and the same examination or appear for two parts at two different times.
4. The result will be declared only after a person appears for both the parts.
5. A candidate intending to reappear at the Master's Degree examination under these rules shall be allowed to do so without keeping fresh terms.
6. A candidate intending to reappear for the Master's Degree examination of this university under these rules shall be governed by the rules and regulations relating to the courses and syllabi which may be prescribed by the university authority in the case of regular students of the Master's Degree class of this university from time to time. It is entirely the responsibility of the candidate to ascertain that the papers he/she choose are a part of a syllabus in force and are actually taught for the said examination.
7. (a) The result of the candidate appearing for Master degree examination under these rules will be declared only if he/she passed the whole examination with higher/more marks than he/she has in the previous examination. The marks obtained by the candidate whose percentage is not improved will not be issued the mark sheet.
 - (b) A candidate under these provision/scheme will not be given chance for exemption whatsoever.

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- (c) The answer book of the candidate appearing under the scheme cannot be revalued/reassessed as per rules prevailing for the concerned examination.
8. A candidate who reappears for the Master's degree examination under these rules and secure at least 55% at 1st chance will not be eligible to reappear again for same examination in the same subjects.
 9. A candidate passing any of the post-graduate examination mentioned above under these rules shall not be eligible to receive any prizes/medals/scholarship etc. instituted by the university and he/she shall not be entitled to a merit/rank certification from the university.
 10. If a candidate does not get higher percentage than original percentage under this scheme, his/her initial performance in the corresponding examination will remain valid.
 11. The fees for the concerned post-graduate examination should be higher and will be determined by the Syndicate/Vice-chancellor from time to time.
 12. A candidate will be required to submit his application for reappearing in the above examination through the department/P.G. centre in which previously he/she has submitted his/her application. In case of such an external candidate, they can apply directly to the university along with his/her original mark-sheets of the previous examination and such other documents are required by the university.
 13. A candidate who improves his/her class of degree under this scheme shall have to surrender his/her previous class degree certificate to the university. Unless the previous degree is submitted the new degree/improved one will not be conferred.
 14. This ordinance will come into force with effect from the academic year 2002-2003.

Ordinance 180

The standard of tuition fees for admission to the Post-graduate classes in all the zones and centres of the University shall be uniform and shall be such as may from time to time be determined by the Syndicate.

Ordinance 181 DELETED.

Ordinance 181-A DELETED.

Ordinance 182

No candidate shall be admitted to any of the following examinations unless

- (i) he has satisfactorily gone through the courses of physical training prescribed by the Syndicate from time to time and has attended not less than 75 percent of the physical training periods during the year or
- (ii) he has been regularly taking part in athletics or major sports during the year as a member of the University Athletics or Sports Teams or

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- (iii) he is a member of the National Cadet Corps;
- (iv) he is a member of the National Service Scheme.
 - (i) Pre-University Arts
 - (ii) F.Y. B.A.
 - (iii) Pre-University Science
 - (iv) F.Y. B.Sc.
 - (v) Pre-University Commerce
 - (vi) F.Y. B.Com.
 - (vii) B.E.I. (Civil, Mechanical & Electrical)
 - (viii) Pre-University Science (Agriculture)
 - (ix) F.Y. B.Sc. (Agriculture)
 - (x) Pre-University Rural Studies

Provided that, a candidate may be exempted from undergoing the physical training on the ground that he is granted exemption there from on medical grounds as per rules in force from time to time or on other grounds which may be laid down by the Syndicate from time to time.

Provided further that those students who volunteer to the National Cadet Corps shall be governed by the provisions of the National Cadet Corps Act and the rules framed there under for all purposes including the attendance at parades as well as annual or other training camps.

Provided further that those students who volunteer to join the National Service Scheme shall be governed by the provisions of the rules thereof for all purpose including camps.

Ordinance -183

Abstracts of Government Rules for T.A./ D.A./ Mileage etc. Existing/Prevailing at Present for the Government employees as of 28-7-2005

Appendix "A" of Ordinance 183

ORDINANCE 183
T.A./ D.A. RULES OF THE SAURASHTRSA UNIVERSITY
Appendix "B"
FOR PERSONS OTHER THEN STAFF OF THE UNIVERSITY

Sr NO				Travel by Air	Travel by rail	Travel by road		DA	Proposed
								Current	To be revised
1	Special	1	All Vice-Chancellors	(Actual fare (Economy Class))	1 st AC fare	(a) if travelled by car the mileage rates are as below		(Irrespective of lodging, boarding if provided by the university after the approval of the Vice Chancellor	
						Rs. 5/km	Petrol Car	100/-	135/-
						Rs. 4/km	Diesel Car		
						(cars may be own, pvt. Or taxi)			
						(b) if travelled by bus then	Any type of actual bus fare		
		2	All Pro-vice chancellor	"	"	(a) & (b) as above		100/-	135/-
		3	Chief guest of the convocation or similar functions of the university	"	"	"		100/-	135/-
		4A	External referees coming for viva voice at doctorate level Ph.D. RDC members attending meeting	"	"	"		100/-	135/-
		4 B	Members of Selection Committee for Direct recruitment and Career advancement Scheme for Teaching and Non teaching staff	(Actual fare Economy class) For members coming out	1 st AC fare	(a) if travelled by car the mileage rates are as below			(irrespective of lodging, boarding, if provided by the University

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				of Gujarat state				after the approval of the Vice chancellor
						Rs. 5/km Rs. 4/km	Petrol car Diesel car	
						(Cars may be own, pvt., or taxi)		
						(b) If travelled by bus then	Any type of actual bus fare	135/-
		5	Ex-Vice chancellor of this university	"	"	"		100/- 135/-
		6	MLA coming to attend senate meeting	"	"	"		100/- 135/-
		7	Members of any committee nominated by UGC for various schemes, grants etc.					(as per UGC rules)
2	First	1	Syndicate members and deans of various faculties attending meetings or travel for any other work for university business by virtue of post	Actual fare with the prior permission of VC	II AC fare	(a) if travelled by car the mileage rates are as below		85/- 120/-
						Rs. 5/ k.m. Rs. 4/k.m.	Petrol car Diesel car	100/- 135/-
						Rs. 3.50/k.m. or (minimum Rs. 725/-) (as per the rates of the taxi contract made by the university time to time	Taxi	

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						(b) if travelled by bus then	Any type of actual bus fare		
	Second	1	Members of committees nominated by VC (if the members nominated are only two or a committee consists of nominated member is having omit two members then the minimum requirement to avail mileage fare for travelling by car/taxi may be read as 2 in place of 3	"	"	"		85/-	120/-
		2	Other members of various committees of the university (except students, managers, delegates, coaches, empire etc.)	"	"	"		85/-	120/-
		3	Members of senate	"	"	"		85/-	120/-
		4	Individual visitors visiting the university while invited or persons called for in connections with university business.	"	"	"		80/-	100/-
		5	Examiner at the theory/practical exams, paper setters, moderators, and teachers of various college etc.	Not permissible	"	"		80/-	100/-
			Examiners for central assessment coming to various college	"	"	"		120/- (including conveyance)	120/- (including conveyance)
		6	Delegates of the university	Actual fare	"	"		80/-	100/-

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			attending seminar, conference (except student) (for employee of the university TADA will be as per government rules)	with prior approval of VC				
		7	Travel grant to teachers/scholars in connection with their work at other research grant. (For employee of the university TADA will be as per government rules)	"	"	"	80/-	120/-
		8	Post graduate teachers visiting for lecture work PG rule 14A may be read	Not permissible	"	"	No DA remuneration per day will be given as per PG rules	
		9	Participants at seminars, orientation courses, shibirs, conferences, training camps etc. held totally at university expenses	"	II class (I class fare if permitted by the VC)	Luxury bus fare other than AC bus	80/-	100/-
		10	Observers (a team of more than two members except syndicate members)				150/-	150/-
	Third	1	Persons called for on behalf of the university in connection with the unfair means cases at the university exams except teachers and	Not permissible	Second class	Public ordinary bus fare and luxury bus fare (AC bus fare not permissible)	75=if travelling is < 6 hrs. 45=if travelling	75=if travelling is < 6 hrs. 45=if travelling is <

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			members of the university authority				is < 6 hrs.	6 hrs.
		2	Staff of other colleges visiting the university to carry of hand over answer books, results etc. or for any other work in connection with the university business (irrespective of the fact whether he belongs to teaching or non teaching staff)(Only one person can come from one college)	Not permissible	Second class	Public ordinary bus fare/luxury bus fare not permissible	75=if travelling is < 6 hrs. 45=if travelling is < 6 hrs.	75=if travelling is < 6 hrs. 45=if travelling is < 6 hrs.
		3	Staff of the other centre to carry over election boxes while election	"	"	"	75=if travelling is < 6 hrs. 45=if travelling is < 6 hrs.	75=if travelling is < 6 hrs. 45=if travelling is < 6 hrs.

CHAPTER - VI

The Gujarat Civil Services (Travelling Allowance) Rules, 2002

MILEAGE ALLOWANCE

42. Mileage Allowance for different modes of journey :
Mileage allowance is differently calculated, as shown in these rules accordingly as the journey is, or could be, made by railway, sea or by river steamer/ launch or by road.
43. Absence of a Government employee :
For the purpose of drawing daily allowance and mileage allowance for journey by rail/ bus/ air the absence of a Government employee from headquarters shall be reckoned with reference to scheduled arrival and departure as shown in Railway/ Bus/ Air time table.
44. Beginning and end of journey :
A journey including a journey on transfer begins and ends at the actual residence of the Government employee concerned if it is situated within the headquarters or within an area continuous to the Municipal or Corporation limits of the headquarters. The point in any station at which a journey on transfer made by a Government employee residing beyond these limits begins or ends shall be determined as under :-
- (i) If the Post Office (or if there are more than one, the principal Post Office) is permanently located in a Government building specially assigned for the purpose and not situated in a very outlying part of the station, it shall be considered the starting and terminal point.
 - (ii) If the Post Office is either located in a hired building, or is situated in a very outlying part of the station, the Chief Revenue Officer's Office or Village Panchayat Office shall be the point fixed.
45. Journey to be performed by shortest route :
- (a) For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes; provided that, when there are alternative railway routes and the difference between them in point of time and cost is not great, mileage allowance shall be calculated on the route actually used.
 - (b) The shortest route is that by which a traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt a competent authority may decide which shall be regarded as the shortest of two or more routes.
 - (c) If a Government employee travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance shall be calculated on the route actually used.

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- (d) When the shortest route between two places is a rail route and the Government employee or a member of his family makes a journey between them by an alternative route which includes a rail journey and travels during such rail journey or part of it by a class lower than that to which he is entitled, the mileage admissible to him by the shortest route shall be calculated partly by the class of accommodation to which he is entitled and partly by the lower class actually used in proportion to the distances actually travelled by those classes on the alternative route. For this purpose any distance travelled on the alternative route by road shall be treated as distance travelled by the class of accommodation to which he is entitled.
- (e) The following routes are recognised for the purpose of calculating travelling allowance although they are not the shortest or the cheapest :-

Journeys	Recognised route
(1) Between Ahmedabad and Junagadh	Via Botad and Dhola
(2) Between Ukai and Ahmedabad	Via Fort Songadh as connected by rail with Surat and Ahmedabad
(3) Between Ahmedabad and Delhi for the Government employees stationed at Ahmedabad, Gandhinagar	Rail route by broad gauge Sarvodaya Express via Vadodara,

46. Mileage Allowance for journeys performed by other than shortest route :

- (1) A competent authority may, for special reasons which should be recorded, permit mileage allowance to be calculated on a route other than the shortest or cheapest, provided that the journey is actually performed by such route and provided that the travelling allowance calculated on such route does not exceed that calculated on the shortest route by more than 50 percent.
- (2) For the purpose of this rule, the absence in a train of the class of accommodation to which a Government employee is entitled under rule

49 may be taken as a special reason for allowing mileage allowance by road, and consequently the competent authority may on such occasion grant to a Government employee travelling by road, road-mileage limited to the amount which would have been admissible had the journey been performed by rail by the class of accommodation to which he is ordinarily entitled. When the fare of the requisite class for the journey in question is not specifically published, it shall be calculated according to the appropriate data in the Railway Time and Fare Table.

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- (3) In granting this concession, the competent authority shall consider whether any public interest such as the saving of public time, inspection work enroute, etc. was served by the journey being performed by a route other than the cheapest which would not have been served had the Government employee travelled by the ordinary route. The competent authority may also, at its discretion, grant this concession to a Government employee who travels in his own motor car by a road route between places connected by road and also partly by road and partly by rail when the car is required by the Government employee for the performance of his duties at his destination. This discretion shall be exercised with due regard to the nature and extent of such duties.
- (4) In cases where the route actually used include the whole or part of the road journey included in the ordinary or cheapest route, the mileage on the whole or part of the road journey shall be excluded in calculating the excess of 50 percent under this rule.
47. Entitlement of journey by Air :
- The following provisions shall govern the entitlement of the Government employee to travel by air, on tour/ transfer :-
- (1) The officers in receipt of pay of Rs. 16,400 and above per month shall be entitled to travel by air at their discretion.
 - (2) The officers drawing pay of Rs. 12,300 P.M. and above up to Rs. 16,399 P.M. may also travel by air at their discretion, if the distance involved is more than 500 kms. and the journey cannot be performed overnight by rail.
 - (3) Registrar, Deputy Registrar, Academic officer, Planning and development officer, Controller of examination or its equivalent officer in terms of pay who are in super time-scale of I.A.S., Director General of Police and Inspector General of Police and Principal Chief Conservator of Forest, can authorised their subordinate Government employees drawing pay of Rs. 10,000 per month or more to travel by air if the following conditions are fulfilled.
 - (i) the distance involved is more than 500 kms.
 - (ii) the journey cannot be performed overnight by rail, and
 - (iii) such journey by air is considered essential in public interest.
 - (4) The Secretary to the Governor/ A.D.C.s to the Governor who accompanies the Governor on journey by air.
 - (5) The Secretary/ Personal Secretary to Chief Minister who accompanies the Chief Minister on journey by air.

Note: Government employees entitled to travel by air shall travel by economy class. They may travel by private airline

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only if the station to which he is to go on official duty is not connected by Indian Airlines/ Vayudoot.

48. Journey by air by Government employees who are not entitled for the same:

A Government employee who is not authorised to travel by air but performs a journey by air can draw actual air fare of fare for the journey by rail of the class of Accommodation to which he is entitled whichever is less.

49. Entitlement for journey by rail on tour and transfer :

Based on the pay drawn the entitlement of a Government employee for journeys by rail on tour and transfer shall be as under :-

Pay Range	Entitlement
Rs. 16,400 and above	AC First Class
Rs. 8,000 and above but less than Rs. 16,400	II AC 2-Tier Sleeper
Rs. 6,500 and above but less than Rs. 8,000	First Class-II ACIII-Tier Sleeper/ AC Chair Car*
Rs. 4,100 and above but less than Rs. 6,500	First Class / II ACIII-Tier Sleeper/AC Chair Car*
Below Rs. 4,100	Second Sleeper

*All Government employees who are entitled to travel on tour/ transfer by First Class/ II AC III-Tier Sleeper/ AC Chair Car may at their discretion, travel by II AC 2-Tier Sleeper where any of the trains connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation.

Travel by Rajdhani Express Trains :

Pay Range	Entitlement
Rs. 16,400 and above	AC First Class
Rs. 8,000 and above but less than Rs. 16,400	II AC 2-Tier Sleeper
All others drawing pay below Rs. 8,000	AC Chair Car*

*Travel by AC-III - Tier Sleeper will be permissible in trains in which AC Chair Car accommodation is not provided.

Travel by Shatabdi Express Trains :

Pay Range	Entitlement
Rs. 16,400 and above	Executive Class
All others drawing pay below Rs. 16,400	AC Chair Car

50. Drawl of Fares :

- (1) A Government employee travelling on duty by air/ rail/ public bus shall draw the actual fare of the class of accommodation he is entitled to.
- (2) A Government employee or a member of his family travelling by rail in a class of accommodation lower than

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that to which he is entitled shall draw the fare of the class of accommodation actually used.

- (3) A Government employee who purchases a Air ticket through any agency, shall, in addition to the air fare, be entitled to agency charges limited to Rs. 10/- per journey.

51. Grades of Government employees for drawing Road Mileage Allowance :

For the purpose of calculating the entitlement of road mileage allowance, the Government employees are divided into following grades :-

- (a) The first grade shall include :-
- (i) Those is receipt of Pay not less than Rs. 8,000/- per month.
 - (ii) Heads of Departments not included in (i) above
- (b) The second grade shall include those in receipt of Pay of not less than Rs. 6,500/- per month but less than Rs. 8,000/- per month.
- (c) The third grade shall include those in receipt of Pay of not less than Rs. 4,100/- per month but less than Rs. 6,500/- per month.
- (d) The fourth grade shall include those is receipt of pay of less than Rs. 4,100/- per month.

52. Rates of road mileage for journeys by Road :

For journeys by road, road mileage allowance shall be calculated at the following rates for each kilometer travelled except in any case for which different rates are specially provided :-

Government employees using their own/ borrowed/ hired conveyance-

(i) Government employees of the First or Second Grade :-

Conveyance by which journey is performed	Rate of mileage allowance
Motor Car/ Jeep (Petrol)	500 paise per k.m.
Motor Car/ Jeep (Diesel)	400 paise per k.m.
Motor Cycle	120 paise per k.m.
Any other means of conveyance	100 paise per k.m.

(ii) A Government employees of the Third Grade :-

Conveyance by which journey is performed	Rate of mileage allowance
Motor Cycle	120 paise per kilometer
Any other means of conveyance	100 paise per kilometer

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(iii) A Government employees of the Fourth Grade :-

Conveyance by which journey is performed	Rate of mileage allowance
Any means of conveyance	100 paise per kilometer

Explanation: Journey by "any other means of conveyance" or "any means of Conveyance" includes journey performed on foot.

Note: In calculating mileage allowance for journey by road, fractions of a k.m. in each item of bill shall be rounded off to the nearest figure, half and more than half a k.m. being taken as one k.m. and fractions less than half a k.m. being neglected.

53. General conditions for drawal of Road Mileage Allowance :
The following shall govern the drawal of road mileage allowance by the Government employee :-
- (1) Two or more Government employees travelling on duty in the same conveyance may not all draw road mileage for the journeys but only that officers who either owns the conveyance or has borrowed or hired it may draw road mileage, if admissible under rule 54. The Government employee other than the one who owns the conveyance or has borrowed or hired it, should make a note showing the circumstances of such journey on the travelling allowance bill presented for payment.
 - (2) Each of such Government employee shall draw daily allowance as admissible under these rules.
 - (3) Each complete journey is to be considered separately as a journey on tour whenever the Government employee returns to headquarters or to a place in which his headquarters are situated whether he halts there or not.
54. Entitlement of Road Mileage Allowance for journey by own or borrowed or hired car :
- (1) For the purpose of drawal of full road mileage allowance at the rate laid down in rule-52, Registrar, Deputy Registrar, Academic officer, Planning and development officer, Controller of examination or its equivalent officer in terms of pay in the scale of Joint Secretary to Government and above and whose jurisdiction is whole state, can use their own/ borrowed or hired car for all journeys.
 - (2) Other Government officers who travel by their own or borrowed or hired car between places connected by rail shall be entitled to road mileage allowance limited to the fare of highest class of entitled by railway available on that particular route.
55. Journey by own car between Air Port and Residence :

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Principle Secretaries, Additional Chief Secretaries and Secretaries of Government using their own car for the journey between air port/ railway station/ bus stand and residence on the day of departure and arrival on/ from tour, shall be entitled to road mileage allowance at the rate laid down in rule 52 for the mileage covered by their empty car for going and coming to residence on both occasions, provided the staff car is not available for the said journey and the concurrence of Additional Chief Secretary of the Finance Department is obtained before claiming the said mileage allowance.

56. Entitlement for journey by public bus :
Based on the pay drawn by a Government employee, he shall be entitled to travel by public bus as under :-

S.N.	Pay Range	Entitlement
(i)	Rs. 18,400 and above	(i) Actual fare by any type of public bus, including air conditioned bus; OR At prescribed rates for AC Taxi when the journey is actually performed by AC Taxi; OR At Prescribed rates for auto rickshaw for journey by Auto rickshaw; OR At prescribed rates of road mileage for journeys by scooter/ motorcycle/ moped etc.
(ii)	Rs. 8,000 and above but less than Rs. 18,400	(ii) Same as at (i) above with the exception that journeys by AC Taxi will not be permissible.
(iii)	Rs. 6,500 and above but less than Rs. 8,000	(iii) Same as at (ii) above with the exception that journeys by AC Bus will not be permissible.
(iv)	Rs. 4,100 and above but less than Rs. 6,500	(iv) Actual fare by any type of public bus, other than AC Bus or AC Taxi; OR At prescribed rates for auto rickshaw for journey by auto rickshaw; OR At prescribed rates of road mileage for journeys by scooter/ motorcycle/ moped etc.
(v)	Below Rs. 4,100	(v) Actual fare by ordinary public bus only; OR

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At prescribed rates for auto rickshaw for journey by auto rickshaw;

OR

At prescribed rates of road mileage for journeys by scooter/ motorcycle/ moped etc.

57. Local journeys at Headquarters and in camp while on tour :

(1) A Government employee undertaking the following journeys while proceeding/ arriving on/ from tour and at the place of camp inside or outside the state while on duty shall be entitled to claim road mileage at the rates laid down in sub-rule (2) :-

- (i) Journeys from Residence or duty point at Head Quarters to Railway Station/ Bus Stand/ Airport and back on the day of departure for tour and on the day of arrival from tour.
- (ii) Journey from Railway Station/ Bus Stand/ Airport/ place of duty to residence/ duty point at the place of arrival and similarly on the day of departure from the place of camp.
- (iii) Journey from the place of his stay to the place of duty, once for going and then coming back to the place of stay, every day, at the place of camp.

Note 1: The condition "once for going and then coming back to the place of stay" will not be applicable to the journey performed at Delhi and Bombay.

Note 2: No road mileage will be admissible for other journeys at the place of camp.

(2) The rates of the road mileage allowance for the journeys mentioned in sub-rule (1) shall as follows :-

Conveyance by which journey is performed	Rate of Road Mileage
(i) By full taxi/ auto rickshaw	At the rate of taxi/ auto Rickshaw fare as prescribed by concerned State Government.
(ii) By own Car/ Jeep (Petrol driven)	500 paise per k.m.
(iii) By own Car/ Jeep (Diesel driven)	400 paise per k.m.
(iv) By Tonga/ Cycle Rickshaw/ Rickshaw (Three Wheeler)	200 paise per k.m. (man driven)
(iv) By Scooter/ Motor Cycle (Two Wheeler)	120 paise per k.m.

(3) Where the Taxi/ Auto Rickshaw and other modes of journey are shared by more than one Government employee or where a Government employee takes a single seat in Taxi/ Auto Rickshaw etc., the mileage

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allowance admissible shall be the actual share of hire charges limited to fifty percent of the rates in sub-rule 2.

- (4) A Government employee not in receipt of permanent travelling allowance or conveyance allowance or transport allowance travelling on duty within eight kilometers of headquarters or within municipal limits whichever is further, or for attending the office on Sunday and Holiday, shall be entitled to rickshaw charges at scheduled rates of fares for public conveyance actually paid by him, the amount reimbursable per day being limited to one daily allowance.

58. Mileage Allowance for journeys by steamer or launch :

A Government employee travelling by steamer/ launch within the State of Gujarat shall be entitled to actual fare charged for the journey. The entitlement of the class of accommodation to a Government employee for the journeys by sea/ river steamer outside the State of Gujarat shall be as may be decided by the respective Head of Department giving approval to the said journey.

59. Due date for payment of Travelling Allowance bills :

(1) The claim of a Government employee for travelling allowance including daily allowance shall be considered to have fallen due for payment on the date succeeding the date of completion of a journey or on the first date of next calendar month to which the claim relates.

(2) In the case of transfer travelling allowance claim falls due on the date succeeding the date of completion of journey. In cases, where a Government employee and member of his family travel separately, the dates shall be reckoned separately for each, on the date succeeding the day of completion of each individual journey. Similarly, travelling allowance claims in respect of transportation of personal effects and conveyance shall be considered as falling due on the dates succeeding the date on which these are actually delivered to him at the new station.

60. Forfeiture of right to Travelling Allowance claim :

The right of a Government employee to the travelling allowance including daily allowance and transfer travelling allowance shall be forfeited or deemed to have been relinquished if the claim for its not preferred within one year from the date on which it becomes due as per rule 63.

61. Cancellation charges in respect of unused tickets :

The controlling officer shall allow the reimbursement of cancellation charges in respect of air/ rail/ bus tickets purchased by a Government employee for travel on official

duty if the journey it is cancelled in exigencies of public service. For the reimbursement of cancellation of air tickets, permission of the authority if any, which authorised the travel by air would be necessary.

CHAPTER - VII **DAILY ALLOWANCE**

62. Daily Allowance when admissible :
Unless in any case it be otherwise expressly provided in these rules, a daily allowance shall be drawn while on tour by every Government employee, whose duties require that he should travel, and shall not be drawn except while on tour.
63. General conditions for the drawal of Daily Allowance :
The following are the general conditions which shall govern the grant of daily allowance to Government employees under these rules :-
- (1) Daily allowance may not be drawn except during absence from headquarters on duty. A period of absence from headquarters begins when a Government employee actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated, whether he halts there or not.
 - (2) Daily allowance may not be drawn for any day on which a Government employee does not reach a point outside a radius of eight kilometers from his headquarters or beyond municipal limits, whichever is farther, or returns to his headquarters from a similar point.
 - (3) A Government employee who takes casual leave when on tour, is not entitled to draw daily allowance during such leave but if he returns to his headquarters or proceeds to another place of halt after the expiry of casual leave he may draw mileage allowance for the journey by the shortest route from the old place of halt to the place at which duty is resumed after the casual leave is availed of.
 - (4) A Government employee on tour shall draw daily allowance on a Sunday or a public holiday intervening his halt, if he certifies that he had not returned to his headquarters for attending to his private business on that day and has spent at least a part of such day at the camp.
 - (5) A Government employee who proceeds first on casual leave from headquarters and resumes duty at an outstation on tour, may draw travelling allowance from the place where causal leave is spent to the place of tour, limited to that admissible between headquarters and the tour station.

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64. Classification of cities for the drawal of Daily Allowance :
For the purpose of drawal of daily allowance the various cities are classified as under :-

"A-1" Class City Rates

Cities :

(1) Brihad Mumbai UA (2) Chennai UA (3) Delhi UA (4) Kolkata UA

"A" Class City Rates

Cities :

*Ahmedabad UA * Hyderabad UA * Kanpur UA * Nagpur UA * Bangalore UA * Jaipur UA * Lucknow UA * Pune UA

Specially Expensive Localities :

*Darjeeling District * NEFA areas beyond Inner Line (Except Siliguri sub-division)* Darjeeling Town *Naga Hills Tuensange area beyond the Inner Line

Expensive/ Remote Localities of Himachal Pradesh :

Lahaul and Spiti District Kinnaur District	Chhuhar Valley of Jogindernagar Tehsil of Mandi District
Bharmour sub-division and Pangi sub-division of Chamba District	Mangal Panchayat area of Solan District
Pargana of Pandrahbis	Dodrakwar area of Rohru Tehsil
Other Seraj and Malana Panchayat Areas of Kulu District	Parganas of Chhebis, Naubis. Barabis, Pandrahbis and
Sarahan and Gram Panchayats of Munish, Darkali and Kashpet of Rampur Tehsil of Simla District	Chhota Bhangal and Bara Bhangal areas of Palampur sub-division of Kangra District

The following hills areas in Manipur which do not fall on the National Highway:

* Ukhrul * Tamenlong * Mao Maram * Churachandpur * Jiribam * Tengnampal * Siluk sub-division (in Senapati District)

"B-1" Class City Rates

Cities :

*Agra UA * Jamshedpur UA * Patna UA * Allahabad UA * Kochi UA * Surat UA* Bhopal UA * Kozhikode UA* Thiruvananthapuram UA * Coimbatore UA * Lucknow UA * Vadodara UA * Dhanbad UA * Ludhiana * Varanasi UA * Indore UA* Madurai UA * Vijayawada UA * Jabalpur UA * Meerut UA * Vishakhapatnam UA * Nagpur UA

Expensive Localities :

*Shimla *Jammu and Kashmir *Laccadive, Minicoy and Amindivi Islands *Andaman and Nicobar Islands

The following areas of Himachal Pradesh :

Janjehli Block of Chachoit Tehsil of Mandi District	Churah Tehsil, Kunr Panchayat and Belej Pargana of Chamba Tehsil and Salooni Tehsil of Chamba District
Chopal Tehsil of Shimla District	Manali-Ujhi area Lagg Valley and

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Parvati and Trans-Giri Tract of Sirmur District	Banjar Block of Kulu District
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(UA) = Urban Agglomeration

Note : UA = Urban Agglomeration :

The localities which are included in urban agglomeration of different cities are as adopted for the population census 1991. The same in respect of the above cities of Gujarat States are reproduced in Annexure to these rules. The same in respect of cities of other States/ Union Territories shall be as laid down by the Central Government for Their employees stationed at those places.

65. Rates of Daily Allowance :

The rates of daily allowance shall be as follows :-

I. When a Government employee stays in Government/Public Sector Guest House or makes his own arrangements

Pay Range	Localities other than those mentioned in column (3), (4) and (5)	B-1 Class cities and localities	A Class cities and specially expensive localities	A-1 Class cities
1	2	3	4	5
Rs.	Rs.	Rs.	Rs.	Rs.
Rs. 16,400 and above	135	170	210	260
Rs. 8,000 and above, but less than Rs. 16,400	120	150	185	230
Rs. 6,500 and above, but less than Rs. 8,000	105	130	160	200
Rs. 4,100 and above, but less than Rs. 6,500	90	110	135	170
Below Rs. 4,100	55	70	85	105

II. When a Government employee stays in a hotel or other establishment providing boarding and/ or lodging at scheduled rates

Pay Range	Localities other than those mentioned in column (3), (4) and (5)	B-1 Class cities and localities	A Class cities and specially expensive localities	A-1 Class cities
1	2	3	4	5
Rs.	Rs.	Rs.	Rs.	Rs.
Rs. 16,400 and above	335	425	525	650

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Rs. 8,000 and above, but less than Rs. 16,400	225	330	405	505
Rs. 6,500 and above, but less than Rs. 8,000	200	250	305	380
Rs. 4,100 and above, but less than Rs. 6,500	130	160	195	245
Below Rs. 4,100	65	85	100	125

66. Pattern of Daily Allowance :

Unless in any case it be otherwise expressly provided in these rules, a daily allowance shall be drawn while on tour by every Government employee, whose duties require that he should travel, and shall not be drawn except while on tour.

66. Pattern of Daily Allowance :

Daily Allowance for the entire absence from headquarters shall be regulated as follows :-

- (1) Full daily allowance shall be granted for each completed calendar day of absence reckoned from midnight to midnight.
- (2) For absence from headquarters for less than twenty four hours, the daily allowance shall be admissible, at the following percentage of the prescribed rates :-
 - (i) If the absence from headquarters 30% does not exceed six hours
 - (ii) If the absence from headquarters exceed 50% six hours but does not exceed twelve hours
 - (iii) If the absence from headquarters 100% exceeds twelve hours
- (3) For days of departure and arrival at headquarters as well as when the period of absence from headquarters falls on more than one calendar day, they shall be reckoned as separate days and daily allowance shall be calculated for each day separately as per above sub-clause (2).
- (4) When more than one tour is undertaken on the same day, each tour should be treated separately and daily allowance should also be calculated separately, subject of course to the condition that daily allowance calculated separately for each tour on any calendar day shall not exceed one daily allowance.

67. Enhanced rate of daily allowance for officers entitled to Travel by owned or hired or borrowed car if they travels by public conveyance :

Government Officers who are allotted Government vehicles and also those officers who are entitled to road mileage for journeys performed by their owned/ hired/ borrowed car will be entitled to daily allowance at 50% more than the normal rates of halts up to 10 days, if they travel by public conveyance i.e. by public bus or by railway.

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68. Calculation of admissible Daily Allowance for stay in hotel :
- (1) The daily allowance for stay in hotel etc., shall be admissible at the respective rate for the concerned locality as shown in rule-69 II reduced by 10% thereof and in addition the lodging charges (exclusive of breakfast/ meals) incurred by the Government employee for each calendar day subject to the condition that the daily allowance so calculated per day shall not exceed the rate laid down in the said rule for that locality
 - (2) When the daily allowance is claimed under sub rule (1), the Government employee shall attach with the travelling allowance bill or the voucher/ s showing the lodging/ boarding charges actually paid for the halts in hotel/ institution and also give a certificate in the following form :-

"Certified that I have stayed in hotel/ institution at from to and the said hotel/ institution provides lodging/ boarding at scheduled rates."

Date :

Signature Name and Designation

Note :

Where more than one Government employee share the same room, the proportionate share of lodging charges for each day shall be treated as his lodging charges, and the daily allowance for him shall be calculated in the manner indicated above.

69. Daily Allowance when boarding or lodging is allowed free to a Government employee on tour :
- A Government employee who, while on tour is allowed free boarding and lodging at the expense of any Government or an Autonomous, Industrial or Commercial Undertaking or Corporation, or a Statutory body or a Local Body, in which Government funds have been invested or in which Government have any other interest, shall draw only one-fourth the rate of daily allowance admissible to him at the station concerned. If only boarding or lodging is allowed free to such a Government employee he shall draw daily allowance at one-half of the admissible rate.
70. Daily Allowance to a Government employee who stays in circuit house, rest house etc., :
- A Government employee, who stays while on tour in a Circuit House, Inspection Bungalow, Rest House, Aram Gruh, Pathikashram etc., owned by Government or Local body without having to pay any charges for accommodation, shall

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also draw one-half of the appropriate rate of daily allowance. If however, such a Government employee has to pay any charges for his stay at such places, even though the said charges may not cover the entire cost of the facilities provided; no reduction in daily allowance shall be made.

71. Daily Allowance on Tour or Temporary Transfer :

The admissibility of daily allowance to a Government employee for continuous halts at places outside his headquarters during tour/ temporary transfer shall be as follows :-

(i) First 90 days	Full daily allowance
(ii) For next 90 days	50% daily allowance
(iii) Beyond 180 days	Nil

Note 1: A halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding eight kilometers for a period including not less than three nights.

Note 2: In calculating the duration of a halt, any day on which the Government employee travels or halts at a distance from the halting place exceeding eight kilometers shall be excluded.

Note 3: A halt is considered to be terminated when a Government employee returns to his headquarters even though the return be for less than three nights.

Note 4: For the purpose of this rule absence on leave is not "absence on duty" and should not be regarded as an interruption of halt.

72. Daily Allowance during training :

(1) The admissibility of daily allowance to a Government employee during the period of training at a place outside his headquarters, where boarding and lodging are not provided, shall be as follows :-

(i) First 180 days	Full daily allowance
(ii) Beyond 180 days	Nil

(2) When free boarding and/ or lodging is provided to the Government employee under training either by Government or by the sponsoring institution etc., the rate of daily allowance shall be regulated in accordance with the rule 73.

Ordinance 184

1. When the Syndicate is not in session and the Vice-Chancellor is of the opinion that circumstances have arisen requiring immediate action for the exercise of functions of the Syndicate in respect of any matter specified in the Schedule appended hereto and that it is not

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- proper for him to invoke the aid of the provisions of sub-section (4) of Section 11 of the Act in that behalf, he shall take such action as he deems necessary and shall, at the earlier opportunity thereafter, report his action to the Syndicate for such action as it may deem fit.
2. This Ordinance shall be deemed to have come into force on the date on which the Syndicate has commenced to exercise its functions under the Act.

SCHEDULE TO ORDINANCE 184

1. Assignment of a Faculty to a member of the Senate.
2. Appointment of a member of staff of the University or of any College managed by it, including disciplinary action against him.
3. Instructions regarding conduct of examinations, including changes in dates thereof, and issue of certificates to successful candidates.
4. Appointment of paper-setters and examiners, as well as remuneration and allowances to persons engaged for conduct of examination and other expenditure incurred for the purpose of examinations.
5. Appointment of Senior Supervisors.
6. Holding of additional examinations.
7. Fixing of examination fee including refund thereof and any other fee connected with the result of the examinations.
8. Recognition of Guides, Post-graduate Teachers and their Assistants and recognition of teachers.
9. Matters relating to Post-graduate teaching and Centres and appointments of Professors-in-charge thereof, as well as fees chargeable from post-graduate students and refund thereof.
10. Matters relating to University Departments as well as Hostels for students studying in such Departments.
11. Matters relating to affiliation of a college or an institution.
12. Any matter falling within the review of the Finance Committee.
13. Any change in classification of heads of expenditure.
14. Distribution of grant for Travelling Allowance to teachers of affiliated colleges on their visit to Research Centres.
15. Raising of amount of imprest for Travelling Allowance.
16. Appointment of Advocates to act and appear on behalf of the University in matters before Courts of Law, including payment of fees to them for such act or appearance as well as payment of fees to Advocates for consultation in any matter not before a Court of Law.
17. Any matter relating to the Estate of the University or a building obtained on lease and its maintenance or repairs.
18. Grant of Loans or Advances to the members of the staff of the University.
19. Investment of funds.
20. Fixing price of University publications.

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21. Purchase of Books for the University Library.
22. Acceptance of donations by the University and conditions relating thereto.
23. Deputing representatives of the University for any All India Conference or a State level Conference or other Seminars and symposia.
24. Matters relating to Zonal, Inter-Zonal and Inter-University Sports and Youth Festivals.
25. Strike and such other conditions.
26. Payment of Provident Fund and Gratuity to the employees of the University.
27. Any other matter which the Syndicate may from time to time specify in this behalf.

Ordinance 184-A

Without detriment to the powers of Vice-Chancellor under Section 11 of the Act and to the powers delegated to the Vice-Chancellor under O. 184, the Standing Committee of the following members of the Syndicate may exercise all the powers of the Syndicate where in the opinion of the Vice-Chancellor or the Pro-Vice-Chancellor the circumstances warrant expeditious disposal of any matter which is pending decision on the agenda of an adjourned meeting of the Syndicate. The decision or decisions taken by the Standing Committee as above shall be deemed to have been taken by the Syndicate.

1. Vice-Chancellor
2. Pro-Vice-Chancellor
3. At least two of the members of the Syndicate who may attend the meeting in response to a notice given in writing or telegraphically or by telephone. A notice of the meeting of the Standing Committee may be given at any time in writing or telegraphically or by telephone to all the Syndicate members who can be contacted.

CONDUCT AND DISCIPLINE OF NON-TEACHING EMPLOYEES OF UNIVERSITY

Formation and Registration of Associations (Under Sections 20 (1) (xxii) and (xxviii) and 31 (xi) and other enabling provisions)

Ordinance 185

- (1) Subject to the provisions hereinafter appearing in this behalf, non-teaching paid employees of the University who are permanent or on probation below the rank of Assistant Registrar or any post comparable thereto in respect of designation, category or pay-scale, hereinafter referred to as "employees" may after forming themselves into an association apply for recognition of the association provided the number of the members of the association at all times exceed and

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continues to exceed fifty per cent of total number of such employees of the University for the time being.

- (2) Any such association may apply to the University in the form prescribed in the Schedule to this Ordinance for its recognition, specifying the following particulars therein namely :
 - (a) name of the association,
 - (b) place and address of the head office of the association,
 - (c) number of the 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-Presidents of the association,
 - (h) list of members of the association containing their full names; and
 - (i) date of formation of the association.
- (3) 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.
- (4) Two copies of rules of the association, signed by the secretary thereof, shall be submitted along with the application for recognition.
- (5) 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.
- (6) The rules of the association shall have to be got approved by the Syndicate of the University. Any amendment to the rules shall also have to be got approved by the Syndicate and such amendment shall be effective only after such approval.
- (7) The University may arrange the dispatch of communications 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 whereof has been given to the University sufficiently in advance.
- (8) 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 particular of the application together with the rules appended thereto shall be submitted to the Syndicate for its consideration. The Syndicate shall consider the rules of the association appended to the application and may approve or disapprove of them wholly or

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in part or may refer them back to the association with its suggestion in that behalf. After the rules of the association are duly approved, the Syndicate shall consider the application for recognition and may grant it or subject to the provisions of clause (10), reject it or may grant it, subject to such conditions as it thinks fit. The association shall be deemed to have been recognised only after the application for recognition has been granted.

- (9) After recognition has been granted to an association by the Syndicate, the Syndicate 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 purposes 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 association have remained unpaid;
 - (e) the association is not maintaining proper accounts of income and expenditure or the accounts are defective on account of such alterations, errors or unfair practice, as the Syndicate considers to be material;
 - (g) the relations among the members are so strained or disharmonious as to show that the association cannot function smoothly;
 - (h) the association appears to be engaged in any activity which is unlawful or 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 Syndicate to be proper.
- (10) The Syndicate, 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 a committee of the Syndicate, it shall submit its report to the Syndicate,

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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 Syndicate shall state its reasons in brief for its action. The Syndicate may for reasons which it deems proper, reconsider the matter.

- (11) The accounts, minutes and books of the association may be inspected by the Vice-Chancellor, Registrar or any member of the Syndicate or any person specially appointed in that behalf under instructions of the Syndicate.
- (12) 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 the current year.
- (13) The University may not hear any association which has not been recognised in accordance with the provisions of this ordinance.
- (14) 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 employees of the University.
- (15) The fact of approval of recognition of association shall not imply any admission by the University of any claim of employees to a right of strike or stoppage of work.

SCHEDULE TO ORDINANCE 185

Application fee Recognition

To
The Registrar,
Saurashtra University,
RAJKOT.
Sir,

In pursuance of Ordinance 185 of the Ordinance of the Saurashtra University, we hereby request you to recognise the association of employees of the Saurashtra University who are eligible to be members of the Association under existing O. 185 (i) particulars whereof are specified herein below namely :

- (1) name of the Association;
- (2) place and address of the head office of the association;
- (3) number of members of the association;
- (4) total number of the employees of the University;
- (5) name and address of the Secretary or each of the Secretaries of the association;
- (6) name and address of the President of the association;
- (7) name and address of the Vice-President or each of the Vice-Presidents of the association;
- (8) list of members of the association containing their full names;
- (9) date of formation of the association;

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- (10) copy of the resolution of the association authorising the signatories to sign the application for recognition.

RAJKOT :

DATE : Signature and particulars of three members authorised to sign the application.

Signature	Name in full	Designation	Address
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- 1.
- 2.
- 3.

Ordinance 185-A

Formation and Recognition of Association (Under Section 20 (1) (xvii), (xxiii) and (xxviii) and 31 (xi) and other enabling provisions)

- 1 Any Association formed of at least form fifty percent of the teachers in the employment of the affiliated Colleges managed by the trust or bodies other than the State Government or the University may seek recognition by the University and may apply for that purpose to the Registrar of the University in the form set out in the Schedule appended hereto:

Note:

- (1) The term 'teachers' used in Clause-1 above does not include Principals and the teachers declared surplus and not in the employment of a College.
- (2) For the purpose of this Ordinance "teachers" means the teachers as defined in Sec. 2 (13) of the Saurashtra University Act, 1965 having the minimum qualifications prescribed by the University and recognised as such for imparting instructions in the affiliated Colleges.
- 2.(1) Subject to the other provisions of this Ordinance, to be eligible for recognition, an Association shall:
 - (i) Ordinarily be an Association consisting of the distinct class of teachers mentioned in Clause-1 above;
 - (ii) be open for membership to every teacher of that class;
 - (iii) not allow any teacher of any other class to become its member;
 - (iv) not have as its member any person who is not a teacher within the meaning of Sec. 2(13) of the Saurashtra University Act, 1965; or Note (1) and (2) below Clause-1 above.
 - (v) not be in any way connected with any political party or organisation or engaged in any political movements;
 - (vi) have a constitution with such objectives as are providing for activities for the welfare of and for safeguarding the rights of its members, which are charitable and for increasing the efficiency of its members.

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- (vii) have been registered as an association with the authority concerned in accordance with the law.

Note:

- (1) A teacher found to be having membership of more than one Associations of the same class shall be treated as a member of the association of which he secured membership at the earliest during the year to which the membership pertains(beginning from 1st of July).
 - (2) Counter-foils of the receipts issued for the membership fees shall bear the Dated signature of the members concerned.
 - (3) Notwithstanding anything contained in sub-clause (1) above, the Syndicate may for reasons to be recorded in writing dispense with or relax to such extent as it may deem proper any one or more of the conditions mentioned in sub-clause (1) above.
3. An application for recognition referred to in Clause-1 above duly signed by the president or Secretary of the Association seeking recognition shall be addressed and sent to the Registrar and shall be accompanied by :
- (i) the rules governing the Constitution and Conduct of business of such Association (herein after referred to as "the Association Rules") ;
 - (ii) a list of its office bearers and the names and addresses of the teachers who are members of the Association ;
 - (iii) applications duly signed by the teachers and attested by the Principal of the College concerned, for the membership of the Association ;
 - (iv) a budgeted estimate of the income and expenditure for the current year ;
 - (v) audited accounts of the previous year ;
 - (vi) Certificate of registration under any law for the time being in force; (except (iii) all copies shall be furnished in triplicate)
4. No recognition shall be granted by the University unless the requirements of clause 1 to 3 above are fully satisfied and the Association Rules are duly approved by the Syndicate of the University after the Association has carried out such amendments if any, in the rules as may be proposed and deemed proper by the Syndicate.
5. (a) The Registrar, on receipt of an application for recognition shall scrutinize the application and shall submit it to the Vice-Chancellor noting his observations for the information of the Vice-Chancellor and thereafter the application together with the Association rules appended thereto shall be submitted to the Syndicate for its consideration.
- (b) The Syndicate shall consider the Association rules appended to the Application and may approve or disapprove of them whole or in part of may refer them back to the Association

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with its suggestions, if any. After receipt of the Association rules from the Association with due compliance with the suggestions of the Syndicate or otherwise the Syndicate shall again consider the application for recognition and may grant or reject it or may grant, it subject to such condition as it may think proper. The Association shall be deemed to have been recognised only after compliance with such conditions of any or after the recognition has been granted to it by the Syndicate.

