

# VEER NARMAD SOUTH GUJARAT UNIVERSITY



## ORDINANCES

[AS MODIFIED UP TO 31 - 03 - 2016]

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# VEER NARMAD SOUTH GUJARAT UNIVERSITY<sup>1</sup>



## PAMPHLET OF ORDINANCES

*(As amended upto 31-03-2016)*

### (1) LIBRARY COMMITTEE

- O.1:** The Library Committee shall consist of ....
- (i) The Vice - Chancellor
  - (ii) The Pro-Vice-Chancellor <sup>2</sup>
  - (iii) Registrar
  - (iv) Deans of Faculties
  - (v) Heads of the University Post - Graduate Departments
  - (vi) Director/ Head of the Approved/ Recognised Institutions
  - (vii) Three members to be nominated by the Syndicate
  - (viii) One Professor-in-charge of the Post - Graduate centers appointed by the Syndicate.
  - (ix) One Research Scholar undergoing Ph.D. studies to be nominated by the Vice - Chancellor.
  - (x) University Librarian (Secretary)
- O.2:** The Vice - Chancellor, and in his absence the Pro-Vice –Chancellor<sup>2</sup>, or in the absence of both, a member elected by the meeting shall preside at the meeting of the Committee. The oldest amongst the Deans Present shall take the Chair for and until such election only.
- O.3:** The members of the committee shall hold office for three years and may be reappointed. The office of a member of the Library Committee shall be vacated by death, resignation, or by the member being absent from four consecutive meetings. Any vacancy on the Committee shall be filled up by the Syndicate.
- O.4:** The Committee shall meet twice in every term, some time in July, October, December and March and at other times when convened by the Chairman or in his absence, by the senior most member of the Committee. But the Chairman shall, on the requisition of not less than six members of the Committee, convene a meeting within fifteen days of the receipt of the requisition.
- O.5:** Seven members of the Committee shall form quorum.
- O.6:** All questions shall be decided by majority of votes of the members present. The Chairman shall have a vote, and in the case of an equality of votes, he shall have second or casting vote.
- O.7:** (i) The Library Committee shall, subject to the control of the Syndicate, manage the Library and advise the Syndicate on any matter connected with the Library referred to it by the Syndicate. In particular and without prejudice to the generality of the foregoing power, the committee shall have power to make recommendations to the Syndicate about —
- (a) the administration of the Funds set apart for the Library;
  - (b) any matter connected with the Library.

- (ii) The Committee shall report to the Syndicate, for information, on 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 purpose of the Ordinance, books shall include manuscripts and periodicals.
  - (iii) The Library Committee shall have the power to make rules governing the use of the Library from time to time, and to amend them.
- O.8:** The Library Committee shall maintain accounts of all funds provided for the Library and forward a statement of such accounts to the Registrar, for submission to the Syndicate every three months.
- O.9:** There shall be account in the Bank under the name of "Library Account."
- O.10:** All bills in respect of books purchased for the Library shall be verified and checked by the Librarian.
- O.11:** All cheques shall be signed by the Registrar after he has satisfied himself that the amounts entered in them are as they are in the bills.

### **(2) UNIVERSITY CAMPUS DEVELOPMENT.**

- O.12:** The University Campus Development and Building Committee shall consist of the following members:
- (1) The Vice-Chancellor;
  - (2) The Pro-Vice-Chancellor<sup>2</sup>;
  - (3) One Professor of Civil or Structural Engineering appointed by the Syndicate;
  - (4) Superintending Engineer (R. & B.), Surat ;
  - (5) Three or more members nominated by the Syndicate;
  - (6) Registrar (Member - Secretary).
- O.13:** The Committee shall meet once a year before the annual convocation, and at other times when convened by the Vice-Chancellor.
- O.14:** The Vice - Chancellor or in his absence the Pro-Vice-Chancellor<sup>2</sup> shall preside at all meetings of the Committee, and in the absence of both, members shall elect the Chairman.
- O.14-A:** "Four members of the Committee shall constitute the quorum."
- O.15:** The committee shall consider matters connected with the development and maintenance of the University campus, with its physical infra-structure, the University Buildings, their services and allied physical facilities, and shall advise and recommend to the Syndicate on all matters pertaining thereto.

