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VEER NARMAD SOUTH GUJARAT UNIVERSITY

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વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

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:: પ રિ પ ત્ર ::

યુનિવર્સિટી સંલગ્ન તમામ કોલેજોના આચાર્યશ્રીઓને જણાવવાનું કે, યુનિવર્સિટી સંલગ્ન સ્વર્નિભર કોલેજો અને સ્વનિભર કોલેજોમાં ચાલતા અભ્યાસક્રમ બંધ થવા બાબતે સિન્ડિકેટ તા.૧૨/૦૫/૨૦૨૨ની સભાના ઠરાવ ક્રમાંક: ૨૯ થી વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટીના ઓર્ડિનન્સ ૬૬ (૩)માં સુધારો મંજૂર કરવામાં આવેલ છે. જે સંદર્ભે સુધારેલ ઓર્ડિનન્સ ૬૬ (૩) આ સાથે સામેલ છે. જેનો અમલ કરવા આથી જાણ કરવામાં આવે છે.

ઈ.ચા.કુલસચિવ

ક્રમાંક: જોડાણ/ પરિપત્ર/૧૨૯૪૦/ ૨૦૨૨

તા.૨૨-૦૬-૨૦૨૨

ભિડાણ: ઉપર મુજબ.

નકલ રવાના... ..જાણ તથા ઘટતી કાર્યવાહી કરવા સારૂ.

- (૧) યુનિવર્સિટી સંલગ્ન તમામ કોલેજોના આચાર્યશ્રીઓ
- (૨) નાયબ કુલસચિવ, વહીવટી વિભાગ, વી.ન.દ.ગુ.યુ., સુરત
- (૩) પરીક્ષા નિયામકશ્રી, પરીક્ષા વિભાગ, વી.ન.દ.ગુ.યુ., સુરત
- (૪) હિસાબી અધિકારી, હિસાબી વિભાગ, વી.ન.દ.ગુ.યુ., સુરત

O.66 (3) Closure of Self-Finance Course & College

- (1) In case, any management of college/institute (hereafter termed as management authority) decides to close down or discontinue a self-finance college or any specific self-finance program or any specific self finance course; they shall have to apply in writing intimating such closure on or before 31st October of every year preceding the commencement of the successive academic year mentioning the adequate reason along with (i) One-time non-refundable application fees Rs.2,00,000/- and (ii) Deposit amount Rs.3,00,000/- per course/programme. This deposits will be payable to the University by the management authority in form of nationalized bank Draft/cheque in favor of "Registrar, Veer Narmad South Gujarat University, Surat" and refundable once the management authority fulfils all set norms of closure by the University. On receipt of such application along with the deposit amount, the University shall appoint a committee consists of following members nominated by Vice Chancellor of the University: (a) Maximum Two Deans of concerned faculties (b) One syndicate member (c) One student representative Senate member (d) One teacher representative Senate member who is teacher and (e) One representative of Principal; to consider reasons for such closure or discontinuation.

The University shall approve permanent closure of any self-finance college or discontinuance of any self finance course only after the verification of reasons of such closure or discontinuance by the committee. The report submitted by closure committee will be produced at Syndicate of the University. The syndicate shall allow the closure based on the report submitted by the closure committee. No management authority of the self-finance college shall close down any self-finance college or course in the middle of the academic year.

- (2) Essential Provisional arrangement Responsibility of the management authority:
- (a) Necessary arrangement must be made by the management authority to accommodate the students who may be affected by such closure or discontinuance. The consent of the students for transfer to another institution/college must be obtained and submitted to the University along with the closure report. It will be responsibility of the management authority of the college/institution to obtain letter of consent from the accommodating institution/college intimating its willingness to accommodate students. The management authority must submit such letter of consent to the University along with the closure application. The accommodating institution shall also have to submit a letter of consent separately to the University intimating its willingness to accommodate such students. Transfer of such students shall have to be facilitated by the sending and accepting institutions.
 - (b) The management authority must submit any pending fees, out-standings to the University and obtain no dues certificate from the University. Such no dues certificate must be submitted to the University along with the closure application.
 - (c) The management authority will submit list of all teaching, non-teaching employees including principal working for the institution/college who will be affected due to such closure/discontinuance of the college/institution/specific program/specific course. The management authority also needs to provide written intimation of such closure to their all teaching, non-teaching employees including principal minimum six months prior to the date of closure application submitted to the University. All employees (teaching/non-teaching/principal) must be paid their regular salary until the management authority obtains the permission letter for closure issued by the University. No teaching, non-teaching including principal can be relieved from their service by the management authority without obtaining written consent from the employees until the

approval for closure is issued by the University. The management authority is liable to provide facilities of EPF, gratuity and leave encashment to all its employees (teaching, non-teaching including principal) of the institute/college from the date of appointment.