6. It shall be obligatory for a recognised Association to maintain at all times at least forty percent of the membership of the teachers of that class existing in the University area, failing which the Syndicate may cancel the recognition or may allow the Association such time not exceeding three months at its discretion to make up the deficit and shall cancel the recognition if the Association fails to satisfy the condition within the time allowed.
7. Deleted .
8. The President, the Vice-President, the Secretary, the Treasurer and any other office bearers of the Association shall be the persons elected from amongst the members of the Association.
9. Every recognised Association shall from time to time intimate to the University all changes in its name, office address, names of its office-bearers and their addresses and in the Association rules and furnish such other information as may be required by the University from time to time.
10. The minute -book, membership register and accounts of a recognised Association shall be open to inspection by the Vice-Chancellor, Registrar or any member of the Syndicate or any person specially appointed in that behalf under the instructions of the Syndicate.
11. The annual list of members and a copy of the audited accounts of the Association shall be sent to the office of the University every year within one month after the consideration thereof by the general body.
12. No amendment shall be effective in the Association rules unless it has been approved by the Syndicate.
13. After recognition has been granted to an Association by the Syndicate, 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 become less than forty percent of the total number of teachers of that class ;

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- (b) the Association has not been able to held its meeting even once during a year or there was no quorum in any annual meetings ;
 - (c) the Association has not appointed any one or more of its office-bearers for a continuous period of three years ;
 - (d) twenty-five percent or more of the existing members of the Association have not paid their fees for the current year of the membership ;
 - (e) the Association is not maintaining the minutes of its preceding ;
 - (f) the Association is not maintaining proper accounts of income and expenditure or the accounts are defective on account of such alterations, errors or unfair practice, as the Syndicate considers to be material on the basis of the reports of an auditor ;
 - (g) the relations among the members are so strained or disharmonious as to show that the Association cannot function smoothly ;
 - (h) the Association appears to be engaged in any activity which is unlawful or 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 Syndicate to be proper.
14. The Syndicate, or a Committee thereof consisting of one or more of its members shall before approval to rules is refused wholly or in a 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 Syndicate, it shall submit its report to the Syndicate, which shall furnish the Association concerned with a copy of such report and thereafter again heard the Association through its representative before taking any action in the matter. The Syndicate shall state its reasons in brief for its action. The Syndicate may, for reasons which it deem proper, reconsider the matter.
15. Only a recognised Association shall be heard by the University representing on behalf of its members. A recognised Association shall not be entitled to represent to the University any question which is not of common interest to the class of teachers which the Association represents.
16. The fact of approval of Association rules or recognition of Association shall not imply and admission by the University of any claim of a teacher to a right of strike or stoppage of work.

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THE SCHEDULE

(Vide Clause 1 of Ordinance 185-A)

Form of application for recognition of an Association of teachers

Address :

Dated the _____ day of _____ 19 _____

1. The name of the Association to which all communications and notices may be address is _____

2. The _____ Association came into existence on the day of 19 _____

3. The Association consist of teachers of class _____ and has _____ members out of _____ teachers in that class.

4. (1) Three copies of the Association rules are enclosed.

(2) Table I appended hereto contains information about the rules and their contents.

5. A list of office bearers of the Association in Table-II hereto is attached to this application.

6. The following documents in accordance with Clause (3) of Ordinance 185-A accompany :

(1)

(2)

(3)

(4)

(5)

7. We have been duly authorised by the Association to make this application on its behalf, such authorisation consisting of :

Signature

Occupation

Address etc.

To

The Registrar,

Saurashtra University,

RAJKOT.

TABLE - I

The number of the rules, making provisions for the several matter detailed in column-1 are given against them in column-2 below :

	Matter	Number of rule
1.	Name of Association.	
2.	Objects for which the Association has been established.	
3.	Purposes for which the general funds of the Association shall be applicable.	
4.	Maintenance of list of members.	
5.	Admission of ordinary members.	
6.	Conditions under which members are entitled to benefit assured by the rules.	

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7. Manner in which the rules can be amended.
8. Manner in which the members of the executive and the other office-bearers of the Association shall be appointed or removed.
9. Safe custody of the funds.
10. Annual Audit of the accounts.
11. Facilities for the inspection of the account books by office bearers and members.
12. Manner in which the Association may be dissolved.

TABLE-II

List of office bearers :

Name of the Association :

Office held in Association :

Name	Age	Address	Occupation
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Date :

Ordinance 185-B

1. Any Association formed of at least fifty percent of the Principals of the Colleges affiliated to the Saurashtra University may seek recognition by the University and may apply for that purpose to the Registrar of the University in the form set out in the Schedule appended hereto :

Note:

For the purpose of this Ordinance, 'Principal' means the Principals as defined in Sec. 2(8) and 'affiliated' means as defined in Sec. 2(1) of the Saurashtra University Act, 1965.

2. Subject to the other provisions of this Ordinance, to be eligible for recognition, an association shall—
 - (i) be open for membership to all Principals of the colleges affiliated to Saurashtra University;
 - (ii) not allow any of its members to become a member of any other association of Principals or of college teachers;
 - (iii) not have as its member any person who is not a Principal within the meaning of Sec. 2(8) read with Sec. 2(1) of the Saurashtra University Act, 1965.
 - (iv) not be in any way connected with any political party or organisation or engaged in any political movements.
3. An application for recognition referred to in Clause 1 above duly signed by the President or Secretary of the Association seeking recognition shall be addressed and sent to the Registrar and shall be accompanied by three copies of the rules governing the Constitution and Conduct of business of such Association (hereinafter referred to as "the Association Rules"). Such application shall also be accompanied by a list

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of its office bearers and the names and addresses of the Principals who are members of the Association.

4. No recognition shall be granted by the University unless the requirements of clauses 1 to 3 above are fully satisfied and the association rules are duly approved by the Syndicate of the University after the association has carried out such amendments if any, in the rules as may be proposed and deemed proper by the Syndicate.
- 5.(a) The Registrar, on receipt of an application for recognition shall scrutinize The application and shall submit it to the Vice-Chancellor noting his observations for the information of the Vice-Chancellor and thereafter the application together with association rules appended thereto shall be submitted to the Syndicate for its consideration.
- (b) The Syndicate shall consider the association rules appended to the application and may approve or disapprove of them wholly or in part or may refer them back to the association with its suggestions, if any. After receipt of the association rules from the association with due compliance with the suggestions of the Syndicate or otherwise the Syndicate shall again consider the application for recognition and may grant or reject it or may grant it, subject to such conditions as it may think proper. The association shall be deemed to have been recognized only after compliance with such conditions if any or after the recognition has been granted to it by the Syndicate.
6. It shall be obligatory for a recognised association to maintain at all times not less than fifty percent of the membership of the Principals of the affiliated colleges existing in the University area, failing which the Syndicate may cancel the recognition or may allow the Association such time not exceeding three months at its discretion to make up the deficit and shall cancel the recognition if the association fails to satisfy the condition within the time allowed.
7. Not more than one association consisting of the Principals of affiliated Colleges shall be recognised by the Syndicate at any one time nor the Syndicate shall recognise any other association of the Principals of affiliated colleges of which one association duly recognised by the University already exists at that time.
8. The President, the Vice-President, the Secretary, the Treasurer and any other office bearers of the association shall be the persons elected from amongst the members of the association.
9. Every recognised association shall from time to time intimate to the University all changes in its name, office address, names of its office-bearers and their addresses and in the

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- association rules and furnish such other information as may be required by the University from time to time.
10. The minute-book, membership register and accounts of a recognised association shall be open to inspection by the Vice-Chancellor, Registrar or any member of the Syndicate or any person specially appointed in that behalf under the instructions of the Syndicate.
 11. The annual list of members and a copy of the audited accounts of the association shall be sent to the Office of the University every year within one month after the consideration thereof by the general body.
 12. No amendment shall be effective in the association rules unless it has been approved by the Syndicate.
 13. After recognition has been granted to an association by the Syndicate, 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 become less than fifty percent of the total number of Principals of Colleges affiliated to 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 alterations, errors or unfair practice, as the Syndicate considers to be material on the basis of the report of an auditor ;
 - (g) the relations among the members are so strained or disharmonious as to show that the association cannot function smoothly ;
 - (h) the association appears to be engaged in any activity which is unlawful or 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 Syndicate to be proper.

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14. The Syndicate, or a Committee thereof consisting of one or more of its members shall before approval to association 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 Syndicate, it shall submit its report to the Syndicate, 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 Syndicate shall state its reasons in brief for its action. The Sydicate may, for reasons which it deems proper, reconsider the matter.
15. A recognised association shall not be entitled to represent to the University Any question which is not of common interest to the class which the Association represents.
16. The fact of approval of Association rules or recognition of Association shall not imply any admission by the University of any claim of a Principal to go on strike or stoppage of work.

THE SCHEDULE **(Vide Clause 1 of Ordinance 185-B)**

Form of application for recognition of an Association of the Principals of the Colleges affiliated to the Saurashtra University.

Name of the Association :

Address :

Date the day of 19

1. The name of the Association on behalf of which the application is made is_____
2. The address of the head office of the association to which all communications and notices may be addressed is_____
3. The_____ association came into existence on the_____ day_____ of 19_____
4. The association consists of Principals of_____ and has_____ members out of_____ Principals in that class.
5. (1) Three copies of the association rules are enclosed.
(2) Table I appended hereto contains information about the rules and their contents.
6. A list of office bearers of the association in Table II hereto is attached to this application.

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7. We have been duly authorised by the association to make this application on its behalf, such authorisation consisting of

Signature	Occupation	Address
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To
The Registrar,
Saurashtra University,
Rajkot.

TABLE I

The number of the rules, making provision for the several matters detailed in column 1 are given against them in column 2 below :

Matter	Number of rule
1. Name of the association.	
2. Objects for which the Association has been established.	
3. Purposes for which the general funds of the association shall be applicable.	
4. Maintenance of list of members.	
5. Admission of ordinary members.	
6. Conditions under which members are entitled to benefit as assured by the rules.	
7. Manner in which the rules can be amended.	
8. Manner in which the members of the executive and the other office-bearers of the Association shall be appointed or removed.	
9. Safe custody of the funds.	
10. Annual Audit of the accounts.	
11. Facilities for the inspection of the account books by office-bearers and members.	
12. Manner in which the Association may be dissolved.	

TABLE II

List of office bearers :
Name of the Association.
Office held in Association

Name	Age	Address	Occupation
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Date :

Ordinance 185-C

1. Subject to the provisions hereinafter appearing in this behalf, non-teaching paid employees of the Colleges run by the University hereinafter referred to as "employees" may after forming themselves into an association apply to the University for recognition of the association provided the number of the members of the association at all times exceed and continues to exceed fifty percent of the total number of

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such employees of the Colleges run by the University for the time being.

2. Any such association may apply to the University in the form prescribed in the Schedule to this Ordinance for its recognition, specifying the following particulars therein namely :
 - (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 Colleges run by 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-Presidents of the association,
 - (h) List of members of the association containing their full names, and
 - (i) Date of formation of the association.
3. 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 Colleges run by the University shall not be a member, office-bearer or representative in any capacity.
4. Two copies of rules of the association, signed by the Secretary thereof, shall be submitted along with the application for recognition.
5. Any changes 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.
6. The rules of the association shall have to be got approved by the Syndicate of the University. Any amendment to the rules shall also have to be got approved by the Syndicate and such amendment shall be effective only after such approval.
7. The University may arrange the dispatch of communications 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 whereof has been given to the University sufficiently in advance.
8. 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 Syndicate for its consideration. The Syndicate shall consider the rules of the association appended to the

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application and may approve or disapprove of 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 Syndicate shall consider the application for recognition and may grant it or subject to the provisions of Clause (10), reject it or may grant it, subject to such conditions as it thinks fit. The association shall be deemed to have been recognised only after the application for recognition has been granted.

9. After recognition has been granted to an association by the Syndicate, the Syndicate 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 purposes of the Clause, any of the following reasons may be considered to be proper, viz.
 - (a) the number of members of the association has ceased to exceed fifty percent of the total number of such employees of the Colleges run by the University ;
 - (b) the association has not been able to hold its meetings 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 association have remained unpaid ;
 - (e) the association is not maintaining the proper 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 alterations, errors or unfair practice, as the Syndicate considers to be material ;
 - (g) the relations among the members are so strained or disharmonious as to show that the association cannot function smoothly;
 - (h) the association appears to be engaged in any activity which is unlawful or 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 Syndicate to be proper.
10. The Syndicate, 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

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representative. Where the matter is heard by a Committee of the Syndicate, it shall submit its report to the Syndicate, 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 Syndicate shall state its reasons in brief for its action. The Syndicate may for reasons which it deems proper, reconsider the matter.

11. The accounts, minutes and books of the association may be inspected by the Vice-Chancellor, Registrar or any member of the Syndicate or any person specially appointed in that behalf under instructions of the Syndicate and the association shall be bound to furnish correct and complete information as may be called for by the Syndicate.
12. 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 the current year.
13. The University may not hear any association which has not been recognised in accordance with the provision of this Ordinance.
14. 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 employees of the Colleges run by the University.
15. The fact of approval of rules of recognition of Association shall not imply any admission by the University of any claim of employees to a right to strike or stoppage of work.

SCHEDULE TO ORDINANCE 185-C

Application for Recognition

To
The Registrar,
Saurashtra University,
RAJKOT

Sir,

In pursuance of Ordinance 185-C of the Ordinance of the Saurashtra University, we hereby request you to recognise the association of Non-teaching employees of the Colleges run by the Saurashtra University (who are eligible to be members of the Association) the particulars are specified herein below namely :

- (1) Name of the Association;
- (2) Place and Address of the Head Office of the Association;
- (3) Number of members of the Association;
- (4) Total number of the employees of the Colleges run by the University;

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- (5) Name and Address of the Secretary or each of the Secretaries of the association;
- (6) Name and Address of the President of the association;
- (7) Name and Address of the Vice-President or each of the Vice-Presidents of the Association;
- (8) List of members of the Association containing their full names;
- (9) Date of formation of the Association;
- (10) Copy of the resolution of the Association authorizing the signatories to sign the application for recognition.

RAJKOT :

DATE : Signature and particulars of three members authorized to sign the application.

Signature	Name in full	Designation	Address
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FORMATION AND RECOGNITION OF ASSOCIATIONS

Ordinance 185-D

1. Subject to the provisions hereinafter appearing in this behalf, non-teaching paid employees of the affiliated Colleges, other than those run by the University or the State Government, hereinafter referred to as "employees" may after forming themselves into an association apply to the University for recognition of the Association provided the number of the members of the Association at all times exceed and continues to exceed fifty percent of the total number of such employees of the Colleges other than those run by the University or the State Government for the time being.
2. Any such Association may apply to the University in the form prescribed in the Schedule to this Ordinance for its recognition, specifying the following particulars therein namely :
 - (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 affiliated colleges other than those run by the University or State Government;
 - (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-Presidents of the Association;
 - (h) List of members of the Association containing their full names; and
 - (i) Date of formation of the Association.

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3. The President, Vice-President, Secretary, Treasurer and any other Office-bearers of the Association shall be persons elected only from amongst the members of the Association. Any person who is not a salaried employee of the affiliated colleges other than those run by the University or the State Government, shall not be a member, Office-bearer or representative in any capacity.
4. Two copies of rules of the Association, signed by the Secretary thereof, shall be submitted along with the application for recognition.
5. 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.
6. The rules of the Association shall have to be got approved by the Syndicate of the University. Any amendment to the rules shall have to be got approved by the Syndicate and such amendment shall be effective only after such approval.
7. The University may arrange the dispatch of communications 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 whereof has been given to the University sufficiently in advance.
8. 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 there after the particulars of the application together with the rules appended thereto shall be submitted to the Syndicate for its consideration. The Syndicate shall consider the rules of the association appended to the application and may approve or disapprove of 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 Syndicate shall consider the application for recognition and may grant it or subject to the provisions of Clause (10), reject it or may grant it, subject to such conditions as it thinks fit. The Association shall be deemed to have been recognised only after the application for recognition has been granted.
9. After recognition has been granted to an association by the Syndicate, the Syndicate 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 purposes of this clause, any of the following reasons may be considered to be proper, viz.
 - (a) the number of members of the Association has ceased to exceed fifty percent of the total number of such

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- employees of the affiliated colleges other than those run by the University or the State Governments.
- (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 Association have remained unpaid;
 - (e) the Association is not maintaining the proper 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 alterations, errors or unfair practice, as the Syndicate considers to be material;
 - (g) the relations among the members are so strained or disharmonious as to show that the Association cannot function smoothly;
 - (h) the Association appears to be engaged in any activity which is unlawful or 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 Syndicate to be proper.
10. The Syndicate 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 a Committee of the Syndicate, it shall submit its report to the Syndicate, 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 Syndicate shall state its reasons in brief for its action. The Syndicate may for reasons which it deems proper, reconsider the matter.
11. The accounts, minutes and books of the Association may be inspected by the Vice-Chancellor, Registrar or any member of the Syndicate or any person specially appointed in that behalf under instructions of the Syndicate and the Association shall be bound to furnish correct and complete information as may be called for by the Syndicate.
12. The annual list of members and a copy of the audited accounts of the Association shall be sent to the Office of the

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University by the first day of the month of November of the current year.

13. The University may not hear any Association which has not been recognised in accordance with the provisions of this Ordinance.
14. 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 employees of the Colleges other than those run by the University or the State Government.
15. The fact of approval of rules of recognition of Association shall not imply any admission by the University of any claim of employees to a right to strike or stoppage of work.

SCHEDULE TO ORDINANCE 185-D

Application for Recognition

To
The Registrar,
Saurashtra University,
RAJKOT.

Sir,

In pursuance of Ordinance 185-D of the Saurashtra University, we hereby request you to recognise the Association of Non-teaching Employees of the affiliated colleges other than those, run by the Saurashtra University or the State Government (who are eligible to be members of the Association). The Particulars are specified herein below, namely:

- (1) Name of the Association;
- (2) Place and Address of the Head Office of the Association;
- (3) Number of members of the Association;
- (4) Total number of the employees of the affiliated colleges other than those run by the University or the State Government.
- (5) Name and Address of the Secretary or each of the Secretaries of the association;
- (6) Name and Address of the President of the Association;
- (7) Name and Address of the Vice-President or each of the Vice-Presidents of the Association;
- (8) List of members of the Association containing their full names;
- (9) Date of formation of the Association;
- (10) Copy of the resolution of the Association authorising the signatories to sign the application for recognition.

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RAJKOT :

Date : Signature and particulars of three members authorised to sign the application.

Signature	Name in full	Designation	Address
1.			
2.			
3.			

Ordinance 186

1. There shall be constituted a Staff Joint Consultative Committee (hereinafter referred to as "the Committee") for the purposes hereinafter appearing.
2. It shall consist of the following members, namely :
 - (a) Vice-Chancellor, who shall be the Chairman;
 - (b) Pro-Vice-Chancellor;
 - (c) Three members of the Syndicate nominated by the Syndicate each of whom shall function for a period of one year;
 - (d) Two members of the Senate, (not being members of the Syndicate) nominated by the Syndicate each of whom shall function for a period of one year;
 - (e) Five representatives of the staff association out of whom two shall be the Chairman and the Secretary thereof;
 - (f) Registrar.
3. The following shall be the objects of the committee, namely:
 - (a) To inculcate and promote amongst the employees of the University a spirit of co-operation, harmony and efficient service in the functioning of the University;
 - (b) To smoothen the relations between the University as the employer and its employees;
 - (c) To promote harmonious relations and secure the greatest measure of cooperation between the University in its capacity as the employer and the general body of its non-teaching employees, in matters of common concern and with a view further to increase the efficiency of services and promoting the well being of the employees.
4. The scope of Committee shall include all matters relating to conditions of service and work, welfare of the employees, and improvement of efficiency and standard of work ;
Provided that in respect of the recruitment, promotion and discipline, the consultation shall be limited to matters of general principles; Provided further that individual cases shall not be considered by the Committee, unless they are referred to it by the Syndicate.

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5. (a) The Registrar shall be the convener of the meetings of the Committee and shall act as the Secretary thereof;
- (b) Five members of the Committee shall form a quorum for any meeting thereof.
- (c) The Vice-Chancellor and in his absence the Pro-Vice-Chancellor, if any, shall preside over the meetings of the Committee. In the absence of both of them at any meeting, the Chairman of the meeting shall be elected from amongst themselves by the members present thereat,
- (d) The Committee shall meet not less than four times in a year.
6. The substance of the deliberations of a meeting of the Committee as well as the resolutions, if any passed thereat shall, if possible, be, laid before the Syndicate at its meeting held immediately after the date of the meeting of the Committee whereat they were made or passed, as the case may be, or if that is not possible, be laid before the Syndicate at the subsequent meeting thereof.
7. The recommendatory decisions made by the Committee shall be operative only after they are approved by the Syndicate.
8. Nothing contained in this Ordinance shall be deemed to prevent any employee of the University from making any individual representation to the University in respect of a matter concerning him as an employee.

Ordinance 186-A :

1. There shall be consisted a University Teaching Staff Joint Consultative Committee (hereinafter referred to as "The Committee") for the purposes hereinafter appearing.
2. It shall consist of the following members, namely:
 - (a) Vice-Chancellor, who shall be the Chairman.
 - (b) Pro-Vice-Chancellor.
 - (c) Two members of the Syndicate nominated by the Syndicate each of whom shall function for a period of one year.
 - (d) Secretary or General Secretary of the University Teachers' Association recognised by the University.
 - (e) One member nominated by the University Teachers' Association, recognized by the University.
 - (f) Registrar.
3. The following shall be the objects of the Committee, namely :
 - (a) To inculcate and promote amongst the teachers of the University a spirit of co-operation, harmony and efficient service in the functioning of the University.
 - (b) To smoothen the relations between the University as the employer and its teachers.
 - (c) To promote harmonious relations and secure the greatest measure of cooperation between the University in its capacity as employer and the general body of its teachers, in matters of common concern and

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- with a view further to increase the efficiency of services and promoting the well being of the teachers.
4. The scope of Committee shall include all matters relating to conditions of service and work, welfare of the teachers and improvement of efficiency and standard of work.
Provided that in respect of the recruitment, promotion and discipline, the consultation shall be limited to matters of general principles. Provided further that individual cases shall not be considered by the Committee, unless they are referred to it by the Syndicate.
 5. (a) The Registrar shall be the convener of the meetings of the Committee and shall act as the Secretary thereof;
(b) Four members of the Committee shall form a quorum for any meeting thereof;
(c) The Vice-Chancellor and in his absence, the Pro-Vice-Chancellor if any, shall preside over the meetings of the Committee. In the absence of both of them at any meeting, the Chairman of the meeting shall be elected from amongst themselves by the members present thereat.
(d) The Committee shall meet not less than three times in a year.
 6. The substance of the deliberations of a meeting of the Committee as well as the resolutions, if any, passed thereat shall, if possible, be laid before the Syndicate at its meeting held immediately after the date of the meeting of the Committee whereat they were made or passed, as the case may be, or if that is not possible, be laid before the Syndicate at the subsequent meeting thereof.
 7. The recommendatory decisions made by the Committee shall be operative only after they are approved by the Syndicate.
 8. Nothing contained in this Ordinance shall be deemed to prevent any teacher of the University from making any individual representation to the University in respect of a matter concerning him as a teacher.

Ordinance 187 :

No teacher in the University Department or University conducted Post-Graduate centre or an affiliated college or a recognised institution or an approved institution shall conduct private tuition for remuneration. Any breach of this condition shall render such teacher liable for disciplinary action.

TERMS & CONDITIONS OF SERVICE OF FULL TIME TEACHERS IN AFFILIATED COLLEGES

Ordinance 188 :

The following shall be the terms and conditions of service of the full time teachers working in private colleges affiliated to this University. These conditions are applicable to all the full time teachers, i.e. Principles, Professors, Lecturers and Physical Training Instructors. All college managements shall abide by these terms and conditions in relation to the teachers employed by them.

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The observance and compliance of the terms and conditions as mentioned in Notification No. F-1-22/97-U1 dated 2-7-98, 22-9-98 and 6-11-98 shall be one of the conditions of affiliation granted to the college concerned. The following shall be the minimum salary and grades of pay for the full time member of the teaching staff.

1. PAY SCALES

Lecturer	:	8000-275-13,500
Lecturer (Senior Scale)	:	10,000-325-15,200
Lecturer (Selection Grade)	:	12,000-420-18,300
Physical Training Instructor	:	8,000-275-13,500
Physical Training Instructor (Senior Scale)	:	10,000-325-15,200
Physical Training Instructor (Selection Grade)	:	12,000-420-18,300
College Librarian	:	8,000-275-13,500
College Librarian (Senior Scale)	:	10,000-325-15,200
College Librarian (Selection Grade)	:	12,000-420-18,300
Principal (i)	:	12,000-420-18,300 (Minimum to be fixed at 12,840)
Principal (ii)	:	16,400-450-20,900-500- 22,400 (Minimum to be fixed at 17,300)

2. Incentives for Ph.D./M. Phil.

- Four and two advance increments will be admissible to those who hold Ph.D. and M. Phil. degrees, respectively, at the time of recruitment as lecturer.
- One increment will be admissible to those teachers with M. Phil. who acquire Ph.D. within two years of recruitment.
- A lecturer with Ph.D. will be eligible for two advance increments when he moves into Selection Grade as Reader.
- A teacher will be eligible for two advance increments as and when he acquires a Ph.D. degree in his/her career.

3.1 Lecturer (Senior Scale)

A lecturer will be eligible for placement in a senior scale, if he/she has

- completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M. Phil. and Ph.D.
- participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as

may be specified or approved by the University Grants Commission. (Those with Ph.D. degree would be exempted from one refresher course.)

3.2 College P.T.I. (Senior Scale)

- (i) should have completed six years of service in college with a benefit of two years for Ph.D. and one year for M. Phil. degree holders.
- (ii) should have attended at least one orientation and one refresher course. (Exemption from one refresher course is granted to Ph.D. degree holders.)

4.1 Lecturer (Selection Grade)

- (i) The minimum length of service as lecturer (senior scale) shall be uniformly five years.
- (ii) Has attended at least two refresher courses.

4.2 P.T. Instructor (Selection Grade)

- (i) completed five years of service at college in the senior scale.
- (ii) Has attended at least two refresher courses.

4.3 Principal (Reader's Scale)

- (1) A Master's degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with latter grades O.A.B.C.D.E & F.
- (2) Ph.D. or equivalent qualification.
- (3) Total experience of 10 years of teaching/research in universities/colleges and other institutions of higher education.

4.4 Principal (Professor's Scale)

- (1) A Master's Degree with at least 55% of the mark or its equivalent grade of B in the 7 point scale with latter grades O.A.B.C.D.E. & F.
- (2) Ph.D. or equivalent qualification.
- (3) Total experience of 15 years of teaching/research in universities/colleges and other institutions of higher education.

The revised pay scales are inclusive of Dearness Allowance, Dearness Pay, Interim Relief that were admissible to teachers according to the approved rates as per Government rules. The teachers will be entitled to get the D.A. as sanctioned by the State Government to its employees. The teachers will also be entitled to get H.R.A. & C.L.A. at places at rates admissible to Government employees.

- (5) The Principal shall be provided rent free fully furnished accommodation having minimum 1500 sq. ft. plinth area in the vicinity of the college or shall be paid the amount actually paid as rent not exceeding Rs. 2000/- p.m. If however, the Principal stays in his/her own house, he/she be paid in lieu of the rent Rs. 2000/- p.m. plus furniture. The Principal shall be provided with free telephone, light and water supply facilities at his/hr residence also.

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Provided however, where the Principal is offered residence in the vicinity of the college by the management and he/she does not avail of such residence he/she shall not be entitled to any rent if he/she staying in a house rented by him/her or an amount calculated on a rateable value of the house if he/she is staying in his/her own house.

Provided further that when the residence for accommodating the Principal has been built or otherwise acquired by the management, it shall be compulsory offered to the Principal. Such accommodation shall not be used by the management for any other purpose till it is desired by the Principal for his/her residence.

In case of a change in the management, if the new management takes over with all assets, rights and liabilities from the outgoing management, the service of teacher shall be treated as continuous.

(6) Subject to under mentioned proviso, a member of the teaching staff in an affiliated college, who ceases to be a teacher at the end of second term/session or at the end of first term/session as the case may be, should be paid his/her salary in accordance with the following :

a) If he/she has served for the major part of the whole academic year, he/she should be paid his/her salary upto last day of the vacation following the end of the second term, provided that the period he/she served should end on the last day of the term.

b) If he/she has served for the major part of the first or the second term, he/she should be paid his/her salary for fifteen days after the last day of the relevant term, provided the period he/she serves should end on the last day of the term.

Provided always that such a teacher has not left college without giving necessary notice as required and or his/her appointment was not in a leave vacancy for fixed period.

For purpose of this clause:

“Salary” shall mean basic salary and officiating pay plus all allowances otherwise payable.

“ Major Part” means more than one-half.

“ Academic Year” means the period between the first day of the first term and the last day of the second term as laid down in O.95 for the relevant faculty.

(7) Maximum teaching work-load of a teacher shall be that prescribed under relevant ordinances from time to time.

(8)(a) The teacher may be permitted to work in more colleges than one managed by the same governing body, provided the work-load of the teacher does not exceed the maximum teaching work-load prescribed by the University from time to time and provided further that the time is adjusted in such a manner

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that the difference between the time of first period in one college and last period in another college should not exceed six hours. Where a full time teacher has been allowed to undertake work as a part time teacher in an affiliated college under different management he/she shall not be entitled to become the head of the department in the latter college.

- (b) If any full time teacher excluding principal is invited to work as a part time teacher by any other college, the teacher concerned may be allowed by the college concerned to do so, provided that the teacher shall not be permitted to work at more than one such other college.
- (9) The period of probation of a teacher shall in no case be more than 24 months. The Governing Body of the college may for reasons to be recorded waive the conditions of probation. The Governing Body shall have the right to assess suitability of teacher for the confirmation even before the expiry of the period of 24 months from the date of his/her appointment but not earlier than 9 months from the date. A schedule for placing cases regarding confirmation before appropriate authorities shall be prepared by well in time before the date of expiry of probation period.
- (10)(a) A member of the teaching staff in a college who has been confirmed shall receive the benefits of provident fund which shall be recognized either by the State Government or by the University. Every college shall adopt a provident fund scheme as prescribed by the University, for affiliated college or as prescribed by the State Government for its colleges. (As per Appendix 'A')
- (b) Members of the teaching staff in the college who have been confirmed should receive the benefits of gratuity as per Government rules from time to time.
- (c) The teaching staff in the Non-Government-affiliated colleges who are recruited on or after 1st April, 1982 shall automatically be governed by the pension scheme as decided by the Government of Gujarat in the Education Department Resolution No.NGC/1582/9505 (89)-(KH), Dt.15/10/1984 and amendments thereto issued by the State Government from time to time. However, the members of the existing staff and staff who have retired before 1-4-1982 and those staff who have retired on or after 1-4-1982 prior to the date of issue of the Resolution by the State Government should exercise their option within the period of the one year from the date of issue of the Resolution by the State Government either to continue in C.P.F. Scheme or to come under the pension scheme as decided in the above said Government Resolution. The option once exercised shall be final and the conditions mentioned in the above said Government Resolution will apply in their case.

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- (11) When a particular academic term is extended by the University beyond the date prescribed by O.95 notwithstanding anything contained in clause (a) and (b) above regarding the eligibility for vacation salary or in the rules for provident fund framed under clause 7 above, the eligibility for vacation salary, provident fund of the legal heirs of a teacher who dies while in service during the period of extension shall remain intact and for the purpose of determining the eligibility for such claims, the academic term so extended shall always be deemed to have ended on the date fixed by O.95.
- (12) The work-load of the college teacher shall not be less than 40 hrs. a week which will include preparation for teaching, actual class work including invigilation, research, tutorials and guidance to students, extracurricular activities, administration and professional work. The University shall lay down guidelines in this behalf from time to time.
- 12(a) Whenever a teacher or a principal of an affiliated college is appointed, either by the State Government or Government of India or any statutory body, to any higher executive post for not more than five years at a time, such a teacher or a principal shall be granted lien on his/her original post in the college for such period, and his/her services shall be considered continuous for all purposes and benefits. He/ She shall not be eligible for salary, allowances, or P.F. benefits but the period will be counted for purpose of increment while fixing his/her initial pay on return to the college. Such lien shall be continued in case of reappointment of such a teacher or a principal in the same post for further period not exceeding five years.
- (b) A teacher or a Principal shall reside in the town where his/her college is located. However, in special cases permission to reside elsewhere may be given by the Principal of the college, in case of teacher of the college and by the management in case of the principal of the college, if, the principal or the management respectively feel that such permission is necessary. Whenever a teacher leaves his/her headquarters during any kind of leave or vacation he/she shall intimate in writing to the principal of his/her college before leaving the headquarters. The principal before leaving the headquarters shall inform in writing to the Secretary of the Managing body.
- 13 (a) The teaching staff (including principal) shall be entitled to the various kinds of leave as mentioned in Appendix 'C'. No leave can be claimed as a matter of right (except C.L.). the various kinds of leave earned by a teacher in the affiliated within the Gujarat State college or in higher secondary school within the Gujarat State as a surplus teacher shall be carried

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further and credited to his/her leave account when a teacher leaves a college or a higher secondary school (as a surplus teacher) and joins another affiliated college within the Gujarat State. The entries of leave credited in the service book shall be treated as continuous.

- (b) A member of the teaching staff (including principal) is entitled to the vacation as may be prescribed from time to time by the University.
 - (c) In case of leave not covered under any of the leave rules, the decision of the Governing body shall be final and binding to the teachers (including principal).
 - (d) Principal, in case of his/her sub-ordinate teaching staff and the Governing body in case of principal shall be competent to sanction the leave.
 - (e) Pay includes all allowances excluding work and conveyance allowance. During the period of suspension, the teacher shall be entitled to full salary including all allowances admissible to teacher.
- 14 (a) 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/she is confirmed or one month' notice, if he/she 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/her an amount not exceeding the salary and such allowances as may be payable to him/her for the period of notice. No teacher shall be entitled to payment of salary from both the college. If a member of the staff leaves service in the middle of an academic term without due notice and joins any college affiliated to the University, the Syndicate may not approve his/her appointment in the new college or recognize him/her as a teacher for the academic term.
15. A teacher (including principal) who has given a written acceptance of an appointment in an affiliated college or a recognized institution shall be bound to join and serve for at least one academic term and if he/she fails to do so without reasonable cause, he/she shall not be considered as a recognized teacher for appointment, in an affiliated college or a recognized institution for one year.
16. Where a teacher is appointed on a specified contract the period and conditions of such contract should not be inconsistent with the conditions as laid down by the university and the terms of such contracts should be submitted to the University for approval. No teacher shall be appointed on casual or periodical contract without the permission of the Syndicate.

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17. A teacher in an affiliated college, when he/she applies for any post at another affiliated college affiliated to, or an institution recognized by, the University shall in variably send his/her application through the Head of his/her college and in case of breach of this condition, the Syndicate may not approve his/her appointment in an existing or a new college or recognized institution or University Department or Centre for one year.
18. It shall be incumbent on the Principal of the college to forward the application of any teacher working under him/her addressed to a college affiliated to this University.
19. Where there exists in a collage an arrangement or life workers or any arrangement similar thereto, the members of the staff shall be free to serve on terms freely accepted by them for themselves provided such arrangement is previously approved by the University.
20. No teacher shall conduct private tuition class or private tuition or teach in a Private coaching class, with or without remuneration. Any breach of this condition shall render the teacher liable to such disciplinary action as is determined by rules framed by the University.

Note:

A tuition class or a coaching class is a class in which the students join on payment of fees.

21. It will be obligatory for the teacher in the service of the affiliated colleges to discharge any duties including those of paper-setting, assessment, supervision, observation in connection with the examinations, with or without any remuneration, when 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 action as may be deemed fit by the University.
22. P.G. work should form part of the normal work-load of the teacher.
23. **Counting of Past Service**
Previous service as a lecturer or equivalent should be counted for placement of lecturer in Senior scale/Selection grade provided that:
 - (i) The post was in an equivalent grade/scale of pay as the post of a lecturer.
 - (ii) The qualifications for the past were not lower than the qualification prescribed by the U.G.C. for the post of lecturer.
 - (iii) The candidates who apply for direct recruitment should apply through proper channel.

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- (iv) The concerned lecturers possessed the minimum qualifications prescribed by the U.G.C. for appointment of lecturers.
 - (v) The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government/Institutions' regulation.
 - (vi) The appointment was not ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc service of more than one year duration can be counted provided:
 - (a) the ad-hoc service was of more than one year duration.
 - (b) the incumbent was appointed on the recommendation of duly constituted selection committee and
 - (c) the incumbent was selected to the permanent post in continuation to the ad-hoc service without break.
24. The age of retirement of teachers including principal of the affiliated colleges will be 62 years. However, it is open to a college to reemploy a superannuated teacher according to the existing guidelines framed by the U.G.C. up to the age of 65 years.
- 25.(a) Whenever any vacancy of a lecturer arises in any affiliated college, the appointment shall be made in the following order of preference:
- 1. Surplus Lecturer of the same college.
 - 2. Surplus Lecturer of any college affiliated to the Saurashtra University.
 - 3. Any part-time Lecturer working in two affiliated colleges prior to 15th June 1977 and who has been declared surplus.

For all such appointments of existing and surplus Lecturers or such teachers working in the same college or in an affiliated college of the Saurashtra University area, no procedure of Selection Committee (as per para 26) will be necessary. However, the prior approval of the University will have to be taken before such appointments are made.

26. Recruitment of the post of principals and lecturers of the affiliated colleges shall be made strictly on merit and on the basis of wide publicity by advertisement and selection, and appointment shall be made only after obtaining prior approval of the University.

It shall be incumbent on the College Management to call for interview each and every candidate whose application has been received by the management in time and provided he/she fulfils all the qualifications and experience laid down by this University. The management shall send, along with the minutes of the selection committee, a list and synopsis showing the names of all the candidates whose applications have been received by the management, containing therein

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the information regarding their academic qualifications, age, experience etc.. In absence of this list, no proposal for appointment shall be considered by the University for approval. If it is found at any stage, after the approval of the proposal for appointment if communicated by the University, that the candidates qualified according to requirements laid down by the University have not been called for interview or if it is found that incorrect information has been supplied to the University by the management, it shall be open for the University to cancel the approval and no recognition shall be granted to person appointed in contravention of the above mentioned provisions.

The Selection Committee shall consist of :

(1) Lecturer :

- (a) Chairman of the Governing Body of the college or his nominee.
- (b) A Nominee of the Vice-Chancellor.
- (c) Dean of the Faculty
- (d) Two experts to be nominated by the Chairman out of the panel of experts approved by the University.
- (e) Principal of the college.
- (f) Head of the Department concerned at the college.
- (g) A representative of the Director of Education.

No selection shall be considered valid unless at least one expert is present. The recommendations of the Selection Committee shall be subject to the approval of the Vice-Chancellor.

(2) Principal :

- (a) Chairman of the Governing Body of the college.
- (b) One member of the Governing Body.
- (c) Two nominees of the Vice-chancellor.
- (d) Two experts to be appointed by the Vice-chancellor, out of the panel of experts approved by the University.
- (e) The Director of Education or his nominee not below the rank of Joint Director.

No selection shall be considered valid unless at least one expert is present. The recommendation of the Selection Committee shall be subject to the approval of the Vice - Chancellor and the Government. Provided further that it will be observed by the Management/Principal that the interval between the date of publication of the advertisement in the newspapers and the last date for receipt of applications should be at least fifteen days.

Moreover, it will be clearly mentioned in the advertisement that applications not accompanied by true copy of the mark sheet of the qualifying examination (viz. Masters Degree etc.) will not be taken into consideration. A copy of such advertisement should be immediately forwarded to the

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University along with names of the newspapers to which the advertisement has been sent for publication. The management will be at liberty to call candidates for interview who have not sent true copy of the mark sheet. The experts appointed on the Selection Committee and the Vice-Chancellor's nominee shall be informed about the date and time of the meeting of the Selection Committee, at least ten days before the date of the meeting. Such intimation shall be sent under certificate of posting and a copy of the same shall be sent to the University.

Provided that in case of appointment on temporary basis in casual vacancy on account of leave, deputation etc. of a teacher for a period up to one academic term, it will not be necessary to follow the procedure mentioned above but the management shall see that a properly qualified person is appointed purely on temporary basis mentioning in the appointment order, the date of appointment, the date of automatic termination of appointment and that the appointment is subject to recognition by the University. The college Management shall report to the University all such appointments within fifteen days for obtaining recognition of the University thereto.

27. For recruitment and appointment to the post of Lecturer and Principal as per Government & U.G.C. rules.

28. **Code of conduct to be observed by the Teachers:**

Whereas as a teacher conscious of his responsibilities and the trust placed in him to mould the character of the youth and to advance knowledge, intellectual freedom and social progress expected to realize that he can fulfill the role of moral leadership more by example than by precept through a spirit of dedication moral integrity and purity in thought, word and deeds, now therefore, in keeping with the dignity in his calling this code of conduct for teacher in the universities and colleges is laid down to be truly and faithfully observed both in private and public conduct.

Misconduct :

- (1) The following lapses would constitute improper conduct on the part of teacher :
- a) Failure to perform academic duties, such as preparation of lectures, demonstrations, assessment, guidance, invigilations and all other work connected with the examinations.
 - b) Gross partiality in assessment of students, deliberately over marking, under marking or attempts at victimization on any grounds.
 - c) Inciting students against other students, colleges or administration. This does not interfere with the right of a

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teacher to express his opinion on principles in seminars or other places where students are present.

- d) Raising questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the above considerations for improvement of his prospects.
- e) Refusal to carry out the decision by appropriate administrative and academic bodies and/or functionaries of the university. This will not inhibit his right to express his opinion on their policies or decision.

Maintenance of Integrity and devotion to duty :

1. Every teacher shall at all times maintain absolute integrity and devotion to duty.
2. In his way of living and outlook, every teacher shall set an example to his colleagues and students.
3. Every teacher shall at all times conduct himself in accordance with the orders regulating behaviour and conduct which may be in force in the University.
4. No teacher shall discriminate against any pupil on ground of caste, creed, sect, religion, sex, nationality or language or any of them. He shall also discourage such tendencies amongst his colleagues and students.
5. Every teacher shall devote himself diligently to his work and utilize his time to the service of the University or the college, as the case may be and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the students community.
6. No teacher shall without previous intimation to the Vice-Chancellor or the management of the college, as the case may be, stand for election or accept nomination to any local body, legislature of the state or parliament nor shall be in any manner force his subordinates or his students against their will for the canvassing of his election.
7. A teacher shall before seeking election or accepting nomination as aforesaid give an undertaking to the University or the collage, as the case may be, that in the event of his being elected or nominated he shall, if so required by the University or 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 or parliament.

He shall be granted leave due and admissible in case where he prefers to attend the sessions of the body to which he is elected or nominated. Where no leave is due will be granted leave without pay. During the period of leave, he will be entitled to salary and increments (if due) and the Provident Fund benefits.

Provided that where a teacher prefers to remain absent from duty throughout the period of his/her membership he shall be granted leave due and admissible or leave without pay as the case may be for the entire period of membership during which his lien will be

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maintained and he shall not be eligible for salary, allowances or P.F. benefits but the period will be counted for the purpose of increment while fixing his initial pay on return from leave.

8. The University or the colleges, as the case may be, direct a teacher who has been elected or nominated to any local body, Legislature or parliament to apply for leave for the whole or part of the period referred to in sub-rule (3) and the teacher shall comply accordingly. Provide that the granting of any leave to a 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.

Un authorised communication or information:

No teacher shall except in accordance with any general or special order of the University or the college, as the case may be or in the performance in good faith of duties assigned to him divulge or communicate directly or indirectly any official document or other information what so ever to any teacher or to any other person to whom he is not authorized to divulge or communicate such documents or information.

Private trade employment or tuition :

No teacher shall except with the previous sanction of the Vice-Chancellor or the authorities of the collage, as the case may be engaged directly or indirectly in any trade or business or undertake any other employment.

Borrowing :

No teacher shall borrow money from his subordinates or students.

Canvassing of non-official or other outside influence.

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

Un authorised Communication or Information :

No teacher shall enter into any pecuniary arrangement with any other teacher or student of the University or the college, as the case may be, so as to afford any kind of advantage to either or both of them in any unauthorized manner or against the specific or implied provisions of any rule for the time being in force.

Improper use of amenities :

1. No teacher shall misuse or carelessly use amenities provided to him by the University or the college to facilitate the discharge of his duties.
2. No teacher shall engage himself in any private tuition for which a fee/remuneration is charged either within or outside the precincts of the institution in which he is working.
3. No teacher shall indulge in any activity which may adversely effect the reputation of the educational institutions academic and moral values of higher education, the overall congenial atmosphere of academics and educational fraternity in general and individual teacher in particular.

Appendix 'A'

RULES OF PROVIDENT FUND FOR THE TEACHERS OF AFFILIATED COLLEGES

1. The rules shall be called Provident Fund Rules for college teachers and shall come into force from 15th June, 1971.
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 or Non-University Institutions either substantively or on probation.

Note :

Employees appointed on probation and subsequently confirmed shall subscribe to the fund retrospectively from the date of his/her joining the college/institution.

- (b) 'University' means Saurashtra University ;
- (c) 'College' means the college concerned ;
- (d) The term "contribution" means the amount credited under these rules to the credit of an individual account in the provident fund by the college/ institution by way of addition to the subscription of the employees ;
- (e) The term 'salary' shall mean the basic salary of an employee and shall not include other allowances ;
- (f) "Provident Fund" means the fund in which subscriptions of employees are received and held on their individual accounts and include any contribution and any interest accruing on such subscriptions or contributions under these rules, and it shall consist of the subscription and contribution received by the college/institution or accumulation thereof and interest credited in respect of such contributions and accumulations and/or securities purchases therewith and of any capital gains arising from the transfer of capital assets of the fund and other sums ;
- (g) 'Service' means employment in the college/ institution to a permanent post either substantive or on probation ;
- (h) 'Subscription' means the amount liable to be deducted under these rules from the monthly salary of an employee ;
- (i) The 'trustees' means the persons appointed as Trustees of the Provident Fund by the Governing body of the college/institution which runs the college or colleges and in whose names any money in respect of the fund shall for the time 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 teachers of the college, elected by the teachers from

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- among themselves. Election of the teachers for this purpose should be held every two years.
- (j) The word 'Family' shall be defined as meaning any of the following persons who reside with and are wholly dependent on the employee, namely his/her wife or husband, legitimate children, step-children, parents, sisters and minor brothers.
3. All full time teachers appointed on permanent posts shall as a condition to their employment subscribe compulsorily to the provident fund at the rate of the basic salary to be fixed by the college/institution but it shall be not less than one twelfth of the basic salary of the employees or such other rate as is determined by the Syndicate.
 4. The contribution of the college/institution shall be equal to the subscription of an employee.
 5. All provident fund money shall be vested in trustee whose number shall not be less than four. The fund so contributed shall not be revocable without the consent of the University.
 6. Any vacancy among the trustees shall be filled in within three months but in the meanwhile trustees may continue to act notwithstanding any vacancy. A trustee being an employee of the college/institution whose service with the college/institution is terminated for any reason shall cease to be a 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 securities as mentioned in Indian Trusts Act or in Nationalised Banks.
 8. The subscription of the members monthly deducted from their salaries Collected as provided herein above shall for the purpose of investment be handed over to the trustees every month.
 9. The college shall maintain an account of the fund which shall be in such form and for such periods and shall contain such particulars as prescribed by the University or according to the form adopted by the University for its employees.
 10. Each employee shall have a pass-book or a statement supplied to him annually in which shall be entered the amount of the employee's subscription to the fund and the college's contribution to the fund and the respective amounts of interest at such rates as prescribed by the trustees every year on such contribution as well as the advance, if any, made to the employee under the rule, hereinafter contained and such other particulars as the trustees may from time to time think fit to enter therein.
 11. When an employee ceases to be in employment he shall be entitled to get subject to deduction on account of the amount

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of advances and interest thereon, if any and any money claim put to the college/institution as under :

- (a) The whole amount to his credit in the fund on account of subscription and interest thereon; and
- (b) In case other than dismissal, amount to his credit in his credit in his account on account of contribution and interest thereon in the following proportions.
 - (i) Nil, if the total period of service is less than 3 years.
 - (ii) 1/2, if the total period of service is more than three years but less than five years.
 - (iii) Full, if the total period of service is five years or more.