### **(3) GRANTS UTILISATION COMMITTEE.**

- O.16:** The Grants Utilisation Committee shall consist of ....
- (i) The Vice - Chancellor;
  - (ii) The Pro-Vice-Chancellor<sup>2</sup>;
  - (iii) Five members to be nominated by the Syndicate for a period of three years,
- O.17:** The Committee shall meet once a year after the annual convocation and at other times when convened by the Vice -Chancellor or the Pro-Vice-Chancellor<sup>2</sup> or in the absence of both by the senior member of the Committee.

**O.18:** The Vice - Chancellor, or in his absence the Pro-Vice-Chancellor<sup>2</sup> shall preside at all meetings of the Committee and in the absence of both, the senior most member of the Committee shall preside.

**O.19:** Three members of the Committee shall form quorum.

**O.20:** The Committee shall consider all applications for Grant except those that come under "Publication Grants" and make its recommendations to the syndicate.

#### **(4) COMMITTEE FOR THE UNIVERSITY INFORMATION BUREAU**

**O.21 to O. 27 DELETED**

#### **(5) COMMITTEE FOR THE UNIVERSITY EMPLOYMENT**

**O. 28 to O. 32 DELETED**

#### **(6) FINANCE COMMITTEE:**

**O.33:** The members of the Finance Committee shall be...

- (1) The Vice - Chancellor (Chairman):
- (2) The Pro - Vice – Chancellor<sup>2</sup>,
- (3) Three other persons appointed by the Syndicate from amongst Its members.

**O.34:** The functions of the Finance Committee shall be —

- (1) To sanction all expenditure up to Rs. 10,000/- on behalf of the Syndicate.
- (2) To dispose of quotations and tenders received for the purchase of materials, dead stocks, execution of work, excepting that pertaining to University Building up to Rs. 40,000/- and for the works of University Building and other related works pertaining to Estate Rs. 50,000/- and make recommendations to the Syndicate for disposal of all quotations and tenders for incurring respective expenditure exceeding Rs. 40,000/- and Rs. 50,000/-.

**O.35:** A member elected, nominated or appointed on the committee of the Syndicate mentioned above shall cease to be a member of the committee of which he is a member, if he fails to attend three consecutive meetings of the committee as the case may be.

**O.36<sup>3</sup>** The following shall constitute one member committees and be empowered to sanction all expenditure up to monetary limit mentioned against them on behalf of the Syndicate.

|   |  |   |
|---|--|---|
| 1 | Vice Chancellor / Pro-Vice-Chancellor <sup>2</sup>   | Each section of the university administration, the library and the departments can be sanctioned up to the amount of Rs. 50,000/- for expenditure. He is also empowered to sanction up to an amount of Rs. 5,00,000/- inviting Quotations as per the norms of the university.   |
| 2 | Registrar  | Each section of the university administration, the library and the departments can be sanctioned up to the amount of Rs. 35,000/- for expenditure (Stationary, Furniture, etc). He is also empowered to sanction up to an amount of Rs. 2,00,000/- inviting Quotations as per the norms of the university.                                  |
| 3 | Dean CDC/ Controller of Examinations/ Chief Accounts Officer/ Deputy Registrar/ Librarian/ University Engineer | Each section of the university administration and the library can be sanctioned up to the amount of Rs. 1,000/- for expenditure (except Furniture and Fixtures). He is also empowered to sanction up to an amount of Rs. 5,000/- without inviting Quotations and up to Rs. 15,000/- inviting Quotations as per the norms of the university. |