- (d) Salaries and other benefits including employee provident-fund (EPF), gratuity and leave encashment must be paid by the management authority to all regular employees (teaching/non-teaching/principal). A written statement of such payments must be submitted to the University endorsed by the employees. On obtaining such statements along with the supporting documents as desired by the University, the process of closure will be considered by the University. In case any employee is not paid their salaries or employee provident-fund, gratuity, leave encashment or any other benefits, the employee can write to University in form of complaint. The University will look in such specific complaint matters and intimate once to the management authority to take necessary actions. If the management authority fails to address such matter within a month of the intimation from the University, the University possess rights to utilize the closure application deposit amount paid by the management authority and settle the payment issues of the employee. The University also possess rights to forfeited the closure application deposit amount.
- (e) The following rules shall apply for teaching staff including principal or in-charge principal of affected by such closure or discontinuance. These rules also apply to all University approved teaching and non teaching staff of University affiliated self-finance programs.
- (i) The affected teacher shall be accommodated in the other courses run by same institution if he/she is eligible for the post.
- (ii) In case he/she cannot be accommodated by the same management, he/she may be given priority in appointment by other colleges/institution affiliated with the Veer Narmad South Gujarat University subject to fulfilment of the qualification required for the post. If the affected teaching staff possess approval from University as approved teacher; they do not require any new approval as teacher. Any institute can absorb such University approved full time faculty directly as a teacher for specific subject and last post that the teacher possess for which the teacher possess University approval. Once any institution/college apply for closure, the employees of such institute/college do not require any no objection certificate (NOC) from the institution/college. In case they wish to apply for new job and any absorbing institute/college is willing to recruit such University approved teaching staff, no separate interview procedure is essential. The absorbing institute/college can intimate to the University and the University can grant the permission by obtaining the opinion of the concerned dean of the faculty on bases of verifying:
- (a) The subject for which the University approval is given to the teacher,
 (b) The nature of position for which recruited by the absorbing institute
 and
- (c) The teacher must possess University approval as teacher.
- (iii) It is mandatory to provide Employee provident fund facility to all employees of the self-finance colleges/institutions as per the norms by state govt. The pending provident fund and any other pending amount payable to the affected teacher due to closure shall have to be paid immediately by the management before the University approves such closure or discontinuance. If the management authority fails to address such matter within a month of the intimation from the University, the

University possess rights to utilize the closure application deposit amount to settle any such issues.

- (iv) A prior notice of minimum six months shall be given to such employees (teaching/non teaching/principal) who will be affected by such closure. Their salaries and other benefits must be continued till the final closure is approved by the University.
- (v) The deposits of such institution shall not be returned until the University finally approves such closure of discontinuance.
- (vi) In case, the management fails to pay such affected teacher his/her any pending amounts, including provident fund, salary etc., the University shall pay such dues from the closure deposits submitted by the institution along with the closure application and institution's other deposits available with the University. The remaining amount of deposit, after making such payment, shall be returned to the respective institution. No interest shall be paid on such deposits by the University.
- (vii) These rules shall apply to all self-finance colleges and institution affiliated to the Veer Narmad South Gujarat University.
- (viii) The non-teaching staff of such colleges may be absorbed in other colleges of the same management or in any other college or institution affiliated to the University, if he/she is found suitable & eligible for the post.
- (ix) It is mandatory for all self-finance colleges/institutions affiliated with Veer Narmad South Gujarat University to pay following payments in case their University approved teaching/non-teaching staff including Principal having minimum one year of length of service at their current position who retired or resign or relieved by the institution/college or the institute/college decide for closure of the institution:
 - (a) One month's pay including all allowances for every completed year of service to the teacher who has put in ten or less year of service.
 - (b) At the rate of one month's pay including all allowances for every completed year of service in excess of ten years, provided that the total compensation so payable shall not exceed Fifteen months' salary whichever is more. The last month's salary drawn from the institute will be considered for the purpose of calculation.
- (x) All self-finance colleges/institutions affiliated with Veer Narmad South Gujarat University are abiding by the ordinance 66 and it is mandatory for all institutions/colleges to follow them in any case. Nothing in this ordinance shall be deemed to take away any right of compensation or any other protection, which is afforded by the Veer Narmad South Gujarat University Act, or any Statute or Ordinance, Rules or Resolutions made there under, to which the member of the staff is entitled.
- (xi) Any self-finance institute/college having ten or more than ten employees at any given time since the date of affiliation, the gratuity must be paid as per the Payment of Gratuity Act, 1972 to the employee (teaching/ non-teaching including principal) who is University approved in any of the following events: Retirement, Resignation, Demise, Disablement due to an accident, VRS, Termination or Layoff due to retrenchment. For calculating the gratuity, the last drawn salary (basic+DA) will be considered. The calculation of the gratuity will be as per following formula: Gratuity = $(15 \times (\text{Basic} + \text{DA}) \text{ of last drawn salary} \times \text{Number of completed years of Service}) / 26$.