For the purposes of these rules services already put in by the employee of the college/institution will be calculated from the dates on which they took over charge in the service of the college/institution.

Note :

The continuous services of an employee in different college/institution under the same management shall be considered as service in the same college/institution.

- (c) Notwithstanding anything contained in sub-clause (i), (ii), (iii) of clause (b) above, if any employee ceases to be in employment before the period of three years due to permanent physical or mental incapacity to serve, or due to death, the college/institution shall award the whole amount.
- (d) Notwithstanding anything contained in clause (b) above if an employee ceases to be in employment on account of dismissal for reason not involving moral turpitude, the college/institution may, in its sole discretion, award the whole or such part or such amount as it may deem fit.
- (e) An employee dismissed for negligence, insubordination, incompetence, misconduct, fraud, breach of any agreement, or any other cause of like nature by the college/institution shall be entitled only to repayment of the principal amount of his own subscription with interest up to date of his dismissal, and the amount of the college/institution's contribution standing to his credit will be forfeited to the college or institution concerned.
- (f) If an employee dies while in the service of the college/institution the full sum standing to the credit of his account at the date of the death shall become payable to his nominee or nominees appointed in the manner hereinafter mentioned, or in the event of their being no nominee so appointed, to his executors or administrators or holder of succession certificate, or in default, to such relative or relatives of the deceased as

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the trustees may consider proper after notifying their intention to do so. Such payment shall be a complete and valid discharge to the fund and to the trustees in respect of such employee's share and interest to the Fund.

- (g) Notwithstanding anything contained above the accumulated amount due to an employee shall be payable within 3 months from the day he ceases to be in the employment of the college/institution.
- 12.(a) An advance may be granted to a subscriber from the amount standing to his credit in the fund subject to the following conditions :
- (i) No advance may be granted unless the sanctioning authority is satisfied that the applicants pecuniary circumstances justify it and that it will be expended on the following object or objects and not otherwise :
 - (1) to pay expenses incurred in connection with the illness of an employee or a member of his family ;
 - (2) to pay expenses in connection with marriage; funerals or ceremonies connected with his family which by his religion it is incumbent on him to perform and in connection with which it is obligatory that expenses should be incurred.
 - (3) to meet the expenditure on building or purchasing a house or a site for house.
 - (4) any similar reason which the trustees may deem fit.
 - (b) An advance shall not except for special reason, exceed 3 month's pay and shall in no case exceed the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund.
(NOTE : For the purposes of this rule 'Pay' does not include 'dearness pay'.)
 - (c) An advance shall not except for special reasons be granted until at least 3 months after the final repayment of all previous advances together with interest there upon, unless the amount already advanced does not exceed two thirds of the amount admissible under clause (a) above.
 - (i) A subscriber, who has completed at least twelve years of service in employment of the same college or institution may be granted an advance by 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 or the institution credited to his Provident Fund Account as on 31st March immediately preceding his application. Such advance shall be repaid in monthly installments not exceeding 120 and at such

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rate of interest as may be fixed by the trust from time to time.

(ii) Such advances shall be recovered by deductions from the salary paid by the college or institution to the subscriber. The first of such deductions shall be made from the first payment of full month's salary after the subscriber has drawn the advance. The amount of such installments shall be fixed in round number and the last installment shall cover the entire balance then to be refunded by the subscriber, provided that the subscriber may, at his option, pay an additional sum over and above the amount of the installment fixed in round figures.

(d) The sanctioning authority shall record in writing its reasons for granting advance.

13.(1) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct; but such number shall not be less than twelve unless the subscriber so elects and more than thirty six. In special cases where the amount of advance exceeds three month's pay of the subscriber under clause (b) of rule 12, the sanctioning authority may fix such number of installments to be more than thirty-six. A subscriber may, at his option make repayment in a smaller number of installments than that prescribed. Each installment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary to admit of the fixation of such installments.

(2) If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.

FINAL WITHDRAWAL FROM FUND

14.(A) (1) After the completion of twenty years of service (including broken periods of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation, whichever, is earlier final withdrawal may be made from the amount standing to his credit in the Fund, for one or more of following purposes namely ;

(a) meeting the cost of higher education, including where necessary, the traveling expenses of any child of the subscriber actually dependent on him in the following cases, namely :

(i) for education outside India for academic, technical, professional or vocational course beyond the High School stage; and

(ii) for any medical, engineering or other technical or specialised course in India beyond the High

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School stage, provided that the course of study is for not less than three years.

- (b) meeting the expenditure in connection with the marriage of a son or a daughter of the subscriber and if he has no daughter, of any other family relation dependent on him ;
 - (c) meeting the expenses in connection with the illness, including where necessary, the travelling expenses, of the subscriber or any persons actually dependent on him ;
 - (d) building or acquiring a suitable house for his residence including the cost of the site or repaying any outstanding amount on account of the loan expressly taken for this purpose before the date of receipt of the application for withdrawal but not earlier than twelve months of that date, or reconstructing, or making additions or alterations to a house already owned or acquired by subscriber;
 - (e) purchasing a house site or repaying any outstanding amount on account of loan expressly taken for this purpose before the date of receipt of the application for the withdrawal but not earlier than twelve months of the date ;
 - (f) for constructing a house on a site purchased, utilising the sum withdrawn under clause (d).
- (2) A subscriber who has availed himself of an advance under the Scheme of the Ministry of Works, Housing and Supply for the grant of advances for house building purpose, or has been allowed any assistance in this regard from any other Government source, shall be eligible for the grant or final withdrawal under sub-clause (a), (b) and (c) of sub-rule 14-A for the purpose specified therein and also for the purpose of repayment of any loan taken under the aforesaid Scheme subject to the limit specified in the proviso to sub-rule (1) of the rule 14-B.
- B.(1) Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in Rule 14-A from the amount standing to his credit in the fund shall not ordinarily exceed one half of such amount or six months' pay, whichever is less. The sanctioning authority may, however, sanction the withdrawal of an amount in excess of said limit up to 3/4th of the balance to his credit in the Fund having due regard to (i) the object for which the withdrawal is being made, (ii) the status of the subscriber, and (iii) the amount to his credit in the Fund :
- Provided that the case of subscriber who has availed himself of an advance under the Scheme of the Ministry of Works, Housing and Supply for the grant of advances for house-

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building purposes, or has been allowed any assistance in this regard from any other Government source, the sum withdrawn under this sub-rule together with the amount of advance taken under the aforesaid Scheme or the assistance taken from any other Government source, shall not exceed Rs. 75,000/- or five years' pay, whichever is less.

- (2) A subscriber who has been permitted to withdraw money from the Fund under rule 14-A shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilised for the purpose for which it was withdrawn and if he fails to do so, the whole of the sum so withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid by the subscriber to the Fund in one lump sum together with interest thereon at the rate determined under rule 10 and in default of such repayment, the sanctioning authority may by order direct that the sum not repaid shall be recovered from his emoluments either in a lumpsum or in such number of monthly installments as may be determined by the trustees.
15. The College/Institution 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 the employee on leave without pay, from the second monthly payment made after his return on duty.
16. All lapses and forfeiture occurring at any time shall be transferred to a separate account to be called "The lapses forfeited account" and shall be used and applied by the trustees to meet any loss or in depreciation of the investments of the money of the said provident fund of the college/institution or loss in varying the investment or in selling the securities for making payment.
17. An employee shall make a declaration in the prescribed form used by the University for its employees stating the names of the persons to whom he desires the payment of the amount standing to his credit in the provident fund in the event of his demise.
18. Amount payable to an employee under rule 11 shall be paid to the employee or in case of his demise to such person as he may have nominated by the last of his declaration filed with the college/institution if major, or to their legal guardians, and failing such a declaration to persons mentioned in clause 11(f) such of his legal representative as may produce a succession certificate or letters of administration or probate or such other evidence which may satisfy the trustees about the title of the legal representative to the effect of the deceased.

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19. Save in so far as any powers are hereby reserved up to the college/institution, 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, or on matters or questions arising under the provision of these rules save as aforesaid shall be final and binding on the employees, their representatives and on the college/institution. In the case of trustees being equally divided the decision of the University Syndicate shall be binding for the parties.
20. Any payment made by authorities under these rules shall operate as discharge in the fund either complete or prorata as the case may be.
21. Any loss or diminution in value of the investments of fund from whatever cause or source shall be borne by the fund alone, and the trustees shall incur no responsibility by the reason or on account thereof.
22. The trustees shall prepare and submit to the college/Institution every year the account of the fund duly audited by a Chartered Accountant showing the position on the last day of the financial year of the College/Institution.
23. No trustee 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 be responsible or chargeable for the acts, defaults 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 nor for any other loss unless the same shall happen through his willful default or gross negligence.
24. The trustees shall pay and discharge the expenses incurred in or about the execution of the trust or power conferred upon them.
25. Every trustees shall be at liberty to retire by notice in writing in that behalf addressed to the Governing Body of the College/Institution.
26. 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 or the fund or the administration thereof, or the right or obligation of the employees including any disputes or differences which may arise between any employees or his executors, administrators nominees or representatives and the trustees and to the meaning or effect of any rule or to any matter relating to or arising out of the same.
27. Trustees shall have the power to make such rules and regulations from time to time for regulating the conduct of

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the meetings and the management of the funds otherwise as they may think proper.

28. Subscriber's account shall be closed-
- (a) on the date after the date of his death, or
 - (b) from the date on which he ceases to be in the employment of the College/Institution.

No contribution or interest shall be credited in respect of any period after the date on which the account is closed.

29. Notwithstanding anything contained in any of the rules mentioned above, With effect from 1-12-1983 the services of a teacher including principal leaving an affiliated college or colleges of this University and joining another affiliated college or colleges of this University shall be treated as continuous for purpose of provident fund and the management of the college from which the teacher including Principal leaves shall not make any payment to the teacher or Principal but shall transfer the amount of provident fund of the concerned teacher or Principal to the management of the college, where the teacher or the principal joins. The amount so credited shall include the amount of subscription by the teacher or the Principal concerned and the contribution by the management of the college.

FORM "A"

I hereby declare that I wish, in the event of my death, the amount of my credit in the Provident Fund to be distributed among the persons mentioned below in the manner shown against their names :

Name & address nominee or nominees 1	Relationship, if any, with the subscriber 2	Whether minor or major, if minor, state the age 3	Amount of the share of or deposit 4

Station _____

Date : - -19

Two witness to sign (1) _____

(2) _____ Signature of subscriber

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FORM "B"

I hereby declare that I have read the _____
_____ Provident Fund Rules and that I agree to
bound by them.

Date _____ day of _____ 19 _____

Name in full :

Date of Birth :

Date of Joining Appointment :

Nature of Appointment :

Salary per mensem Rs. :

Signature :

Witness	Name	Address :
		Occupation :
Witness	Name	Address :
		Occupation :

APPENDIX - C

(A) Permanent Teachers

KINDS OF LEAVE ADMISSIBLE :

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

- 1) Leave Treated as Duty :
 - (a) Casual leave
 - (b) Special Academic leave
 - (c) Duty leave
- 2) Leave Earned by Duty :
 - (a) Earned leave
 - (b) Half Pay leave
 - (c) Commuted leave
- 3) Leave not Earned by Duty :
 - (a) Extraordinary leave
 - (b) Leave not due
- 4) Leave not debited to leave account:
 - a. Leave for academic pursuits:
 - (i) Sabbatical leave/Academic leave
 - (ii) Study leave
 - b. Leave on Ground of Health :
 - (i) Maternity leave
 - (ii) Paternity leave
 - (iii) Adoption leave
- 5) The Syndicate may in exceptional cases grant for the reasons to be recorded to other kind of leave, subject to such terms and conditions as it may deem fit to impose.

1. (a) CASUAL LEAVE

- (i) Casual leave is not earned by duty. Total casual leave granted to a teacher shall not exceed eight days in an academic year.

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- (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.
- (iii) "Casual leave may be either prefixed or suffixed with vacation but not both".

1.(b) SPECIAL ACADEMIC LEAVE

- (i) Special casual leave not exceeding Ten days in an academic year may be granted to teacher.
 - (a) to conduct examination of a University, Public Service Commission, Board of Examination or other similar bodies/institutions.
 - (b) to inspect academic institutions attached to a Statutory Board, etc.
- (ii) In computing the ten days leave admissible, the days of actual journey, if any to and from the places where activities specified above leave place will be excluded.
- (iii) In addition, special Academic leave to the extent mentioned below may also be granted.
 - (a) to undergo sterilization operation (Vasectomy or Salpingectomy) under Family planning programme. Leave in this case will be restricted to six working days.
 - (b) to a female teacher who undergoes non-poruporal sterilization leave in this case will be restricted to fourteen days.

Note:

Special Casual Leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

1.(C) Duty Leave

- (i) Duty leave may be granted for :
 - (a) Attending academic conferences, academic congresses, academic symposia and academic seminars, on behalf of the University or with the permission of the University.
 - (b) Delivering lectures in institutions and Universities at the invitation of such Institutions or Universities received by the University and accepted by the Vice-Chancellor.
 - (d) Working on a delegation or Committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other Academic Body.
 - (e) Performing any other duty for the University,
 - (f) For undertaking research work or other academic pursuit within the country or abroad.

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- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (iii) The leave may be granted on full pay provided that if the teacher received a fellowship or honoraria or any other financial assistance beyond the amount needed for normal expenses, he may be sanctioned duty leave on reduced pay and allowances.
- (iv) Duty leave may be combined with earned leave half pay leave or extraordinary leave.
- (v) When the teachers demand duty leave for purposes other than those mentioned in clause (I) above, the Vice-Chancellor may in very exceptional cases, grant the same provided the work is related to the type of duties which are performed by the teacher or is such that a teacher may be asked to perform on account of his professional knowledge, and provided further that by grant of such leave the normal work of the teacher is not likely to suffer and provided further that the leave is asked for each time in advance. The Vice-Chancellor shall have the sole discretion whether to grant such leave or not and his decision regarding granting of leave and duration of leave and its limit within academic year shall be final.
- (vi) No duty leave will be granted corresponding to the present practice in this regard.

2.(a) EARNED LEAVE

1. 1/30th of actual service including vacation plus.
 2. 1/3rd of the period, if any.
- (i) Earned leave admissible to a teacher shall be during which he/she is required to perform duty for the purpose of university assigned work during vacation with prior approval by the Principal. 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 on medical certificate or when the entire leave or a portion thereof is spent outside India.
 - (ii) When a teacher combines vacation with earned leave the period of vacation shall be reckoned as leave calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
 - (iii) In cases 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

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leave spent in India shall not in the aggregate exceed 120 days.

- (iv) Encashment of Earned leave shall be as per Govt. of Gujarat from time to time.

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

2.(b) HALF PAY LEAVE

Half pay leave admissible to permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate from a Registered Medical Practitioner, for Private affairs or for academic purpose.

Note: A teacher on half pay leave shall be entitled to leave salary equal to half The amount of the leave salary which he would have drawn had he been on Earned leave.

2.(c) COMMUTED LEAVE

Commuted Leave, not exceeding half the amount of half pay leave due, may be granted on the basis of Medical Certificate from a Registered Medical Practitioner to a Permanent Teacher subject to the following conditions.

- (i) Commuted leave during the entire service shall be limited to a Maximum Of 300days.
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 300 days at a time Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

3.(a) EXTRA ORDINARY LEAVE

- (i) A permanent teacher may be granted extraordinary leave.
- (a)When no other leave is admissible
OR
(b)When no other leave is admissible, the teacher applies in writing for the grant of Extra-ordinary leave.
- (ii) Extra-ordinary 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 certificate.
- (b)Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his/her credit.
- (c)Leave taken for prosecuting higher studies. and

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- (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
 - (iii) Extra-ordinary leave may be combined with any other except a casual leave and special academic leave provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed 5 years in all.
 - (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary leave.
- 3.(b) LEAVE NOT DUE
- (i) Leave not due may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half pay leave earned by him/her subsequently.
 - (ii) 'Leave not due' shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen the teacher will return to duty on the expiry of the leave and earn the leave granted.
 - (iii) A teacher to whom 'Leave not due' is granted shall not be permitted to tender his resignation from services so long as the debit balances in his leave accounts is not wiped off by active service, or the refunds the amount paid to him as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of illness 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 Syndicate.
Provided further the Syndicate may, in any other exceptional case, waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.
- 4.(a)(i) SABBATICAL LEAVE/ACADEMIC LEAVE
- (i) Permanent, whole-time teachers of the University who have completed seven years of service as Lecturer / 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.
 - (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

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- (iii) 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.
- (iv) A teacher shall during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior his/her proceeding on sabbatical leave.
- (v) 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 research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council/Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date the period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the University on the expiry of his/her leave.

Note :

- (i) The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.
- (ii) On return from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave.

4. (a)(ii) STUDY LEAVE

- (i) 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 years, 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 percentage of teachers 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 engaged as a research assistant may be reckoned provided-

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- (a) the person is a teacher on the date of the application and
 - (b) there is no break in service.
- (ii) Study leave shall be granted by the Executive Council/Syndicate on the 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 extension is unavoidable on academic grounds and necessary in the interest of the University.
 - (iii) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
 - (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
 - (v) No teacher who has been granted study leave shall be permitted to alter 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 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 shortfall as ordinary leave has been obtained.
 - (vi) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two year extendable by one year at the discretion of the University.
 - (vii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowance but the scholarship etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time based on the cost of using 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.
 - (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

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- (ix) A teacher granted study leave shall on his/her 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 would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
 - (x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the University on the expiry of his/her study leave
 - (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled the teacher may apply again for such leave.
 - (xii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.
 - (xiii) After the leave has been sanctioned, the teacher shall before availing himself/herself for the due fulfillment of the conditions laid down in sub-clause (xiii) and (xiv) below 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 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 University in accordance with sub-clause (xiv) below.
 - (xiv) The teacher shall submit to the Registrar, six monthly reports of progress in 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.
- 4.(b)(i) MATERNITY LEAVE
- (i) Maternity leave on full pay may be granted to a woman teacher for a period 135 days to be availed of twice in the entire career not exceeding career Maternity leave may also be granted in case 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

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continuation of Maternity leave may be granted if the request is supported by a Medical Certificate.

4.(b)(ii) PATERNITY LEAVE

Paternity leave of 15 days May be granted to male teacher during the conferment of their wives, provided the limit is up to two children.

4.(b)(iii) ADOPTION LEAVE

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

Ordinance 188-A:

Notwithstanding anything contained elsewhere the services of a confirmed teacher of an affiliated college may be terminated in the event of such fall in the total number of students as may result in the reduction in the total number of either (1) classes or (2) batches for practicals (if any are prescribed by the University) provided due notice in this behalf has been given by the College to the University 21 months before the commencement of the year from which the termination is intended to take effect and provided further that the following procedure is adopted :

- (1) that such reduction in the total number of either classes or batches for practical (if any are prescribed by the University) continues in the year following the year in which the aforementioned notice is given ;
- (2) that the position about the number of classes and batches as on 30th July is also intimated so as to reach the University Office on or before 10th August of the year preceding the year from which the termination is intended to take effect;
- (3) not less than three months; notice is given to the conformed teacher or teachers concerned;
- (4) that the compensation at the following rates is paid to all confirmed teachers:
 - (i) six months' pay (including all allowances) and
 - (ii) at the rate of 1/2 (half) month's pay (including all allowances) for every year of service, provided that the total compensation payable shall not exceed six months' pay (including all allowances).
- (5) the termination of service of the teacher or teachers concerned shall be followed in strict order of the date of joining in that college in that subject in relevant cadre, so as to ensure that no teacher is retrenched in supersession of a person who has joined later and person who has joined last in the relevant cadre is retrenched first.
- (6) In the event of any doubt or dispute the Vice-Chancellor's decision shall be final.

TERMS AND CONDITIONS OF SERVICE OF PART-TIME TEACHERS IN THE COLLEGES AFFILIATED TO THE UNIVERSITY

Ordinance 188-B

The following shall be the terms and conditions of service of part-time teachers working in Colleges affiliated to this University. These conditions are applicable to all part-time teachers i.e. Professors, Lecturers, Tutors and Demonstrators. All college managements shall abide by these terms and conditions in relation to the teachers employed by them.

1. (i) Part-time teachers may be appointed in the cases where the work-load does not justify the appointment of a full time regular teacher through-out the academic year.
- (ii) Part-time teachers may be appointed only against sanctioned posts.
- (iii) Recruitment to the post of part time lecturer of the affiliated college shall be made strictly on merits and on the basis of wide publicity by advertisement and selection. The management shall be send all the required detail information as per instructions issued by the University from time to time including minutes of the Selection Committee, a list and synopsis showing the names of all the candidates whose applications have been received by the management, containing therein the information regarding their academic qualifications, age, experience etc. In absence of this list, no appointment shall be considered by the University for approval. If it is found at any stage after the approval of appointment has been communicated by the university, that the candidates qualified according to requirements laid down by the University have not been called for interview or if it is found that the incomplete information has been supplies to the University by the management, it shall be open for the University to cancel the approval of the appointment and the recognition of such a person as a part-time teacher shall automatically stand withdrawn.

The selection Committee shall consist of :

- a. Chairman of the Governing Body of the College or his nominee.
- b. A nominee of the Vice-Chancellor.
- c. Two experts to be nominated by the chairman out of the panel of experts approved by the University.
- d. Principal of the College.
- e. Head of the Department concerned of the college, if any.
- f. A representative of the Director of Education.

No selection shall be considered valid unless at least one expert is present. The recommendation, of the Selection

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Committee shall be subject to the approval of the Vice-Chancellor.

The appointment of part-time teachers shall be made on purely temporary basis for one academic term. If the same teacher has been continued, no fresh approval of the University for the same is necessary but the re-appointment shall be intimated to the University, if the same teacher has been re-appointed or continued for two academic years, his appointment shall automatically be considered on probation from the date on the completion of his appointment for two academic years.

- (iv) The minimum remuneration payable to part-time teachers shall be as follows :

Part-time teachers in the faculties of Arts, Science, Commerce, Education, Law.

- i. doing work for 3 to 4 periods per week Rs. 600/- fixed.
- ii. doing work for 5 to 7 periods per week Rs. 1100/- fixed.
- iii. doing work for 8 to 10 periods per week Rs. 1500/- fixed.

2. Part-time teachers shall not be entitled to any kind of allowances.

3. Part-time teachers are entitled to the vacation as may be prescribed from time to time by the University.

4. Subject to the under mentioned proviso a part-time teacher who ceases to be Part time teacher at the end of the second term/semester or at the end of the first term/ semester as the case may be, should be paid remuneration for the vacation in accordance with the following :

(a) If he has served for the major part of the whole academic year, he should be paid remuneration up to the last day of the vacation following the end of the second term, provided the period he serves should end on the last day of the second term.

(b) If he has served for the major part of the first or second term, he should be paid remuneration for fifteen days after the last day of the relevant term, provided the period he serves should end on the last day of the term.

Provided always that such a teacher has not left college without giving necessary notice as required and his appointment was not in a leave vacancy for a fixed period.

For the purpose of this clause :

"Major part" means more than one-half.

"Academic year" means the period between the first day of the first term and the last day of the second term as laid down in 0.95 for the relevant faculty.

5. Maximum teaching load of a part-time teacher shall be that prescribed under relevant Ordinances from time to time.

6. A part-time teacher shall not work simultaneously at more than two affiliated colleges.

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7. No person appointed as a part-time teacher in an affiliated college shall be required to put in more than two years' service on probation before he is confirmed.
8. Leave rules shall be framed by affiliated colleges so as to provide for the following :
 - (a) No leave can be claimed as of right.
 - (b) In case of leave not covered under any of the leave rules, the decision of the Government Body shall be final and binding to the teachers.
 - (c) Every part-time teacher may be granted Casual Leave to the extent of seven days in an academic year subject to the maximum of three days at a time. This leave cannot be joined with any other kind of leave or vacations except Sundays and holidays. In any case, it should not exceed six days including Sunday. Sunday shall not be counted as Casual leave. A Sunday or a single holiday can be affixed at both ends. For purpose of remuneration full remuneration shall be given during such leave.
 - (d) A confirmed part-time teacher in addition to the Casual leave shall be entitled to sick-leave on production of a Medical Certificate from a qualified Medical Practitioner for ten days on half the remuneration in a year which can be accumulated up to forty-five days. No sick leave will be granted without production of Medical Certificate. This leave can be commuted into leave with full remuneration subject to a maximum of one and a half months' leave with full remuneration, at a time. The rate of commutation will be two days leave with half the remuneration equal to one day leave with full remuneration. No part-time teacher who has been granted sick leave for a period of fifteen days or more with full or half the remuneration shall return to duty without first producing a certificate of fitness from a qualified Medical Practitioner in the form given below.

FITNESS CERTIFICATE

This is to certify that I have carefully examined
Shri/Smt. _____ (Designation to-
day and have found that he/she has recovered from illness and is
now fit to resume his/her duties in the college.

Place : _____

Date : _____

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- (e) A female employee being a confirmed part-time teacher in a college, shall be half the remuneration shall be admissible in the case of a miscarriage. Such leave shall not be debited to the leave account of the employee. Such leave shall not be admissible more than thrice during the entire services of the employee. Leave of any kind may be granted in continuation of Maternity leave, if the request for its grant is supported by a Medical Certificate from a qualified Medical Practitioner, provided that if such a leave is not at the credit of the employee the period of leave so granted shall be considered to be leave without remuneration.
 - (f) A part-time teacher who is temporary or on probation shall not be entitled to any kind of leave except Casual leave. If any other leave is taken the same will be considered to be without remuneration and the period of probation shall get automatically extended to that extent.
9. A confirmed part-time teacher shall not be entitled to the benefit of Provident Fund or Gratuity.
10. Every part-time teacher while being appointed shall be issued an appointment order, the terms and conditions of which shall not be repugnant to those prescribed by the University from time to time.
10. A(a) A part-time teacher shall be deemed to have been placed under suspension by an order of the appointing authority with effect from the date of his detention if he is detained in custody on a criminal charge for a period exceeding forty-eight hours.
- (b)(i) A teacher against whom disciplinary proceedings have been taken either for his arrest for debt, or on a criminal charge or who is detained under any law providing for preventive detention, should be considered as under suspension for any periods during which he is detained in custody, or is undergoing imprisonment and not allowed to draw any pay and allowances (other than any subsistence allowance that may be granted in accordance with the principles laid down hereunder for such periods) until the termination of the proceedings taken against him or until he is released from detention and allowed to rejoin duty as the case may be. An adjustment of his allowances for such periods should thereafter be made according to the circumstances of the case, the full amount being given only in the event of his being acquitted of blame or if the proceedings taken against him were for his arrest for debt it being proved that the liability arose

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- from circumstances beyond his control or the detention, being held by competent authority, to be unjustified.
- (ii) A teacher against whom a criminal charge or a proceeding for arrest for debt is pending should also be placed under suspension by the issue of specific orders to this effect during period when he is not actually detained in custody or imprisonment (e.g. whilst released on bail), if the charge made or proceeding taken against him is connected with his position as a teacher or is likely to embarrass him in the discharge of his duties as such or involves moral turpitude.
 - (c) During the period of suspension in sub clause (a) and (b) above, the teacher concerned shall be entitled to draw subsistence allowance at the rate of half the pay admissible to him had he been on duty.
 - (d) The procedure of the proceedings by the appointing authority shall be as prescribed in Clause-9 of Ordinance 188. At the end of the proceedings, the appointing authority shall make an order whether the suspension period shall be treated as duty, leave due and admissible or suspension but where a teacher has been exonerated (honorably acquitted) by a Court of Law, the period of suspension shall be treated as spent on duty.
11. No part-time teacher shall leave the employment of a college without giving to the authorities three months notice if he is confirmed or fifteen days notice if he is temporary or on probation. In case however, a teacher does not give the required notice the college authorities shall be entitled to claim from him an amount not exceeding the remuneration as may be payable to him for the period of notice. If a part-time teacher leaves services without due notice and joins any college affiliated to the University, the Syndicate may not approve his appointment in the new college or recognise him as a teacher for one academic term.
12. A part-time teacher who has given a written acceptance of an appointment in an affiliated college or a recognised Institution shall be bound to join and serve for at least one academic term and if he fails to do so without reasonable cause he shall not be considered as a recognised teacher for appointment in an affiliated college or a recognised Institution for one year.
13. Services of a confirmed part-time teacher can be terminated by giving three months' notice ending with the last day of a month without assigning any reason whatsoever. Similarly, services of a part-time teacher who is temporary or on probation can be terminated by giving fifteen days' notice

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ending with the last day of a month without assigning any reason whatsoever.

14. When a part-time teacher applies for any post at another affiliated to or an Institution recognised by this University, shall invariably send his application through the Head of his college and in case of breach of this condition, the Syndicate may not approve his appointment in an existing or a new college or recognised Institution or a University Department or Centre for one year.
15. No part-time teacher shall conduct private tuition for remuneration. Any breach of this condition shall render the teacher liable to such disciplinary action as determined by rules framed by the University.
16. No person who has completed the age of Fifty Eight shall be appointed as a part-time teacher in any college. The age of retirement shall be Fifty Eight Years. The teacher may be reemployed or his services may be extended up to Sixty Years only, by extending his term year by year after the age of Fifty Eight. The remuneration to be given to such a teacher shall be as may be decided by the Governing Body of the college but it shall not be less than the amount laid down in clause 1.
17. A part-time teacher shall in no circumstances be allowed to officiate as Principal.
18. This Ordinance shall come in force from the Academic Year 1975-'76.

(FOR PART-TIME COLLEGE TEACHERS)

Transitory Ordinance 188-BB

- (a) A part-time teacher shall be deemed to have been placed under suspension by an order of the appointing authority with effect from the date of his detention, if he is detained in custody under MISA or DIR for a period exceeding forty eight hours;
- (b) During the period of suspension in sub-clause (a) above, the teacher Concerned shall be entitled to draw subsistence allowance as may be admissible to Government servants under B.C.S. rule 151.
- (c) On revocation of the order of detention and on release from the custody, the entire period of suspension shall be ordered to be treated as spent on duty.

(FOR FULL-TIME COLLEGES TEACHERS)

Transitory Ordinance 188-C

This transitory ordinance has come in force from 9-5-1976 (except clause (b) which has come in force from 22-2-1977.)

- (a) A full time teacher shall be deemed to have been placed under suspension by an order of the appointing authority with effect from the date of his detention, if he is detained in custody under MISA or DIR or a period exceeding forty eight hours;

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- (b) During the period of suspension in sub-clause (a) above the teacher concerned shall be entitled to draw subsistence allowance as may be admissible to Government servants under B.C.S. rule 151.
- (c) On revocation of the order of detention and on release from the custody, the entire period of suspension shall be ordered to be treated as spent on duty.

Ordinance 188-D

The powers and duties of the Local Organizing Committee in cases where the colleges are managed by local bodies shall be as under:

1. To implement the provisions contained in the Saurashtra University Act, Statutes, Ordinances.
 2. To see that the college implements the Circulars, rules and Regulations, Resolutions etc. of the University.
 3. To see that the conditions for the affiliation of the college are satisfactorily fulfilled.
 4. To see that separate budget is prepared for the college and it is sanctioned by the local body. After the budget is passed the authority to spend in accordance with the budget will rest with the local organizing committee.
 5. To decide finally in all academic and administrative matters, except for which the powers have been given to the Principals of the colleges under Ordinance 188-E.
 6. To carry out its activities in a manner so as to promote academic, cultural, literary and other extra curricular activities in the college.
 7. The local organizing committee shall be constituted as under :
 - a) President of the local body (Municipality/Corporation etc.)
 - b) Three members of the local body (Municipality/Corporation etc.) nominated by the Municipality/Corporation (or the local body).
 - c) Two leading citizens nominated by the Municipality/ Corporation (or the local body).
 - d) Principal of the college.
- The members of the committee other than ex-officio members shall cease to be members on account of absence from four consecutive meetings of the committee.
8. The Principal of the college shall also work as Secretary of this Committee. The Secretary shall convene the meeting of this Committee at least once in an academic term.
 9. The local organizing committee shall be reconstituted every two years.
 10. The local organizing committee shall meet at least once in an academic term and at other times when convened by the President of the Municipality/Corporation.

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11. 1/3 members of the local organizing committee shall form a quorum for the meeting and all questions shall be decided by a majority of votes of the members present and voting. In case of equality of votes the chairman of the meeting will have a casting vote.

Ordinance 188-E

The following shall be the powers of the Principals of affiliated colleges :

1. The Principal shall have all powers in connection with the internal administration of the college.
2. The Principal shall have all powers in connection with all internal academic, administration of the college.
3. The Principal shall have the power to sanction all the expenditure up to the monetary limits mentioned below but within the sanctioned budget estimate of college.
 - (i) Expenditure up to Rs. 100/- per item without inviting tenders.
 - (ii) Expenditure up to Rs. 500/- per item after inviting tenders.
 - (iii) Expenditure up to Rs. 500/- per item for unbudgeted unforeseen incidental expenditure.
4. The Principal shall have power to sanction the paybill of the teaching and nonteaching staff of the college and to pay the salaries.
5. The Principal shall have the authority to remain in correspondence with the University on the Subjects other than the affiliation.
6. The Principal shall have power to prepare and submit the proposals for the development of the college.
7. The Principal shall be competent to make appointments of class IV employees on the sanctioned posts. He shall have the power to take disciplinary action, suspend and/or terminate the services of employees in the service of the college after due observance of the rules.
8. The Principal shall be competent to make temporary appointments of Demonstrators, Lab-Asstt., Clerks, Store-keeper, Mechanic and class IV servants in stop-gap and leave vacancies for a period not exceeding three months.
9. The Principal shall have power to rusticate a student or dismiss him from the college and/or hostel for any misconduct of serious nature after giving him an opportunity of being heard.
10. The Principal shall have authority to grant leave to the teachers to attend summer institutes, seminars etc. organised by the University.
11. The Principal shall have power to grant casual leave to teaching and non-teaching employees of the college.

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12. The Principal shall have power to grant permission to the staff of his college to leave headquarter, and grant as duty, the absence out of headquarters for attending the meetings of the Senate, Syndicate, Academic Council, Board of Studies, Faculty and such other authorities.
13. The Principal shall have power to grant admission to the students in the college, purchase books and journals for the library, to grant permissions (if the rules permit) to the members of the staff to prosecute their studies, to allow the staff members to work elsewhere with or without honorarium; to take such action as may be necessary for maintenance of discipline of the staff, to write their confidential reports, to arrange for distribution of work, to arrange the work of the college in general, to arrange for the lectures of the scholars from outside, in the college and general, to arrange for the lectures of the scholars from outside, in the college, and for the daily timings for running the college.
Provided that while granting admission to the students in the college, the principal shall strictly observe instructions issued by the University. Notwithstanding anything contained in this ordinance the principal of the colleges affiliated for the course of B.Ed.. B.B.A. or B.J.M.C. shall admit only such students allocated by the University for the respective course under the centralised admission scheme.

ORDINANCE -188(F)

The following shall be the terms and conditions of visiting teacher recognized as such in affiliated college or colleges seeking affiliation to this University. These conditions are applicable to all visiting teachers. All college managements shall abide by these terms and conditions in relation to the visiting teacher employed by them.

- (I) Visiting teacher may be appointed in the cases where the workload does not justify the appointment of a full time teacher throughout the academic year.
- (II) Visiting teacher may be appointed only against required posts in accordance with the workload.
- (III) Recruitment of the post of visiting teacher shall be made in accordance with
 - (i) Advertising in one local paper.
 - (ii) Selection Committees:
 - a-Chairperson of the Governing Body of the college.
 - b-The Principal of the concerned college.
 - c-Head of the Department (Concerned Subject).
 - d-One Nominee of the Vice-Chancellor of the affiliating University.
 - e-One subject expert not connected with the college to be nominated by the Chairperson of the Governing Body out of a panel of names approved by the Vice-Chancellor.
 - f-A representative of the Director of Education.

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- (IV) appointment of visiting teacher will be recognized for one academic year only. If workload does not exceed 12 lectures per week appointment can be continued for one more year.
- (V) In a subject not more than one visiting lecturer can be appointed.
- (VI) Visiting lecturer will be paid Rs.100/- per lecture subject to ceiling of Rs. 4,800/- P.M.
- (VII) Visiting teacher will not be considered as teacher for the purpose of Section 16 (1) Class II -A (iii).

Ordinance 188 - F (In abeyance, as per Syndi. Reso. 16 of 14-3-83)

There shall be an Administrative body for every affiliated college other than a Government College or a college run and maintained by the local body.

The composition of the Administrative Body shall be specify under.

1. Six members of the managing body of the trust or the society.
2. The Principal of the College.
3. One representative of the University nominated by the Vice-Chancellor.
4. Three representatives of the teachers of the college elected from amongst themselves (excluding Principal).

The Principal shall act as the Secretary of the Committee of the Administrative Body.

The Secretary shall convene the meeting of this Committee at least once in an academic term.

The tenure of this Body shall be for two years and shall be reconstituted at the end of that period provided that the representatives will be eligible for reappointment, reelection or renomination.

The powers and duties of this Administrative Body shall be as under :

- (1) To implement the provisions contained in the Saurashtra University Act, Statutes, Ordinances.
- (2) To see that the college implements the Circulars, Rules and Regulations, Resolutions, etc. of the University.
- (3) To see that the conditions for the affiliation of the college are satisfactorily fulfilled.
- (4) To see that separate budget is prepared for the college and it is sanctioned by the managing board of the Trust or the Society. After the budget is passed, the authority to spend in accordance with the budget will rest with the Administrative Body.
- (5) To take decisions in all academic and administrative matters, except those for which the powers have been given to the Principals of the Colleges under Ordinance 188-E.
- (6) To carry out its activities in a manner so as to promote Academic, Cultural, Literary and other extra-curricular activities in the college.

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Ordinance 188-(G)

The following shall be the terms and conditions of visiting teacher recognized as such affiliated college or colleges seeking affiliation to this university. These conditions are applicable to all visiting teacher. All college management shall abide by these terms and conditions in relation to the visiting teacher employed by them

- i. Visiting teacher may be appointed in the cases where the workload does not justify the appointment of a full time teacher throughout the academic year.
- ii. Visiting teacher may be appointed only against required posts in accordance with the workload.
- iii. Recruitment of the post of visiting teacher shall be made in accordance with process for recruitment of a full time teacher as mentioned in ordinance 188(23).
- iv. The appointment of visiting teacher will be recognized for one academic year only. If workload does not exceed 10 lecturer per week appointment can be continued for one more year.
- v. In a subject not more than one visiting lecturer can be appointed.
- vi. Visiting lecturer will be paid Rs. 100/ per lecture subject to ceiling of Rs. 4000/- p.m.
- vii. Visiting teacher will not be considered as teacher for the purpose of section 16(I) class II-A(iii)

Ordinance 189

1. The following shall be the terms and conditions of services of the non-teaching employees of the colleges affiliated to the Saurashtra University and they will come into force from 1-4-1974.
2. For the purpose of this ordinance unless the context requires otherwise the various terms used hereunder shall mean :
 - (i) "University" means the Saurashtra University.
 - (ii) "College" means a college affiliated to the Saurashtra University and which is run by a managing body other than the Government or the University.
 - (iii) "Employees" means non-teaching employee of a college.
 - (iv) "Cadre" means the strength of the non-teaching staff of the college service or a part of the services sanctioned as a separate unit.
 - (v) "Duty" includes service on probation provided that such service is followed by confirmation.
 - (vi) "Foreign Service" means service in which an employee receives his substantive pay with the sanction of the Managing Body of a college from a source other than the funds of the college.
 - (vii) "Managing Body" means body managing the college.
 - (viii) "Leave salary" means the monthly amount paid by the college to an employee who is on leave.

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- (xi) "Pay" means the amount drawn monthly by an employee as substantive pay or officiating pay and also includes Special pay and Personal pay.
- (x) "Substantive Pay" means pay other than special pay or personal pay which an employee is entitled on account of a post to which he has been appointed substantively.
- (xi) "Officiating Pay" means the pay of a post held by the employee in absence of the employee confirmed on that post.
- (xii) "Special Pay" means an addition of the nature of pay to the emoluments of a post or of an employee granted in consideration of :
- (a) the specially arduous nature of the duties :
or
(b) a specific addition to the work or responsibility.
- (xii) B "Personal Pay" means an additional pay granted :
- (a) to an employee for loss of substantive pay in respect of a permanent post due to revision of pay or to any reduction of such substantive pay, otherwise than as a disciplinary measure; or
(b) in exceptional circumstances, on other personal considerations.
- (xiii) "Travelling Allowance" means an allowance granted to an employee as per rules laid down by the Saurashtra University for its employers from time to time and in order to cover the expenses which he may have incurred in travelling in the interest of the college.
- (xiv) "Permanent Post" means a post carrying a definite rate of pay sanctioned without limit of time.
- (xv) "Temporary Post" means a post, carrying a definite rate of pay sanctioned for a limited time.
- (xvi) "Probationer" means a college employee employed on probation in or against a substantive or temporary vacancy in the cadre.
3. The scale of pay of the employees of various cadres in service of the colleges shall be as under and shall stand automatically revised with revision of pay-scales done by the Government / University in the corresponding cadres of its own employees from time to time. With effect from 1-4-1974
1. Registrar : Rs. 650-30-740-35-810-45-900
Office Superintendent
 2. Head Clerk : Rs. 425-15-500-EB-15-560-20-600-EB-20-700-EB -25-800
 3. Accountant : Rs. 500-25-650-EB-25-750-30-900
 4. Librarian : Rs. 550-25-750-EB-30-900
 5. Senior Clerk, : Rs. 330-10-380-EB-12-440-EB-15-560
Store-Keeper, Cashier,
Assistant Accountant

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6. Driver : Rs.260-6-308-EB-6-326-8-350-EB-8-390-10-400
 7. Junior Clerk : Rs. 260-8-308-EB-8-340-10-360
Clerk Typist, Typist, EB-10-400
Technical Assistant, Laboratory
Assistant, Library Assistant,
Telephone Operator, Plant Officer,
Herbarium Assistant, Compounder,
Mechanic
 - 7.(A) Gas Mechanic : Rs. 350-12-410-EB-12-470-EB-15-560
 8. Record Keeper, : Rs. 330-10-380-EB-12-440-EB-15-530
Plumber, Electrician, Carpenter
 9. Library Attendant : Rs. 200-3-206-4-230-EB-4-250
Duplicating Machineman Head Peon
 10. Peon, Workman, : Rs. 196-3-220-EB-3-232
Watchman, Sweeper, Helper,
Grinder, Groundsman/Pump
Attendant/Watchman
- REVISED FROM 1-1-1986
1. OFFICE SUPERINTENDENT : 1640-60-2600-EB-75-2900
 2. HEAD CLERK : 1400-40-1600-50-2300-EB-60-2600
 3. HEAD CLERK ACCOUNT : 1400-40-1600-50-2300-EB-60-2600
 4. GAS MECHANIC : 1200-30-1560-EB-40-2040
 5. ACCOUNTS CLERK : 1200-30-1560-EB-40-2040
 6. SENIOR CLERK/STORE KEEPER :1200-30-1560-EB-40-2040
 7. LABORATORY ASSISTANT : 1150-25-1500
(FOR, S.S.C. & HIGHER QUALIFICATIONS)
 8. Jr. CLERK : 950-20-1150-EB-25-1500
 9. PLUMBER : 950-20-1150-EB-25-1500
 10. Sr. TYPIST : 950-20-1150-EB-25-1500
 11. CASHIER : 950-20-1150-EB-25-1500
 12. LIBRARY CLERK : 950-20-1150-EB-25-1500
 13. ELECTRICIAN : 950-20-1150-EB-25-1500
 14. LABORATORY ASSI. : 950-20-1150-EB-25-1400
(FOR OTHERS)
 15. HEAD PEON : 775-12-955-EB-14-1025
 16. PEON/HAMAL/SAFAI : 750-12-870-EB-14-940
KAMDAR
 17. LIBRARY ATTENDENT : 750-12-870-EB-14-940
 18. DUPLICATING : 750-12-870-EB-14-940
MACHINEMANS
 19. CHOKIDAR/MALI : 750-12-870-EB-14-940
 20. LIBRARIAN : 2200-75-2800-100-4000
- (A) In addition to the pay, all college employees shall be paid Dearness Allowance according to the rates of Dearness Allowance paid to the State Government employees as may be in force from time to time.
- (B) House Rent Allowance shall be paid to all the college employees at the rate of the House Rent Allowance Payable to the State Government employees as may be in force from time to time.