|    |   |   |
|----|---|---|
| 4  | Asst. Registrar/NSS Coordinator             | All sections of the university administration and departments can sanction an amount of Rs. 500/- for stationary and miscellaneous items, and up to an amount of Rs. 1,000/- without Quotations for expenditure (except furniture and fixtures).  |
| 5  | Heads of University Departments             | An amount up to Rs. 10,000/- can be sanctioned without inviting Quotations and up to Rs. 50, 000/- inviting Quotations as per the norms.  |
| 6  | Principal Investigators (Research Projects) | An amount up to Rs. 4,000/- can be sanctioned for project related expenditure without Quotations and up to Rs. 10, 000/- inviting Quotations as per the norms   |
| 7  | Coordinator (Self Finance Courses)          | An amount up to Rs. 5,000/- can be sanctioned for course-related expenditure without Quotations and up to Rs. 10, 000/- inviting Quotations as per the norms.   |
| 8  | Director of Physical Education              | He is empowered to sanction up to an amount of Rs. 1000/- for physical education section related expenditure (except stationary).   |
| 9  | Rector (University Hostel)                  | He is empowered to sanction up to an amount of Rs. 15, 000/- for hostel related necessary expenditure.  |
| 10 | Finance Committee & Construction Committee  | The above committees are empowered to sanction the amount from Rs. 5,00,000/- to Rs. 10,00,000/- by inviting Quotations, as per the university norms. However, tenders recommended by the respective committees are to be invited by giving advertisements for the amount of Rs. 5,00,000/- and above and the tenders are to be placed before the Syndicate for the final approval. |

- N.B.:** (1) Where ever there is a need of Quotation, the concerned section/department should invite Quotations from at least three parties to put before the Finance or Construction Committee.
- (2) For the purchase order or construction work of Rs. 5,00,000/- and above, the concerned section or department should give an advertisement in the newspapers and place the received Quotations/tenders before the Syndicate for final approval on the recommendations of the Finance Committee or Construction Committee.
- (3) If under any circumstance, only one manufacturer or the authorized dealer of renewable items or scientific apparatus gives the Quotation, it should be recommended by the Finance or Building Committee to be placed before the Syndicate for final approval.

**Writing off:** The departments should report about the dead stock of old books, unused items and outdated scientific apparatus to the Registrar. He will recommend to the Vice Chancellor for their disposal and place the proposal before the Syndicate. The Vice Chancellor can constitute a committee of Syndicate members to take decision and destroy the things generating an amount up to Rs.1,50,000/- after the Syndicate's recommendation in this regard.

**O. 36-A:** A Committee consisting of Registrar only is empowered to sanction advances for all types of authorised expenditure of the University up to a limit of Rs. 50,000/-. For making any such advance exceeding Rs. 50,000/-, the Registrar shall take prior permission of the Syndicate provided, however, the Registrar shall be competent to make part payment against any bills which are under checking or in case where it is not possible to pay the entire amount of the bills for want of adequate cash resources with the University for the time being.

The Registrar shall periodically report to the Syndicate the details of all advances which are not settled within the period of one year from the date of advance and shall take such action as directed by the Syndicate with regard to such advances.

**(7) UNIVERSITY SERVICE COMMISSION****O.37: SELECTION COMMITTEES:****(i) FOR TEACHERS IN THE UNIVERSITY DEPARTMENTS:**

The members of the Committee shall be ...

- (1) The Vice-Chancellor, Ex-Officio Chairman.
- (2) The Pro-Vice-Chancellor<sup>2</sup>, if any.
- (3) Dean of the appropriate Faculty.
- (4) Head of the University Department in the subject provided that the selection is not for a post higher than the one he holds.
- (5) Three experts in subject to be appointed by the Syndicate.
- (6) An Academician who is the nominee of the Chancellor.
- (7) A representative of S.C./ S.T. Women and Physically Handicapped should be in the Selection Committee, whenever the post is reserves for persons of any of the above categories (S.C./ S.T. Women, Physically Handicapped). The persons(s) should be appointed by the Syndicate. At least four members including two outside experts, must constitute the quorum. For the post of Reader and Professor reprints of three major publications of candidate must be assessed before the interview by the same three external experts who are to be invited to interview the candidate. The Selection Committee for the promotion (Career Advancement) to Professor / Reader should be same as that for direct recruitment to the post of Professor / Reader given above.