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- (C) The Compensatory Local Allowance shall be paid to the college employees at the rate, if any, admissible to the State Government employees in place concerned as may be in force from time to time.
- (D) In addition to the pay and allowances, special pay, medical allowances, officiating allowance, leave travel concession, various advances and all other benefits admissible to the employees of the State Government, provided that such benefits will be effective only after Government approval.
- (E) (i) An employee shall not be asked to work for a period of more than seven hours a day and that his duty hours shall not be split.
(ii) A recess of not less than 30 minutes shall be given to each of the college employees on every working day.,
(iii) Overtime allowance will be paid at the rates prescribed for the corresponding cadres of the non-teaching employees of Saurashtra University from time to time.
- (F)(1) No person who is below 18 years of age and above 45 years of age shall be appointed on any of the cadre posts.
(2) Appointment on the cadre posts shall be made by direct recruitment only when an employee with minimum qualification is not available for promotion in the next below cadre as per appendix-I appended hereto.
(3) Person appointed as an employee will be given an appointment order wherein the particulars of post, pay-scale, nature of allowances, nature of appointment and conditions of service should be clearly indicated.
(4) Every college shall have to appoint non-teaching staff right from its beginning according to the set-up granted by the University or the State Government or both as the case may be. Such lawfully appointed employees shall be paid salary and other all allowances as per the University or State Government regulations.
- 4. A In case of any vacant post or posts of non-teaching staff or of formation of a new post every college shall seek sanction of the State Government to fill in the vacant post within a month and on receiving such sanction shall complete the procedure of filling in the post or posts and appoint staff within six months. If such post/posts are to be filled in through promotion, required procedure shall be completed and appointment made invariably within three months from the date of the post falling vacant.
B In the case of posts up to and inclusive of the Office Superintendent, the vacancy shall be filled by the promotion strictly by seniority as per the following rules from amongst the non-teaching employees excluding laboratory Assistants and other Technical Employees of the college concerned or in case there are more colleges than one under the same

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management, non-teaching employees of all such colleges taken together who possess the minimum qualifications prescribed for the post.

The employee who declines the offer in writing losses or does not accept the offer within the specified time-limit, his right to promotion on that post for that term only :

RULES OF SENIORITY :

- (1) The Seniority of the employees in any particular cadre of a college shall be considered on the length of service put in by them in that cadre of college concerned. However the seniority for promotion shall be determined on the basis of eligibility norms inforce at the time of occurrence of vacancy.
 - (2) In case two or more employees in a particular cadre have joined on the same date, the person joining earlier shall be considered senior.
 - (3) If two or more persons joining in the same cadre on the same date and at the same time seniority shall notwithstanding what is stated in clause No. 1, he considered on the basis of the total length of continuous service put in by such employees in the college/institution and if the total length of continuous service of such employees in the college/institution is equal, the seniority shall be considered on the educational qualifications (including the class obtained by them) which they possess on the date of joining.
 - (4) 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 older person shall be considered senior.
 - (5) The seniority of employees working in the same cadre at various section and departments of the college/Institution will be considered commutatively.
4. C Where a post is required to be filled in by direct recruitment, it shall be filled in from the open market by inviting applications by an advertisement and the employees working in the college shall be entitled to apply for the post. The minimum qualifications for the holder of the post in various cadre shall be such as are prescribed by the Government for the respective posts, however, this requirement will not be applicable to the employees in services on the day on which this ordinance comes into the force so far as the posts held by them are concerned.
5. The first appointment of an employee on any of the permanent posts shall be on probation for a period of one year after expiry of which his services may be terminated or his probation may be extended or he may be substantively appointed on the post. Provided that an employee admitted to the services may be kept unconfirmed (i.e. on probation) for a

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period not exceeding two years from the date of the appointment. Such an employee should be informed at least two calendar months before the expiry of the probation period, if his services are not to be confirmed, and in case such information is not given, he should be deemed to have been confirmed on the post.

6. An employee of the college shall retire on attainment of the age of 58 or 60 as per the rules of the Government. He may be retained in the services after that age with the sanction of the management up to the appointment of the age of 65 years provided, however that the employee shall be continued in service up to the last day of the month in which he/she attains the age of 58, 60 or 65 years as the case may be.
7. Each of the college employees shall be entitled to the benefits of contributory provident fund or General Provident Fund and the Gratuity in accordance with the provisions of the rules for the Government from time to time.
8.
 - (a) The services of an employee appointed temporarily can be terminated at any time without giving any notice.
 - (b) Notwithstanding anything contained in clause (9) below, the services of a confirmed employee may be terminated with his consent by the management on prior payment of compensation equal to 12 months salary (Pay and Allowances, if any). for the first ten years to the employee, if he has been in the service of the college for a period of 10 years or more and also at the rate of half a month's salary (Pay and allowances, if any). For every completed years subject to a minimum of 18 months' salary (Pay and allowances, if any) The compensation at the rate of six month's salary (Pay and allowances, if any) shall be paid, if he has been in service of the college for less than 10 years but more than 5 years and also at the rate of half a month's salary of each completed year over five years, but he shall be paid three month's salary if he has been in the service of the college for a period of less than five years.
 - (c) No employee shall leave the employment of the college without giving three months notice if he is confirmed or one month's notice if he is on probation. In case, however, the employee does not give the required notice the management will be entitled to claim from him an amount not exceeding the amount of basic pay as may be payable to him for the period of notice. Shorter notice than above may be accepted by the Management at its discretion.
9. An employee may be suspended during the pendency of the inquiry. During the period of suspension the employee shall

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be entitled to draw subsistence allowance at the rate of half the pay and allowances admissible to him had he been on duty. However, if the period of suspension continues for a period of more than three months, he shall be entitled to a subsistence allowance at the rate of full Salary as if he was on duty. He shall also be granted other allowances admissible to an employee on the pay equal to the subsistence allowance.

- 9.(A) No confirmed employee shall be reduced to a lower rank, removed, discharged or dismissed from the service except on one or more of the following grounds and except in accordance with the procedure prescribed hereunder:
1. Persistent or repeated negligence of duty;
 2. Physical or mental unfitness;
 3. Misconduct;
 4. Incompetence;
 5. Gross or repeated insubordination

No order of punishments mentioned in (A) above shall be passed against a confirmed employee unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded in adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges which shall be communicated to the employee together with a statement of all allegations on which each charge is based and or any other circumstances which are proposed to be taken into consideration in passing orders in the case.

- (a) An employee against whom a charge sheet is issued may be suspended during the tendency or the inquiry. During the period of suspension the employee shall be entitled to draw a subsistence allowance at the rate of full salary as if he were on duty and allowance admissible to him had he been on duty. He shall also be granted other allowances admissible to an employee on the pay equal to the subsistence allowance. The employee who is suspended from the service by the college shall have the right to appeal against the order of suspension to the University within a period of one month from the date of suspension.
- (b) Where a college employee 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 ground therefore, shall be communicated by the management or college to the Vice-Chancellor of the (relevant) 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 manager of the college by the Vice-Chancellor within such

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period, the suspension of the college employee shall cease to have effect on the expiry of such period: Either or employee or college management may appeal to the Tribunal against the order of Vice chancellor.

- (c) An employee shall be deemed to have been placed under suspension by an order of the appointing authority with effect from the date of his detention if he is detained in custody on a criminal charges for a period exceeding fortnight.
- (d) (I) An employee against whom disciplinary proceedings have been either taken for the arrest for debt or on a criminal charge or who is detained under any law providing for preventive detention should be considered as under suspension for any periods, during which he is detained in custody or is undergoing imprisonment and not be allowed to draw any pay al allowance (other than any subsistence allowance that may be granted in accordance with the principles laid down hereunder for such periods) until the termination of the proceedings taken against him or until he is released from detention and allowed to rejoin duty as the case may be. An adjustment of his allowances for such periods should thereafter be made according to the circumstances of the case the full amount being given only in the event of his being acquitted or blame or if the proceedings taken against him were for this arrest for debt it being proved that the liability arose from circumstances beyond his control or the intention being held by competent authority to be unjustified.
- (II) An employee against whom a original charge or a proceeding for arrest for debt is pending should also be placed under suspension by the issue of specific orders to this effect during periods when he is not actually detained in custody or imprisoned (e.g. whilst released on bail), if the charge made or proceeding taken against him to connected with his position as an employee or is likely to embarrass him in the discharge of his duties as such or involves moral turpitude.
- (III) During the period of suspension in sub-clause (a) and (b) above, the employee concerned shall be entitled to draw a subsistence allowance at the rate of full pay and allowances as if he were on duty.
- (IV) The procedure of the proceedings by the appointing authority shall be as prescribed hereunder. At the end of the proceedings the appointing authority shall make an order whether the suspension period shall be treated as duty, leave due and admissible or suspension, but where an employees has been exonerated (honorably acquitted) by a court of Law, the period of suspension shall be treated as spent or duty.
- (VI) The employee shall be given a period of not less than a fortnight to put in a written statement of his defense and to

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state whether he desires to be heard in person. If he so desires, an oral inquiry shall be held.

- (E) The inquiry shall be conducted by a committee consisting of the three members nominated, one by University, one by management and one by the employee concerned.
- (F) He shall hold the inquiry with due expedition and shall make report within A period of six months from the date of commencement of the inquiry. The inquiry shall be conducted in accordance with the principles of natural justice.
- (G) At the inquiry, oral evidence will be led both by the management and the employee or their representative except practicing lawyer as to such of the allegations as are not admitted and both the parties shall be entitled to examine such witnesses as are produced by them and to cross-examine each other's witnesses. The employee will be entitled to give evidence in person. None of the parties will be permitted to participate in the proceedings through a practicing lawyer.
- (H) At the said inquiry the management may if it so desires lead documentary evidence in support of the charges made against the employee, sufficiently in advance of the commencement of the inquiry.
- (I) The employee shall be entitled to lead documentary evidence and appoint his representative during inquiry proceeding, if he so desires.
- (J) On consideration of the report made by the Inquiry Committee and the findings recorded by it, if the management arrives at a provisional conclusion that the employee concerned should be punished, the management shall supply the employee with a copy of the said report and call upon him to show cause within a reasonable time not exceeding one month against the proposed punishment.
- (k) Any representation submitted by the employees or on his behalf is to be fully taken into consideration before an order of removal or termination of service discharge or dismissal is passed by the management. The management shall pass the order within a fortnight of receiving the representation and if no representation is submitted by the last date for its submission within a fortnight from the last date fixed for the submission of the representation.
- (L) The representation of the employee or his representation shall form a part of the record of the case.
- (M) The action proposed by the college management against employee is approved by the Vice Chancellor of the relevant University.

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.

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Where the Vice-Chancellor falls to communicate either approval or disapproval within the period of forty five days, the proposed action shall be deemed to have been approved by the Vice Chancellor.

No penalty shall be imposed on a college employee unless such employee has been given a reasonable opportunity of being heard.

- (N) An employee may make an appeal to the Tribunal as per provision of the act of the Gujarat Affiliated Colleges Services Tribunal Act. 1982
10. In respect of Leave Rules, the non-teaching staff of the colleges shall be entitled for the same as are applicable to the state Government for its employees from time to time.
11. Miscellaneous :
- (A) Special provision for existing employees : Every person holding a post under the college at the commencement of this Ordinance shall, on such commencement, be deemed to have been appointed under the provisions of the this Ordinance and shall draw the pay drawn by him immediately before such commencement, provided that he may on his option to be exercised, within 3 months of the date of enforcement of this ordinance continue to be governed by the existing rules, if any. Notwithstanding anything contained in the forgoing provisions, this ordinance shall come into force with effect from 1-1-1974 and such of the non-teaching employees of the colleges shall be entitled to an option to be exercised within three months from the date to which the college takes up implementation of the ordinance, as to whether he chooses to be governed under the services condition (including pay-scales) laid down in this ordinance or chooses to retain the existing rules (including pay-scales) till such date as may be named by him and the provisions of this ordinance shall apply to him accordingly. In case of failure to exercise the option with in the prescribed time limit all provisions of the ordinance shall apply to him with effect from 1-4-1975.
12. When in the event of fall in the total number of students or on account of discontinuance of any course of instructions or consequent upon the discontinuance of a college or discontinuance of teaching of all the subjects comprised in any of the faculties of a college, with the observance of the procedure laid down / 144-A or in O. 188-A/144-B, as the case may be, the reduction of any of the non-teaching employees is effected, the college shall see that :
- (i) The intention to discontinue a course at any stage shall be intimated to the University and Government

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as well as to the non-teaching employees of the college concerned within one month from the date of receipt of the permission of the University in that behalf.

- (ii) Not less than three months notice is given to each of the confirmed nonteaching employees concerned.
- (iii) The compensation at the following rates is paid by the college to each of the confirmed non-teaching employees concerned :
 - (a) Six months' pay (including all allowances) A N D
 - (b) At the rate of 1/2 (half) month's pay (including all allowances) for every year of services provided that the total compensation so payable shall not exceed six months pay (including all allowances).(Note : The terms 'all allowances' means Dearness Allowance and House Rent Allowance only admissible to the employee concerned.)

- 13. In case of a change in the management, (if the new management takes over with all assets, rights and liabilities from the outgoing management), the service of the non-teaching employees shall be treated as continuous.
- 14. Only those staff in the Laboratories of the colleges will be considered as vocational staff who are considered as vocational staff by the state government for the Government colleges and as per decision by Government from time to time. Staff mentioned below shall be considered as vocational staff and will be entitled to leave according to the provisions made in ordinance 188 or by the government for the teaching staff of the college :
 - (1) Laboratory Assistant
 - (2) Gas Mechanic
 - (3) Curator of Biology
 - (4) Store keeper
 - (5) Electrician for Physics workshop
 - (6) Turner
 - (7) Mechanic
 - (8) Carpenter
 - (9) Carpenter of stage properties (Drama Dept.)
 - (10) Field collector for biology Deptt.
 - (11) Programmer - computer

TRANSITORY ORDINANCE-189 - A Deleted.

Ordinance 189 - B

- 1. There shall be constituted a staff Joint Consultative Committee for each college (herewith referred to as "the Committee") for the purpose hereinafter appearing.
- 2. It shall consist of the following members, namely :
 - (i) Chairman of the Governing Body of the College, who shall be the Chairman.

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- (ii) Principal of the college.
 - (iii) Two members nominated by the Governing Body of the College.
 - (iv) Three Representatives nominated jointly by all the members of the nonteaching staff of the college.
3. The following shall be the objects of the committee namely :
- (a) To inculcate and promote amongst the employees of the College a spirit of co-operation, harmony and efficient service in the functioning of the College.
 - (b) To smoothen the relations between the college as the employer and its employees;
 - (c) To promote harmonious relations and secure the greatest measure of cooperation between the college in its capacity as the employer and the general body of its non-teaching employees, in matters of common concern and with a view further to increase the efficiency of services and promoting the well being of the employees.
4. The scope of Committee shall include all matters relating to conditions of service and work, welfare of the employees, and improvement of efficiency and standard of work.
Provided that in respect of the recruitment, promotion and discipline, the consultation shall be limited in matters of general principles;
Provided further that individual cases shall not be considered by the Committee unless they are referred to it by the Governing Body of the college.
5. (a) The Principal of the college shall be convener of the meetings of the Committee and shall act as secretary thereof ;
- (b) Four members of the Committee shall form a quorum for any meeting thereof ;
- (c) In absence of the Chairman, one of the members nominated on the Committee by the Governing Body of the College (as decided by the Chairman in advance) and in absence of such a member the Principal shall work as the Chairman of the meeting ;
- (d) The Committee shall meet not less than three times in a year.
6. The recommendations of the Committee shall, if possible, be laid before the meeting of the Governing Body of the College held immediately after the date of the meeting of the Committee whereat they were made or if that is not possible, be laid before the Governing Body at subsequent meeting thereof.
7. The recommendatory decisions made by the Committee shall be operative only after they are approved by the Governing Body of the College.

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8. Nothing contained in this Ordinance shall be deemed to prevent any employee of the College from making any individual representation to the University / College authorities in respect of a matter concerning him as an employee.
9. The Committee shall have no authority to consider any matters which come under the control of the University.

TRANSITORY ORDINANCE 190 :

Notwithstanding anything contained in R-Pre-Arts 5, R-Arts-5, R-Arts-10, R-Pre-Sc. 5 R-Sc-6. R-Sc-11, R-Pre-Com-6, R. Com-6 and R. Com. 11 in case of the Pre-University Arts, Science and Commerce, First B. A., B.Sc., B. Com., and Second B. A.,B.Sc., and B. Com. examinations held in March/April, 1976, a candidate will be allowed to keep terms for the next higher examinations provided he satisfies the relevant condition as amended and mentioned below but subject to all other conditions in respect of the examination in which he has appeared.

Pre-Uni. Arts Examination :

Candidate failing in any three subjects.

First B.A Examination :

Candidate passing in at least two subjects out of which one should be either the Principal or the Subordinate subject.

Second B.A. Examination :

Candidate passing in at least one subject which should be either the Principal subject or the Subordinate subject.

Pre-Uni. Commerce, First B. Com. and Second B. Com. Examination,

Candidate passing in at least four subjects.

Pre-Uni. Science Examination :

Candidate passing in at least three subjects, out of which two must be Science subjects.

First B.Sc. Examination :

Candidate passing in at least two subjects.

Second B.Sc. Examination :

Candidate passing either in the Special subject or Subordinate subject. The benefit of this Ordinance will be available to a candidate who passes in at least one of the subjects at the respective lower examination to be held in October 1976, but in case of his failure to pass in at least one subject at the said examination, the benefit to keep the terms for the next higher examination given under this ordinance shall be deemed to have been withdrawn automatically and the terms kept for the next higher examination shall stand cancelled and that he shall be considered to have been declared failed at the lower examination ab-initio.

TRANSITORY ORDINANCE 191

In the event of failure to claim the option that he desires to have credit marks for the First B.A./First B.Sc./First B.Com. and/or

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Second B.A./Second B.Sc./Second B.Com. examinations to be considered for determining the class, the candidate may be given the benefit of such option on receipt of an application through the Head of the Institution through whom the application form for examination was sent (directly in case of an external candidate) accompanied by a fee Rs. 10/- if the application is received not later than four weeks of the declaration of the result.

Provided however that for the purpose of determining the class at the degree examination the percentage of marks obtained by a candidate at the First B.A./First B.Sc./First B.Com. and/or Second B.A./Second B.Sc./Second B.Com. examination shall be given weightage as per the relevant provision made in R-Arts-13, R-Sc. 15-A and RCom. 14 for 1976 Examination up to and inclusive of the examination to be held in October/ November, 1977 if the candidate so opts.

Ordinance 192 Deleted.

Ordinance 192-A

Any Lecturer/Professor holding the minimum qualification prescribed by the University for appointment as a Professor/Lecturer shall be eligible for appointment as Head or Department within the meaning of Sec. 26 of the Act and Statute-98 and the management or the College shall appoint senior most Lecturer/Professor in the Department as the Head of the Department (Except Principal) however the Principal of the College shall be considered as the senior most for this matter.

Ordinance 193

The provisions contained in the following Ordinance shall apply to the examination held by the colleges from March-1979 onwards and unless the context requires otherwise, all powers, functions and duties of the University and any of its authorities mentioned in the Ordinance shall be exercised and discharged by the Principal of the college concerned. O.154, O.155, O.156, O.157, O.159, O.160, O.161-E, O.162, O.164, O.165, O.166, O.167, O.170, O.171, O.172, O.173, O.174, O.175, O.176, O.177.

Provided that :

- (1) The powers of the Vice-Chancellor mentioned in O.167 shall be exercised by the Principal of the college concerned.
- (2) The powers of the Syndicate mentioned in O.172 and O.173 shall be exercised by a committee consisting of the Principal and Heads of Departments of all the subjects in the college concerned.
- (3) In case there is any doubt or dispute regarding interpretation of any Ordinance or any matter concerned with examinations, the Principal may refer the point to the Vice-Chancellor and the decision of the Vice-Chancellor shall be final.

Ordinance 194

- (1) The result of the examination shall be declared by placing the same on the college notice-board as soon as possible after

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completion of the examination. Any candidate who has any doubt or dispute relating thereto shall apply to the Principal of the college within a week of declaration of the result in the subject concerned together with a fee of Rs. 10/- which shall be retained by the college if no mistake is found and returned to the candidate if any mistake is found.

- (2) (a) In case a complaint is received that injustice is done to any student at the examination or that some unhealthy element has entered into the conduct and process of the examination and the Principal is satisfied that there is a prima facie case for inquiry, the Principal shall appoint a committee of any five senior teachers of the college to be known as Review Committee and the Committee shall have the powers to inquire into all types of complaints of students, relating to the examination and to correct the result where it is necessary. It shall be the duty of the committee to see that no unhealthy elements enter into the conduct and process of examination so far as their college is concerned. The Principal shall have the power to appoint an additional member in case of any allegations in a complaint lodged by a student.
- (b) The Principal shall have also the power to appoint a special committee as distinct from the Review Committee where in his opinion there is a serious issue, doubt or dispute relating to any particular examination which the Principal considered to be special in nature.
- (c) The decision of the Review Committee or Special Committee on the issue or any doubt or dispute relating thereto shall be final and no appeal shall be entertained thereon.

Ordinance 195 :

The College Development Council

1. There shall be a College Development Council in the University to ensure the proper planning and integrated development of affiliated colleges and to provide the college necessary help and guidance. It shall serve as a vital link between the University Grants Commission, University, College and State Education Department.
2. The College Development Council shall consist of the following members :
 1. The Vice-Chancellor Ex-Officio, Chairman
 2. The Registrar Ex-Officio
 3. The Director of the College Development Council (Member-Secretary)
 4. The Deans of the Faculties of the Arts, Science and Commerce.
 5. Syndicate member to be nominated by the Vice-Chancellor

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6. Principals of affiliated colleges nominated by the Vice-Chancellor.
7. Teacher of the affiliated college to be nominated by the Vice-Chancellor.
8. One Head of the university Department to be nominated by the Vice-Chancellor.
9. The Pro-Vice Chancellor shall be the permanent invitee members.
10. 2 person of education field to be nominated by the Vice-Chancellor.

The term of the office of the members other than Ex-Officio members of the Council shall be three years, provided that a member who is appointed on the Council shall cease to be a member of the Council if and when he ceases to hold the office by virtue of which he was appointed. In view of casual vacancy, the vacancy shall be filled in by nomination by the Vice-Chancellor for the unexpired portion of the term.

3. The Director of the College Development Council shall be appointed by the Vice-Chancellor if appointment is made on lump sum salary or as per provisions made by the UGC. In case of regular appointment his remuneration shall be decided by provisions made by the UGC and mode of selection shall be the same as it is prescribed by the UGC. He shall hold the office for a period of three years. He is eligible for reappointment but not beyond the age 62 years.
4. The College Development Council shall meet at regular intervals at least twice in an academic year on a date to be fixed by the Vice-Chancellor.
5. The College Development Council shall serve as an academic guide to the college system on the one hand and on the other hand to ensure inter-action between the academic faculties in the University Departments to the teachers in the colleges. To fulfill this objective the College Development Council may take in consultation with the University or other bodies concerned, all such steps as it may think fit for the promotion, co-ordination and raising the standard of education in colleges, and for the purpose of performing its function it may :
 - (a) function as a policy making body in regard to proper planning and integrated development of colleges ;
 - (b) conduct surveys of all the affiliated colleges, district wise, with a view to preparing and maintaining an up to-date profile on each college under the University, reviewing the existing facilities and identifying the needs and gaps that need to be filled for the development of colleges and make such information available to the University Grants Commission and other concerned bodies ;

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- (c) advise the University on all matters relating to development of affiliated colleges, such as provision of adequate facilities academic and physical for raising the standard of learning, teaching and research and its periodic evaluation for enabling the University to maintain reasonable continuity of policy in regard to development of colleges ;
- (d) prepare a perspective plan for the development and opening of new colleges, to enable the University and State Education authorities to take long term decisions on the planning and development of colleges and may advise the University on matters relating to different taught in college at different levels of University education ;
- (e) advise the University in regard to realisation and implementation of University's policy on affiliation of colleges ;
- (f) keep close contact with the colleges with a view to helping them in their proper development, selection of teachers, student amenities, proper utilization of grants and efficient implementation of University Grants Commission approved project and reforms viz examination reform, courses, COSIP, COHSIP, restructuring of courses to make them more relevant and significant not only to students but also to region as a whole by assessing social transformation and regional development ;
- (g) review the facilities for Post-graduate department of colleges in terms of the norms prescribed by the University Grants Commission and assist those having the potential of coming up to the norms within a few years ;
- (h) help in the selective development of some colleges to remove regional imbalances and also assist the colleges to realise their potential and identification of colleges for autonomous status ;
- (i) evaluate and assess the impact of University Grants Commission, Grants utilised by the colleges for the implementation of various development projects ;
- (j) ensure that the University Grants Commission grants released to University for disbursement to colleges are not held/locked up or utilised by the University for its own purpose and also ensure that these grants are properly and expeditiously disbursed to colleges for specific purposes according to the guidelines laid down by the Commission ;
- (k) obtain from the colleges and furnish to the Commission Utilisation certificate and completion documents in

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respect of University Grants Commission grants released / disbursed to colleges through the University, and help in monitoring the University Grants Commission programmes implemented by the affiliated colleges ;

- (l) ensure close and continued contact and interaction between the academic faculties at the University teaching departments and at the colleges ;
- (m) review the inspection reports of the college and suggest remedies for the defects and irregularities reported ;
- (n) perform such other functions as may be prescribed or as may be deemed necessary by the University for advancing the cause of collegiate education as may be incidental or conducive to the discharge of above functions.

The College Development Council may be responsible to the Vice-Chancellor and send periodic reports to the University Grants Commission about the impact of University Grants Commission programmes.

- 6. The Vice-Chancellor, and in the absence of the Vice-Chancellor, a member elected by the Council shall preside over the meeting of the Council.

Ordinance 196

Terms and conditions of service of full-time teachers of the Saurashtra University.

The following shall be the terms and conditions of service of the full-time teachers working in the Post-graduate Departments and Post-graduate Centres directly conducted by the Saurashtra University. The term 'teachers' shall include Professors, Readers, Lecturers, Tutors and Demonstrators.

- (1) The minimum salary and grade of pay for the teachers shall be as decided by the Syndicate, subject to the approval of the State Government from time to time. The teachers shall be entitled to get the Dearness Allowance equal to that sanctioned by the State Government to its employees. They will also be entitled to get House Rent Allowance and Compensatory Local Allowance as sanctioned by the State Government of Gujarat from time to time.
- (2) The assessment of Rs. 1300/- in the Lecturer's scale of Rs. 700-40-1100-50-1300/ - assessment 50-1600 and at Rs. 1600/- in the Reader's scale of Rs. 1200-50- 1300-60-1600-assessment-60-1900 shall be done by a Committee consisting of three persons appointed by the Syndicate as per norms prescribed by it from time to time.
- (3) The period of probation of a teacher shall in no case be more than 24 months. The Syndicate may for reasons to be recorded waive the conditions of probation. The Syndicate shall have the right to assess suitability of a teacher for

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confirmation even before the expiry of the period of 24 months from the date of his/her appointment but not earlier than 9 months from the date of appointment.

A schedule for placing cases regarding confirmation before Syndicate shall be prepared well in time before the date of expiry of probation period.

- (4) Subject to the under mentioned proviso, a teacher who ceases to be a teacher at the end of second term/session or at the end of the first term/session, as the case may be, should be paid his salary in accordance with the following :
- (a) If he has served for the major part of the whole academic year, he should be paid his salary up to the last day of the vacation following the end of the second term, provided the period he serves should end on the last day of the term.
 - (b) If he has served for the major part of the first or the second term, he should be paid his salary for fifteen days after the last day of the relevant term, provided the period he serves should end on the last day of the term.

Provided always that such a teacher has not left the University without giving necessary notice as required and or his appointment was not in a leave vacancy for a fixed period. For purposes of this clause :

"Salary" shall mean basic salary and all allowances.

"Major part" means more than one-half

"Academic Year" means the period between the first day of the first term and the last day of the second term as laid down in Ordinance 95 for the relevant faculty from time to time and as changed by the Syndicate from time to time as per provision contained in Ordinance 96.

- (5) Maximum teaching work load of a teacher shall be that as prescribed by the Syndicate under relevant Ordinances or Rules from time to time.
- (6) (a) No leave can be claimed as a matter of right.
(b) A teacher is entitled to the vacation as may be prescribed from time to time by the University.
(c) The various kinds of leave, which a teacher is entitled shall be as per schedule - 1 appended to this ordinance. The leave earned by duty, i.e. Earned leave or Sick leave or both by a teacher while in service as a teacher (including a surplus teacher) in any college affiliated to any University situated in the State of Gujarat, recognized Higher Secondary School or University situated in the State of Gujarat shall be carried further and credited in the leave account of the teacher, maintained by this University, subject to the maximum respective leave or leaves permissible under the relevant rules of this University, provided that the teacher leaves his

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or her preceding service and joins this University as a teacher.

EXPLANATION :

In case, where the leave cannot be covered under any of the leave rules and leads dispute, difference or ambiguity of any kind, the decision of the Syndicate shall be final.

- (d) The Head of the University Post-Graduate Department, with the prior approval of the Vice-Chancellor, in the case of his subordinates and the Vice-Chancellor in case of the Head of the University Post-Graduate Department and the Professor-in-charge of the Post-graduate Centre directly run by the University, shall be competent to sanction the leave. In case of duty leave for research work or other academic pursuit, the sanctioning authority will be Vice-Chancellor in case the leave asked for is up to thirty days in an academic year. If it is for more than thirty days in an academic year, the case shall be placed for consideration of the Syndicate.
- (e) Pay includes all allowances excluding work allowance, conveyance allowance and campus allowance.
- (7) (i) No confirmed teacher shall be removed from the service by the University except on one or more of the following grounds and except in accordance with the procedure prescribed herein under:
 - 1. Persistent negligence of duty.
 - 2. Physical or mental unfitness.
 - 3. Incompetence.
 - 4. Misconduct including gross or repeated insubordination or moral turpitude.
- (ii) No order of removal shall be passed against a confirmed teacher unless he has been informed in writing of the grounds on which it is proposed to take action, and has been afforded an adequate opportunity of defending himself. The ground on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the teacher charged together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders in the case.
- (iii) The teacher shall be given not less than a fortnight to put in written statement of his defense and state whether he desires to be heard in person. If he so desires, or if the Syndicate so directs, an oral inquiry shall be held.
- (iv) The inquiry shall be conducted by a person other than an employee of the University nominated by the University.
- (v) The inquiry officer shall hold by the inquiry with due expedition and submit his report within a month from the commencement of inquiry and shall submit it to the

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University. The inquiry shall be conducted in accordance with the principles of natural justice.

- (vi) At the inquiry, oral evidences may be led both by the University and the teacher, as to such of the allegations as are not admitted and both the parties shall be entitled to examine such witnesses as are produced by them and to cross examine each others' witnesses. The teacher shall be entitled to give evidence in person.
 - (vii) At the said inquiry the University may, if it so desires, lead documentary evidence in support of the charge/charges framed against the teacher. In that case, copies of the said documents shall be supplied to the teacher.
 - (viii) The teacher shall be entitled to lead documentary evidence, if he so desires.
 - (ix) On consideration of the report made by inquiry officer and the finding recorded by him, if University arrives at a provisional conclusion that the teacher concerned should be removed from service, the University shall supply the teacher with a copy of the said report and call upon him to show cause within a reasonable time not exceeding one month against the proposed removal.
 - (x) Any representation submitted by the teacher in this behalf shall be fully taken into consideration, before orders are passed by the University. The University shall pass the orders within a fortnight of receiving the representation and if no representation is submitted by the last date for its submission, within a fortnight from the last date fixed for submission of the representation.
 - (xi) The representation of the teacher shall form a part of the record of the case.
 - (xii) If, in the opinion of the University the charge or charges is or are of such a nature that the presence of the teacher against whom the charge or charges is or are made, is prejudicial to the working of the University, the Syndicate may place him under suspension till final orders are passed. No person will be kept under suspension for a period of more than thirty days without instituting inquiry against him.
 - (xiii) The teacher, who is removed from the service by the University and who feels aggrieved by such removal shall have the right to appeal against the order of removal to the Tribunal within a period of thirty days from the date of the removal.
- (8) No member of the staff shall leave the employment of the University in the midst of any term and without giving to the authorities three months' notice if he is confirmed or one months' notice, if he is temporary or on probation provided that such notice shall not end in the middle of an academic

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term. In case however, a member does not give the required notice the University 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 of notice. No teacher shall be entitled to payment of salary from both the institutions. If a member of the staff leaves services in the middle of an academic term without due notice and joins any Institution affiliated to the University, Syndicate may not approve his appointment in the new college or recognise him as a teacher for that academic term.

- (9). The age of retirement of teachers of the University shall be 60 years, provided however, that the teacher shall be continued in service up to the last day of the month in which he/she attains the age of 60 years. No teacher who has attained the age of 60 years shall be recognised as a teacher for the purpose of the Act, Statutes, Ordinances, Regulations and Rules of the University after the last day of the month in which he/she has attained the age of 60 years.
- (10). A teacher in the University if required to apply for any post it shall be incumbent for the head of the Department to forward the application of the teacher within a reasonable time to the University.
- (11). A teacher in the University can undertake research Projects with or without honorarium after necessary permission from the Vice-Chancellor.
- (12). A teacher who has given a written acceptance of an appointment in the University shall be bound to join the University and serve for at least one academic term and if he fails to do so without reasonable cause his case shall not be considered for two years for any post in the University.
- (13). Whenever a teacher of the University is appointed either by the State Government or Government of India or any Statutory body, to any higher executive post, teaching post or research post for not more than five years at a time, such a teacher may be granted lien by the Syndicate on his original post in the University for such period, and his services shall be considered continuous for all purposes and benefits. He shall not be eligible for salary, allowances or P.F. benefits but the period will be counted for purpose of increment while fixing his initial pay on return to the University.
- (14). Terms and conditions of loan services of teachers to any educational institution shall be as mentioned in Schedule 2 appended to this Ordinance.
- (15). A teacher except a Professor other than the Head of the Department of the University Department when appointed to hold the charge of the Department as head for a temporary measure, shall be entitled in addition to his own pay, to a charge allowance subject to the following conditions :

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- (a) Ordinarily no teacher below the rank of a Reader shall be appointed to hold such charge.
 - (b) When in absence of a Professor there is no Reader in the Department available for holding such charge the Senior most Lecturer may be appointed to hold the charge of the Department as head. In case the Senior most lecturer is no to be appointed or if the junior Lecturer is appointed for the purpose. The Syndicate shall be competent to take decision in the matter and its decision shall be final.
 - (c) No charge allowance shall be paid for any vacation period.
 - (d) For purpose of calculating the number of days for charge allowance, if the charge is given before the commencement of the vacation, and is continued after the completion of vacation, the days of before and after the vacation shall be taken into the account provided the person has been detained continuously for the whole vacation. Such charge allowance shall be at the rate of 10% of the minimum of the scale of pay of the immediate next higher post, if the period of such charge is at least for fifteen days and up to three months, but at the rate of 20% for whole period, if the period is more than 3 months.
- (16). No teacher shall conduct private tuition class or private tuition or teach in a private coaching class with or without remuneration. Any breach of this condition shall render the teachers liable to such disciplinary action as is determined by rules framed by the University.

Note :

A tuition class or a coaching class is a class in which the students join on payment of fees.)

Schedule I

(A) Permanent Teachers

Kinds of leave admissible :

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

(1) Leave treated as duty :

Casual leave
Special Academic leave
Duty leave
Exchange leave

(2) Leave earned by duty :

Earned leave
Sick leave

(3) Leave not earned by duty :

Extraordinary leave

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Leave not due

(4) Leave not debited to leave account :

(a) Leave for academic pursuits:

Study leave

Sabbatical leave

(b) Leave on ground of health :

Maternity leave

Quarantive leave

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

(a) CASUAL LEAVE

2. (i) Casual leave is not earned by duty. Total casual leave granted to a teacher shall not exceed twelve days in an academic year.

(ii) Casual leave cannot be combined with any other kind of leave except special Academic 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.

(iii) "Casual leave may be either prefixed or suffixed with vacation but not both."

SPECIAL ACADEMIC LEAVE

3. (i) Special academic leave not exceeding FIFTEEN days in an academic year may be granted to a teacher-

(a) to conduct examination of a University, Public Service Commission, Board of Examination or other similar bodies/institutions.

(b) to inspect academic institutions attached to a Statutory Board, etc.

(ii) Special academic leave up to 30 days in an academic year may be granted with the permission of the Vice-Chancellor for such work as may be approved by the Vice-Chancellor as academic work provided it does not interfere with academic work.

(iii) In addition, special Academic leave to the extent mentioned below may also be granted.

(a) to undergo sterilization operation (Vasectomy or Salpingectomy) under Family Planning Programme. Leave in this case will be restricted to six working days.

(b) to a female teacher who undergoes non-porurporal sterilization Leave in this case will be restricted to fourteen days.

Note :

Special academic leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or the vacation.

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DUTY LEAVE

4. (i) Duty leave may be granted for :
- (a) Attending academic conferences, academic congresses, academic symposia and academic seminars, attending the meeting of the Executive Committee and the representative council of the Recognised Teachers Association.
 - (b) Delivering lectures in institutions and Universities at the invitation of such Institutions or Universities received by the University or a teacher directly and accepted by the Vice-Chancellor.
 - (c) Working in another Indian or Foreign University and other Agency, Institution or Organisation when so deputed by the University.
 - (d) Working on a delegation or Committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other Academic Body.
 - (e) Performing any other duty for the University, and
 - (f) Inspection of academic Institutions, affiliated to or recognised by the Saurashtra University or for inspection of any college which has applied for new affiliation.
 - (g) For undertaking research work or other academic pursuit within the country or abroad.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (iii) The leave may be granted on full pay provided that if the teacher received a fellowship or honoraria or any other financial assistance beyond the amount needed for normal expenses, he may be sanctioned duty leave on reduced pay and allowances.
- (iv) Duty leave may be combined with earned leave, sick leave or extra-ordinary leave.
- (v) When the teachers demand duty leave for purposes other than those mentioned in clause(i) above, the Vice-Chancellor may in very exceptional cases, grant the same provided the work is related to the type of duties which are performed by the teacher or is such that a teacher may be asked to perform on account of his professional knowledge, and provided further that by grant of such leave the normal work of the teacher is not likely to suffer and provided further that the leave is asked for each time in advance. The Vice-Chancellor shall have the sole discretion whether to grant such leave or not and his decision regarding granting of leave and duration of leave and its limit within an academic year shall be final.
- Exchange Leave

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5. Exchange leave shall be granted to the members of the staff, when they have been called to work on holidays or on Sunday for more than four hours. This leave cannot be prefixed or suffixed to any kind of leave except casual leave and shall be availed of in the calendar year in which it is earned.

Earned Leave

6. (i) Earned leave admissible to a teacher shall be 1/3rd of the period, if any, during which he is required to perform duty during vacation.
- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 180 days. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days. Earned leave exceeding 120 days may however, be sanctioned in the case of higher study or training or leave on medical certificate or when the entire leave or a portion thereof is spent outside India.
- (1) When a teacher combines vacation with earned leave the period of vacation shall be reckoned as leave calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
- (2) In cases 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 in India shall not in the aggregate exceed 120 days.

Sick Leave

7. Sick leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate. Medical certificate will not be necessary if the leave is for less than six days (including a Sunday and Holidays). No teacher who is granted sick leave for a period of one month or more shall return to duty without first producing a certificate of fitness from a Medical Officer.

Note :

“Completed year of service” means continuous service of specified duration under the University and includes periods spent on duty as well as leave including extra-ordinary leave.

8. Sick leave not exceeding half the amount of leave due may be commuted and granted on medical certificate to a permanent teacher subject to the following conditions :
 - (i) Commuted leave during the entire services 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 sick leave due.
 - (iii) The total duration of earned leave and sick leave taken in conjunction shall not exceed 240 days at a time. Provided that no sick leave shall be granted under these rules unless the authority competent to sanction

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leave has reason to believe that the teacher will return to duty on its expiry.

PROVISO :

If the teacher has C.L. at his credit, he cannot ask for sick leave. However, when the sick leave is asked for a period of at least six or more days sick leave can be granted even though C.L. is at credit.

Extra-ordinary Leave :

9. (i) A permanent teacher may be granted extra-ordinary leave.
- (a) When no other leave is admissible.
- OR
- (b) When no other leave is admissible, the teacher applies in writing for the grant of Extra-ordinary leave.
- (ii) Extra-ordinary leave shall always be without pay and allowances, Extraordinary leave shall not count for increment except in the following cases :
- (a) Leave taken on medical certificates.
- (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit.
- (c) Leave taken for prosecuting higher studies.
- and
- (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (iii) Extra-ordinary leave may be combined with any other except a casual leave and special academic leave provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed 5 years in all.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary leave.

Leave Not due

10. (i) Leave not due may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half pay leave earned by him subsequently.
- (ii) 'Leave not due' shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be

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foreseen the teacher will return to duty on the expiry of the leave and earn the leave granted.

- (iii) A teacher to whom 'Leave not due' is granted shall not be permitted to tender his resignation from services so long as the debit balances in his leave account is not wiped off by active service, or he refunds the amount paid to him 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 Syndicate.

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

Sabbatical Leave

11. 1. Teachers in the University shall be eligible for grant of Sabbatical Leave for a period of one year at the end of every six years of continuous service in the University for undertaking study, research and writing purposes within the country or abroad.

OR

- (i) Teachers of the University who have completed three years of service 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. This leave shall not be granted to a teacher who has less than three years of service in the University before the age of superannuation.
- (ii) The duration of sabbatical leave shall not exceed one or two semesters, according as the teacher has actually worked in the University for not less than six years or twelve semesters respectively since his return from the earlier spell of sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of six semesters from the date of the teachers return from previous sabbatical leave or any other kind of training programmes.
2. In reckoning the service of the teacher for this purpose, six years' service rendered without any break will be taken into account i.e. it should not be intervened by any absence for a period exceeding three months of the University session (excluding vacation). For any absence for a period exceeding three months, service for an additional period of equal duration will have to be rendered for the completion of six years service, for the purpose of sabbatical leave.
3. Sabbatical leave shall be granted for a period of twelve months including vacations. Vacations will not be allowed to be prefixed or suffixed with Sabbatical leave.

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4. Sabbatical leave may be availed of, only twice, during the entire period of service of a teacher in the University, provided he has rendered approved service of not less than six years before each spell of Sabbatical Leave.
5. During the period of Sabbatical leave the teacher shall be allowed to draw the normal increments on the due date and the period of leave shall also count as regular service for purposes of pension/retirement benefits provided that the teacher rejoins the University on the expiry of his leave.

NOTE :

1. The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.
2. On return from leave the teacher shall report to the University the nature of study, research or writing work undertaken during the period of leave.
6. 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 immediately prior to his proceeding on sabbatical leave. The University shall not, however, fill up his post.
7. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad.

Study Leave

12. (a) (i) Study Leave may be granted to a permanent whole time teacher with not less than two years continuous service, to pursue a special line of study or research directly related to his work in the University or to make a special study of the various aspects of University organisation and methods of education, giving full plan of work.
- (ii) Study leave shall be granted on the recommendation of the Advisory Committee to be appointed by the Syndicate but leave shall not be granted for more than two years, save in very exceptional cases in which the Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University. The period of study leave shall, in no case, exceed three years.
- (iii) Study leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of study leave.
- (iv) Study leave may be granted more than once provided that not less than five years have elapsed after the teacher has returned to duty on completion of earlier

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spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.

- (v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Syndicate. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Syndicate to treat the period of short-fall as extraordinary leave has been obtained.
- (vi) The teachers granted study leave would be entitled to continue to draw their total emoluments for the duration of the study leave as are applicable to teachers granted fellowships under the Faculty Improvement Programme of the University Grants Commission except the living expenses allowances of Rs. 250/- p.m.. The necessary increment will also be sanctioned as and when due. However, the amount of emoluments payable to the teachers on study leave shall be reduced subject to the provisions of sub-clauses(vii) and (viii) below.
- (vii) The amount of scholarship/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 scholarship etc. so received shall be taken into account in determining the pay and allowance on which the study leave may be granted.
- (viii) If a teacher, who is granted study leave, is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave he shall ordinarily not be granted any study leave salary, but in cases, where the amount of remuneration received in respect of part-time employment is not considered adequate, the Syndicate may determine the study leave salary payable in each case.

NOTE :

It shall be the duty of the teacher granted study leave to communicate immediately to the University the amount of financial assistance in any form received by him during the course of study leave from any person or Institution whatsoever.

- (ix) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, sick leave, extra-ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the

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commencement of the study leave. When study leave is taken in continuation of vacation the period of study leave shall be deemed to begin to run on the expiry of the vacation.

- (x) The period of study leave shall count as service for purpose of retirement benefits, provided that the teacher rejoins the University on the expiry of his study leave, and serves for the period for which the bond has been executed.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within six months of its sanction. Provided that where study leave granted has been so cancelled the teacher may apply again for such leave.
- (xii) A teacher availing of study leave, shall undertake that he shall serve the University continuously for double the period of study leave subject to a maximum of three years from the date of his resuming duty after expiry of the study leave.
- (xiii) A teacher -
 - (a) who is unable to complete his studies within the period of study leave granted to him,
OR
 - (b) who fails to rejoin the service of the University on the expiry of his study leave,
OR
 - (c) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service,
OR
 - (d) who within the said period is dismissed or removed from the service by the University shall be liable to refund to the University, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study :

Provided that if a teacher had served in the University for a period of not less than half the period of service under the Bond on return from study leave, he shall refund to the University half of the amount calculated as above. In case the teacher has been granted study leave without pay and allowances; he shall be liable to pay to the University an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the University in connection with the course of study.

EXPLANATION :

If a teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of dues under these rules. Notwithstanding the above, the Syndicate may order that nothing in these rules shall apply to a teacher who within three years of return to duty from study leave is permitted to retire from service on medical grounds. Provided further that the Syndicate may in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these rules.

(xiv) After the leave has been sanctioned the teacher shall before availing of the leave, execute a bond in favour of the University in the prescribed form undertaking to serve the University for not less than double the period of study leave sanctioned to him or full, half or no pay subject to a maximum period of three years. In addition to executing a bond as aforesaid the teacher shall have to provide two sureties when study leave is granted to him on full pay and one surety when study leave is granted to him on behalf pay or no pay and give security of immovable property to the satisfaction of the University or a fidelity bond of an Insurance Company or a Guarantee by a Scheduled Bank. The sureties furnished should be acceptable to the University. Where the two sureties or the one surety as the case may be provided by the teacher are those who are permanent teachers of the Institution to which the teacher belongs, the University may in its discretion waive the additional requirement of getting security of immovable property or a Fidelity Bond of an Insurance company or a Guarantee by a Scheduled Bank. The surety clause shall form part of the study leave bond and the persons giving surety shall be liable to pay to the University the amount recoverable from the teacher concerned on his failure to observe the obligations of the Bond.

(xv) The teacher shall submit to the Registrar six monthly reports of progress in his studies from his supervisor or 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 time specified, the payment of salary may be deferred till the receipt of such report.

Maternity Leave

13. (i) Maternity leave on full pay may be granted to a woman teacher for a period which may be extended up to the end of three months from the date of commencement of leave or to the end of six weeks from the date of confinement whichever is earlier. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by a Medical Certificate.
- (ii) Maternity leave may be combined with earned leave, sick leave or extraordinary leave but any leave applied for in continuation of Maternity leave may be granted if the request is supported by a Medical Certificate.
- (iii) Such leave shall be granted only thrice during the entire service.

Quarantine Leave

14. (i) Quarantine leave is leave of absence from duty necessitated in consequence of the presence of an infection in the family or household of a teacher.
- (ii) Quarantine leave may be granted on medical certificate for a period not exceeding 21 days. In exceptional cases this limit may be raised to thirty days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with earned leave, sick leave or extra-ordinary leave.
- (iii) A teacher on quarantine leave is not treated as absent from duty and his pay is not affected.

VACATION

15. (i) Vacation may be taken in combination with any kind of leave except casual and special academic leave provided that vacation shall not be both prefixed and suffixed to leave.
- (ii) Except in a special circumstances 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 period, such vacation shall be treated as part of the leave.

(b) TEACHERS APPOINTED ON PROBATION

16. A teacher appointed as a probationer against a substantive vacancy and with definite terms of probation shall during the period of probation be granted leave which would be admissible to him if he holds his post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by the orders of the Syndicate. On the other hand, a teacher appointed 'on probation' to a post,

not substantively vacant to assess his suitability to the post shall, until he is substantively confirmed, be treated as a temporary teacher for purposes of grant of leave. If a person in the permanent service of the University, is appointed on probation to a higher post he shall not, during probation be deprived of the benefit of leave rules applicable to his permanent post.

(c) TEMPORARY TEACHERS

17. Temporary teacher shall be governed by the provisions of part (A) of these Rules subject to the following conditions and exceptions :

(1) Earned Leave :

(a) A temporary teacher shall be entitled to earned leave as a permanent teacher except that in respect of the first year of his service he shall be entitled to earned leave as follows :

(i) 1/3rd of the period, if any, during which he is required to perform duty during vacation.

(b) A temporary teacher appointed without interruption of duty substantively to a permanent post will be given the earned leave which would have been admissible if his previous duty had been in permanent employment, diminished by any earned leave already taken. Leave is not interruption for the purpose of this Rule.

(2) Sick Leave :

(a) No sick leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the expiry of such leave.

(b) Temporary teachers shall not be entitled to commute any portion of the sick leave.

(4) Extra-ordinary Leave :

In the case of temporary teacher the duration of extra-ordinary leave on any occasion shall not exceed the following limits :

(a) Six months in case where the teacher has completed three years' continuous service and the leave application is supported by a Medical Certificate.

(b) Eighteen months where the teacher is undergoing treatment in a recognised hospital for tuberculosis, cancer or leprosy.

(c) (i) 24 months in cases where the leave is required for prosecuting studies certified to be in the interest of the University, provided that the teacher has completed three years' continuous service on the date of commencement of extra-ordinary leave. In cases, where this condition is not satisfied extra-ordinary leave to this extent may be sanctioned in continuation of any other kind of leave due and applied for

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(including three months extra-ordinary leave under (a) above) if the teacher completes three years continuous service on the date of expiry of such leave.

- (ii) When a temporary teacher fails to resume duty on expiry of the maximum period of extra-ordinary leave granted to him or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the extraordinary leave granted exceeds the limit up to which he could have been granted such leave under (i) above, he shall, unless the Syndicate, in view of the exceptional circumstances of the case, otherwise determines, be deemed to have resigned his appointment and shall accordingly cease to be in the University employment.

(5) Leave not due, study leave and sabbatical leave :

Temporary teachers shall not be entitled for the grant to leave not due, study leave and sabbatical leave.

(6) Vacation :

(i) A teacher who is appointed as a temporary measure shall be entitled to pay for the following summer vacation only if he has worked during the major part of the academic year.

(ii) In other cases, the vacation salary may be paid to the teacher, if that temporary appointment is continuous for a part or whole of the next academic year and the teacher joins on the opening day and has also served on the last working day before the vacation.

Schedule 2

Terms and conditions of loan service of teachers of the Saurashtra University to any Educational Institution.

- (1) The Syndicate may loan the services of a confirmed member of the staff of this University for a period of two years and once only in a period of five years' continuous service, who have completed three years of service. Such loan service shall commence from the date the employee is relieved by the University and will end on the date he resumes in the University. The loan service may be extended by a period of one year each time by the Syndicate of this University on getting a request from the Educational Institution to whom loan services are given (hereinafter termed as 'Educational Institution').
- (2) The employee will be entitled to salary, grade, allowances, etc. and all other facilities as are and may be admissible to the employee in the University services from time to time, from the Educational Institution.
- (3) Gratuity contribution will be paid by the Educational Institution to the University every month, at rates prescribed

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- by the University from time to time which shall be in accordance with the rules prescribed by the University.
- (4) Employer's contribution to the provident fund shall be paid by the Educational Institution to the University every month at the rates prescribed by the University from time to time, which shall be in accordance with the rules prescribed by the University. The employee's subscription shall be deducted by the Educational Institution from the monthly salary of the employee and be paid to the University every month.
 - (5) During the period of loan service the employee will continue to be governed by the leave, provident fund, gratuity rules of University as are applicable to the employee from time to time.
 - (6) The date of increment of the employee concerned will not be affected during the loan service. The employee will be entitled to earn increment during the period of loan service.
 - (7) The employee will be given the benefit of all types of leave as may be admissible to the employee in the University services as per University rules from time to time.
 - (8) The employee will be entitled to medical facilities according to University rules. The liability in this behalf shall be borne by the Educational Institution.
 - (9) Permission for higher study may be given by the Educational Institution as per University rules.
 - (10) The employee will be entitled to transfer travelling allowance and joining time pay on joining the post of loan service as well as on returning to University service in accordance with the T.A. rules prescribed by the University. The expenditure on this account will be borne by the Educational Institution.
 - (11) In the event of the liabilities arising in future for payment of any arrears of pay, dearness allowances or any allowances for the period, the employee has served the Educational Institution, the said arrears will have to be paid by the Educational Institution.
 - (12) The period of loan service shall be counted as period of active service in the University for the purposes of payment of Provident Fund and Gratuity.
 - (13) In respect of matters not covered hereunder, the decision of the Syndicate of this University will be final.
 - (14) On a request from the Educational Institution or an employee, the Syndicate may condone any deficiency of conditions mentioned above, if deemed fit.

Ordinance 197

The following shall be the rules regarding the refund of tuition fees paid by the students in the non-Government affiliated colleges imparting instructions of the courses under any of the Arts, Science, Commerce, Education, Law and Home Science faculties. The tuition fees shall be refunded only on receipt of application accompanied by

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necessary documents supporting the contentions on which the claim is based. All applications for refund of tuition fees shall be addressed to the Principal of the college in which the fees were paid.

1. Full tuition fees (including laboratory fees if any) of the term shall be refunded to the guardian of a student where a student dies during the tenure of the term. The guardian shall apply for refund of the tuition fees to the Principal supporting the application by a death certificate issued by the competent authority.
2. Full tuition fees (including the laboratory fees, if any) shall be refunded after deduction of Rs. 100/- where a student intending to leave the college after obtaining admission applies within 10 days from the date of payment of fees or from the last date fixed for payment of fees by the college whichever is earlier.
3. Full tuition fees (including laboratory fees, if any) for the term shall be refunded after deducting Rs. 25/- where a student already serving in a transferable establishment is transferred to a different city applies for the refund of fees within 15 days of the date of payment of fees. This rule will be applicable on the same lines where the parent of a student is transferred to a different city.
4. Full tuition fees (including laboratory fees, if any) for the term shall be refunded after deducting Rs. 25/- to a student who on account of securing admission in different college imparting instructions in Engineering or Medical or Pharmacy courses intends to leave the college and who applies within 15 days from the date of securing of such admission. In such cases the application shall be supported by a copy of the admission memo or the letter received by the student from a different college or institution.
5. Full tuition fees shall be refunded to a student who has been admitted provisionally pending production of an eligibility or registration certificate but who has been subsequently found to be ineligible for such certificate within one month from the date of commencement of the term and applies within 15 days with a certified copy of letter declaring him ineligible to get such certificate.

Ordinance 198

Notwithstanding anything contained in Ordinance 65 (relating to the Committee for the appointment of teachers of the University), Ordinance 145-B (providing for the minimum qualifications for teaching appointment in the affiliated colleges), Ordinance 188 (providing for the terms and conditions of service of full-time teachers in the affiliated colleges). Ordinances 196 (providing for the conditions of service of full-time teachers of the University) and in any other rules, ordinances, or statutes and in partial modification thereof, the scheme regarding the Revision of Pay

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Scales of teachers, librarians and physical education personnel in Universities and colleges and other measures for maintenance of standards in Higher Education as laid down in Government of Gujarat, Education Department, Resolution No. MIS-1187-55843-KH dated 14th September, 1988, shall apply to the full-time teachers of the University and to the full-time teachers of the affiliated colleges with effect from 1-1-1986 to all such teachers to the limit and extent as specified hereunder, and the Statutory provisions made earlier by the University as referred to above, shall stand modified in so far as they are in contravention of the scheme provided for under this ordinance :

- (1) The pay-scales of the teachers in the University and Non-Government affiliated colleges and those of librarians and physical education personnel shall be revised with effect from 1-1-1986.
- (2) The terms and conditions of Revision of pay-scales of teachers are mentioned in Appendix-I and those of Librarian and physical education personnel are mentioned in Appendix-II appended to this Ordinance.
- (3) The details of revised pay-scales have been given in Annexure-I and the formula for fixation of pay in the revised scale is given in Annexure-II to the appendices to this Ordinance.

APPENDIX-I

Coverage :

1. This Scheme applies to teachers of the University and Non-Government affiliated Colleges (excluding Engineering, Pharmacy and Medical Colleges) admitted to the privileges of the University unless they specifically exercise an option in writing to remain out of this Scheme as provided in para 17 hereafter. All teachers appointed after the date from which scheme has been given effect will be governed by the provisions of the scheme.

Date of Effect

2. The revised scales of pay will be effective from January 1, 1986. Pay Scales :
3. The revised scales of pay effective from 1st January, 1986 are given in Annexure-I.
4. The revised scales of pay inclusive of the basic pay the dearness pay, the dearness allowance, additional dearness allowance, and the interim relief, if any, admissible to teachers as on 1st January 1986.
5. The revised scale of pay of Tutors and Demonstrators is for the existing incumbents of these positions in the University and College. There shall be no fresh recruitment to this category.

Recruitment and Qualifications :

6. Recruitment to the posts of Lecturers, Readers and Professors in the University and colleges shall be on the basis of merit through all India advertisement and selection, provided that Lecturers who fulfill the criteria prescribed in this scheme will be eligible for promotion to the posts of Readers.
7. The minimum qualifications required for appointment to the posts of Lecturers, Readers and Professors will be those prescribed by the UGC from time to time. Generally, the minimum qualifications for appointment to the post of Lecturer in the scale of pay of Rs. 2200-4000 shall be, Master's degree in the relevant subject with at least 55% marks or its equivalent grade, and good academic record. Good Academic record shall mean average record or third year (final year) degree and master degree assessment which would at least be 52.5% or M.Phil. or Ph.D.
8. Only those candidates who, besides, fulfilling the minimum academic qualifications prescribed for the post of Lecturers, have qualified in a comprehensive test, to be specially conducted for the purpose, will be eligible for appointment as Lecturers. The detailed scheme for conducting the test including its design, the agencies to be employed in the conduct of tests, content, administration etc., will be worked out by the UGC, keeping in view the requirements of the media of instructions followed by the different states/Universities/Colleges, and other relevant considerations.
9. In order to encourage research in continuation of post-graduate studies, candidates who, at the time of their recruitment as Lecturers, possess Ph.D. or M. Phil. degree, will be sanctioned three and one advance increments respectively in the scale of Rs. 2200-4000 along with the benefit of corresponding years of service for the purpose of promotion. The existing lecturers without research degrees; and those similarly situate, recruited in future will be eligible for a similar benefit in service for the purpose of promotion as and when they acquire research degree, but will not be eligible for advance increments. Existing Lecturers with research degrees will also be eligible for a similar benefit.

Career Advancement :

10. Every Lecturer will be place in a senior scale of Rs. 3000-5000 if he/she has
 - (a) Completed 8 years of service after regular appointment with relaxation as provided in a para 9 above,
 - (b) Participated in two refresher course/summer institutes, each of approximately 4 weeks' duration or engaged in other appropriate continuing education programmes

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- of comparable quality as may be specified by the UGC,
and
(c) Consistently satisfactory performance appraisal reports.

Explanation :

All Lecturers in the existing scale of Rs. 700-1600, who have completed 8 years of service on 1st January, 1986, will be placed through a process of screening/selection as indicated in para 20 below, in the scale of Rs. 3000-5000 the benefit of service provided in para 9 will be available for the initial placement also.

11. Every Lecturer in the senior scale will be eligible for promotion to the post of Reader in the scale of pay of Rs. 3700-5700 if he/she has -
- (a) Completed 8 years of service in the senior scale, provided that the requirement of 8 years will be relaxed if the total service of the Lecturer is not less than 16 years, in case of a teacher whose service as a lecturer is more than 8 years, his previous service as a Tutor/Demonstrator shall be counted as lecturer from the date he acquired qualification for the post of Lecturer in the ratio of 5 years. Tutor/Demonstrator, 4 years Lecturer. Such weightage will not be admissible beyond 16 years.
 - (b) Obtained a Ph.D. degree, or an equivalent published work;
 - (c) Made some mark in the areas of scholarship and research as evidenced by self-assessment, reports of referees, quality of publications, contribution to educational renovation, design of new courses and curricula, etc. ;
 - (d) Participated in two refresher courses/summer institutes each of approximately 4 weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the UGC, the after placement in the senior scale; and
 - (e) Consistently good performance appraisal reports.
12. Promotion to the post of Reader will be through a process of selection by a Selection Committee to be set up under the Statutes/Ordinances of the University or other similar Committees set up by the appointing authorities in accordance with the guidelines to be laid down by the UGC. Posts of Readers will be created for this purpose by upgrading a corresponding number of posts of lecturers in the University and colleges.
13. Those lecturers in the senior scale who do not have Ph.D. degree or equivalent published work and who do not meet the

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scholarship and research standards of a Reader, but fulfill the other criteria mentioned in para 11 and have a good record in teaching and/or participation in extension activities will be placed in the grade of Rs. 3700-5700 subject to the recommendations of the Committee mentioned in para 12 above. They will be designated as Lecturer in the Selection grade. Posts in the Selection Grade will be created for this purpose by upgrading the posts held by them. They could offer themselves for a fresh assessment after obtaining Ph.D. and or fulfilling other requirements for promotion as Reader, and if found suitable could be given the designation of Reader.

14. Lecturers in the existing selection grade of Rs. 1200-1900 in the colleges will be placed at the appropriate stages in the revised selection grade of Rs. 3700-5700 in accordance with the pay fixation formula under this scheme. Existing Lecturers who have completed or will complete a total period of sixteen years of service on 1st January 1986 or thereafter will be eligible for promotion to the post of Reader or placement in the selection grade in accordance with the provisions in para 11, 12 and 13. They will also be entitled to the relaxation in the years of service by 3 years and 1 year respectively if they hold Ph.D. or M.Phil. degrees as mentioned in para 9.
15. Every principal in the junior scale shall be placed in the senior scale of Rs. 4500- 7300 on the date on which he completes five years as principal.
16. More posts of Professors and Readers will be created in the University and colleges to broaden the channel of open selection. The UGC would evolve suitable criteria for this purpose. The requirements of qualifications and experience for posts to be filled up through open selection will be prescribed by the UGC from time to time. The University will have the freedom, to seek out brilliant people, independent of the seniority, from within the University and colleges, or outside, and provide them opportunities for joining the teaching profession at appropriate levels.
17. The existing teachers in university and colleges where the Merit Promotion Scheme formulated by the UGC in 1983, or any other similar schemes are in operation will have an option to continue to be governed by the provisions of these schemes provided that they exercise their option in writing prior to their pay fixation under this scheme. They will also be entitled to the designations envisaged for various categories of teachers in those schemes, but the scales of pay will be as follows :
 - i. Lecturer Rs. 2200-4000
 - ii. Reader/Lecturer Rs. 3000-5000 (Selection Grade)
 - iii. Professor Rs. 4500-5700

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18. The Promotions made before the announcement of the revised scales on 17th June, 1987, by Government of India, will not be reopened. However, in such cases, the benefit of revision will be available to teachers only from the date of their promotion.

Continuing education and appraisal of performance :

19. Participation of teachers at regular intervals in appropriate continuing education programmes is envisaged as an integral part of the professional development of teacher. The University Grants Commission, the Indira Gandhi National Open University, the State Government and other appropriate agencies will be advised by Government of India to take steps to introduce programmes of continuing education for this purpose through a variety of means. While there cannot and need not be any rigid requirement of participation in formal programmes evidence of commitment to continuing education of any recognised means, as may be specified by the UGC will be an essential requirement for career advancement. Pending the organisation of such programmes on the quality and scale required for giving effect to the implementation of the measures envisaged in para 10 to 14 of this scheme, relaxation from the requirement of participation in such programme for specific periods and for specific categories of posts, will be granted by the University in accordance with guidelines to be laid down by the UGC.
20. Regular and systematic appraisal of performance of teachers is to be an essential element in the management of education and this has been taken into account in the design for the career development of teachers. The UGC will formulate the guidelines for the evaluation of performance of teachers, taking into account the statement contained in the National policy on Education-1986. Such a system should become operational with effect from academic year 1988-89. Till it becomes operational the existing screening mechanism/selection procedures or those prescribed on a provisional basis by the University/State Government will apply to all placements/promotion referred to in paras 10 to 14.

Other Conditions of Service :

Probation :

21. The period of probation of a teacher shall not exceed a period of 24 months. A Lecturer appointed on probation should ordinarily confirmed only after he/she has completed an appropriate short-term orientation programmes and his/her performance appraisal reports are satisfactory. The UGC will make arrangements to ensure that facilities are available for

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organising orientation programme to cover all lecturers appointed in an after 1988-'89.

Superannuation and re-employment :

22. The age of superannuation for teachers should be 58 years under these rules, provided that the age of superannuation for teachers (including principals) of nongovernment colleges and University, who are originally recruited prior to 1-10-'84 shall continue to be 60 years.

Grievance Redressal Mechanism :

23. Appropriate mechanism for the redressal of teachers grievances will be established in the University and colleges, in respect of which guidelines will be issued separately.

Code of Professional Ethics :

24. The UGC will prepare a code of Professional Ethics for teachers in consultation with the representatives of National level associations of teachers, all concerned shall see to the observance of the Code.

Pay Fixation Formula :

25. The pay of teachers in the revised scale on 1-1-86 will be fixed in accordance with the formula recommended by the Fourth Pay Commission while revising pay scales of the Central Government employees with slight modification about stagnation increments. The detail of the Pay Fixation Formula are given in Annexure- II.
26. The revised scale of pay as on 1-1-1986 in inclusive of Dearness Pay and Dearness Allowance admissible on that date. The teachers and other staff will be entitled to get D.A. at the rates sanctioned by State Government to its employees drawing pay in pay-scale sanctioned under Gujarat Civil Services (Revision of Pay Rules, 1987 from time to time after 1st January 1986. They will also be entitled to get HRA and CLA at places and at rates admissible to State Government employees.
27. All the teachers shall have the option to come to the revised scale with effect from 1-1-1986 or from a later date chosen by them. The teachers and other personnel will be required to exercise their option in the form appended to this Ordinance within three months from the date of this Ordinance coming into force i.e. from 22-10-1988. Option once exercised shall be final. If an Incumbent has not exercised his option within the prescribed time-limit, he shall be deemed to have elected to be governed by the revised pay-scales with effect from 1-1-1986.
28. The payment of pay and allowances as per revised pay scale shall be made in cash without audit. Arrears in respect of pay and allowance except HRA and CLA for the period from 1-1-1986 to 31-8-'88 shall be released and paid in cash on receipt

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of share from Government of India, by the Government of Gujarat. Arrears on account of HRA and CLA shall be credited to the Provident Fund account of the employees concerned.

29. The fixation of pay under these rules shall be made by the following authorities :
- (a) In cash of University teachers, by the Registrar of the concerned University ;
 - (b) In case of Government and non-Government college teachers, by Principal of the college ;
 - (c) In case of principals of Government and non-Government colleges by the Director of Higher Education.

The pay fixation should be got approved from Audit Squad in the office of Director of Higher Education. Similarly the arrears should also be got approved from Audit Squad before releasing payment.

APPENDIX II

REGARDING REVISION OF PAY-SCALES OF LIBRARIANS AND PHYSICAL EDUCATION PERSONNEL IN THE UNIVERSITY AND COLLEGES

Coverage :

1. The revised pay-scales mentioned hereinafter apply to the University and colleges which are covered by the scheme of revision of pay-scales of teachers mentioned in the Appendix-I.

Terms and Conditions :

2. All the terms and conditions for revision of pay-scales mentioned in the Appendix- I shall apply to the revision of pay-scales of Librarians and Physical Education Personnel in University and Colleges except to the extent indicated in the following paragraphs.

Pay-Scales :

3. The revised scales of pay effective from 1st January 1986 for Librarians and Physical Education personnel are those mentioned in Appendix-1.

Recruitment and Qualifications :

4. Recruitment to the posts of Assistant Librarian, Deputy Librarian and Librarian as well as Assistant Director, Deputy Director and Director of Physical Education in the University shall be on the basis of merit through all-India advertisement and Selection provided that Assistant Librarians and Assistant Directors of Physical Education who fulfill the criteria prescribed hereinafter will be eligible for promotion to the posts of Deputy Librarian and Deputy Director of Physical Education respectively Recruitment to the posts of Librarian and Director/Instructor of Physical

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Education in Colleges shall be on the basis of merit through all-India advertisement and selection.

5. The minimum qualification required for appointment to the posts mentioned in para 4 above will be those prescribed by the UGC from time to time.
6. As in the case of recruitment of Lecturers in the University and Colleges, only those candidates who, besides fulfilling the minimum academic qualifications prescribed for the post of Assistant Librarian/Assistant Director of Physical Education in Universities and Librarian and Director/Instructor of Physical Education in Colleges, have qualified in a comprehensive test, will be eligible for appointment to these posts. The detailed scheme for conducting the test including its design, the agencies to be employed for conducting the tests, etc., will be worked out and communicated by the University Grants Commission.
7. Candidates who at the time of their recruitment as Assistant Librarians and Assistant Directors of Physical Education in University, and Librarians and Directors/ Instructors of Physical Education in Colleges, possess M. Phil. or Ph.D. degrees in Library Science or Physical Education, as the case may be will be sanctioned one and three advance increments respectively in the scale of Rs. 2200-4000 along with the benefit of corresponding years of service for the purpose of promotion. The existing incumbents without research degrees and those similar benefit in service for the purpose of promotion as and when they acquire research degrees, but will not be eligible for advance increments. Existing incumbents with research degrees will also be eligible for a similar benefit.

Career Advancement :

8. Every qualified Assistant Librarian and Assistant Director of Physical Education in the University and a every qualified Librarian and Director/Instructor of Physical Education in a college, who is in the scale of pay of Rs. 2200-4000 will be placed in a Senior scale of Rs. 3000-5000. If he/she has :
 - (a) completed 8 years service after regular appointment, with relaxation as provided in para 7 above ;
 - (b) participated in two refresher courses summer institutes, each of approximately four weeks duration or engaged in other appropriate continuing education programme of comparable quality as may be specified by the UGC; and
 - (c) consistently satisfactory performance appraisal reports.

Explanation : All existing incumbents of these posts on the University and the Colleges who are in the scale of pay of Rs. 700-1600 and who have completed 8 years of service on 1-1-1986 will be placed, through a process of screening. Selection

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as indicated in para 20 of Appendix-1 in the scale of Rs. 3000-5000. The benefit of service provided in para-7 will be available for the initial placement also.

9. Every qualified Assistant Librarian and Assistant Director of Physical Education in the University who has been placed in the senior scale will be eligible for promotion to the post of Deputy Librarian and Deputy Director of Physical Education respectively in the scale of pay of Rs. 3700-5700 if he/she has :
 - a. Completed 8 years of service in the senior scale, provided that the requirement of 8 years will be relaxed if his/her total service is not less than 16 years;
 - b. obtained a Ph.D. degree or an equivalent published work;
 - c. made significant contributions to the development of Library services/Physical Education in the University as evidenced by self-assessment, reports of referees, professional improvement in the Library services/Physical Education activities, etc., as the case may be;
 - d. participated in two refresher Courses/Summer institutes each of approximately 4 weeks' duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the UGC, after placement in the senior scale; and
 - e. consistently good performance appraisal reports.
10. Promotion to the post of Deputy Librarian/Deputy Director of Physical Education will be through a process of selection by a Selection Committee as in the case of promotion to the posts of Readers. Posts of Deputy Librarians/Deputy Directors of Physical Education will be created for this purpose by upgrading the post of Assistant Librarian/Director of Physical Education (Senior Scale).
11. Those Assistant Librarians and Assistant Directors of Physical Education in the University in the Senior Scale who do not have Ph. D. degree or equivalent published work, but fulfill the other criteria, mentioned in para 9 above will be placed in the grade of Rs. 3700-5700 subject to the recommendations of the Committee mentioned in para 10 above. They will be designated as Assistant Librarian and Assistant Director of Physical Education in the Selection Grade.
12. The College Librarians and Directors/Instructors of Physical Education in Colleges, who are qualified and who have been placed in the Senior Scales will also be eligible for placement in the Selection Grade of Rs. 3700-5700 if they fulfill the criteria prescribed in para 11 above.
13. The revised scales will be admissible only to those Librarian and Physical Education Personnel who have been sanctioned

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the scales of pay of Lecturers, Readers and Professors under the 1973 revision namely Rs. 700-1600, 1200-1900 and 1500-2500. The cases of existing Librarians and Physical Education Personnel who are on scales of pay lower than 700-1600 will be considered separately by Government of India after making an assessment of their existing scales of pay, the qualifications and other relevant factors obtaining in various States. The revised scales of pay now approved are not, therefore, admissible on the basis of designations alone.

ANNEXURE - 1

Sr. No.	Designation	Existing Scale	Revised Scale
1.	1 Tutor/Demonstrator (existing incumbents only)	500-900	1740-3000
2.	Lecturer/College Librarian/ University Asistant Librarian/ Uni. documentation Officer/ College Director of Physical Edu. University Assitt. Director of Physical Edu.	700-1600	2200-4000
3.	-do- (Senior Scale)	Not existing	3000-5000
4.	-do- (Selection Grade)	Not existing	3700-5700
5.	Reader/College Principal	1200-1900	3700-5700
6.	Professor/College Principal Librarian (M.S. University)	1500-2500	4500-7300
7.	Pro-Vice-Chancellor	2250 (Fixed)	7300 (Fixed)
8.	Vice-Chancellor	2500 (Fixed)	7600 (Fixed)

DETAILS OF REVISED SCALES

1. 1740-60-2700-EB-75-3000
2. 2300-75-2800-100-4000
3. 3000-100-3500-125-5000
4. 3700-125-4950-150-5700
5. 4500-150-5700-200-7300

ANNEXURE-II

Formula for fixation of pay in the revised scales

1. Pay in the revised scales should be fixed under this schemes only after :
 - (a) Every teacher has had an opportunity to decide whether he/she will opt for the earlier scheme; and
 - (b) This Ordinance comes into force.
2. The pay of teacher in the University and the Colleges may be fixed in the revised scales of pay in the following manner :
 - (i) An amount representing 20% of basic pay in the existing scale shall be added to the "existing emoluments".

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- (ii) After the existing emoluments have been so increased the pay shall be fixed in the revised scale at the stage next above the amount thus computed : Provided that :
 - (A) If the minimum of the revised scale is more than the amount so arrived at the pay shall be fixed at the amount of the revised scale; if the pay of a teacher (excluding Librarian and Physical Education Personnel) who is stagnated in the existing scale and whose total service is not less than 21 years, 26 years, or 31 years is fixed on the minimum of the selection grade, it will be stepped up by one, two or three increments respectively.
 - (B) If the amount so arrived at is more than the maximum of the revised scale, the pay shall be fixed at the maximum of that scale.

Explanation ;

- (i) The 'Existing emoluments' of a teacher on 1-1-1986 shall include :
 - (a) basic pay
 - (b) dearness pay, additional dearness allowance and ad-hoc dearness allowance, if any;
 - (c) interim relief' if any.
- (ii) For the purpose of adding 20% to the existing emoluments.
 - (a) The basic pay shall be the pay on 1-1-1986 in the UGC scales;
 - (b) When a portion of the total emoluments has been merged with the 1973 UGC scales prior to 1-1-1986, the basic pay may be reckoned notionally in the 1973 UGC scales for the purpose of fixation of pay; and
 - (c) Where the 1973 UGC scales have not been implemented the actual basic pay, provided that the basic pay in this case does not exceed the notionally arrived at basic pay if 1973 UGC scales had been given.

Note : When in the fixation of pay under clause (ii) the pay of a teacher drawing pay at more than five, consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised scale at the same stage, the pay in the revised scale such of the teachers who are drawing pay beyond the five consecutive stages in the existing scale shall be stepped up to the stage where such bunching occurs as under by the grant of increment(s) in the revised scale in the following manner, namely-

- (a) for teachers drawing pay from the 6th up to the 10th stage in the existing scale by one increment;

- (b) for teachers drawing pay from the 11th up to the 15th stage in the existing scale, if there is bunching beyond the 10th stage - by two increments;
- (c) for teachers drawing pay from the 16th up to 20th stage in the existing scale, if there is bunching beyond the 15th stage - by three increments.

If by stepping up of the pay as above, the pay of a teacher fixed at a stage in the revised scale which is higher than the stage in the revised scale at which the pay of a teacher who has drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former.

- 3. The next increment of a teacher whose pay has been fixed in the revised scale in accordance with Rule II shall be granted on the date he would have drawn his increment, had he continued in the existing scale.
Provided that in cases where the pay of a teacher is stepped up in terms of the Note under Rules-II, the next increment shall be granted on the completion of qualifying service of 12 months from the date of stepping up of the pay in the revised scale. Provided further that in the case of persons who had been drawing maximum of the existing scale for more than a year as on 1-1-1986, the next increment in the revised scale shall be allowed on 1-1-'86
- 4. A few illustrations indicating the manner in which the pay of teachers should be fixed under Rule I are given below.

Illustration-1

- 1. Existing scale of pay Rs. 700-40-1100-50-1600
- 2. Proposed scale of pay Rs. 2200-75-2900-EB-100-4000
- 3. Existing basic pay Rs. 700/-
- 4. DA/ADA on 1-1-1986 Rs. 1053/-
- 5. Two installments of Interim relief Rs. 140/-
- 6. Existing emoluments Rs. 1893/-
- 7. Add 20% of basic pay Rs. 140/-
pay to be fixed in revised pay Rs. 2200/-

Illustration-2

- 1. Existing scale of pay Rs. 700-1600
- 2. Proposed scale of pay Rs. 2200-4000
- 3. Existing basic pay Rs. 980/-
- 4. DA/ADA on 1-1-1986 Rs. 1428/-
- 5. Two installments of Interim relief Rs. 168/-
- 6. Existing emoluments Rs. 2576/-
- 7. Add 20% of basic pay Rs. 188/-
pay to be fixed in revised scale Rs. 2800/-

Illustration-3

- 1. Existing scale of pay Rs. 1200-1900
- 2. Proposed scale of pay Rs. 3700-5700

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3. Existing basic pay Rs. 1480/-
 4. DA/ADA on 1-1-1986 Rs. 1450/-
 5. Two installments of Interim relief Rs. 218/-
 6. Existing emoluments Rs. 3148/-
 7. Add 20% of basic pay Rs. 296/-
- pay to be fixed in revised scale Rs. 3700/-

Illustration-4

1. Existing scale of pay Rs. 1500-2500
 2. Proposed scale of pay Rs. 4500-150-5700-200-7300
 3. Existing basic pay Rs. 2500/-
 4. DA/ADA on 1-1-1986 Rs. 2325/-
 5. Two installments of Interim relief Rs. 350/-
 6. Existing emoluments Rs. 5175/-
 7. Add 20% of basic pay Rs. 500/-
- pay to be fixed in revised scale Rs. 5700/-

FORM OF OPTION

1. I, hereby
 - (a) Elect the revised scale with effect from 1-1-1986.
OR
 - (b) Elect to continue in the existing scale of Rs. of the existing post until.
 - (i) The date of my next increment i.e. upto raising my pay to Rs.
OR
 - (ii) I vacate or cease to draw my pay in the existing scale.
2. The option hereby exercised is final and will not be modified at any subsequent date.

I have read the Saurashtra University Ordinance and accept the provisions contained therein as may be amended from time to time.

Date :

Place :

Signature :

Before me

Designation :

Signature :

Name & Designation;

(N.B.): Signatory before whom the option is exercised should not be below the rank of the principal of the College in case of a teacher and principal officer of the management in case of the principal, and the Registrar in case of the Teachers of the University.

ORDINANCE - 199

The scheme regarding the Revision of Pay-Scales of teachers, librarians and physical educational personnel in universities and other measures for maintenance of standards in Higher Education as laid down in Government of Gujarat, Education Department, Resolution No.MIS-1197-2283(9-98)-KH, dt.7-9-98 & MIS-1197-2283(9-98)-3-KH and letter No.K-12/Pay-Cell/992000/1639-2039 dated 28-3-2000 of the Commissioner, universities and colleges regarding guidelines for pay fixation shall apply to the full-time teachers of the university with effect from 1-1-1996 to all such teachers to the limit and extends specified hereunder, and the statutory provisions made earlier by the university as referred in above, shall stand modified in so far as they are in contravention of the scheme provided for under this ordinance.

1. The pay-scales of the teachers in the university and those of Librarians and Physical Education personnel shall be revised with effect from 1-1-1996.

ANNEXURE

Minimum qualification for the post of Professors, Readers and Lecturers Universities for appointment for persons through open advertisement and for their Career Advancement Scheme.

DIRECT RECRUITMENT

- 1.00 For subject Humanities Social Sciences, Sciences, (Commerce, Education, Arts, Physical Education, Foreign Language and Law)

1.1 Professor

An eminent scholar with published work of high quality, actively engaged in research, with 10 years of experience in postgraduate teaching, and/or experience in research at the University/National Level institutions, including experience of guiding research at doctoral level and having Ph.D. degree.

OR

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

1.2 Associate Professor (READER)

Good academic record with a doctoral degree or equivalent published work Clearly decided by the expert committee. 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 letter grades O.A.B.C.D.E. & F. at the Master's degree level.

Five years of experience of teaching and/or research in higher education excluding the period spent for obtaining the research degrees and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

1.3 Assistant Professor (LECTURER)

Good academic record with at least 55% of the marks or an equivalent grade of B in the 7 point scale with latter 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, candidates should have cleared the eligibility test (NET)/SLET for lecturers conducted by the UGC / State Government CSIR or similar test accredited by the UGC.

Note :

- (1) NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However the candidate who have completed M.Phil degree or have submitted Ph.D. Thesis in the concerned subject up to 31st December, 2002 are exempted from appearing the NET examination.
- (2) NET shall remain the compulsory requirement for appointment as Lecturer for those with post-graduate degree. However, Candidate having Ph.D. degree in the concerned subject are exempted from NET for P.G. level and U.G. level teaching. The candidate having M.Phil. Degree in the Concerned Subject are exempted from NET for U.G. level teaching only.

2.0 JOURNALISM AND MASS COMMUNICATION.

2.1 Professor

An eminent scholar with published work of high quality actively engaged in research with ten years of experience in post graduate teaching and/or research at the University/National level institution including experience of guiding research at doctoral level in communication/ Journalism and having Ph.D. degree. in mass Comm.& Journalism.

2.2 Associate Professor (READER)

1. Ph.D. degree in Communication/Mass Communication/ Journalism from an Indian University or an equivalent degree from a foreign University.

OR

1. Clearly decided by expert Panel Published work of doctoral standard or media production work of excellence.
2. Good academic record with at least 55% marks (or an equivalent grade) at Master's level in the subject.
3. Eight years experience of teachers and/or research including up to three years for research degree and having made a mark in the area of scholarship as evidenced by quality of publications, contribution to

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education innovation, design of new courses and curricula.

OR

3. 10 years full time work experience in any area of Mass Communication (Newspaper accredited with ABC, National News Agencies, radio or television, film media, reputed advertising agencies, Public Relation Officers of the Government, Public Sector Undertakings and established Industrial and Commercial Houses.)

2.3 Assistant Professor (LECTURER)

Good academic record with at least 55% marks (or a equivalent grade) at Master's degree level or an equivalent qualification from an Indian or foreign University/recognized institution in Communication / Mass Communication/ Journalism. Candidates besides fulfilling the above qualification, should have cleared the eligibility test for lecturers conducted by UGC or similar test accredited by the UGC.

Note NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However the candidate who have completed M.Phil degree or have submitted Ph.D. Thesis in the concerned subject up to 31st December, 2002 are exempted from appearing the NET examination.

Desirable :-

1. Ph.D. degree in Communication/ Mass Communication / Journalism from an Indian University or an equivalent degree from a foreign University.
2. Two years full time teaching/research experience in any area of Mass Communication (News papers accredited with ABC, National News Agencies, radio or television, film media, reputed advertising agencies. Public Relation Officers of the Governments, Public Sector Undertaking and established Industrial and Commercial Houses).

3.0 SOCIAL WORK

3.1 Professor

An eminent scholar with published work of high quality actively engaged in research with ten years experience in post-graduate teaching and/or research at the University/National level institution including experience of guiding research at doctoral level in Social Work and having Ph.D. degree in Concerned subject.

3.2 Associate Professor (READER)

1. Good academic record with a doctoral degree or equivalent published work clearly decided by the expert Panel (1) Evidence of being activity engaged in innovation in teaching method or (2) Production of teaching materials. Possess at

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least 55% marks or an equivalent grade at Master's degree level.

2. About eight years experience of teaching and/or research provided that at least five of these years were as Lecturers or in an equivalent position.

OR

10 years of experience in field practice and professional publication based on work experience and experience in training and/or field instruction. Experience in consultation and documentation.

3.3 Assistant Professor (LECTURER)

Good academic record with at least 55% of the marks (or an equivalent grade) at Master's degree level or an equivalent qualification from an Indian or foreign University. Candidate besides fulfilling the above qualification should have cleared National Eligibility Test for lecturers (NET/SLET conducted by UGC/ State Government or similar test accredited by the UGC.

Note :

NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However the candidate who have completed M.Phil degree or have submitted Ph.D. Thesis in the concerned subject up to 31st December, 2002 are exempted from appearing the NET examination.

4.0 For subject M.C.A. & M.B.A.

4.1 Professor - M.B.A.

1. Ph.D. degree or a Fellowship of I.I.M.S., I.C.A. or I.C.W.A. with First Class Master's Degree in Business Management/Business Administration/Other relevant Management related discipline.

And

10 years experience in teaching/industry/research out of which five years must be at the level of Associate Professor (Reader) and/or at equivalent level.

OR

1. Candidate from Industry/Profession First class Master degree in Business Management/Business Administration/other relevant Management related discipline.

And

Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with ten years experience of which at least five years should be at a senior level comparable to that of an Associate Professor (Reader)

4.2 Associate Professor M.B.A. (Reader)

1. Ph.D. degree or a Fellowship of IIMS, ICA or ICWA with First Class Master's degree in Business Management /

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Business Administration / other relevant Management related discipline.

And

- 1.Three years experience in teaching Industry / Research / Profession First Class Master's degree in Business Management/Business Administration/other relevant Management related discipline.

And

Professional work which is significant and can be recognised at national/international level as equivalent to Ph.D. degree with five years experience in Industry/Profession.

4.3 **Assistant Professor (LECTURER) M.B.A.**

First class Master's degree in Business Management/ Administration/other relevant Management related discipline.

5.0 **Professor M.C.A.**

- 1.Ph.D. Degree in any Branch of Science / Eng.,/ Management with First class degree at Bachelor's or Master's level in the Computer Science / Computer Eng., / Computer Technology or Ph.D. Degree in Computer Science with First Class M.C.A. Degree.

And

10 years experience in teaching/industry/research out of which five years must be at the level of Associate Professor and/or equivalent.

OR

1. First class B.E./B. Tech. to Computer Science Eng., Technology of First class M.C.A. Degree.

And

Professional work which is significant and can be recognised as equivalent to Ph.D. Degree and with Ten years experience of which at least five years should be at a senior level comparable to that of an Associate Professor (Reader).

5.1 **Associate Professor (Reader) M.C.A.**

- 1.Ph.D. degree in any Branch of Science/Eng.,/Management with the First Class Degree at Bachelor's or Master's level in Computer/Eng.,/Computer Technology or Ph.D. Degree in Computer Science with first class M.C.A. Degree.

And

Three years experience in teaching/industries/research at the level of Lecturer or equivalent after Ph.D.

OR

1. First Class B.E./B.Tech in Computer Science/Eng., Technology/or First Class M.C.A. Degree.

And

Professional work which is significant and can be recognised as equivalent to Ph.D. Degree and with five years experience.

5.2 **Assistant Professor (Lecturer) M.C.A.**

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First Class B.E./Tech. in Computer Science/Eng./Technology or First Class M.C.A. Degree.

6.0 Career Advancement

- 6.1 Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D. five years for those with M.Phil. and six years for others at the level of Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade)/Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
- 6.2 For movement into garden of Reader and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer (Selection Grade).
- 6.3 A Reader with a minimum of eight years of service is that grade will be eligible to be considered for appointment as a Professor.

SEVEN POINT SCALE

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
'O' = Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.50-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0.0-49	0-24

- 6.4 The Selection Committee for Career Advancement shall be the same as those for Direct Recruitment for each category.

7.0 Lecturer (Senior Scale)

A Lecturer will be eligible for placement in a senior scale through a procedure of selection, if she/he has :

- (i) Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil. and Ph.D.
- (ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing Education programmes of comparable quality as may be specified or approved by the University Grants Commission (Those with Ph.D. degree would be exempted from one refresher course).
- (iii) Consistently satisfactory performance appraisal reports.

8.0 Lecturer (Selection Grade)

Lecturers in the Senior Scale who do not have a Ph.D. degree or equivalent published work already clearly decided by the expert panel and who do not meet the scholarship and

research standards, but fulfill the other criteria given above for the post of Reader, and have a good record in teaching and preferably have contributed in various ways such as to the corporate life of the institution examination work or through extension activities will be placed in the Selection Grade subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Reader. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Reader and if found suitable could be given the designation of Reader with effect from obtaining the Ph.D. Degree.

9.0 Reader (Promotion)

A Lecturer in the Senior Scale will be eligible for promotion to the post of Reader if she/he has :

- (i) Completed 5 years of service in the Senior Scale
- (ii) Obtained a Ph.D. degree or has equivalent published work : Clearly decided by expert panel.
- (iii) Made some mark in the areas of scholarship and research as evidenced e.g.by self-assessment, report of referees, quality of publications, contribution to educational innovation design of new courses and curricula and extension activities.
- (iv) After placement in the Senior Scale participated in two refresher courses/summer institutes of approved duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission, and
- (v) Possesses consistently good performance appraisal reports.

9.1 Promotion to the Post of Reader will be through a process of selection by a Selection Committee to be set up under the Statutes/Ordinances of the concerned University or other similar Committees set up by the appointing authorities.

10.0 Professor (Promotion)

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Reader to that of Professor after 8 years of service as Reader.

10.1 The Selection Committee for promotion to the post of Professors should be the same as that for direct recruitment for the promotion form Reader to Professor the following method of promotion may be followed.

The candidate should present herself/himself before the Selection Committee with some of the following.

- a) Self-appraisal reports (Required).
- b) Research contribution/books/articles published.
- c) Any other academic contributions.

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The best three written contributions of the teacher (as defined by her/him) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the application.

- d) Seminars/Conferences attended.
- e) Contribution to teaching/academic environment/institutional corporate life.
- f) Extension and field outreach activities.

11.0 The requirement of participation in orientation/refresher courses/summer institutes. each of at least 3 to 4 weeks duration and consistently satisfactory performance appraisal reports shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade). Wherever the requirement of orientation/refresher courses has remained incomplete the promotions would not be held up but these must be completed in due course. The requirement for completing these courses would be as follows.

- i) For Lecturer to Lecturer (Senior Scale) one orientation course would be compulsory for University and College teachers. Those without Ph.D. would be required to do one refresher course in addition.
- ii) Two refresher courses for Lecturer (Senior Scale) to Lecturer (Selection Grade).
- iii) The senior teachers like Readers/Lecturers (Selection Grade) and Professors may opt to attend two Seminars/Conferences in their subject area and present papers as one aspect of their promotion/selection to higher level or attend refresher courses to be offered by ASCs for this level.

12.0 If the number of years required in a feeder cadre are less than those stipulated in this notification thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

This situation is likely to arise as in the earlier scheme, the number of years required in a feeder cadre were much more than those envisaged under this notification.

Notes :

- (1) A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST category.
- (2) A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th September, 1991.

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- (3) Be in the 7 point scale with letter grade O.A.B.C.D.E.& F. shall be regarded at equivalent of 55% whenever the grading system is followed.
- (4) NET remain the compulsory requirement for appointed as Lecturer even for candidates having Ph.D. degree. However the candidate who have completed M.Phil degree or have submitted Ph.D. thesis in the concerned subject upto 31st December, 1993 are exempted from appearing in the NET examination.
- (5) The minimum requirement of 55% shall not be insisted upon for Principals, Professors, Readers, Librarians, Deputy Librarians, Directors of the Physical Education and Deputy Directors of Physical Education, for the existing incumbents who are already in the university system. However these mark should be instated upon for those entering the system from outside and those at the entry point of Lecturers, Assistant Registrars, Assistant Librarians, Assistant Director of Physical Education.
- (6) A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Lecturer may be provided to the candidates who have cleared the JRF examination conducted by UGC/CSIR as prior to 1989 when the minimum marks required to appear for JRF examination were 50%.

SELECTION COMMITTEE FOR THE APPOINTMENT OF TEACHERS OF THE UNIVERSITY

1. No person shall be appointed as a whole time University Professor or Associate Professor (Reader) Assistant Professor (Lecturer) except on recommendations of the selection committee constituted for the purpose.
- (A) The following shall be the members of the Committee for selection of Assistant Professor (Lecturer) namely:
 1. Vice Chancellor (Chairman)
 2. Pro Vice Chancellor
 3. One nominee of the Chancellor
 4. Three experts in the subject or field concerned to be appointed by the Vice Chancellor, out of the list recommended by the Vice Chancellor and approved by the Syndicate from time to time, provided further that the Head of the Department will be additional subject expert subject to the condition of being a reader's or above rank
 5. Two members of the Syndicate, to be appointed by virtue of rotation.
 6. Dean of the concern faculty.The quorum should be five out of which at least two outside expert must be present.

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(B) The following shall be the member of the committee for selection of Associate Professor (Reader) namely.

1. Vice-Chancellor(Chairman)
2. Pro-Vice-Chancellor
3. An academician who is the nominee of the Chancellor
4. Three expert in the concerned subject/field, out of the list recommended by the Vice-Chancellor and approved by the Syndicate.
5. Dean of the faculty
6. Head of the department
7. Two member of the Syndicate to be appointed by virtue of rotation.

The quorum should be five, out of which at least two outside expert must be present.

The process of selection should involve inviting the bio data and reprints of three Major Publication of the candidate before interview and getting them assessed by the same three external experts, who are to be invited to interview the candidate.

(C) The composition of the selection committee for the post of a professor is the same as for the post of Associate Professor (Reader), The process of selection for the post of Professor would involve inviting the bio data and reprints of three Major publications of which one could be a book or research report before the interview and getting them assessed by the same three external experts are to be invited for the interview. The assessment report must be placed before the selection committee.

1. Provided further that all the selections made by a committee constituted under this ordinance by way of direct recruitment, career advancement or any scheme of promotion on time being enforce in the same cadre inter seniority of teachers direct recruitment shall be determined according to length of continuous service in such cadre.
2. Before fixing the date for the meeting of the Selection Committee the convenience of the outside experts and the Chancellor's nominee shall be ascertained in writing.
3. The Committee shall recommend the names in order of merit, In the event of selection of the candidate other than the first recommended by the committee, the Syndicate shall record the reasons for doing so.
4. The Committee shall not recommend for appointment a person who does not possess the qualifications prescribed by the University for recognition as a post graduate teacher.
5. It may be ensured that the process of selection in every case is transparent and credible.

This Ordinance will come with effect from 31-12-2003

TERMS AND CONDITIONS OF SERVICE OF FULL-TIME TEACHERS OF THE SAURASHTRA UNIVERSITY.

The following shall be the terms and conditions of service of the full-time teachers working in the Post-graduate Departments and Post-graduate Centres directly conducted by the Saurashtra University. The term 'teachers' shall include Professors, Readers, Lecturers, etc.

1. The minimum salary and grade of pay for the teachers given the **Annexure-I** teachers shall be entitled to get the all admissible Allowances as sanctioned by the State Government from time of time.
2. The period of probation of a teacher shall 24 months. The Syndicate shall have the right to assess suitability of a teacher for confirmation even before the expiry of the period of 24 months from the date of his/her appointment but not early than 6 months but before completion of 18 months from the date of appointment. A schedule for placing cases regarding confirmation before Syndicate shall be prepared well in time before the date of expiry of probation period.
3. Syndicate to the under mentioned proviso, a teacher who cases to be a teacher at the end of second term/session or at the end of the first term/session, as the case may be, should be paid his salary in accordance with the following:
 - (a) If he has served for the major part of the whole academic year, he should be paid his salary up to the last day of the vacation following the end of the second term, provided the period the serves should end on the last day of the term.
 - (b) If he has served for the major part of the first or the second term he should be paid his salary for fifteen days after the last day of the relevant term, provided the period he serves should end on the last day of the term.

Provided always that such a teacher has not left the University without giving necessary notice as required and or his appointment was not in a leave vacancy for fixed period.

For purposes of this clause:

"Salary" shall mean basic salary and all admissible allowances.

" Academic Year" means the period between the first day of the first term and the last day of the second term as laid down in Ordinance 95 for the relevant faculty from time to time and as changed by the Syndicate from time to time as per provision contained in Ordinance 96.

4. The teaching work load of a teacher given in **Annexure-II**
5. (a) No leave can be claimed as a matter of right.
 - (b) A teacher is entitled to the vacation as may be prescribed from time to time by the University.

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- (c) The various kinds of leave, which a teacher is entitled shall be as per **Annexure-III** appended to this ordinance. This will come with effect from 1-1-1996. The leave earned by duty i.e. earned leave or Sick leave or both by a teacher while in service as a teacher (including a surplus teacher) in any college affiliated to any University situated in the State of Gujarat, recognised Higher Secondary School or University situated in the State of Gujarat shall be carried further and credited the leave account of the teacher, maintained by this University, subject to the maximum respective leave or leaves permissible under the relevant rules of this University, provided that the teacher leaves his or her preceding service and joins this university through proper channel as a teacher. Which observes application of rules time to time

EXPLANATION :

In case, where the leave up to 30 day in an academic year cannot be covered under any of the leave rules and leads dispute, difference or ambiguity of any kind, the decision of the Syndicate shall be final.

- (d) The Head of the University Post-Graduate Department in the case of his subordinates and the Vice-Chancellor in case of the Head of the University Post-Graduate Department and the Professor in charge of the Post-graduate Centre directly run by the University shall be competent to sanction the leave.

In case of duty leave for research work or other academic pursuit, the sanctioning authority will be Vice-Chancellor If it is for more than thirty days in an academic year, the case shall be placed for consideration of the Syndicate. Pay includes all allowances excluding work allowance, conveyance allowance and campus allowance.

6. (i) No confirmed teacher shall be removed from the service by the University except on one or more of the following grounds and except in accordance with the Procedure prescribed here in under:
1. Persistent negligence of duty.
 2. Physical or mental unfitness
 3. Incompetence
 4. Misconduct including gross or repeated insubordination or moral turpitude
- (ii) No order of removal shall be passed against a confirmed teacher unless he has been informed in writing of the grounds on which it is proposed to take action, and has been afforded an adequate opportunity of defending himself. The ground on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the teacher charged together with a statement of the allegations on which each charge is based

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- and of any other circumstances which it is proposed to take into consideration in passing orders in the case.
- (iii) The teacher shall be given not less than a fortnight to put in written statement of his defense and state whether he desires to be heard in personally. If he so desires, or if the Syndicate so directs, an oral inquiry shall be held.
 - (iv) The inquiry shall be conducted by a person other than an employee of the University nominated by the University.
 - (v) The inquiry officer shall hold by the inquiry with due expedition and submit his report within a month from the commencement of inquiry and shall submit it to the University The inquiry shall be conducted in accordance with the principles of natural justice.
 - (vi) At the inquiry, oral evidences may be led both by the University and the teacher, as to such of the allegations as are not admitted and both the parties shall be entitled to examine such witnesses as are produced by them and to cross examine each others witness. The teacher shall be entitled to give evidence in person.
 - (vii) At the said inquiry the University, may if it so desires, lead documentary evidence in support of the charge/charges framed against the teacher. In that case, copies of the said documents shall be supplied to the teacher.
 - (viii) The teacher shall be entitled to lead documentary evidence, if he so desires.
 - (ix) One consideration of the report made by inquiry officer and the finding recorded by him, if University arrives at a provisional conclusion that the teacher concerned should be removed from service, the University shall supply the teacher with a copy of the said report and call upon him to show cause within a reasonable time not exceeding one month against the proposed removal.
 - (x) Any representation submitted by the teacher in this behalf shall be fully taken into consideration, before orders are passed by the University. The University shall pass the orders within a fortnight of receiving the representation and if no representation is submitted by the last date for its submission, within a fortnight from the last date fixed for submission of the representation.
 - (xi) The representation of the teacher shall form a part of the record of the case.
 - (xii) If, in the opinion of the University the charge or charges is or are of such a nature that the presence of the teacher against whom the charge e or charges is or are made, is prejudicial to the working of the University, the Vice Chancellor may place him under suspension till final orders are passed. No person will be kept under suspension for a period of more than 60 days without instituting inquiry against him.

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- (xiii) The teacher, who is removed from the service by the University and who feels aggrieved by such removal shall have the right to appeal against the order of removal to the Tribunal within a period of 30 days from the date of the removal.
7. No member of the staff shall leave the employment of the University in the midst of any term and without giving to the authorities three months notice if he is confirmed or one months 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 University shall be entitled to claim from him an amount not exceeding the salary and such allowance as may be payable to him for the period of notice. No teacher shall be entitled to payment of salary from both the institutions. If a member of the staff leaves services in the middle of an academic term without due notice and joins any Institution affiliated to the University, Syndicate may not approve his appointment in the new college or recognise him as a teacher for that academic term..
 8. The age of retirement of teachers of the University shall be 62 years, however, the teacher shall be continued in service up to the last day of the academic term No teacher who has attained the age of 62 years shall be recognised as a teacher for the purpose of the Act, Statutes, Ordinances, Regulations and Rules of the University after attained the age of 62 years.
 9. A teacher in the University if required to apply for any post it shall be incumbent for the head of the Department to forward the application of the teacher within a reasonable time to the University.
 10. A teacher in the University can undertake research Projects with or without honorarium after necessary permission from the Vice-Chancellor.
 11. A teacher who has given a written acceptance of an appointment in the University shall be bound to join the University and serve for at least one academic term and if he fails to do so without reasonable cause his case shall not be considered for two years for any post in the University.
 12. Whenever a teacher of the University is appointed either by the State Government or Government of India or any Statutory body, to any higher executive post, teaching post or research post for not more than five years at a time, such a teacher may be granted lien by the Syndicate on his original post in the University for such period, and his service shall be considered continuous for all purposes and benefits. He shall not be eligible for salary, allowances or P.F. benefits but the period will be counted for purpose of increment while fixing his initial pay on return to the University.

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13. Terms and conditions of loan services of teachers to any educational institution shall be as mentioned in Annexure-IV appended to this Ordinance.
14. No Charge allowance shall be paid to any of teacher but honorarium of Rs.100/-p.m. will be paid to I/c Professor and Head of the Department. No teacher shall conduct private tuition class or private tuition or teach in a Private coaching class or any educational institution with or without remuneration. Any breach of this condition shall render the teacher liable to such disciplinary action as is determined by rules framed by the University.

Note:

A tuition class or a coaching class is a class in which the students join on payment of fees.

16. **VACATION**
 - (I) Vacation may be taken in combination with any kind of leave except casual/and special casual leave provided that vacation shall not be both prefixed and suffixed to leave.
 - (II) Except in a special circumstances 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 period, such vacation shall be treated as part of the leave.

(b) TEACHERS APPOINTED ON PROBATION

17. A teacher appointed as a probationer against a substantive vacancy and with definite terms of probation shall during the period of probation be granted leave which would be admissible to him if he holds his post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by the orders of the Syndicate. On the other hand, a teacher appointed on probation to a post, not substantively vacant to assess his suitability to the post shall, until he is substantively confirmed, be treated as a temporary teacher for purposes of grant of leave. If a person in the permanent service of the University, is appointed on probation to a higher post he shall not during probation be deprived of the benefit of leave rules applicable to his permanent post.

(c) TEMPORARY TEACHERS

18. Temporary teacher shall be governed by the provisions of part (A) of these Rules.

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VACATION:

- (I) A teacher who is appointed as a temporary measure shall be entitled to pay for the following summer vacation only if he/she has worked during the major part of the academic year.
- (II) In other cases, the vacation salary may be paid to the teacher, if that temporary appointment is continuous for a part of whole of the next academic year and the teacher joins on the opening day and has also served on the last working day before the vacation

ANNEXURE-I

SCALE OF PAY OF TEACHER AND OTHER ACADEMIC STAFF IN UNIVERSITIES

Sr. No	Category	Existing Scale of Pay	Revised Scale of Pay
	University Teacher		
1.	Lecturer/Assistant Professor	2200-75-2800-100-4000	8000-275-13500
2.	Lecturer(Sr.Scale) Assistant Professor	3000-100-3500-125-5000	10000-325-15200
3.	Lecturer (Selection Grade) Reader/Associate Professor	3700-125-4950-150-5700	12000-420-18300
4.	Professor	4500-150-5700-200-7300	16400-450-20900-500-22400
5.	Pro-Vice-Chancellor,	5900-200-7300	18400-500-22400
6.	Vice-Chancellor	7600 (Fixed)	25000 (Fixed)
7.	Director of Physical Education	4500-150-5700-200-7300	16400-450-20900-500-22400
8.	Dy. Director of Physical Education	3700-125-4950-150-5700	12000-420-18300
9.	Director of Physical Education(Sr.Scale)	3000-100-3500-125-5000	10000-325-15200
10.	Asstt. Director of Physical Edu.	2200-75-2800-100-4000	8000-275-13500

Annexure-II

The work load and teaching days

The actual teaching at University level is at least 180 days in a academic year 72 days may be devoted to admission, examination activities and non instructional days 48 days for vacation 12 days attributed to public holidays.(180 +72+48+12 = 312)

In leave of curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3rd of the period of earned leave.

The work load of the full time teacher should not be less than 40 hours a week for 180 teaching days in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the university the direct teaching hours should as follow.

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- (i) Asst.Professor (Lecturer)/Asstt.Professor (Lecturer Sr.Scale)/Asstt Professor (Lecturer selec. grade) 16 hours
- (ii) Associate Professor (Readers)/Professor = 14 hours However, a relaxation two hours in the work load may be given to the Professor who are actively involved in Research, extension and Administration.

ANNEXURE-III

(A) Permanent Teacher

Kinds of leave admissible :

1. The following kinds of leave would be admissible to permanent teachers :
 - 1) Leave treated as duty :
 - (a) Casual leave
 - (b) Special Academic leave
 - (c) Duty leave
 - 2) Leave earned by duty :
 - (1) Earned leave
 - (2) Half Pay leave
 - (3) Commuted leave
 - 3) Leave not earned by duty :
 - (a) Extraordinary leave
 - (b) Leave not due
 - 4) Leave not debited to leave account:
 - a. Leave for academic pursuits :
 - (i) Sabbatical leave/Academic leave
 - (ii) Study leave
 - b. Leave on ground of health:
 - (i) Maternity leave
 - (ii) Paternity leave
 - (iii) Adoption leave
 - 5) The Syndicate may in exceptional cases grant for the reasons to be recorded to other kind of leave, subject to such terms and conditions as it may deem fit to impose.

(A) CASUAL LEAVE

- (i). Casual leave is not earned by duty. 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.
- (iii) "Casual leave may be either prefixed or suffixed with vacation but not both".

1-(B) SPECIAL ACADEMIC LEAVE

- (I) Special casual leave not exceeding Ten days in an academic year may be granted to teacher.

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- (a) to conduct examination of a University, Public Service Commission, Board of Examination or other similar bodies/institutions.
- (b) to inspect academic institutions attached to a Statutory Board, etc.
- (ii) In computing the ten days leave admissible, the days of actual journey, to and from the places where activities specified above leave place will be unclouded.
- (iii) In addition, special Academic leave to the extent mentioned below may also granted.
 - (a) to undergo sterilization operation (Vasectomy or Salpingectomy) under Family planning programme. Leave in this case will be restricted to six working days.
 - (b) to a female teacher who undergoes non-porurporal sterilization leave in this case will be restricted to fourteen days.

Note: Special casual leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or the vacation.

1-(C) Duty leave

- (i) Duty leave may be granted for :
 - (a) Attending academic conferences, academic congresses, academic symposia and academic seminars, on behalf of the University or with the permission of the University.
 - (b) Delivering lectures in institutions and Universities at the invitation of such Institutions or Universities received by the University and accepted by the Vice-Chancellor.
 - (c) Working on a delegation or Committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other Academic Body.
 - (d) Performing any other duty for the University,
 - (e) For undertaking research work or other academic pursuit within the country or abroad.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (iii) The leave may be granted on full pay provided that if the teacher received a fellowship or honoraria or any other financial assistance beyond the amount needed for normal expenses, he may be sanctioned duty leave on reduced pay and allowances.
- (iv) Duty leave may be combined with earned leave half pay leave or extra-ordinary leave.
- (v) When the teachers demand duty leave for purposes other than those mentioned in clause (I) above, the Vice-Chancellor

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may in very exceptional cases, grant the same provided the work is related to the type of duties which are performed by the teacher or is such that a teacher may be asked to perform on account of his professional knowledge, and provided further that by grant of such leave the normal work of the teacher is not likely to suffer and provided further that the leave is asked for each time in advance. The Vice-Chancellor shall have the sole discretion whether to grant such leave or not and his decision regarding granting of leave and duration of leave and its limit within academic year shall be final.

- (vi) No duty leave will be granted corresponding to the present practices in this regard.

2(a) EARNED LEAVE

1. 1/30th of actual service including vacation plus.

2. 1/3rd of the period, if any

- (I) Earned leave admissible to a teacher shall be during which he is required to perform duty for the purpose of university assign work. during vacation prior approval by Vice Chancellor 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 on medical certificate or when the entire leave or a portion thereof is spent outside India.
- (II) When a teacher combines vacation with earned leave the period of vacation shall be reckoned as leave calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
- (III) In cases 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 in India shall not in the aggregate exceed 120 days.
- (IV) Encashment of Earned leave shall be as per Govt. of Gujarat from time to time.

Note :-

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

2(b) HALF PAY LEAVE

Half pay leave admissible to permanent teacher shall be 20 days for each completed year of service Such leave may be granted or medical certificate. from a Registered Medical Practitioner, for Private affairs or for academic purpose.

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Note:-“Completed year of service” means continuous service of specified duration under the university and includes periods spent on duty as well as leave including extra-ordinary leave.

2(c) **COMMUTED LEAVE**

Commutated Leave, not exceeding half the amount of half pay leave due, may be granted on the basis of Medical Certificate from a Registered Medical Practitioner to a Permanent Teacher subject to the following conditions.

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

3(a) **EXTRA ORDINARY LEAVE**

- (I) A permanent teacher may be granted extra-ordinary leave.
 - (a) When no other leave is admissible
OR
 - (b) When no other leave is admissible, the teacher applies in writing for the grant of Extra-ordinary leave.
- (II) Extra-ordinary 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 certificate.
 - (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit.
 - (c) Leave taken for prosecuting higher studies.
and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (III) Extra-ordinary leave may be combined with any other except a casual leave and special academic leave provided that the total period of continuous absence from duty on leave (including periods of vacation when

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such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed 5 years in all.

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

3(B) LEAVE NOT DUE

- (9) (I) Leave not due may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half pay leave earned by him/her subsequently

- (II) 'Leave not due' shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen the teacher will return to duty on the expiry of the leave and earn the leave granted.

- (III) A teacher to whom 'Leave not due' is granted shall not be permitted to tender his resignation from services so long as the debit balances in his leave accounts is not wiped off by active service, or the refunds the amount paid to him as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of illness 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 Syndicate.

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

4(a)(i) SABBATICAL LEAVE/ACADEMIC LEAVE

- I) Permanent, whole-time teachers of the University who have completed seven years of service as Lecturer / 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.

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

- III) A teacher who has availed himself/herself 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.

- IV) A teacher shall during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions

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being fulfilled) at the rates applicable to him/her immediately prior his/her proceeding on sabbatical leave.

- V) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed accept fellowship or research scholarship or 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.
- VI) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date the period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the University on the expiry of his/her leave.

NOTE:-

- I) The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.
- II) On return from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave.

4 (a)(II) **STUDY LEAVE**

- I) 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 organisation 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 years, 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 percentage of teachers 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 engaged as a research assistant may be reckoned provided

- a) the person is a teacher on the date of the application and
b) there is no break in service
- II) Study leave shall be granted by the Executive Council/Syndicate on the recommendation of the concerned Head of the Department. the leave shall not

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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 extension is unavoidable on academic grounds and necessary in the interest of the University.

- III) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- IV) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- V) No teacher who has been granted study leave shall be permitted to alter 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 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 shortfall as ordinary leave has been obtained.
- VI) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two year extendable by one years at the discretion of the University.
- VII) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowance but the scholarship etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time based on the cost of using 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.
- VIII) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will

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- be placed in that position and get the higher scale only after joining the post.
- IX) A teacher granted study leave shall on his/her 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 study leave. No teacher shall however, be eligible to receive arrears of increments.
- X) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the University on the expiry of his/her study leave
- XI) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.
Provided that where study leave granted has been so cancelled the teacher may apply again for such leave.
- XII) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University for a continues period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.
- XIII) After the leave has been sanctioned, the teacher shall before availing himself/herself for the due fulfillment of the conditions laid down in sub-clause (xiii) and (xiv) bellow 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 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 University in accordance with sub-clause (xiv) bellow
- XIV) the teacher shall submit to the Registrar, six monthly reports of progress in 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.

4(b)(i) MATERNITY LEAVE

- (I) Maternity leave on full pay may be granted to a woman teacher for a period 135 days to be availed of

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twice in the entire career not exceeding career Maternity leave may also be granted in case 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.

4(b)(II)13. PATERNITY LEAVE

Paternity leave of 15 days May be granted to male teacher during the Conferment of their wives, provided the limit is up to two children

4(b)(III). ADOPTION LEAVE

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

Annexure - IV

Terms and conditions of loan service of teachers of the Saurashtra University to any Education.

- (1) The Syndicate may loan the services of a confirmed member of the staff of this University for a period of two years and once only in a period of five years continuous service, who have completed three years of service, Such loan service shall commence from the date the employee is relieved by the University and will end on the date he resumes in the University. The loan service may be extended by a period of one year each time by the Syndicate of this University on getting a request from the Educational to whom loan services are given (herein-after termed as 'Educational Institution').
- (2) The employee will be entitled to salary, grade, allowances, etc. and all other facilities as are and may be admissible to the employee in the University services from time to time, from the Educational Institution.
- (3) Gratuity contribution will be paid by the Educational Institution to University every month, at rates prescribed by the University.
- (4) Employer's contribution to the provident fund shall be paid by the Educational Institution to the University every month at the rates prescribed by the University from time to time, which shall be in accordance with the rules prescribed by the University. The employee's subscription shall be deducted by the Educational Institution from the monthly salary of the employee and be paid to the University every month.
- (5) During the period of loan service the employee will continue to be governed by the leave, provident fund, gratuity rules of

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University as are applicable to the employee from time to time.

- (6) The date increment of the employee concerned will not be affected during the loan service. The employee will be entitled to earn increment during the period of loan service.
- (7) The employee will be given the benefit of all types of leave as may be admissible to the employee in the University services as per University rules from time to time.
- (8) The employee will be entitled to medical facilities according to University rules. The liability in this behalf shall be borne by the Educational Institution.
- (9) Permission for higher study may be given by the Educational Institution as per University rules.
- (10) The employee will be entitled to transfer travelling allowance and joining time pay on joining the post of loan service as well as on returning to University service in accordance with the T.A. rules prescribed by the University. The expenditure on this account will be borne by the Educational Institution.
- (11) In the event of the liabilities arising in future for payment of any arrears of Pay D.A. or any allowances for the period, the employee has served the Educational Institution the said arrears will have to be paid by the Educational Institution.
- (12) The period of loan service shall be counted as period of active service in the university for the purposes of payment of provident fund and Gratuity.
- (13) In respect of matters not covered hereunder, the decision of the syndicate of this university will be final.
- (14) On a request from the Educational Institution or an employee, the Syndicate may condone any deficiency of conditions mentioned above if deemed fit.

ORDINANCE -201

Notwithstanding anything contained in Ordinance 95,145,145-B,188,196 and in any other rules, Ordinance or Statutes it will be treated changed as per the notification of National Council for Teacher Education, New Delhi, Notification no. 9-2/2001/NCTE/ dt. 3-9-2001 and norms and standard for teacher education prescribed by the N.C.T.E. from time to time.

The Gazette of India,

Notification No. 239 of September, 4, 2001 NCTE (Norms and standards of teacher education programmes) Regulations, 2001
National Council for Teacher Education F. No. 9-3/2001/NCTE I.G.I.
Stadium, I,P. Estate New Delhi - 110 002

3rd September, 2001

F.No. 9-3/2001/NCTE In exercise of the powers conferred under Clauses (f) and (h) of sub-section (2) of Section 32 read with Sections 14 and 15 of the National Council for Teacher Education Act 1993 (No. 73 of 1993), the National Council for Teacher Education hereby

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makes the NATIONAL COUNCIL FOR TEACHER EDUCATION (NORMS AND STANDARDS FOR RECOGNITION OF TEACHER EDUCATION PROGRAMMES) REGULATIONS, 2001 to further amend the following Regulations :-

National Council for Teacher Education (application for recognition, the manner for submission, determination of conditions for recognition of institutions and permission to start new course or training) (Amendment) Regulations, 1998;

National Council for Teacher Education (norms and conditions for recognition of M.Ed. face to face and M.Ed. through distance education) Regulations, 1998;

National Council for Teacher Education (norms and conditions for recognition of teacher education programmes in Physical Education – C.P.Ed., B.P.Ed. and M.P.Ed) Regulations, 1998;

National Council for Teacher Education (application for recognition, the manner for submission, determination of conditions for recognition of institutions and permission to start a new course or training) (Amendment) Regulations, 2000; and

National Council for Teacher Education (norms and conditions for recognition of teacher education programmes in Physical Education – C.P.Ed., B.P.Ed. and M.P.Ed.) (Amendment) Regulations, 2000.

2. These Regulations may be called the NATIONAL COUNCIL FOR TEACHER EDUCATION (NORMS AND STANDARDS FOR RECOGNITION OF TEACHER EDUCATION PROGRAMMES) REGULATIONS, 2001
3. They shall come into force on the date of their publication in the Official Gazette.
4. These Regulations modify the existing Regulations to the extent indicated in the following table against each of them :

S.No	Gazette Notification & Date	Title of Regulations	Existing Provisions	Extent of Modification
1.	F.No. 28-11/95 NCTE dt. 29.12.1998	National Council for Teacher Education (application for recognition, the manner for submission, determination of conditions for recognition of institutions and permission to start new course or training) (Amendment) Regulations, 1998;	i. Norms and standards for teacher education institutions (Elementary) appended to the Amendment Regulations, 1998 ii. Norms and standards for teacher education	(i) Substituted by Appendix –I, "Norms and standards for Elementary Teacher Education Programme"; of this Notification (ii) Substituted by Appendix – II, "Norms and standards for Secondary Teacher Education Programme"; of this Notification

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S.No	Gazette Notification & Date	Title of Regulations	Existing Provisions	Extent of Modification
			institutions – Secondary appended to the Amendment Regulations, 1998.	
2.	F.No.1-36/2000 NCTE dt. 20.11.2000	National Council for Teacher Education (application for recognition, the manner for submission, determination of conditions for recognition of institutions and permission to start new course or training) (Amendment) Regulations, 2000	Para 7.0 relating to relaxation in the eligibility/ duration of the course of Elementary Teacher Education Programme.	Added as Clause II in Appendix – I to this Notification.
3.	F.No.28-2/98-99/NCTE dt. 29.12.1998	(i) National Council for Teacher Education (norms and conditions for recognition of M.Ed. face to face and M.Ed. through distance education) Regulations, 1998	Appendix – I to the Regulations – Masters in Education Programme (M.Ed.)	Substituted by Appendix – III "Norms and standards for Master of Education Programme (M.Ed.)"; to this Notification.
			(ii) Norms and standards for M.Ed. (part time) programme Not existing	Norms and standards for Master of Education Programme (part time) will be as in Appendix – IV to this Notification
			Appendix – I Norms and standards for Certificate Course in Physical Education (C.P.Ed) 2 years	Substituted by Appendix- V "Norms and standards for Certificate Course in Physical Education (C.P.Ed.)"; to this Notification
4.	F.No. 28-3/98-99/NCTE dt. 29.12.1998	National Council for Teacher Education (norms and conditions for recognition of teacher education programmes – in Physical Education – C.P.Ed., B.P.Ed. and M.P.Ed.) Regulations, 1998.	Appendix - II Norms and standards for PG Diploma/B.P.Ed. Course (2 years duration)	Substituted by Appendix-VI "Norms and standards for B.P.Ed. Programme"; to this Notification.
			Appendix- III Norms and standards for Post Graduate Degree Course in Physical	Substituted by Appendix – VII "Norms and standards for Master in Physical Education

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S.No	Gazette Notification & Date	Title of Regulations	Existing Provisions	Extent of Modification
5.	F.No.1-36/2000 NCTE dt. 20.11.2000	National Council for Teacher Education (norms and conditions for recognition of teacher education programmes in Physical Education – C.P.Ed., B.P.Ed. and M.P.Ed.) (Amendment) Regulations 2000.	Education (2 years) Para 7.0 relating to relaxation in the eligibility/ duration of Certificate Course in Physical Education (C.P.Ed.)	Programme (M.P.Ed)"; to this Notification. Added as Clause II in Appendix – V to this Notification.

5. The norms and standards herein notified are minimum and essential. The institutions may strengthen further the physical and instructional infrastructure.
6. No institution shall be permitted to apply for enhancement of its intake unless it has been granted permanent recognition and has continuously run teacher training programme or course for a period of three years.
7. If a request is received from the concerned State Government for removal of any hardship caused in adhering to the provisions of these Regulations, the Council may, for reasons to be recorded in writing, relax any of the provisions of these Regulations in respect of any class or category of institutions, to such extent and subject to such conditions, as may be considered necessary.
8. These Regulations shall also apply to the institutions that have already been recognised by the National Council for Teacher Education. However, for any revision in the intake as per these Regulations, such institutions shall be required to submit application in the prescribed form to the concerned Regional Committee before expiry of the last date prescribed by NCTE for submission of application for recognition.

(S.K.RAY)
Member Secretary

Appendix to NCTE (Norms and Standards for Teacher Education Programmes) Regulations, 2001.

NORMS AND STANDARDS FOR ELEMENTARY TEACHER EDUCATION PROGRAMME

1. **Preamble**
The elementary teacher education programme is meant for preparing teachers for elementary schools (primary and upper primary/middle).
2. **Duration and Intake**
 - a) The elementary teacher education programme shall be of a duration of two academic years.

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- b) For effective curriculum transaction and for ensuring optimum utilisation of physical and instructional infrastructure and expertise of the teaching staff, there shall be a unit of 50 students for intake each year.

3. Eligibility

- a) Candidates with at least 45% marks in the senior secondary examination (+2), or its equivalent, are eligible for admission.
- b) Admission should be made either on the basis of marks obtained in the qualifying examination or in the entrance examination conducted by the State Government, as per the policy of the State Government.
- c) There shall be reservation of seats for SC/ST/OBC, Handicapped, Women, etc. as per the rules of the concerned State Government.

4. Curriculum Transaction and Requirement of Teaching Staff

- a) There shall be at least 150 teaching days in a year exclusive of period of admission, examination, etc. Besides, every teacher trainee shall be required to undergo internship in teaching (including practice teaching/skill development) at least for 30 days in nearby elementary schools.
- b) Apart from teaching of foundation subjects, there shall be provision for teaching of methods subjects relating to primary and upper primary curriculum, namely, Regional Language/Mother Tongue, English, Mathematics, Science and Social Studies.
- c) For a unit of 50 students or less (with combined strength of 100 or less for the two-year course), the full-time teaching faculty shall comprise of the Principal/Head and at least five lecturers. For intake of students in excess of the prescribed unit, the number of full time teachers shall be increased proportionately.
- d) Appointment of teachers should be so distributed as to ensure the required nature and level of expertise for teaching methodology courses and foundation courses.
- e) For teaching subjects such as physical education, art, work experience, music, information technology literacy, etc., part-time instructors may be appointed.

5. Qualifications of Teaching Staff

- a) **Principal/Head**
 - i) Academic and professional qualification will be as prescribed for the post of Lecturer.
 - ii) At least five years' experience of teaching in elementary teacher education institutions.

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- b) **Lecturer**
Good academic record with M.Ed./M.A. (Education) with 55% marks, preferably with specialisation in elementary education.

OR

Good Academic record with Master's Degree with 55% marks in the relevant school subject and Bachelor of Elementary Education (B.El.Ed.), or B.Ed. preferably with specialisation in elementary education, and with five years' teaching experience in recognised elementary schools.

- c) A relaxation of 5% may be provided, from 55% to 50% of the marks, at the Master's level for SC/ST Category.
- d) Qualifications for other academic staff for teaching physical education, art, work experience, information technology literacy, etc. shall be as prescribed by the concerned State Government.

6. **Administrative Staff**

The administrative and other support staff may be provided as per the norms prescribed by the concerned State Government.

7. **Infrastructural Facilities**

- a) There shall be provision for adequate number of classrooms, hall, laboratory space for conducting instructional activities for approved intake of students, rooms for the principal and faculty members, and office for the administrative staff and a store. The size of instructional space shall not be less than 10 sq.ft. per student.
- b) There shall be a library equipped with text and reference books relating to prescribed courses of study, education encyclopedia, year books, electronic publications (CD-ROMs) and journals on teacher education and other software relevant to the elementary stage.
- c) There shall be games facilities with playground. Alternatively, the playground available with the attached school or local body may be utilized and where there is scarcity of space as in metropolitan towns/hilly regions, facilities for yoga, indoor games may be provided.
- d) To provide these facilities, the Management / Institutions shall, at the time of making application, have in its possession adequate land / land and building on ownership basis free from all encumbrances. Govt. land acquired on long-term lease as per the law of the concerned State / UT will also be considered valid for the purpose. Pending construction

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of permanent building in the above land, the institution may provide these facilities in suitable temporary premises up to a maximum period of 3 years, before expiry of which the institution should shift to its permanent building.

8. Instructional Facilities

- a) There shall be a multi-purpose educational laboratory with psychology and science sections, and a workshop attached to it.
 - i) The science section shall have the apparatus and chemicals required to demonstrate all the experiments as per the syllabus of elementary schools.
 - ii) The psychology section shall have facilities for conducting the following tests: Sensory- motor, Intelligence (Performance, Verbal and Non-verbal), Aptitude, Personality and Interest Inventories including Projective Tests : provision for conducting simple Piagetian and Brunnerian experiments.
- b) There shall be hardware and software facilities for language learning.
- c) There shall be an Educational Technology laboratory with hardware and software required for imparting Information Technology (IT) literacy.

9. Terms and Conditions of Service of Staff

- a) The appointments shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central/concerned State Government.
- b) All appointments are to be made on full-time and regular basis.
- c) Government institutions/Government-aided institutions, may make appointments on deputation or contract basis as an interim measure, in the absence of availability of suitable candidates recommended by appropriate bodies set up by the concerned government.
- d) Appointment of part-time instructors and other staff can be made as per the norms of the concerned Government.
- e) The academic and other staff of the institution (including part-time staff) shall be paid such salary as may be prescribed by the concerned State Government from time to time.
- f) The management of the institution shall discharge the statutory obligations relating to pension, gratuity, provident fund, etc.
- g) The age of superannuation of staff shall be determined by the policy of the concerned Government subject to maximum age not exceeding 65 years.

10. **Financial Management**

- a) The tuition fees and other fees shall be charged at rates as prescribed by the concerned State Government.
- b) In case of private and unaided institutions, there shall be an endowment fund of Rs.5.00 lakh to be operated jointly by the authorised representative of the management and an officer of the concerned Regional Committee, and a reserve fund equivalent to three months' salary of the staff.

11. **Relaxation in eligibility/duration of the course**

As in some States, the duration of the elementary teacher education course is one year only and the eligibility for admission to such course is a pass in class ten, such States are given time up to the end of academic session 2004-2005 to switch over their programmes for bringing them in conformity with the NCTE Norms and Standards. Meanwhile, recognition for reduced duration of the course, which shall not be less than one year and/or lower eligibility criteria, which shall not be less than a pass in class ten with at least 50% marks in aggregate, may be given subject to the condition that the certificate given by the State authorities in respect of such a course will be valid for employment within that State only and such courses including their duration and admission criteria are those that have been in existence in that State on the date when the NCTE Act, 1993 came into force.

NORMS AND STANDARDS FOR SECONDARY TEACHER EDUCATION PROGRAMME

1. **Preamble**

The secondary teacher education programme, commonly known as B.Ed., is meant for preparing teachers for secondary/senior secondary schools.

2. **Duration and Intake**

- a) The B.Ed. programme shall be of a duration of at least one academic year.
- b) There shall be a unit of 100 students for ensuring optimum utilisation of physical and instructional infrastructure and expertise of the teaching staff. Division into appropriate batches may be done at the institutional level for effective curriculum transaction.

3. **Eligibility**

- a) Candidates with at least 45% marks in the Bachelor's/Master's Degree with at least two school subjects at the graduation level are eligible for admission.
- b) Admission should be made either on the basis of marks obtained in the qualifying examination or in the entrance examination conducted by the University/State Government, as per the policy of the

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- State Government/ University, to which the institution is affiliated.
- c) There shall be reservation of seats for SC/ST/OBC, Handicapped, Women, etc. as per the rules of the concerned State Government.
- 4. Curriculum Transaction and Requirement of Teaching Staff**
- a) There shall be at least 150 teaching days in a year exclusive of period of admission, examination, etc. Besides, every teacher trainee shall be required to undergo internship-in-teaching (including practice teaching and skill development) for at least 30 days in nearby secondary/senior secondary schools.
- b) Apart from teaching of foundation courses, there shall be provision for methodology of teaching two out of five school subjects at the secondary level (Regional Language/Mother Tongue, English, Mathematics, Science, Social Sciences), or discipline-specific subjects at the senior secondary level (Physics, Chemistry, Mathematics, Biology, History, Geography, Political Science, Economics, Commerce etc.)
- c) For an intake of 100 students or less, the teaching faculty shall comprise of Principal/Head and at least seven lecturers. For intake of students in excess of the prescribed limit, the number of full time teachers shall be increased proportionately.
- d) Appointment of teachers shall be so distributed as to ensure the required nature and level of expertise for teaching methodology courses and foundation courses.
- e) For teaching subjects such as physical education, art, work experience, information technology literacy, etc., part-time instructors may be appointed.
- 5. Qualifications of Teaching Staff**
- a) **Principal/Head**
- i) Academic and professional qualification will be as prescribed for the post of Lecturer.
- ii) Ten years' experience of which at least five years should be in a secondary teacher education institution.
- b) **Lecturer**
Good academic record with M.Ed./M.A. (Education) with 55% marks.
- OR**
- Good academic record with Master's Degree with 55% marks in the relevant school subject and M.Ed./M.A. (Education) with 50% marks
- OR**

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Good academic record with Master's Degree with 55% marks in the relevant school subject and a B.Ed. Degree with 55% marks, with five years' teaching experience in a recognised secondary/senior secondary school. (This alternative qualification shall be applicable only in those States where prior to the establishment of the NCTE, the qualification for appointment of teachers in B.Ed. institutions was a Post-graduate Degree in a school subject with B.Ed.

However, teachers appointed with this qualification will have to acquire M.Ed. qualification within five years).

- c) A relaxation of 5% may be provided from 55% to 50% of the marks, at the Master's level for the SC/ST Category.
- d) Apart from the qualifications prescribed at (a) and (b) above, the candidates shall be required to have such other qualifications as may be prescribed by other regulatory bodies like the University Grants Commission (UGC), etc.
- e) Qualifications for other academic staff for teaching physical education, art, work experience, information technology literacy, etc. shall be as prescribed by the concerned affiliating University/UGC.

6. **Administrative Staff**

The administrative and other support staff may be provided as per the norms prescribed by the concerned State Government/Affiliating University.

7. **Infrastructural Facilities**

- a) There shall be provision for adequate number of classrooms, hall, laboratory space for conducting instructional activities for approved intake of 100 students, separate rooms for the principal, faculty members, office for the administrative staff and a store. The size of instructional spaces shall not be less than 10 sq. ft. per student
- b) There shall be a library equipped with text and reference books related to the prescribed courses of study, educational Encyclopedia, year books, electronic publications (CD- ROMs) and journals on teacher education.
- c) There shall be games facilities with a playground. Alternatively, the playground available with the attached school/college may be utilised and where there is scarcity of space as in metropolitan towns/hilly regions, facilities for yoga, indoor games may be provided.

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- d) To provide these facilities, the Management / Institutions shall, at the time of making application, have in its possession adequate land / land and building on ownership basis free from all encumbrances. Govt. land acquired on long-term lease as per the law of the concerned State / UT will also be considered valid for the purpose. Pending construction of permanent building in the above land, the institution may provide these facilities in suitable temporary premises up to a maximum period of 3 years, before expiry of which the institution should shift to its permanent building.

8. Instructional Facilities

- a) There shall be a science laboratory or alternatively, science laboratory of the attached school/college may be used. The laboratory shall have multiple sets of science apparatus required to perform and demonstrate the experiments prescribed in the syllabus for secondary/senior secondary classes. Chemicals, etc. should be provided in the required quantity.
- b) There shall be a Psychology Laboratory with apparatus for simple experiments related to educational psychology – intelligence tests (performance, verbal, non-verbal) aptitude tests, creativity tests, personality test, attitude test, interest inventories, etc.
- c) There shall be hardware and software facilities for language learning.
- d) There shall be an educational technology laboratory with hardware and software required for Information Technology (IT) literacy.

9. Terms and Conditions of Service of Staff

- a) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central / concerned State Government /Affiliating University, whichever is applicable.
- b) All appointments are to be made on full-time and regular basis.
- c) Government Institutions / Government-aided institutions may make appointments on deputation or contract basis as an interim measure, in the absence of availability of suitable candidates recommended by appropriate bodies set up by the concerned government.
- d) Appointment of part-time instructors and other staff can be made as per the norms of the concerned Government/Affiliating University/UGC.
- e) The academic and other staff of the institutions (including part-time staff) shall be paid such salary as may be

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prescribed by the concerned State Government/University from time to time.

- f) The management of the institution shall discharge the statutory obligations relating to pension, gratuity, provident fund, etc. for its employees.
- g) The age of superannuation of staff shall be determined by the policy of the concerned Government/Affiliating University subject to maximum age not exceeding 65 years.

10. Financial Management

- a) The tuition fees and other fees shall be charged at rates as prescribed by the concerned State Government/Affiliating University.
- b) In case of private and unaided institutions, there shall be an endowment fund of Rs.5.00 lakh to be operated jointly by the authorised representative of the management and an officer of the concerned Regional Committee, and a reserve fund equivalent to three months' salary of the staff.

NORMS AND STANDARDS FOR

MASTER OF EDUCATION PROGRAMME (M.Ed.)

1. Preamble

- a) The Master of Education (M.Ed.) programme, which may be general or specialised, is meant for candidates desirous of pursuing post-graduate programme in teacher education, on full-time basis, and for preparing a professional cadre of teacher educators.
- b) Only University Departments or institutions running B.Ed. programme are eligible to offer M.Ed. course.

2. Duration and Intake

- a) The M.Ed. programme shall be of a duration of one academic year, after B.Ed.
- b) The intake of students shall not exceed 40.

3. Eligibility

- a) Candidates who have obtained at least 55% in the B.Ed. Degree, are eligible for admission.
- b) Admission shall be made either on the basis of marks obtained in the qualifying examination or in the entrance examination conducted by the University/State Government, as per the policy of the State Government/University, to which the institution is affiliated.
- c) There shall be reservation of seats for SC/ST/OBC, Handicapped, Women, etc. as per the rules of the State/Central Government as the case may be.

4. Curriculum Transaction and Requirement of Teaching Staff

- a) There shall be at least 180 teaching days exclusive of period of admission and examination, etc. for

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instruction, field work for dissertation and internship in a school.

- b) Field-based dissertation and internship in school shall be compulsory component of the M.Ed. programme.
- c) i) Field visit for dissertation shall be of a duration of four weeks.
ii) Not more than 7 students shall be attached with a teacher for supervision of field-based dissertation work.
- d) Each M.Ed. student will be associated with the supervisors of the internship programme of B.Ed. students, for acquiring experience of organising and supervising internship-in-teaching programme.
- e) For an intake of 25 students or less, teaching faculty shall comprise of a Head in the rank of Professor/or Reader, and 3 Readers/Lecturers. One additional lecturer shall be appointed for every additional intake of five students or part thereof.

5. Qualifications of Teaching Staff

a) Professor

- .Ed. or M.A. (Education)
- Ph. D. or equivalent published research work
- At least, 10 years' experience of teaching in teacher education institutions at post graduate level.

OR

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

b) Reader

- Good academic record with M.Ed. or M.A. (Education)
- Ph.D. or equivalent published research work
- At least 5 years' experience of teacher education

c) Lecturer

- Good academic record with M.Ed./M.A. (Education) with 55% marks.
Or
- Good academic record with Master's Degree with 55% marks in the relevant school subject with M.Ed./M.A. (Education) with 50% marks.

- d) A relaxation of 5% may be provided from 55% to 50% of the marks, at the master's level for the SC/ST category.
- e) Apart from the qualifications prescribed at (a), (b) and (c) above, the candidates shall be required to have such other qualifications as may be prescribed by other regulatory bodies like the University Grants Commission (UGC), etc.

6. Administrative Staff

The administrative and other support staff may be provided as per the norms prescribed by the State Government/University.

7. Infrastructural Facilities

- a) There shall be provision for adequate number of classrooms, hall, seminar room, laboratory space for conducting instructional activities for approved intake of students, separate room for Head/Principal, faculty members, office for the administrative staff and a store. The size of instructional space shall not be less than 10 sq. ft. per student.
- b) There shall be a library with reading room facility having adequate number of books, electronic publications (CD-ROMs) and journals and other related software on teacher education.

8. Instructional Facilities

There shall be a well-equipped educational technology and media laboratory, and psychology laboratory with hardware and software required for imparting Information Technology (IT) literacy and for using digital resources in teacher education. In the psychology laboratory tests and equipment for performing experiments as listed in the curriculum shall be made available. Psychological testing material should include intelligence tests (verbal, non-verbal and performance), personality tests and aptitude tests. Attitude tests, interest inventories, etc. shall also be stocked in adequate quantity.

9. Terms and Conditions of Service of Staff

- a) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central / concerned State Government /Affiliating University, whichever is applicable.
- b) All appointments are to be made on full-time and regular basis.
- c) Government institutions / Government-aided institutions may make appointments on deputation or contract basis as an interim measure, in the absence of availability of suitable candidates recommended by appropriate bodies set up by the concerned government.
- d) Appointment of other staff can be made as per the norms of the concerned Government/Affiliating University/UGC.
- e) The academic and other staff of the institutions (including part-time staff) shall be paid such salary as may be prescribed by the concerned State Government/University from time to time.
- f) The management of the institution shall discharge the statutory obligations relating to pension, gratuity, provident fund, etc.

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- g) The age of superannuation of the staff shall be determined by the policy of the concerned Government/Affiliating University, subject to maximum age not exceeding 65 years.

10. Financial Management

- a) The tuition fees and other fees shall be charged at rates as prescribed by the concerned State Government/Affiliating University.
- b) In case of private and unaided institutions there shall be an endowment fund of Rs.5.00 lakh to be operated jointly by the authorised representative of the management and an officer of the concerned Regional Committee, and a reserve fund equivalent to three months' salary of the staff.

NORMS AND STANDARDS FOR MASTER OF EDUCATION PROGRAMME (M.Ed.) (Part Time)

1. Preamble

- a) Master of Education (M.Ed.) (Part Time) is an in-service professional programme open to teachers and educational administrators, for strengthening the cadre of teacher educators.
- b) Only University Departments of Education and Institutes of Advanced Studies in Education (IASEs), which run M.Ed. programme, are eligible to offer M.Ed. (Part Time) programme subject to such a course instituted by the concerned affiliating university.

2. Duration and Intake

- a) The M.Ed. (Part Time) programme shall be of a duration of two academic years.
- b) The intake of student shall not exceed 40.

3. Eligibility

Teachers and educational administrators in service, with at least two years of teaching/administrative experience, and having at least 55% marks in B.Ed. Degree, are eligible for admission.

4. Curriculum Transaction and Requirement of Teaching Staff

- a) The M.Ed. (Part Time) programme shall be identical to M.Ed. programme in all academic requirements except that its duration shall be two academic years.
- b) In addition to the faculty for M.Ed. course, additional teachers for M.Ed. (Part Time) course shall be appointed to ensure that not more than 7 students are attached with a teacher for supervision of field-based dissertation work.
- c) Total duration of curriculum transaction shall be the same as required for M.Ed. course except that the same shall be spread over two academic years.

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- d) For field visit for dissertation work and for acquiring first-hand experience of organising and supervising internship-in-teaching programme for students of B.Ed. course, M.Ed. (Part Time) students shall be required to be available on full-time basis.

5. **Qualifications of Teaching Staff** Norms in respect of
6. **Administrative Staff** these aspects as
7. **Infrastructural Facilities** prescribed for M.Ed.
8. **Instructional Facilities** programme shall apply
9. **Terms and Conditions of Service of Staff** mutatis mutandis for
10. **Financial Management** M.Ed. (Part Time)
programme as well.

Norms and Standards for Certificate in Physical Education Programme (C.P.Ed.)

1. **Preamble**

The Certificate in Physical Education (C.P.Ed.) programme is meant for preparing teachers in physical education for elementary schools (primary and up to primary/middle).
2. **Duration and Intake**
 - a) The C.P.Ed. programme shall be of a duration of two academic years.
 - b) For effective curriculum transaction and for ensuring optimum utilisation of physical and instructional infrastructure and expertise of the teaching staff, there shall be a unit of 50 students each year.
3. **Eligibility**
 - a) Candidates with at least 45% marks in the senior secondary examination (+2), or its equivalent, are eligible for admission. For those who have participated in State or National level sports events, the minimum percentage of marks in the senior secondary examination (+2) should be at least 40.
 - b) Admission should be made either on the basis of marks obtained in the qualifying examination or in the entrance examination conducted by the State Government, with due weightage for physical fitness/proficiency, as per the policy of the State Government.
 - c) There shall be reservation of seats for SC/ST/OBC, Handicapped, Women, etc. as per the rules of the concerned State Government.
4. **Curriculum Transaction and Requirement of Teaching Staff**
 - a) There shall be at least 150 teaching days in a year exclusive of period of admission, examination, etc. Besides, every teacher trainee shall be required to undergo internship- in- teaching (including practice

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- teaching/skill development) at least for 30 days in nearby elementary schools.
- b) For a unit of 50 students or less (with combined strength of 100 or less for the two year course), the full time teaching faculty should comprise of the Principal/Head and at least five lecturers. For intake of students in excess of the prescribed unit the number of full time teachers shall be increased immediately.
 - c) Appointment of teachers shall be so distributed as to ensure the required nature and level of expertise for teaching various courses related to physical education.
 - d) Part-time coaches for specialisations offered, other than those covered by full-time teachers and a part-time medical officer, shall be appointed.

5. **Qualifications of Teaching Staff**

a) **Principal**

- M.P.Ed./M.P.E. with at least 5 years' experience of teaching physical education.

b) **Lecturer**

- Good academic record with M.P.Ed/M.P.E with 55% marks, preferably with specialisation in physical education for the elementary stage.

- c) A relaxation of 5% may be provided from 55% to 50% of the marks, at the Master's level for the SC/ST category.
- d) Qualifications for coaches and medical officer shall be such as may be prescribed by the concerned State Government.

6. **Administrative Staff**

The administrative and other support staff may be provided as per the norms prescribed by the concerned State Government

7. **Infrastructural Facilities**

- a) There shall be provision for adequate number of classrooms, and one multi-purpose hall of a size essential for conducting instructional activities for the approved intake of students, room for the Principal, faculty members, office for the administrative staff and a store. The size of instructional space shall not be less than 10 sq.ft. per student.
- b) There shall be a multi-purpose playfield for outdoor sports and a 200 mt. track and a hall for gymnastics and indoor sports and games.

OR

Alternatively, in hilly regions and in big cities where availability of open space is a constraint, facilities for such outdoor sports as are feasible and a hall/gymnasium for indoor sports/games, yoga, aerobics, gymnastics etc. shall be provided.

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- c) There shall be adequate equipment for various indoor and outdoor sports/ games.
- d) There shall be a library with adequate number of books, electronic publications (CD-ROMs) and journals on physical education and related subjects, and other software relevant thereto.
- e) To provide these facilities, the Management / Institutions shall, at the time of making application, have in its possession adequate land / land and building on ownership basis free from all encumbrances. Govt. land acquired on long-term lease as per the law of the concerned State / UT will also be considered valid for the purpose. Pending construction of permanent building in the above land, the institution may provide these facilities in suitable temporary premises up to a maximum period of 3 years, before expiry of which the institution should shift to its permanent building.

8. Instructional Facilities

- a) There shall be a Health Education & Anatomy and Physiology Laboratory, having the following essential equipment :-
 - A standard weighing machine
 - An anthropometer
 - Growth charts and body system charts
 - Desirable weight – height tables
 - Models of body organs/systems
 - skeleton articulated / disarticulated
- b) There shall be an Education Technology laboratory with hardware and software required for imparting Information Technology (IT) literacy.

9. Terms and Conditions of Service of Staff

- a. The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the concerned Central/State Government.
- b. All appointments are to be made on full-time and regular basis.
- c. Government institution/Government-aided institutions, may make appointments on deputation or contract basis as an interim measure in the absence of availability of suitable candidates as per the policy of the concerned Government.
- d. Appointment of part-time instructors and other staff can be made as per the norms of the concerned Government.
- e. The academic and other staff of the institution (including part-time staff) shall be paid such salary as may be

prescribed by the concerned State Government from time to time.

- f. The management of the institution shall discharge the statutory obligations relating to pension, gratuity, provident fund, etc.
- g. The age of superannuation of staff shall be determined by the policy of the concerned Government subject to maximum age not exceeding 65 years.

10. **Financial Management**

- a. The tuition fees and other fees shall be charged at rates as prescribed by the concerned State Government.
- b. In case of private and unaided institutions there shall be an endowment fund of Rs.5.00 lakh to be operated jointly by the authorised representative of the management and an officer of the concerned Regional Committee and a reserve fund equivalent to three months' salary of the staff.

11. **Relaxation in eligibility/duration of the course**

As in some States the duration of the Certificate Course in Physical Education (C.P.Ed.) is one year only and the eligibility for admission to such course is a pass in class ten, such states are given time up to the end of the academic session 2004-2005 to switch over their programmes for bringing them in conformity with the NCTE Norms and Standards.

Meanwhile, recognition for reduced duration of the course which shall not be less than one year and/or lower eligibility criteria, which shall not be less than a pass in class ten with at least 45% marks in aggregate, may be given subject to the condition that the certificate given by the State authorities in respect of such a course will be valid for employment within that States only and such courses including their duration and admission criteria are those that have been in existence in that State on the date when the NCTE Act, 1993 came into force.

Norms and Standards for Bachelor of Physical Education (B.P.Ed.) Programme

1. **Preamble**

The Bachelor of Physical Education (B.P.Ed.) programme is meant for preparing teachers in physical education for secondary/senior secondary schools.

2. **Duration and Intake**

- a. The B.P.Ed. programme shall be of duration of at least one academic year.
- b. For effective curriculum transaction and for ensuring optimum utilisation of physical and instructional infrastructure and expertise of the teaching staff there shall be a unit of 50 students.

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3. Eligibility

- a) Graduate in Physical Education, i.e, B.P.E. of three year duration.

OR

Graduate having represented State/University in sports/games/athletics.

OR

Graduate who has secured 1st, 2nd or 3rd position in inter-collegiate sports/games tournaments/possessing NCC 'C' certificate or passed basic course in adventure sports.

OR

Graduate one year training programme in sports science, sports management, sports coaching, yoga, Olympic education, sports journalism, etc.

- b) Admission shall be made either on the basis of marks obtained in the qualifying examination or in the entrance examination conducted by the University/State Government, with due weightage for physical fitness/ proficiency, as per the policy of the State Government.
- c) There shall be reservation of seats for SC/ST/OBC, Handicapped, Women, etc. as per the rules of the State Government concerned.

4. Curriculum Transaction and Requirement of Teaching Staff

- a. There shall be at least 150 teaching days in a year exclusive of period of admission, examination etc. Besides, each teacher trainee shall be required to undergo internship-in-teaching (including practice teaching/skill development) at least for 30 days in nearby secondary/ senior secondary schools.
- b. For an intake of 50 students or less, teaching faculty shall comprise of a Principal/Head and at least three lecturers. For intake in excess of the prescribed unit the number of full time teachers shall be increased proportionately.
- c. Appointment of teachers shall be so distributed as to ensure the required nature and level of expertise for teaching various courses related to physical education.
- d. Part time coaches for specialisation offered, other than those covered by full time teachers and a part-time medical officer, shall be appointed.

5. Qualifications of Teaching Staff

a) Principal

1. M.P.Ed./M.P.E
2. Ph.D. or equivalent published work
3. At least 5 years' experience of teaching physical education.

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b) Lecturer

1. Good academic record with M.P.Ed./M.P.E with 55% marks
- c) A relaxation of 5% may be provided, from 55% to 50% of the marks at the Master's level for the SC/ST category.
- d) Apart from the qualifications prescribed at (a) and (b) above, the candidates shall be required to have such other qualifications as may be prescribed by other regulatory bodies like the University Grants Commission (UGC), etc.
- e) Qualifications for coaches/medical officer shall be such as may be prescribed by the concerned affiliating university/UGC.

6. Administrative Staff

The administrative and other support staff may be provided as per the norms prescribed by the concerned State Government/affiliating university.

7. Infrastructural Facilities

- a) There shall be provision for adequate number of classrooms and one multi-purpose hall of a size essential for conducting instructional activities for approved intake of students, room for the Principal, faculty members, office for the administrative staff and a store. The size of instructional spaces shall not be less than 10 sq.ft. per student.
- b) There shall be a multipurpose playfield for outdoor sports, a 200 mt. track, gymnasium, and a hall for indoor sports and games. or Alternatively, in hilly regions and in big cities, where availability of open space is a constraint, facilities for outdoor sports as are feasible and a hall/gymnasium for indoor sports, games, yoga, aerobics, gymnastics, etc. shall be provided.
- c) There shall be adequate equipment for various indoor and outdoor sports/ games.
- d) There shall be a library equipped with text and reference books related to the prescribed courses of study, educational encyclopedia, year books, electronic publication (CD-ROMs), and journals on physical education and related subjects, and other software relevant thereto.
- e) To provide these facilities, the Management / Institutions shall, at the time of making application, have in its possession adequate land / land and building on ownership basis free from all encumbrances. Govt. land acquired on long-term lease as per the law of the concerned State / UT will also be considered valid for the purpose. Pending construction of permanent building in the above land, the institution may provide these facilities in suitable

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temporary premises up to a maximum period of 3 years, before expiry of which the institution should shift to its permanent building.

8. Instructional Facilities

- a) There shall be a Psychology Laboratory with apparatus for simple experiments related to educational psychology – intelligence tests (performance, verbal, non-verbal) aptitude tests, creativity tests, personality test, attitude test, interest inventories, etc.
- b) There shall be a health education and anatomy and physiology laboratory having following essential equipment:-
 - i. A standard weighing machine
 - ii. An anthropometer
 - iii. Growth charts
 - iv. Desirable weight and height tables
 - v. Skin fold calipers
 - vi. Models of body organs & systems, skeleton-articulated and disarticulated

ii) There shall be an Educational Technology laboratory with hardware and software required for imparting Information Technology (IT) Literacy.

9. Terms and Conditions of Service of Staff

- a. The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the concerned Central/State Government.
- b. All appointments are to be made on full-time and regular basis.
- c. Government institutions/Government-aided institutions, may make appointments on deputation or contract basis as an interim measure in the absence of availability of suitable conditions, as per the policy of the concerned Government.
- d. Appointment of part-time instructors and other staff can be made as per the norms of the concerned Government.
- e. The academic and other staff of the institution (including part-time staff) shall be paid such salary as may be prescribed by the concerned State Government/University from time to time.
- f. The management of the institution shall discharge the statutory obligations relating to pension, gratuity, provident fund, etc.
- g. The age of superannuation of the staff shall be determined by the policy of the concerned Government subject to maximum age not exceeding 65 years.

10. Financial Management

- a. The tuition fees and other fees shall be charged at rates as prescribed by the concerned State Government.

- b. In case of private and unaided institutions there shall be an endowment fund of Rs.5.00 lakh to be operated jointly by the authorised representative of the management and an officer of the concerned Regional Committee, and a reserve fund equivalent to three months' salary of the staff.

Norms and Standards for Master of Physical Education Programme (M.P.Ed.)

1. **Preamble**
 - a) The Master of Physical Education (M.P.Ed.) programme is meant for candidates desirous of pursuing post-graduate programme in physical education, and for preparing a professional cadre of physical education teachers at the senior secondary level as well as teacher educators in Colleges of Physical Education and University Departments of Physical Education.
 - b) Only University Departments or institutions offering B.P.Ed. programme are eligible to offer M.P.Ed. course.
2. **Duration and Intake**
 - a) The M.P.Ed. programme shall be of a duration of two academic years.
 - b) The intake of students shall not exceed 30.
3. **Eligibility**
 - a) Candidates with B.P.Ed. with at least 50% marks or B.P.E. (3 years) with at least 50% marks, are eligible for admission.
 - b) Admission shall be made either on the basis of marks obtained in the qualifying examination or in the entrance examination conducted by the University/State Government, as per the policy of the State Government/University to which the institution is affiliated.
 - c) There shall be reservation of seats for SC/ST/OBC, Handicapped, Women, etc. as per the rules of the State/ Central Government, as the case may be.
4. **Curriculum Transaction and Requirement of Teaching Staff**
 - a) There shall be at least 180 teaching days in each academic year exclusive of period of admission and examination, etc. for instruction, field work and internship in a school.
 - b) For an intake of 30 students or less (with combined strength of 60 or less for the 2 year course) the teaching faculty shall comprise of a Head in the rank of Professor/or Reader, and 4 Readers/Lecturers.
 - c) Each M.P.Ed. student shall be associated with the supervisors of the internship programme of B.P.Ed.

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students for acquiring experience of organizing and supervising internship-in-teaching programme.

- d) Part time coaches for specialisations offered, other than those covered by full-time teachers and a medical officer, shall be appointed.

5. **Qualifications of Teaching Staff**

a) **Professor**

- M.P.Ed. or M.P.E.
- Ph.D. or equivalent published work
- 1 At least 10 years' experience of teaching in M.P.Ed./M.P.E programmes.

Or

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

b) **Reader**

- Good academic record with M.P.Ed./M.P.E. with at least 55% marks
- Ph.D. or equivalent published research work
- At least 5 years' experience of teaching in B.P.Ed./M.P.Ed./M.P.E programmes.

c) **Lecturer**

- Good academic record with M.P.Ed./M.P.E with 55% marks
- d) A relaxation of 5% may be provided, from 55% to 50% of the marks, at the Master's level for SC/ST category.
- e) Apart from the qualifications prescribed at (a), (b) and (c) above, the candidates shall be required to have such other qualifications as may be prescribed by other regulatory bodies like the University Grants Commission (UGC), etc.
- f) Qualifications for coaches/medical officer shall be such as may be prescribed by the concerned affiliating university/UGC.

6. **Administrative Staff**

The administrative and other support staff may be provided as per the norms prescribed by the concerned State Government/affiliating university.

7. **Infrastructural Facilities**

- a) There shall be adequate number of classrooms and one multi-purpose hall of a size essential for conducting instructional activities for 30 students, room for the Principal, faculty members, and office-cum-store for the administrative staff. Size of instructional space shall not be less than 10 sq.ft. per student.
- b) There shall be a library equipped with adequate number of text and reference books related to the prescribed courses of study, educational encyclopedia, year books, electronic publications (CD-ROMs) and

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journals on physical education and related subjects, and other software relevant thereto.

- c) There shall be a multipurpose hall/gymnasium for indoor sports and facilities for outdoor sports.
- d) There shall be adequate equipment for various indoor and outdoor sports and games.

8. Instructional Facilities

a) There shall be a Health Education, Physiotherapy and Sports Medicine laboratory with the following equipments:

- A standard weighing machine
- An anthropometer/ height stand
- Desirable weight and height tables
- Infrared Lamp
- Ultraviolet Lamp
- Short wave diathermy
- Motorized tread mill
- Bicycle Ergometer
- B.P. Apparatus
- Harward step test equipment

b) There shall be a Psychology Laboratory with apparatus for simple experiments related to educational psychology – intelligence tests (performance, verbal, non-verbal) aptitude tests, creativity tests, personality test, attitude test, interest inventories, etc.

c) There shall be a Physiology Laboratory with the following equipment.

1. Metronomes-1
2. Models and charts of various body systems
3. Stopwatches-5
4. Spirometers-2
5. Electronic barometer
6. Weighing machines-2
7. Peak flow meter –1
8. Goniometer-1
9. Dynamometers(hand, leg back)–1 each

d) There shall be an Educational Technology and Media Laboratory with hardware and software required for imparting Information Technology (IT) literacy and for using digital resources in teacher education.

9. Terms and Conditions of Service of Staff

a) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central/concerned State Government/ Affiliating University, whichever is applicable.

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- b) All appointments are to be made on full-time and regular basis.
- c) Government institution/Government-aided institutions, may make appointments on deputation or contract basis as an interim measure, in the absence of availability of suitable candidates recommended by appropriate bodies set up by the concerned government.
- d) Appointment of part-time instructors and other staff can be made as per the norms of the concerned Government.
- e) The academic and other staff of the institution (including part-time staff) shall be paid such salary as may be prescribed by the concerned State Government/University from time to time.
- f) The management of the institution shall discharge the statutory obligations relating to pension, gratuity, provident fund, etc.
- g) The age of superannuation of staff shall be determined by the policy of the concerned Government subject to maximum age not exceeding 65 years.

10. Financial Management

- a) The tuition fees and other fees shall be charged at rates as prescribed by the concerned State Government.
- b) In case of private and unaided institutions there shall be an endowment fund of Rs.5.00 lakh to be operated jointly by the authorised representative of the management and an officer of the concerned Regional Committee, and a reserve fund equivalent to three months' salary of the staff.

ORDINANCE -202

Notwithstanding anything contained in Ordinance 95,145,145-B,188,196 and in any other rules, Ordinance or Statutes it will be treated changed as per the notification of All India Council for Technical Education, New Delhi Notification no. 1-65/CD/NEC/98-99 dt. 15-3-2000 and norms and standard for technical education prescribed by the A.I.C.T.E. from time to time.

**Revised Pay Scales & Services Conditions
All India Council for Technical Education
(A Statutory Body of the Government of India)**

F. No. 1-65/ CD/ NEC/ 98-99

Date : March 15, 2000

To,
The Secretaries
Dealing with Technical Education
of all State Govts. and Union Territories.

Sub. : Recommendations of the All India Council for
Technical Education (AICTE) regarding

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revision of Pay Scales and Service Conditions of Teachers, Librarians and Physical Education Personnel of Degree Level Technical Institutions.

Sir,

You are aware that the All India Council for Technical Education (AICTE) has been established by an Act of Parliament for proper planning and co-ordinated development, regulation and maintenance of Norms and Standards in the Technical Education System throughout the country. Consequent upon revision of Pay Scales based on the recommendations of the Central Vth Pay Commission, AICTE formulated a revision of Pay Scales and Service Conditions for Degree level Technical Institutions in the country. The recommendations of AICTE were sent to Govt. of India for approval. The Govt. of India examined these recommendations and suggested that the Revised Pay Scales and Service Conditions may be circulated to all the State Govts. and Union Territory Administrations for information and appropriate action. Accordingly the recommendations of the AICTE are hereby communicated to all concerned. Items not covered by this notification shall be issued by a separate notification.

Yours faithfully,

(R. S. Nirjar)

Member Secretary
(AICTE)

AICTE NOTIFICATION ON REVISION OF PAY-SCALES AND ASSOCIATED TERMS AND CONDITIONS OF SERVICE OF TEACHERS, LIBRARIANS AND PHYSICAL EDUCATION PERSONNEL OF DEGREE LEVEL TECHNICAL INSTITUTIONS

1. PREAMBLE

The Government of India, Ministry of Human Resource Development, Department of Education had issued orders vide letters No. 37-104/ 95-TS. II, dated October 9, 1998 (Appendices A & B) and No. 37-104/ 98-TS. II date January 14, 1999 (Appendix C), implementing the Scheme of revision of pay-scales of teachers in centrally funded technical institutions, following revision of pay-scales of Central Government employees on the recommendations of the Fifth Central Pay Commission. The gist of these orders has also included in this notification. The Government orders require that AICTE notify other terms and conditions of service of teachers not included in the above Scheme, incorporating the approved pay-scales and other related conditions, on the line of existing scheme(s), with the approval of the Government. In pursuance of the above, this notification is issued by AICTE with the approval of the Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education.

2. COVERAGE

2.1 Scope

The provisions of this notification apply to teachers, librarians and physical education instructors in all degree level Technical Institutions and Colleges, University Faculties/ Departments/ Institutions which are covered under the AICTE Act.

The revised pay-scales approved by the Government of India for degree level technical institutions are contained in the Government of India, Ministry of Human Resource Development, Department of Education orders No. F. 37-104/ 95-TS. II, dated October 9, 1998 and No. 37-104/98-TS. II, dated January 14, 1999 (Appendices B & C).

The Schemes of revision of pay-scales given in the notification is applicable to teachers, librarians and physical education instructors in all the centrally funded degree level Institutions, Colleges and Deemed Universities, except IITS, IIMs, IISc.-Bangalore, Indian School of Mines (ISM) - Dhanbad, and National Institute of Industrial Engineering (NITIE)- Mumbai.

The revised pay-scales based on the above orders of the Government of India, effective from January 1, 1996, are given in Tables (Appendix D-1, 2 and 3).

Regional Engineering Colleges are joint ventures of the Government of India and the State Governments. The Scheme of revised pay-scales may be implemented by them with the approval of their respective Board of Governors.

State Governments who wish to adopt and implement the Scheme shall be provided financial assistance by the Central Government, subject to stipulations made in paras 3-8 of the Government of India letter No. F. 37-104/ 95-TS. II, dated October 9, 1998 (Appendix - B). This notification shall apply to those institutions which were in receipt of financial support from the Government as on 1.1.96. There shall however be no objection if other institutions i.e. those outside the purview of Ministry of Human Resource Development orders dated 9.10.98 *ibid* adopt these guidelines or, are statutorily required for such adoption without any financial assistance from Govt. of India.

2.2 Date of Effect

The revised pay-scales shall be effective from 1.1.96 or from such later date as the respective state Govts/ UT Administrations may decide. Other terms and conditions of service shall come into force w.e.f. the date of notification by the State Govts/ UT Administrations.

3.0 CADRE STRUCTURE

For a degree level technical Institution there shall be one post of Director/ Principal/ Head of Institution. The cadre structure in each Department shall be as given in Table 3.1 below :

Table - 3.1
CADRE STRUCTURE FOR TEACHERS IN DEGREE LEVEL
TECHNICAL INSTITUTIONS

Level	Cadre
1.	Professor
2.	Assistant Professor
3.	Lecturer
4.	Principal/ Director

The ratio of Professors/ Assistant Professors/ Lecturers shall continue to be 1:2:4 as at present.

Under Career Advancement Scheme, the number of post of Lecturer (Senior Scale) and Lecturer (Selection Grade), Assistant Professor and Professor in an institution shall be limited to the total sanctioned strength.

The required total strength of teachers in an institution shall be determined on the basis of the student/ staff ratio, according to norms as approved by AICTE.

The number of teachers in individual subjects like Physics, Chemistry, Mathematics and Humanities in most technical institutions is quite small.

With such small numbers and fixed ratios in cadre levels (prescribed as Professor/ Assistant Professor/ Lecturer = 1:2:4), it is quite likely that there will hardly be any senior positions if the above mentioned subjects are treated as separate subject entities. For the purpose of working out the strength at various cadre levels, the total strength of faculty in the disciplines of Applied Science and Humanities may therefore be taken together.

However, for counting total strength of faculty for the purpose the present system of combined / separate departments in the disciplines of Applied Science and Humanities may not actually be disturbed.

4.0 QUALIFICATIONS

1. The prescribed minimum qualifications and experience requirements for the various teaching posts in Degree Level Technical Institutions are given in Tables (Appendix E-1, 2, 3, 4, 5, 6).

The minimum qualifications and experience requirements for Librarians and Physical education instructors are given in Tables (appendix E-7 and 8) respectively.

For other disciplines such as Hotel Management and Catering Technology, a separate notification on qualifications and experience requirements would be issued.

5.0 RECRUITMENT

Direct recruitment to all cadre posts should be based strictly on merit, by open selection through open advertisement at national level. However, temporary vacancies at the level of lecturers may be filled through campus selection on contract basis. These selections may be subject to the following conditions :

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- a. There will be no relaxation of the prescribed educational qualifications, experience etc.
- b. The person appointed temporarily may not be continued beyond a period of one year.

6.0 INCENTIVES FOR HIGHER QUALIFICATIONS

- a. At the time of recruitment as Lecturers, four and two advance increments will be admissible to those of the Science/ Humanities faculty who hold Ph.D. and M. Phil degrees respectively; and to those of the technical faculty who hold Ph. D. and M.E./ M. Tech degrees respectively.
- b. One increment will be admissible to those Science/ Humanities teachers with M. Phil and to those technical faculty with ME/ M. Tech who acquired Ph.D. within two years of recruitment.
- c. A Lecturer with Ph.D. will be eligible for two advance increments when he moves into Selection Grade as Assistant Professor.
- d. A teacher will be eligible for two advance increments as and when he acquires a Ph.D. degree in his service career.

7.0 CAREER ADVANCEMENT

- a. Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for others with M. Phil/ ME/ M. Tech and six years for others as a lecturer, and for eligibility to move into the grade of lecturer (Selection Grade) / Assistant Professor, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
- b. For movement into grades of Assistant Professor and above, the minimum eligibility criterion would be Ph.D. Those teachers without Ph.D. can go upto the level of lecturer (Selection Grade).
- c. An Assistant Professor with a minimum of eight years of service will be eligible for consideration for appointment as Professor.
- d. For every upward movement, a selection process would be evolved, for which appropriate guidelines would be laid down by the All India Council for Technical Education (AICTE) in consultation with the Government of India.

8.0 REVISION OF CERTAIN PAY SCALES

The pay of Assistant Professors and Professors who were in the prescribed scales of Rs. 3000-5000 and Rs. 4500-5700 will be fixed at the appropriate stage of the revised scale of Rs. 10000-325-15200 and Rs. 16400-450-20900-500-22400 respectively as on 1.1.96. They will continue in present scales and on their promotion as Professors the post will be filled up as Assistant Professors. The posts of Associate Professors will be phased out thus.

9.0 TEACHING DAYS

Every institution shall have at least 180 full teaching days per year (or 90 full teaching days per semester). "Teaching days" here shall mean actual class room/ Laboratory contact teaching days, and shall not include days of examinations/ tours/ sports, etc.

10.0 WORKLOAD

Workload of a teacher should not be less than 40 hours a week, of which teaching-contact hours should be as follows :

Director/ Principal	4 hours / week
Professors	8 hours / week
Assistant Professors	12 hours / week
Lecturers	16 hours / week

For the above stipulations, two tutorial hours / two laboratory hours will be counted as one teaching hour. The teaching contact hours of teachers selected / promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they are occupying.

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department / Institution. Teachers shall be present in the institution during the working hours unless engaged in official work outside.

11.0 JOB RESPONSIBILITY

The job responsibilities of teachers of degree level institutions are given (Appendix F).

12.0 ACCOUNTABILITY

12.1 Pay Revision as a Composite Package

Better compensation package, performance and accountability are inter-related, and one cannot be had without to the other. Performance appraisal and accountability shall be an integral part of this pay revision package.

12.2 Performance Appraisal

An open, transparent and objective Performance Appraisal System comprising of self-appraisal, and peer evaluation shall be implemented. AICTE would evolve guidelines for this purpose.

13.0 SUPERANNUATION AND RE-EMPLOYMENT

The age of superannuation of teachers in degree level technical institutions would be 62 years and thereafter no extension of service shall be given. However, an Institute may re-employ a superannuated teacher upto 65 years of age in accordance with the existing provisions(s) in the Statutes / Memorandum of Association and Rules / Schemes, Regulations and By-laws of the Institute, as the case may be.

The age of superannuation of Registrar, Librarians, Physical Education Personnel, Controllers of Examinations, Finance Officers and such other employees of technical institutions as are treated at par with the teachers and whose age of superannuation was 60 years, will be 62 years. However, there is no provision of re-employment for such category of staff.

14.0 FITMENT FORMULA AND ALLOWANCES

14.1 Fitment Formula

Pay with effect from January 01, 1996 in the revised scale of pay will be fixed after giving the benefit of one increment for every three increments earned in the pre-revised scales as stipulated in Rule 7 of Central Civil Services (Revised Pay) Rules, 1997, and governed by other relevant provisions of Central Civil Services (Revised Pay) Rules, 1997 as applicable.

14.2 Pay Fixation of Lecturers (Selection Grade) and Assistant Professors

The fixation of pay of Lecturers (Selection Grade) and Assistant Professors in the pre-revised scale of Rs. 3700-125-4900-150-5700, who were selected strictly in accordance with rules and regulations framed by AICTE and who were in position as Lecturers (Selection Grade) / Assistant Professors as on 01-01-1996, will be made in a manner that they get their pay fixed at the minimum of Rs. 14940/- in the revised scale of Rs. 12000-420-18300 as and when they complete five years in the grade.

14.3 Arrears

The payment of arrears will be made in one instalment.

14.4 Allowances

(i) Central Government/ State Government/ Government-Aided Institutions

Teachers will be entitled for the DA, HRA, Transport Allowance, CCA at the same rates as applicable to Central Government employees in respect of Central Universities. However, State Universities / Colleges may take their own decision in regard to these allowances keeping in view the matters followed for other employees in the State Government but within Government of India ceilings.

15.0 OTHER TERMS AND CONDITIONS OF SERVICE OF TEACHERS

15.1 General

- a. These orders are subject to the conditions as contained in para 4 of the Ministry of Finance OM No. 7 (34) / E. III-A/ 97 dated 02.12.1997 (included in Appendix II) on pay revision of employees of Quasi-Government Organizations / Autonomous Organizations, Statutory Bodies, etc., set up and funded by the Central Government.
- b. The implementation of the revised scales will be subject to the acceptance of all the conditions mentioned in the scheme as well as of the other terms and conditions issued by the AICTE in this behalf.
- c. The State Governments/ Institutions are required to amend immediately their Statutes, Memorandum of Association, Rules / Schemes, Regulations, By-Laws, as the case may be, in line with the Scheme forthwith.

- d. Anomalies, if any, in the implementation of the scheme may be brought to the notice of the Department of Secondary and Higher Education, Ministry of Human Resource Development, Government of India for clarification.

15.2 Pension and other retirement benefits.

Teachers if entitled may be given pension and other retirement benefits at rates applicable to Central / State Government employees, whenever pension scheme is in operation.

15.3 Medical Facilities

Reimbursement of Medical expenses will be provided for teachers and their families as per Central / State Government Rules.

15.4 TA / DA Rules

TA / DA rules in accordance with Central / State Government norms may be adopted.

15.5 Sabbatical Leave / Academic Leave

- i. Permanent, whole-time teachers of the Institution / University who have completed seven years of service as Lecturer (Selection Grade / Assistant 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 universities / Institutions and higher education system.
- ii. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- iii. A teacher who has availed himself / herself 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.
- iv. A teacher shall, during the period of sabbatical leave, be paid full pay and allowance (subject to the prescribed conditions being fulfilled) at the rates applicable to him / her immediately prior to his / her proceeding on sabbatical leave.
- v. A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organisation in India and abroad. He / she may, however, be allowed to accept a fellowship or a research scholarship or 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 Governing Body / Executive Council / Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- vi. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension / contributory provident fund, provided that the teacher rejoins the Institution / University on the expiry on his / her leave.

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NOTE :

- I. The programme to be followed during sabbatical leave shall be submitted to the university for approval along with the application for grant of leave.
- II. On return from leave, the teacher shall report to the Institution / University, the nature of studies, research or other work undertaken during the period of leave.

16.0 CENTRAL ASSISTANCE TO STATE GOVERNMENTS

1. The Central Government has decided to provide financial assistance to the State Governments who wish to adopt and implement the scheme of revision of pay scales subject to the following terms and conditions :
 - a. The Central Government will provide financial assistance to the State Governments which have opted for these revised pay scales to the extent of 80% of the additional expenditure involved in the implementation of the revision.
 - b. The State Government will meet the remaining 20% of the expenditure from their own sources.
 - c. The financial assistance, indicated above, would be provided for the period from January 1, 1996 to March 31, 2000, or from the actual date of implementation to March 31, 2000 as the case may be.
 - d. The entire liability on account of revision of pay scales, etc., of teachers of degree-level technical institutions would be taken over by the State Government w.e.f. April 1, 2000.
 - e. The Central assistance would be restricted to revision of pay scales in respect of only those posts which were in existence and filled up as on 01.01.1996.
2. The State Governments, after taking local conditions into consideration, may also decide in their discretion, to introduce scales of pay different from those mentioned in the Scheme, and may give effect to the revised scales of pay from January 1, 1996, or a later date. In such cases, the details of the modification proposed either to the scales of pay or the date from which the Scheme is to be implemented, should be furnished to the Government of India for its approval and, subject to the approval being accorded to the modifications, Central assistance on the same terms and conditions as indicated above will be available to the State Governments for implementation of the Scheme with such modifications, provided that the modified scales of pay are not higher than those approved under the Scheme.
3. The payment of Central assistance for implementation of the Scheme is also subject to the condition that the entire Scheme of revision of pay-scales, together with all the conditions to be laid down in this regard by AICTE, including revised qualification requirements and recruitment procedures, is implemented by the State Governments as a composite scheme without any modification

Ordinances of Saurashtra University

except to the date of implementation and scales of pay as indicated above.

4. The State Governments/ Technical Institutions shall make necessary changes in their Statutes, Memorandum of Association, Rules / Scheme, Regulations, By-laws etc., as the case may be, to incorporate the provisions of this Scheme.
5. The detailed proposals for implementation of the Scheme on the lines indicated above may kindly be formulated immediately and sent to the Government of India, Ministry of Human Resource Development, Department of Education for examination so that Central assistance to the extent indicated above can be sanctioned for the implementation of revised scales of pay.

Note : Items not covered by the above shall be covered by a separate notification.

APPENDIX - B

No. F. 37-104/ 95-TS. II

**Government of India Ministry of Human Resource Development
(Department of Education) Shastri Bhawan, C Wing,
New Delhi**

**Dated :
October 9, 1998**

To
The Secretaries dealing
with Technical Education of all States /
Union Territories.

Sub. : Revision of Pay Scales of Teachers in Engineering colleges and other degree level technical institutions including Architecture, Town Planning, Pharmacy and Applied Arts and Crafts institutions following the revision of Pay Scales of Central Government employee on the recommendations of fifth Central Pay Commission.

Sir,

I am directed to say that in fulfillment of the Constitutional responsibility for coordination, determination and maintenance of standards in Higher and Technical Education, the Central Government and All India Council For Technical Education (AICTE) have taken, from time to time, several measures. Following the revision of pay scales of Central Government employees on the recommendations of the Fifth Central Pay Commission, The Central Government has revised the pay scales of teachers in Central / Universities and colleges there under and has offered to provide financial assistance to those State Governments who wish to adopt and implement the same in their respective States.

- 1) It has now been decided by the Central Government, after taking into consideration the recommendations made by the AICTE and revised pay scales of teachers in Central Universities and colleges there under, to revise the pay scales of teachers in the Centrally-funded degree level technical institutions. A copy of the scheme

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- giving details of the revised scales of pay and other related provisions is enclosed.(Annexure).
- 2) The Central Government has decided to provide financial assistance to the State Governments who wish to adopt and implement the scheme of revision of pay scales subject to the following terms and conditions :
 - a. The Central Government will provide financial assistance to the state Governments which have opted for these revised pay scales to the extent of 80% of the additional expenditure involved in the implementation of the revision.
 - b. The State Government will meet the remaining 20% of the expenditure from their own sources.
 - c. The financial assistance, indicated above, would be provided for the period 1-1-1996 to 31-3-2000.
 - d. The entire liability on account of revision of pay scales etc. of teachers of degree-level technical institutions would be taken over by the State Government w.e.f. 1-4-2000.
 - e. The Central assistance would be restricted to revision of pay scales in respect of only those posts which were in existence and filled up as on 1-1-1996.
 - 3) The Central Governments, after taking local conditions into consideration, may also decide in their discretion, to introduce scales of pay different from those mentioned in the Scheme, and may give effect to the revised scale of pay different from those mentioned in the Scheme, and may give effect to the revised scales of pay from January 1, 1996, and 27-07-1998, as the case may be, or a later date. In such cases, the details of modifications proposed either to the scales of pay or the date from which the Scheme is to be implemented, should be furnished to the Government of India for its approval and subject to the approval being accorded to the modifications, Central assistance on the same terms and conditions as indicated above will be available to the State Governments for implementation of the Scheme with such modifications, provided that the modified scales of pay are not higher than those approved under the Scheme.
 - 4) The Payment of Central assistance for implementation of the Scheme is also subject to the condition that the entire Scheme of revision of pay scales, together with all the conditions to be laid down in this regard by the AICTE is implemented by the State Governments as a composite scheme without any modification except to the date of implementation and scales of pay as indicated above.
 - 5) It shall be necessary for the technical institutions to make necessary changes in their Statues, Memorandum of Association, Rules / Scheme, Regulations, Bye-laws etc., as the case may be, to incorporate the provisions of this scheme.
 - 6) The detailed proposal for implementation of the Scheme on the lines indicated above may kindly be formulated immediately and sent to

Ordinances of Saurashtra University

the Department of Education in the Ministry of Human Resource Development for examination so that Central assistance to the extent indicated above can be sanctioned for the implementation of revised scales of pay.

- 7) Anomalies, if any, in the implementation of the scheme may be brought to the notice of the Department of Education in the Ministry of Human Resource Development for Clarification.
- 8) This Scheme applies to teachers in all degree level technical institutions and colleges, universities faculties / departments / institutions which are covered under the AICTE Act.
- 9) Regional Engineering Colleges are joint ventures of the Government of India and the State Governments. This Scheme of revised pay scales may be implemented by them with the approval of their respective Board of Governors.
- 10) The Receipt of this letters may kindly be acknowledged.

11)

Yours faithfully,

(K. N. Biswas)

Deputy Secretary to the
Government of India
Tel. : 3387153

Encl. : as above

Copy forwarded for Information and necessary action to :

1. Member Secretary, All India Council For Technical Education, Indira Gandhi Sports Complex, I. P. Estate, New Delhi-110 002
2. All divisions in the Technical Education Bureau.

Annexure to Ministry of Human Resource Development, Department of Education's Letter No. 37-104/ 95-TS. II

Dated 9th October, 1998

Scheme of Revision of Pay Scales of teachers in Centrally Funded degree level technical Institutions following the revision of pay scales of Central Government employees on the recommendations of the Fifth Central Pay Commission.

1. (i) Pay Scales

Statement showing the existing and revised scales of pay of teachers from 1-1-1996 to 26-7-1998 is at Annexure I For the period 27-07-98 onwards the scales contained in Annexure II would be applicable. The revised scale of Associate Professor is for the existing incumbents only on personal basis. These posts will get abolished as and when the present incumbents vacate the posts. No fresh recruitment shall be made to the cadre.

The scheme of revision of pay scales of Librarians and Physical Education personnel was included in Ministry of Human Resource Development Letter No. F. 6-1/ 88-T. 5 dated 28-02-1989. The revised pay scales for these categories as given in Annexure III will be applicable to such technical institutions where the scheme as contained in the Ministry's letter referred to above are in operation before 1-1-1996.

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(ii) Incentives for Ph. D / M. Phil / M.E. / M. Tech.

- a. At the time of recruitment as Lecturers, four and two advance increments will be admissible to those of the Science / Humanities faculty who hold Ph. D. and M. Phil. degrees respectively; and to those of the technical faculty who hold Ph. D. and M.E. / M. Tech. degrees respectively.
- b. One increment will be admissible to those Science / Humanities teachers with M. Phil. and to those technical faculty with M.E./ M. Tech. who acquire Ph. D. within two years of recruitment.
- c. A Lecturer with Ph. D will be eligible for two advance increments when he moves into Selection Grade as Assistant Professor.
- d. A teacher will be eligible for two advance increments as and when he acquires a Ph. D. degree in his service career.

(iii) Career Advancement

- a. Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph. D., five years for others with M. Phil / M.E. / M. Tech. and six years for others as a Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade) / Assistant Professor, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
- b. For movement into grades of Assistant Professor and above, the minimum eligibility criterion would be Ph.D. Those teachers without Ph. D. Can go up to the level of Lecturer (Selection Grade).
- c. An Assistant Professor with a minimum of eight years of service will be eligible for consideration for appointment as professor.
- d. For every upward movement, a selection process would be evolved, for which appropriate guidelines would be laid down by the All India Council for Technical Education (AICTE) in consultation with the Government of India.

(iv) Rewarding the Merit

- a. The matter of laying down a super time scale of Rs. 22,000-500-24,500 to Professors of Eminence in technical education will be considered in due course.
- b. AICTE would prepare a specific scheme in consultation with Government to reward and recognize meritorious teachers in technical education who may not have M. Phil. / M.E./ M. Tech. or Ph. D. but who have made outstanding contributions in teaching and research.

(v) Allowances, effective date and fitment formula

- a. The revised scales of pay as contained in **Annexure - I** will be given effect from 1.1.1996 to 26.7.1998.
- b. The revised scales of pay as contained in **Annexure - II** will be given effect from 27.7.1998.
- c. Pay with effect from 1.1.96 in the revised scales of pay will be fixed after giving the benefit of one increment for every three

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increments earned in the pre-revised scales as stipulated in Rule 7 of Central Civil Services (Revised Pay) Rules, 1997, and governed by other relevant provisions of Central Civil Services (Revised Pay) Rules, 1997 as applicable.

- d. Pay in the revised scales of pay as at **Annexure - II** shall be fixed at the same stage with reference to the stage admissible vide para (c) above. In case where the same stage is not available, the pay may be fixed at the stage next above the pay admissible vide para (c) above.
- e. The payment of arrears will be made in one instalment.
- f. Teachers in Centrally funded degree level technical institutions will be entitled to Dearness Allowance, House Rent Allowance, Transport Allowance, city Compensatory Allowance and other allowances at the same rates and dates as applicable to the Central Govt. Employees.

(vi) Age of Superannuation

The age of superannuation of teachers in degree level technical institutions will be 62 years and thereafter no extension in service will be given. However, the Institute may re-employ a superannuated teacher up to 65 years in accordance with the existing provision(s) in the Statutes / Memorandum of Association and Rules / Schemes, Regulations and By-laws of the institute, as the case may be.

(vii) Other terms and conditions of service of teachers.

1. Other terms and conditions of service of teachers shall be notified by the AICTE incorporating the approved pay scales and other related conditions on the line of existing Scheme(s) with the approval of Government of India.
2. Pending the notification of terms and conditions of service by AICTE, the revised scales of pay including arrears of salary may be given to the teachers in Centrally funded degree level technical institutions.
3. This Scheme will be applicable to teachers in all the Centrally funded degree level technical Institutions, Colleges and Deemed-to-be- Universities except IITs, IIMs, IISc, Indian School of Mines (ISM), Dhanbad and National Institute of Industrial Engineering (NITIE), Mumbai.
4. These orders are subject to the conditions as contained in para 4 of Ministry of Finance OM No. 7 (34) / E. III-A / 97 dated 2.12.1997 on pay revision of employees of Quasi-Government Organisations / Autonomous Organisations, Statutory Bodies etc. set up and funded by the Central Government.
5. The implementation of the revised scales will be subject to the acceptance of all the conditions mentioned in the scheme as well as of the other terms and conditions to be issued by the AICTE in this behalf.
6. The institutions are required to amend their Statutes, Memorandum of Association, Rules / Schemes, Regulations, By-

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laws of the Institutions, as the case may be, in line with the Scheme within three months.

7. Anomalies, if any, in the implementation of the scheme may be brought to the notice of the Department of Education, Ministry of Human Resource Development for clarification.

**ANNEXURE - I of Annexure to
Ministry of Human Resource and Development, Department
of Education's letter No. 37 - 104 / 95 - TS.II**

Dated 9th October, 1998

**Scales of Pay of various teaching posts in the Technical
Education Sector at Degree Level (existing and received for
the period 01.01.1996 to 26.07.1998).**

Sr. no.	Category	Existing pay scale (in rupees)	Revised pay scales (in rupees)
1	Lecturer	2200-75-2800-100-4000	8000-275-13500
2	Lecturer (sr. Scale)	3000-100-3500-125-5000	10000-325-15200
3	Lecturer (Selection Grade)	3700-125-4950-150-5700	12000-375-18000
4	Assistant Professor	3700-125-4950-150-5700	12000-375-18000
5	Associate Professor	4500-150-5700-200-7300	14300-450-19250
6	Professor	4500-150-5700-200-7300	14300-450-22400
7	Principals / Heads of Engg. Colleges / TTIs NIFFT/ SPA/ SLIET/ NERIST / Degree Level Technical Institutions	6300-200-7300	18400-500-22400 (Minimum to be fixed at Rs. 19,400)

**ANNEXURE - II of Annexure to
Ministry of Human Resource and Development, Department of
Education's letter No. 37 - 104 / 95 - TS, II**

Dated 9th October, 1998

**Scales of Pay of various teaching posts in the Technical Education
Sector at Degree Level (existing and revised w.e.f. 27.07.1998).**

Sr. no.	Category	Existing pay scale (in rupees)	Revised pay scales (in rupees)
1	Lecturer	2200-75-2800-100-4000	8000-275-13500
2	Lecturer (sr. Scale)	3000-100-3500-125-5000	10000-325-15200
3	Lecturer (Selection Grade)	3700-125-4950-150-5700	12000-420-18300
4	Assistant Professor	3700-125-4950-150-5700	12000-420-18300
5	Associate Professor	4500-150-5700-200-6300	16400-450-20000
6	Professor	4500-150-5700-200-7300	16400-450-20900-500-22400
7	Principals / Heads of Engg. Colleges / TTIs NIFFT/ SPA/ SLIET/ NERIST / Degree Level Technical Institutions	6300-200-7300	18400-500-22400 (Minimum to be fixed at Rs. 19,400)

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ANNEXURE - III of Annexure to Ministry of Human Resource and Development, Department of Education's letter No. 37 - 104/ 95 - TS. II

Dated 9th October, 1998

Scales of Pay of Librarians and Physical Education Personnel

Sr. no.	Category	Existing pay scale (in rupees)	Revised pay scales (in rupees)
FOR UNIVERSITIES			
1	Librarian / Director of Physical Education	4500-150-5700-200-7300	16400-450-20900-500-22400
2	Dy. Librarian / Dy. Director of Physical	3700-125-4950-150-5700	12000-420-18300
3	Asstt. Librarian (Sr. Scale) / Asstt. Documentation Officer (Sr. Scale) / Asstt. Director of Physical education (Sr. Scale)	3000-100-3500-125-5000	10000-325-15200
4	Asstt. Librarian (Sr. Scale) / Asstt. Documentation Officer (Sr. Scale) / Asstt. Director of Physical education	2200-75-2800-100-4000	8000-275-13500
FOR COLLEGES			
5	College Librarian (SI.Grade) / Director of Physical Education (SI.Grade)	3700-125-4950-150-5700	12000-420-18300
6	College Librarian (SI.Grade) / Director of Physical Education (SI.Grade)	3000-100-3500-125-5000	10000-325-15200
7	College Librarian /Director of Physical education (SI.Grade)	2200-75-2800-100-4000	8000-275-13500

**F. No. : 7 (34) / E - III - A / 97 Government of India Ministry of
Finance Department of Expenditure New Delhi**

December 2, 1997

OFFICE MEMORANDUM

Sub.: Pay revision of employees of Quasi-Government Organisations/ Autonomous Organisations, Statutory Bodies, etc., set up and funded / controlled by the Central Government - Guidelines regarding.

1. As the Ministry of Home Affairs etc. are aware, the Government have already issued orders regarding revision of pay scales of Central Government employees on the basis of the recommendations of the Fifth Central Pay Commission as accepted by the Government. It has been decided that those orders may be extended to the employees of Autonomous Organisations etc. Whole pattern of emolument structure i.e. pay scales and allowances (in particular the Dearness Allowance, the House Rent Allowance and

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- City Compensatory Allowance) are identical to those of the Central Government employees. This is further subject to the stipulation that conditions of services of employees of those Organisations, specially those relating to hours of work, payment of OIA etc., would also be exactly similar to those in Government departments. There is no objection to the Autonomous Organisations etc. adopting the Central Civil Services (Revised Pay) Rules, 1997. It may, however, be clarified that the revised scales of pay as incorporated in para A of the First Schedule to the Rules ibid alone may be adopted. It may further be added that the revised scales would be admissible to those employees who opt for these in accordance with the extant Rules. Likewise, deductions on account of Provident Fund or Contributory Provident Fund as the case may be will have to be made on the basis of the revised pay w.e.f. the date the employee option to elect the revised pay scales.
2. In case of those categories of employees whose pattern of emoluments structure i.e. pay scales and allowances and conditions of service are not similar to those of the Central Government employees, a separate 'Group of Officers' in respect of each of the Autonomous Bodies may be constituted in the respective Ministry / Department. The financial advisor of the respective Ministry / Department will represent the Ministry of Finance on this Group. The Group would examine the proposals for revision of pay scales etc. taking into account the views, if any, expressed by the staff representatives of the concerned organisations. It would be necessary to ensure that the final package of benefits proposed to be extended to the employees of these Autonomous Organisations etc. is not more beneficial than that admissible to the corresponding categories of the Central Government employees. The final package recommended by the 'Group Officers' will require the concurrence of the Ministry of Finance or the Department of Personnels & Training, as the case may be.
 3. The mode of payment of arrears of pay shall be the same as in case of Central Government employees viz. the arrears would be paid in case with the stipulation that where the amount of arrears is less than Rs. 5000/-, it should be paid in one installment and where it is in excess of Rs. 5000/-, plus fifty percent of the balance amount of arrears. The definition of amount shall also be the same as incorporated below Rule 11 in Central Civil Service (Revised Pay) Rules, 1997.
 4. The adoption of revised scales of pay based on these orders by Autonomous Organisations, etc. both where the pattern of emoluments structure is identical to the Central Government and where emoluments structure is not similar will be subject to the following conditions as far as budgetary support for additional expenditure is concerned :
 - a. 80% of the additionality will be met by the Central Government.

Ordinances of Saurashtra University

- b. 10% of the additionality will be met by the Autonomous Organisation etc. through additional generation of revenue; and
- c. balance 10% of the additionality will be managed by the Autonomous Organisation etc. through saving.

4.1 In the case of Autonomous Organisation etc. which have no source of generating revenue, 90% of the additional expenditure will be met by the Central Government.

- 5. If the additional expenditure cannot be met in accordance with the funding pattern mentioned in paragraph 4 and 4.1 above. each request for funds in excess of the amount worked as per this formula will be examined on merits by the administrative Ministry and sent to this Department for consideration.

(Madhulika P. Sukul)

Director (Pay)

To,

All Ministries/ Departments of the Govt. of India
All Financial Advisers (By Name)

APPENDIX - C

No. 37-104/ 98-TS. II Government of India Ministry of Human Resource Development Department of Education Technical Section II Shastri Bhawan, 'C' Wing, New Delhi-110 001

Dated 14th January, 1999

To

The Director,

School of Planning & Architecture, New Delhi.

The Director,

National Institute of Foundry & Forge Technology, Ranchi.

The Director,

Sant Longowal Institute of Engineering Technology, Jalandhar

The Director,

North Eastern Regional Institute of Science & Technology, Itanagar.

The Principal, Technical Teachers Training Institute, Chennai, Bhopal,

Calcutta, Chandigarh

Sub. : Revision of pay scales of teachers in Centrally funded degree level technical institutions following the revision of pay scales of Central Government employees on the recommendation of the Fifth Central Pay Commission.

Sir,

In Continuation of this Ministry's letter of even number dated 9th Oct., 1998, I am directed to say that the matter relating to revision of pay scales of teachers in Centrally funded Degree Level Technical Institutions was further considered by the government and it has been decided to make

Ordinances of Saurashtra University

certain modification in the Scheme already notified by the Government vide this Department's letter of even number dated 9th Oct., 1998. The modifications made in the existing Scheme are as under :

1. PAY SCALES

1. The revised scales of pay mentioned in annexure-II of annexure to this Department's letter dated 9th Oct., 1998 shall be effective from 1.1.1996. Accordingly, Annexure - I of annexure to the letter dated 9th Oct., 1998 may be treated as withdrawn.
2. The Annexure - III of Annexure to this Department's letter dated 9th October, 1998 shall be replaced by Appendix to this letter. The revised pay scales for the categories as given in Appendix are applicable only to such posts in technical institutions as are in the existing scales as per the scheme of revision of pay scales as contained in this Ministry's letter No. F6-1/ 88-T. 5 dated 28th February, 1989 prior to 1.1.1996.
3. The fixation of pay of Lecturers (Selection Grade) / Assistant Professors in the pre-revised pay scales of Rs. 3700-125-4950-150-5700/- who were selected strictly in accordance with the instructions contained in this Ministry's letter No. 6-1/ 88-T. 5 dated 28th Feb., 1989 and who were in position as Lecturers (Selection Grade) / Assistant Professor as on 1.1.1996 will be made in a manner that they get their pay fixed at the minimum of Rs. 14940/- in the revised scale of Rs. 12,000-420-18300 as and when they complete 65 years service in the grade.

2. AGE OF SUPERANNUATION

The age of superannuation of 62 years indicated in para-1 (vi) of Annexure of letter dated 9th Oct., 1998 shall also be applicable to Registrars, Librarians, Physical Education personnel, Controllers of Examinations, Finance Officers and such other employees of the Technical Institutions who are treated at par with the teachers and whose age of superannuation was 60 years.

3. SCHEME FOR PROFESSIONAL DEVELOPMENT INCENTIVES TO LECTURERS

The AICTE will formulate a Scheme, in consultation with the Government for giving professional development incentives in the form of cash allowance or assistance in kind or both to those Lecturers who register for M. Phil. / Ph. D. and whose pursuit of research is considered satisfactory by their guides.

4. OTHER TERMS & CONDITIONS

The other terms & conditions stipulated in the letter dated 9th Oct.1998 will remain unchanged, except to the extent modified above.

Sd/-

(K. N. Biswas)

Deputy Secretary to the Govt.
of India Tel. No. :
3387153

Copy to :

1. Principals of all Regional Engineering Colleges

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2. Secretaries dealing with Technical Education of all States/ Union Territories.
3. Member Secretary, All India Council for Technical Education, I. G. Sports Complex, I.P. Estate, New Delhi-110 002
4. All Divisional Heads in the Technical Education for taking necessary action.

Sd/-
(K. N. Biswas)
Deputy Secretary to
the Govt. of India

APPENDIX to Department of Education's Letter No. 37-104/ 95-TS.

II

Dated 14th October, 1998

Scales of Pay of Librarians and Physical Education Personnel

Sr. no.	Category	Scale of pay as in ministry of HRD letter no. F.6-1/88 T.5 dated 28-02-1989 (in rupees)	Revised scales of pay w.e.f. 01.01.1996 (in rupees)
FOR UNIVERSITIES			
1	Librarian / Director of Physical Education	4500-150-5700-200-7300	16400-450-20900-500-22400
2	Dy. Librarian / Dy. Director of Physical	3700-125-4950-150-5700	12000-420-18300
3	Asstt. Librarian (Sr. Scale) / Asstt. Documentation Officer (Sr. Scale) / Asstt. Director of Physical education(Sr. Scale)	3000-100-3500-125-5000	10000-325-15200
4	Asstt. Librarian (Sr. Scale) / Asstt. Documentation Officer / Asstt. Director of Physical education	2200-75-2800-100-4000	8000-275-13500
FOR COLLEGES			
5	College Librarian (SI.Grade) / Director of Physical Education (SI.Grade)	3700-125-4950-150-5700	12000-420-18300
6	College Librarian (Sr.Scale) / Director of Physical Education (SI.Scale)	3000-100-3500-125-5000	10000-325-15200
7	College Librarian /Director of Physical education	2200-75-2800-100-4000	8000-275-13500

APPENDIX - D

Table D - 1

SCALES OF PAY OF VARIOUS TEACHING POSTS IN THE TECHNICAL EDUCATION SECTOR AT DEGREE LEVEL (existing and revised w.e.f. 01.01.1996)

Sr. no.	Category	Existing pay scale (in rupees)	Revised pay scales (in rupees)
1	Lecturer	2200-75-2800-100-4000	8000-275-13500
2	Assistant Professor	3700-125-4950-150-5700	12000-420-18300
3	Associate Professor	4500-150-5700-200-6300	16400-450-20000

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4	Professor	4500-150-5700-200-7300	16400-450-20900-500-22400
5	Principals / Heads of Engg. Colleges / TTIs NIFFT/ SPA/ SLIET/ NERIST / Degree Level Technical Institutions	6300-200-7300	18400-500-22400 (Minimum to be fixed at Rs. 19,400)

Revised scale of pay of Associate Professors is for the existing incumbents only, on personal basis. These posts will get abolished as and in the present incumbents vacate their posts. No fresh recruitment shall to this cadre.

Table D - 2
SCALES OF PAY OF TEACHING POSTS UNDER CAREER
ADVANCEMENT SCHEME IN THE TECHNICAL EDUCATION
SECTOR AT DEGREE LEVEL
(existing and revised with effect from 01.01.1996)

Sr. no.	Category	Existing pay scale (in rupees)	Revised pay scales (in rupees)
1	Lecturer senior scale	3000-100-3500-125-5000	10000-325-15200
2	Lecturer Selection grade	3700-125-4950-150-5700	12000-420-18300
3	Assistant Professor	-----	12000-420-18300
4	Professor	-----	16400-450-20900-500-22400

Table D - 3
SCALES OF PAY OF LIBRARIANS AND PHYSICAL EDUCATION
PERSONNEL IN DEGREE LEVEL TECHNICAL INSTITUTIONS
(existing and revised w.e.f. from 01.01.1996)

Sr. no.	Category	Scale of pay as in ministry of HRD letter no. F.6-1/88 T.5 dated 28-02-1989 (in rupees)	Revised scales of pay w.e.f. 01.01.1996 (in rupees)
FOR UNIVERSITIES			
1	Librarian / Director of Physical Education	4500-150-5700-200-7300	16400-450-20900-500-22400
2	Dy. Librarian / Dy. Director of Physical	3700-125-4950-150-5700	12000-420-18300
3	Asstt. Librarian (Sr. Scale) / Asstt. Documentation Officer (Sr. Scale) / Asstt. Director of Physical education (Sr. Scale)	3000-100-3500-125-5000	10000-325-15200
4	Asstt. Librarian / Asstt. Documentation Officer / Asstt. Director of Physical education	2200-75-2800-100-4000	8000-275-13500
FOR COLLEGES			
5	College Librarian (SI.Grade) / Director of Physical Education (Senior scale)	3700-125-4950-150-5700	12000-420-18300
6	College Librarian (Sr.Scale) / Director of Physical Education (SI.Scale)	3000-100-3500-125-5000	10000-325-15200
7	College Librarian /Director of Physical education	2200-75-2800-100-4000	8000-275-13500

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Note : These scales will be applicable to such Technical Institutions where the scheme as contained in the Ministry of Human Resource Development letter No. F. E-2/ 88- T. 5 dated 28.2.1989 is in operation before in 1.1.1996.

APPENDIX - E

Table - E

MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR TEACHING POST IN DEGREE LEVEL TECHNICAL INSTITUTIONS ENGINEERING AND TECHNOLOGY DISCIPLINES

Sr. No.	CADRE	QUALIFICATIONS	EXPERIENCE	QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRIES & PROFESSION
1.	Lecturer	First Class Bachelor's degree in the appropriate branch of Engineering / Technology OR First Class Master's Degree in the appropriate branch of Engineering / Technology	No minimum requirement	
2.	Assistant Professor	Ph. D. degree with the first Class Degree at Bachelor's	3 years experience in teaching/ Industry/ Research at the level of Lecturer or equivalent	Candidates from Industry/profession with first class bachelor's degree in the appropriate branch of Engineering/ technology or First Class Master's degree in the appropriate branch of Engineering /Technology. AND Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 5 years experience would also be eligible.
3.	Professor	Ph. D. degree with first class degree at Bachelors or Master's level in the appropriate branch of Engineering / Technology.	10 years experience in teaching/industry/re search out of which 5 years must be at the level of Assistant Professor and/or equivalent.	Candidates from Industry/ Profession with Master's degree in Engineering/Technology and with professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 10 years expenses of which

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				atleast 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.
4.	Director/Principal/ Head of Institute	Ph. D. degree with first class degree at Bachelors or Master's level. In addition the candidate should be an eminent person in the field.	15 years experience in teaching/industry/research out of which 5 years must be at the level of Professor and/or above.	Candidates from Industry/ Profession with Master's degree in Engineering /Technology and with professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 15 years experience of which at least 5 years should be at a Senior Level comparable to that of an Professor would also be eligible. Desirable Administrative experience in a responsible position.

Note :

1. If a class/division is not awarded at B.E. M.E. / Equivalent Degree a minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point system is adopted the CGPA will be converted into equivalent marks as given in Table E-6.
2. If the discipline of Computer Science Engineering / Technology, in lieu of the "First Class degree at Bachelor's and/ or Master level in the appropriate branch, "a first class Master's Degree in Computer Science Engineering / Technology together with a First Class Bachelor's Degree in any area of Engineering Technology will be acceptable.

Table E - 2
MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED
FOR TEACHING POST IN DEGREE LEVEL TECHNICAL
INSTITUTIONS MASTER OF COMPUTER APPLICATION (M.C.A.)
PROGRAMMES

Sr. No.	CADRE	QUALIFICATIONS	EXPERIENCE	QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRIES & PROFESSION
1.	Lecturer	Lecturer First Class B.E. / Tech. in Computer Science / Engineering/Technology OR First Class M.C.A. degree	No minimum requirement	

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2.	Assistant Professor	Ph. D. degree in any branch of Science/Engineering/Management with the First class degree at Bachelor's or Master's level in Computer Engineering/Computer technology Or Ph.D. degree in computer science with first class M.C.A. degree. (desirable: Ph.D. degree in Computer Science/ Computer engineering/ Computertechnology	3 years experience in teaching/Industry/Research at the level of Lecturer or equivalent after Ph.D.	Candidates from Industry/profession with first class B.E./B.Tech. in Computer Science/Engineering/Technology or First Class M.C.A. degree AND Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 5 years experience would also be eligible.
3.	Professor	Ph. D. degree in any branch of Science /Engineering/Management with First class degree at Bachelors or Master's level in the Computer Science / ComputerEngineering/ComputerTechnology.	10 years experience in teaching/industry/research out of which 5 years must be at the level of Assistant Professor and/or equivalent.	Candidates from Industry/ Profession with First Class B.E./B.Tech. to Computer Technology Or First class M.C.A. degree. AND Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 10 years expenses of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.
4.	Director/Principal/ Head of Institute	Ph. D. degree in any branch of Science/Engineering Management with first class degree at Bachelors or Master's level in Computer/Engineering/ Computer Technology. OR Ph.D. degree in Computer Science with the First class M.C.A. degree.	15 years experience in teaching/industry/research out of which 5 years must be at the level of Professor and/or above in Computer Engineering/ Computer technology/ Application. Desirable Administrative Experience in a responsible position.	Candidates from Industry/ Profession with First Class B.E./ B.Tech. in Computer Science/ Engineering/ technology or First Class M.C.A. degree AND professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 15 years experience of which at least 5 years should be at a Senior Level comparable to that of an Professor would also be eligible. DesirableAdministrative experience in a responsible position.

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Note :

1. For teaching posts in Management courses. if any, qualifications and experience for each category shall be governed by qualification and experience for Management discipline, given in Table E-3.
2. In the discipline of Computer Science/ Engineering/ Technology, in lieu of the "First Class degree at Bachelor's and/ or Master Level in the appropriate branch", first class Master's Degree in Computer Science/ Engineering/ Technology together with a First Class Bachelor's Degree in any area of Engineering/ Technology will be acceptable.

**Table E - 3
MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED
FOR TEACHING POSTS IN DEGREE LEVEL TECHNICAL
INSTITUTIONS MANAGEMENT PROGRAMMES**

Sr. No.	CADRE	QUALIFICATIONS	EXPERIENCE	QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRIES & PROFESSION
1.	Lecturer	First Class Master's degree in Business Management/Administration/other relevant management related discipline	No minimum requirement	
2.	Assistant Professor	Ph.D. degree or a fellowship of IIMs ICA or ICWA with First class master's degree in Business Management/Administration/Other relevant management related discipline	3 years experience in teaching/Industry/Research/Profession.	Candidates from Industry/profession First class Master's degree in Business management/Administration/other relevant management discipline. AND Professional work which is significant and can be recognized at national/international level as equivalent to Ph.D. degree and with 5 years experience in Industry/Profession would also be eligible.
3.	Professor	Ph. D. degree or a Fellowship of IIMs, ICA or ICWA with First Class Master's degree in Business management /Administration /other relevant management related discipline.	10 years experience in teaching/industry/research out of which 5 years must be at the level of Assistant Professor and/or equivalent.	Candidates from Industry/ Profession with First Class Master's degree in Business Management/Administration/other relevant management related discipline. AND Professional work which

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				is significant and can be recognized as equivalent to Ph.D. degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.
4.	Director/Principal/ Head of Institute	Ph. D. degree or a Fellowship of IIMs ICA or ICWA with First Class Master's degree in Business/Management/Administration/other relevant management discipline In addition, the candidate should be an eminent person in the field.	15 years experience in teaching/industry/research out of which 5 years must be at the level of Professor or above in Management. Desirable Administrative Experience in a responsible position.	Candidates from Industry/ Profession First Class Master's degree in Business Management/Administration/other relevant management related discipline. AND professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 15 years experience of which at least 5 years should be at a Senior Level comparable to that of an Professor would also be eligible. Desirable Administrative experience in a responsible position.

Note :

If a class/ division is not awarded at Master's Level. a minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point system is adopted the CGPA will be converted into equivalent marks as given in Table E-6.

Table E - 4

MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR TEACHING POST IN DEGREE LEVEL TECHNICAL INSTITUTIONS PHARMACY DISCIPLINE

Sr. No.	CADRE	QUALIFICATIONS	EXPERIENCE	QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRIES & PROFESSION
1.	Lecturer	First Class Master's degree in Appropriate branch of specialization in Pharmacy	No minimum requirement	
2.	Assistant Professor	Ph.D. degree (with First class degree either at Bachelor's Master's	3 years experience in teaching/Industry/R	Candidates from Industry/profession First class Master's degree in

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		level) in the appropriate branch of specialization in Pharmacy	research/Profession at the level of Lecturer or equivalent	appropriate branch of specialization in Pharmacy AND Professional work which is significant and can be recognised as equivalent to Ph.D. degree and with 5 years experience would also be eligible.
3.	Professor	Ph. D. degree (with first class either at Bachelor's or Master's level) in appropriate branch of specialization in Pharmacy.	10 years experience in teaching/industry/research out of which 5 years must be at the level of Assistant Professor or equivalent.	Candidates from Industry/ Profession with First Class Master's degree in appropriate branch of specialization in Pharmacy . AND Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 10 years expenses of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.
4.	Director/Principal/ Head of Institute	Ph. D. degree (with First Class degree either at Bachelor's or Master's level) in the appropriate branch of specialization in Pharmacy. In addition, the candidate should be an eminent person in the field.	15 years experience in teaching/industry/research out of which 5 years must be at the level of Professor or above in Pharmacy. Desirable Administrative Experience in a responsible position.	Candidates from Industry/ Profession with Ph.D. degree (with First Class degree either at Bachelor's or Master's level) in the appropriate branch of specialization in Pharmacy and with professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 15 years experience of which at least 5 years should be at a Senior Level comparable to that of an Professor would also be eligible. Desirable Administrative experience in a responsible position.

Note :

- If a class / division is not awarded at Master's Level a minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point system is adopted the CGPA will be converted into equivalent marks as given in Table E-6.

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Table E - 5
MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED
FOR TEACHING POST IN DEGREE LEVEL TECHNICAL
INSTITUTIONS ARCHITECTURE / PLANNING DISCIPLINES

Sr. No.	CADRE	QUALIFICATIONS	EXPERIENCE	QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRIES & PROFESSION
1.	Lecturer	First Class Master's /Master's degree in Appropriate branch of Architecture/ Planning.	No minimum requirement	
2.	Assistant Professor	First class Master's degree in the appropriate branch Architectre/Planning.	5 years experience in teaching/Industry/Research/Profession at the level of Lecturer or equivalent	Candidates from Industry/ profession First class bachelor's/ Master's degree in appropriate branch of Architecture /Planning AND Professional work which is significant and can be recognised as equivalent to Ph.D. degree and with 5 years experience would also be eligible.
3.	Professor	Master's degree or equivalent qualification in the appropriate branch of Architecture/ Planning. AND Ph.D. degree in an appropriate branch of architecture/ planning. In lieu of Ph.D. degree published works in referred journals equivalent to Ph.D. may be accepted.	10 years experience in teaching/industry/research out of which 5 years must be at the level of Assistant Professor or equivalent.	Candidates from Industry/ Profession with First Class Bachelor's/ Master's degree in appropriate branch of Architecture/ Planning. AND Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.
4.	Director/Principal/ Head of Institute	Master's degree or equivalent qualification in the appropriate branch of Architecture/ Planning. AND Ph.D. degree in an appropriate branch of architecture/ planning. OR	15 years experience in teaching/industry/research out of which 5 years must be at the level of Professor or above in Architecture/Planning. Desirable	Candidates from Industry/ Profession with first Bachelor's/ Master's degree in the appropriate branch of Architecture / Planning AND Professional work which is significant and can be recognized as equivalent

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		Published works in referred journals equivalent to Ph.D. In addition to above the candidate should be an eminent person in the in the field.	Administrative Experience in a responsible position.	to Ph.D. degree and with 15 years experience of which at least 5 years should be at a Senior Level comparable to that of an Professor would also be eligible. Desirable Administrative experience in a responsible position.
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Note :

- **Note :** If a class / division is not awarded at Master's Level, a minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point system is adopted the CGPA will be converted into equivalent marks as given in Table E-6.

Table E - 6
MINIMUM QUALIFICATION AND EXPERIENCE
PRESCRIBED FOR TEACHING POST IN HUMANITEIS AND
SCIENCE AT DEGREE LEVEL TECHNICAL INSTITUTIONS

Sr. No.	Cadre	Qualification	Experience
1.	Lecturer	Good academic record with at least 55% marks or, an equivalent CGPA 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, candidates should have cleared the National Eligibility Test (NET) for Lecturers conducted by the UGC, CSIR or similar test accredited by the UGC	No minimum requirement.
2.	Assistant Professor	Good academic record with at least 55% marks or an equivalent CGPA at the Master's level and Ph. D. degree in the relevant subject.	5 years experience in Teaching and /or Research excluding the period spent for obtaining the degree and has made some mark in the areas of Scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.
	Professor	at least 55% marks or an equivalent CGPA at the Master's level and Ph. D. degree in the relevant subject(Desirable : Post-Doctoral work in appropriate branch of Humanities & Sciences).	10 years experience of which at least 5 years should be at a Senior level comparable to that of a Assistant Professor in Postgraduate teaching, and / or experience in research at the University/ National level institution including experience of guiding research at Doctoral level.

Note: if the grade point system is adopted the CGPA will be converted into

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equivalent marks as given below.
Percentage equivalent of Grade Points for a TEN POINT scale is given below :

TEN POINT SCALE	
GRADE POINT	PERCENTAGE OF MARKS
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

Table E - 8
MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR POSTS IN DEGREE LEVEL TECHNICAL INSTITUTIONS DIRECTOR PHYSICAL EDUCATION, DY DIRECTOR PHYSICAL EDUCATION AND ASSISTANT DIRECTOR PHYSICAL EDUCATION

a. University :

Assistant Director of Physical Education and Sports/ College DPEs (Lecturer - scale)

- i. A Master's degree in Physical Education (two year course) or Master's degree in Sports or an equivalent degree with at least 55% of the marks or its equivalent C.G.P.A. and consistently good academic record.
- ii. Record of having represented the university/ college at the interuniversity / inter-collegiate competitions or the State in national championships.
- iii. Passed the physical fitness test.
- iv. Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.

b. University :

Assistant DPEs / College DPEs (Senior-scale)

- i. Should have completed 6 years of service as University Assistant DPEs / College DPEs with a benefit of 2 years for Ph.D. and one year for M. Phil. Degree holder.
- ii. Passed the physical fitness test.
- iii. Should have attended at least one orientation course and one refresher course of about 3 to 4 weeks' duration each with proper and well-defined evaluation procedure (exemption from one refresher course is granted to Ph.D. degree holders).

c. University : Assistant DPEs/ College DPEs (Selection-Grade)

- i. Completed 5 years of service as University Assistant DPE/ college DPE in the senior-scale
- ii. Has attended at least 2 refresher courses of about 3-4 weeks' duration with proper and well-defined evaluation procedure after placement in the scale of Rs. 3000-5000.

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- iii. Shown evidence of having produced good teams / athletes and of having organized and conducted coaching camps of at least 2 weeks' duration.
- iv. Passed the physical fitness test.
- v. Consistently good appraisal report.

d. University Deputy DPEs (Assistant Professor Scale)

- i. Ph.D. in Physical Education. Candidates from outside the university system, in addition, shall also possess at least 55% of the marks of an equivalent C.G.P.A. at the Master's Degree level.
- ii. Five years' experience as University Assistant DPEs / College DPEs, with a benefit of two years and one year for Ph.D. and M. Phil. Degree holders.
- iii. Evidence of organising competitions and conducting camps of at least 2 weeks' duration.
- iv. Evidence of having produced good performance teams/ athletes for competitions like state / national/ inter-university/ combined university, etc.
- v. Passed the physical fitness test.
- vi. Consistently good appraisal reports.

UNIVERSITY DPES

- i. Ph.D. in physical education.
- ii. Experience of at least 10 years as University Deputy or 15 years as University Assistant DPEs/ College DPEs (selection grade).
- iii. Participation in at least 2 national/ international seminars/ conferences.
- iv. Consistently good appraisal reports.
- v. Evidence of organising competitions and conducting camps of at least 2 weeks' duration.
- vi. Evidence of having produced good performance teams/ athletes for competitions like state / national/ inter-university/ combined university, etc.

Table - 7

MINIMUM QUALIFICATIONS AND EXPERIENCE PRESCRIBED FOR POSTS IN DEGREE LEVEL TECHNICAL INSTITUTIONS LIBRARIAN, DY. LIBRARIANS AND ASSTT. LIBRARIAN

I. LIBRARIAN (UNIVERSITY)

- i. Master's degree in Library Science / Information Science/ documentation with at least 55% of the marks of its equivalent C.G.P.A. and consistently good academic record;
- ii. At least 13 years as a Deputy Librarian in a university library or 18 years' experience as a College Librarian;
- iii. Evidence of innovative library service and Organisation of published work.

Desirable

M. Phil. / Ph. D. degree in Library Science / Information Science/ Documentation/ Archives and Manuscript - keeping.

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II. DEPUTY LIBRARIAN

- i. Master's degree in Library Science/ Information Science/ Documentation with at least 55% of the marks of its equivalent C.G.P.A. and consistently good academic record;
- ii. Five years' experience as an Assistant University Librarian/ College Librarian;
- iii. Evidence of innovative library services, published work and professional commitment, computerisation of library.
- iv. **Desirable**
M. Phil. / Ph. D. degree in Library Science / Information Science / Documentation / Archives and Manuscript - keeping, computerisation of library.

III. FOR THE POSTS OF ASSISTANT UNIVERSITY LIBRARIAN/ COLLEGE LIBRARIAN/ DOCUMENTATION OFFICER

Minimum Qualification

- i. Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- ii. Master's degree in Library Science / Information Science/ Documentation or an equivalent professional degree with at least 55% of the marks or its equivalent C.G.P.A. and consistently good academic record, computerisation of library.

APPENDIX - F JOB RESPONSIBILITIES OF TEACHERS (DEGREE LEVEL TECHNICAL INSTITUTIONS)

ACADEMIC EXTENSION	RES. & CONSULTANCY	ADMINISTRATION	EXTENSION
Class Room Instruction	Research & Development Activities & Research Guidance	Academic and administrative management of the institution.	Extension services
Laboratory Instruction	Industry sponsored projects	Policy Planning, Monitoring & Evaluation and promotional activities both at Departmental and institutional level	Interaction with Industry and Society
Curriculum Development	Providing Consultancy and Testing Services	Design and Development of new programmes	Participation in Community Services
Developing learning resource material & Laboratory Development	Promotion of Industry institution interaction and R & D	Preparing project proposals for funding in areas of R & D work laboratory development, modernization, expansion etc.	Providing R & D support and consultancy services to Industry and others user agencies.
Students Assessment &		Administration both at Department &	Promotion of non-formal

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Evaluation including examination work of University Participation in the Co-curricular & Extra Curricular Activities.		Institutional Levels Development, Administration and Management of institutional facilities	modes of education for the benefit of the community. Promotion of entrepreneurship and job creation.
Students, Guidance & Counselling & helping their personal ethical moral and overall character development.		Monitoring and Evaluation of academic and research activities	Dissemination of Knowledge.
Continuing education activities		Participation in policy planning at the regional, National level for development of technical education.	Providing technical in areas of social relevance.
Keeping abreast of ne knowledge and skills help generate new knowledge and help discrimination of such knowledge through books publications, seminars, etc.		Helping mobilization of resources for the institution. Develop, update and maintain MIS Plan and implement staff development activities. Maintain accountability.	
Self development through upgrading qualification, experience & Professional activities.		Appraisal conduct performance.	

ORDINANCE -203

Notwithstanding anything contained in Ordinance 145,145-B,146,95,96 and in any other rules, Ordinance or Statutes(related to

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Faculty of Technology including Engineering, Architecture and in case of Pharmacy(Faculty of Medicine) the same will be changed as per the Government of Gujarat's resolution No.TEM/1202/197/ D dt. 5-4-2003 with effect from 5-4-2003 (Government resolution dated 5-4-2003 is annexed herewith) and the same will be deemed amended as and when it is amended by the Government of Gujarat.

ORDINANCE -204

Notwithstanding anything contained in Ordinance 145,145-B,146,95,96 and in any other rules, Ordinance or Statutes(related to Faculty of Arts, Commerce, Science, Education and Law) the same will be changed as per the Government of Gujarat's resolution No. NGC/1103/631/Kh dt. 8-4-2003 with effect from 8-4-2003 (Government resolution dated 8-4-2003 is annexed herewith) and the same will be deemed amended as and when it is amended by the Government of Gujarat.

ORDINANCE FOR Ph.D.

O.Ph.D. 1 :

1. This Ordinance will come with effect from 1-7-2006.
2. There shall be Research Degree Committee (R.D.C.) in each subject in order to ensure and promote quality research. The Committee shall comprise of the following members :
 - a. The Pro-Vice-Chancellor-Chairman
 - b. Dean of the concerned Faculty.
 - c. The Head of the University Department in the subject. (In case, there is no department the Chairman of the concerned Board of Studies would be the member).
 - d. Chairman of the Board of study of the concerned subject.
 - e. Subject Expert : An eminent scholar with established research credentials, at least of the rank of the University Professor with five years experience as the Professor, to be nominated by the Vice-Chancellor for a term of 3 years from a panel of subject experts from outside the University prepared by the concerned department. In case there is no department, the Chairman of the Board of study of the concerned subject shall submit the list.
3. Head of University Department OR Chairman of the board of study of the concerned subject as the case may be will Co-ordinate a meeting of R.D.C.
4. The quorum would be at least three of the five members of which the presence of the external expert will be compulsory.
5. As regards the age of the members of the committee, the rules of the university would be applicable.
- 6.(a) R.D.C. would meet Compulsory in September and April of each Academic year and the student who like to register himself/herself as a Ph.D student may apply for the registration before 28th February and 31st July

of concern Academic year. The R.D.C. will consider the research proposals of the research scholars who would defend their synopsis in terms of objectives, review of literature, relevant bibliography, hypothesis, methodology and the prospective contribution of the work.

- (b) The synopsis of the proposed work should be sent to the external expert in advance.
- (c) The decision of RDC about registration would be final and if any dispute the matter refer to the Vice-Chancellor.
- (d) The Change in the Title will be possible with the approval of R.D.C. The guide shall also be invited to the RDC meeting. The candidates would be informed about the meeting, date, time and place well in advance by the concerned department.
- (e) All the changes suggested by the RDC regarding the title and chapterization should be accommodated and the revised proposal should be submitted to the same or next RDC, depending on the nature of changes for approval. In exceptional circumstance, if the subject expert nominated by the Vice-Chancellor is unable to attend the meeting in a term the Vice-Chancellor can nominate another member from the panel.

O.Ph.D. 2 :

Eligibility for Registration

A candidate desirous of doing Ph.D. must be a post-graduate in the concerned subject with at least 50% or B+ This rule shall not be applied to the teachers who are already working in the affiliated colleges of Saurashtra University.

O.Ph.D. 3 :

No candidate shall be permitted to appear for the Ph.D. Degree in a Faculty different from the one in which he obtained his Master's Degree or M.D. Degree in the Faculty of medicine.

O.Ph.D. 4 :

Eligibility for Guide ship :

The prospective guides would apply to the University for recognition as Ph.D. guide, subject to the approval of the subject expert. The candidate for the guide ship would be eligible for application

- (a) if he/she is a P.G. recognised teacher of the University with a Ph.D. degree.
And
- (b) He/she should have at least four years of teaching experience at the P.G. Level after PG Recognition Or Eight years of U.G. experience.
And

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- (c) At least five research publications in recognized standard, National/International Journal in relevant subject.

Notwithstanding anything contained above (O.Ph.D.-4) for the Faculty of Medicine a teacher to be recognized for the Ph.D. degree shall have not less than 15 years teaching and research experience after his/her post-graduate qualifications and shall have not less than 10 years post-graduate teaching experience.

The guide ship should be approved by the subject expert. Regarding the research publications, the opinion of the subject expert would be considered as final in deciding the guide ship. The research publications would be sent to the subject expert member for his/her written opinion in advance. And his/her report placed before the university bodies(board of university teachings and Syndicate) and The Vice Chancellor for his approval.

- (2) A Teachers recognized as a guide by the University, In case of his/her transfer to some other University, would be able to guide the candidate registered under him/her before the date of the transfer, However, on being transferred to the university again, he/she will have to apply for guide ship again.
- (3) Teachers to be recognised for Ph.D. Degree shall be granted recognition in the first instance for a period of 5 years on the following conditions.
- (a) At least one student should be registered under such a teacher within a period of one year from the date of recognition. At least one thesis of student registered under such a teacher shall be submitted to the University within a period of 5 years from the date of registration. In case these conditions are not observed, the recognition as the guide would be cancelled.
- (b) The Syndicate, may at any time on the recommendation of the Board of University Teaching, withdraw the recognition of a recognised teacher.

O.Ph.D. 5 :

Registration of Inter-disciplinary Subject/Topic for Ph.D. level Research.

- (1) There shall be only one Research Degree committee. (R.D.C.) that would be called by the department in subject the candidate holds P.G. degree. The R.D.C. would consist of the members as mentioned in O.Ph.D. 1(2) with the only difference that the external experts would be from both the related subjects. Moreover, the subjects experts for the R.D.C. and the experts for careening the proposal would be different.
- (2) A research proposal relating to inter-disciplinary topics submitted for registration must contain the specific names of

the subjects with which the proposed research problem is connected. The proposal must be submitted through a supervisor who has been approved by the university for guiding Ph.D. level research in any of the subjects covered in the interdisciplinary research problem/topic. The experts would be give their opinion on the merit of the proposal and competence of the student and the guide as well. The panel of expert with specialization should be prepared and submitted to the Vice-Chancellor by the convenor of the R.D.C.

- (3) The Vice-Chancellor shall seek the opinion of two or more external experts (depending on the number of the subjects covered in the interdisciplinary research topic), other than the supervisor, for the academic viability of the proposal. In case, expert's opinions differ, the Vice-Chancellor may refer the proposal to other expert/experts for opinion and the opinion of the experts shall be submitted to the Vice-Chancellor and decision of the Vice Chancellor should be final.
- (4) In case, these experts suggest some modification, the candidate shall be asked to revise the proposal accordingly and resubmit the same to the University. The Vice-Chancellor shall permit the revised proposal with recommendation of the supervisor within two months. In such a case the other expert/experts shall belong to the same category and the disciplines as the original experts who gave negative report.
- (5) The panel of experts (at least two from each discipline) for this purpose shall include, approved supervisors having Ph.D. degree as minimum qualification in the concerned subjects/disciplines with five years experience in the area of inter-disciplinary research.
- (6) A co-guide may be appointed if necessary by R.D.C. Inter-Disciplinary research shall be guided by one Principal Guide and Co-Guide from other discipline to which the principal guide does not belong. The provision of co-guide is optional and not compulsory. The co-guide will have to provide his/her brief bi-data to the guide duly signed by the authority where he/she works without fail. A research student in the subject requiring laboratory must work for 100 days in the concerned laboratory.

O.Ph.D. 6 :

A candidate before being registered for the degree of the Doctor of Philosophy, shall be required to satisfy, the guiding teacher, at an interview held for the purpose, that he/she possesses adequate general knowledge to pursue research work successfully the course in his/her special field of study.

O.Ph.D. 7 :

Monitoring the Research Work :

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The candidate should submit detailed progress report to the university at the end of every term duly approved by guide. Only after the Guide's approval regarding the satisfactory progress of the work, the candidate would be allowed to continue his/her research in the next term.

O.Ph.D. 8 :

It shall not be obligatory for a candidate registered for Ph.D. Degree to reside in the same town where his teacher resides or work, unless the research work of the candidate concerned involves laboratory and/or field work. Notwithstanding anything contained in the foregone provisions, the Vice-Chancellor can permit a candidate for the Ph.D. Degree, working as a teacher in an affiliated college or a recognized institution or a University Department to do his research work at his own college or institution or department, as the case may be, even if his research guide does not stay or work in the same town.

O.Ph.D. 9 :

A candidate will not be permitted to submit a thesis for which a Degree has been conferred on him/her in this or in any other University.

O.Ph.D. 10 :

TIME-LIMIT FOR SUBMISSION OF THESIS :

- (1) A candidate will work for at least four terms before submitting synopsis of the thesis. A research student, who has submitted synopsis of his/her thesis will submit his/her thesis within one year. If he fail to submit within the aforesaid period he/she shall pay a fresh fee for examination. However, no resubmission of the synopsis would be needed in such cases.
- (2) The candidate will submit the thesis in four copies of the thesis and CD in pdf format along with the abstract. The minimum time limit for submission would be 2 years and maximum 7 years. The candidate will have to pay fee for all the terms of his/her tenure of research.
- (3) After seven years of stipulated registration, if a candidate applies for extension of time-limit for submission of thesis, the Vice-Chancellor would consider such cases in special circumstances. A candidate while applying for extension must specify that within which time-limit he/she would be able to submit his/her thesis. He/she will have to pay fees per term for extended period.
- (4) Each candidate will state with certificate by the supervisor that the work is based on the discovery of new facts by the candidate or of new relations of facts observed by others and the way the work contributes to the general advancement of knowledge.

O.Ph.D. 11 :

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Before submitting the thesis, the candidate shall forward to the Registrar through his guide a statement giving title and a synopsis of thesis along with a fee prescribed by the University time to time. The copies of the synopsis may be submitted after completion of four terms in an adequate number (depending on the number of members of the Board of Studies concerned).

However, the Ph.D. candidate after completing terms under a recognized teacher shall be at liberty to submit his/her thesis independently. In case the guide under whom he/she has worked leaves the University or is unavailable for this purpose, another internal referee shall be appointed for this purpose by the Vice-Chancellor.

O.Ph.D. 12 :

The Venue of viva-voce examination will be at the concerned University Department. In case if there is no university department, the venue will be decided by the university. The viva-voce examination will be arranged in public and the notice for the same would be issued by the co-ordinator.

O.Ph.D. 13:

Every thesis shall be examined by three (one internal and two external referees) referees to be appointed in the manner indicated below.

- (1) The guide would suggest to the Board of study, and Academic Council, a panel of six referees, preferably 3 from outside the State. However, no referee should be from the Saurashtra University area. The referees should be Ph.D. and recognized Guides of the concerned University. The Vice-Chancellor will select two external referees from the panel submitted to him. Also he would appoint the external referee for Viva in the same. In case of refusal by an external referee, the Vice-Chancellor, shall appoint another referee
- (2) After appointment of the referees, the Registrar shall forward a copy of the thesis to each of them. In the event of difference of opinion between any of the referees, the Vice-Chancellor would consider the reports of all the external referees would appoint another external referee for this purpose. One external referee and guide shall conduct viva-voce examination, the candidate shall be reexamined after a period of not less than three months. The candidates shall not be declared eligible for the degree unless all the examiners unanimously declare him/her eligible for the degree.

O.Ph.D. 14 :

If a full-time teacher of the University desires to work for the Ph.D. Degree in a subject for which there is no Guide

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recognized for guiding Ph.D. students in the University, he/she can suggest his/her guide for guidance from outside the University area and submit his/her name for the approval of the R.D.C. at the time of seeking registration. On approval of the name of the guide by R.D.C. the candidate shall be enrolled as post-graduate student for the Ph.D. degree.

O.Ph.D. 15 :

For highly specialized courses if an eminent scholar work in a research institute, he may be recognized by the Vice-Chancellor in the same and interdisciplinary subject.

O.Ph.D. 16

A work that has been rejected may be resubmitted after revision, subject to the payment of the evaluation and term fee. A thesis required to be revised should be resubmitted within not more than two years, failing which the candidate will be required to go in for re-registration. The revised thesis would be sent to the same referees. However, in the event of refusal of the original referee another referee may be appointed.

O.Ph.D. 17 :

LIMIT ON NUMBER OF STUDENTS FOR GUIDANCE

A Guide for Ph.D. Degree shall not at any one time guide more than four Ph.D. students. However Associate Professor and Professor of the University department shall be allowed to enroll not more than six and eight students respectively.

O.Ph.D. 18 :

If any other matter pertaining to O.Ph.D. the Vice-Chancellor can decide as per his discretion, in the larger interest of the academic values.

O.Ph.D. 19

Fee structure decided by the University and any change in fee structure from time to time would be applicable. With effect of these amended ordinances, previous Ph.D. ordinances 74 to 80 and existing O.Ph.D. 1 to 17 as well as P.G. rules 31 to 38 are also repealed.

Annexure

Candidate submitting thesis for the university degree are required to follow the rules noted below regarding the size, style and binding of thesis. Only in special cases in which the Heads of Institutions are satisfied, it will not be possible to comply with the requirements of these rules.

1. Every candidate shall submit four copies for his/her thesis.
2. the copies shall be bound in accordance with the following specifications. Please follow these guidelines to format thesis.
 1. Please send your thesis in MS Word (6.0 version or more) format and/or it in PDF copy

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2. Save your thesis using a file name in the pattern "Author.doc" where author is the surname of the author.
3. Use A4 size paper (210 by 297 mm.) Please select A4 size for the PDF also.
4. Provide title in Times New Roman, 14 point along with author/s name/s and required details.
5. Use arial font, 12 point for the main text, in single column. Paragraph heading and subheadings have to be displayed properly (in bold).
6. Please set the margins as follows.

Top	:	1 inch
Bottom:		1 inch
Left:		1.5 inch
Right:		1 inch
7. Please page numbers at the bottom of each page, centered on the width.
8. set everything justified.
9. Print figures and tables interspersed with text and place them as near the point of mention as possible. Please add descriptors to tables and figures.
10. Use International SI (System of units). If other units are used, provide approximate conversion, factors for SI units.
11. If the thesis is in Gujarati or any other language, use True Type Font (TTF)