**(ii) FOR COLLEGE TEACHERS:**

The members of the Selection Committee shall be...

- (1) Chair person of the governing body or his/her nominee, Ex-Officio Chairman.
- (2) The Principal of the College.
- (3) Head of the Department (Concerned Subject)
- (4) Two nominees of the Vice-Chancellor of whom one should be a subject expert.
- (5) Two Subject expert not connected with College to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice-Chancellor. The quorum for the meeting should be five of which at least two must be (from out of three) subject experts.

**(iii) FOR COLLEGE PRINCIPAL:**

The members of the Selection Committee shall be...

- (1) Chairperson of the governing body, Ex-Officio Chairman.
- (2) One members of the governing body to be nominated by the Chairperson.
- (3) Two nominee of the Vice-Chancellor of whom one should be an expert.
- (4) Three experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor to be nominated by the governing body out a panel of experts approved by the Vice-Chancellor. At least four members including two experts should constitute the quorum.

**(iv) FOR ADMINISTRATIVE POSTS IN THE UNIVERSITY:**

Selection Committee for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education, Registrars, Deputy Registrars, Assistant Registrars, Librarians, Deputy Librarians, Assistant Librarians shall be same as that of Professor, Reader and Lecturer respectively given in (i) except members mentioned in (3) (4) and that the concerned experts in Physical Education or Administration or Library Science as the case may be shall be associated with the Selection Committee.

**0.37-A:** The following shall be scales of salaries for the various posts in the Post - Graduate Schools / Departments of the University:

- |     |           |                               |
|-----|-----------|-------------------------------|
| (1) | Director  | ---                           |
| (2) | Professor | Rs. 16400-450-20900-500-22400 |
| (3) | Reader    | Rs. 12000-420-18300           |
| (4) | Lecturer  | Rs. 8000-275-13500            |

The revised pay scales are inclusive of Dearness Allowance, Dearness Pay and Interim Relief that were admissible to teachers according to the approved rates as on 31-12-95. In addition, the teachers will be entitled to get the Dearness Allowance at the rates sanctioned by the State Government for its employees drawing pay in the GCS (R of P) Rules, 1975 from 1-1-1996. They shall also be entitled to get House Rent Allowance and C.L.A. at rates admissible to Government employees stationed at Surat. They shall be eligible to the benefits of Provident Fund, Leave, Gratuity and such other benefits as may be prescribed by the University from time to time.

"Provided that it shall be competent for the University to pay any arrears of pay and allowances which may become due to the teachers of the Post - Graduate Schools / Departments to enable the University to implement the above pay-scales and allowances with retrospective effect from 1-1-1996.

**0.37-B: RECRUITMENT AND QUALIFICATIONS:**

- (1) The minimum qualifications required for the Post of Lecturers, Readers, Professors, Principals, Directors, Deputy Directors and Assistant Directors of Physical Education, Librarians, Deputy Librarians and Assistant Librarians, Registrars, Deputy Registrars and Assistant Registrars will be those prescribed by the University Grants Commission and approved by the State Government from time to time.
- (2) The minimum requirements of good academic record, 55% of marks at Master's level and qualifying in NET or SET shall remain for the appointment of Lecturers. This provision of qualifying in NET or SET will be applicable after One year of the First result of SET examination of Gujarat State. However Ph.D. holders are exempted from NET or SET. A relaxation of 5% from 55% to 50% is allowed for S.C. / S.T. Category 'B' in the 7 point scale of A, B, C, D, E and F shall be regarded as equivalent of 55% wherever grading system is followed. The conversion from grading system to percentage system is to be done as per U.G.C.'s conversion table (Appendix-1). A relaxation of 5% may be provided from 55% to 50% of marks to the Ph. D. degree holders who have passed Master's degree prior to 19<sup>th</sup> September-1991.
- (3) Ph.D. would be a compulsory requirements for the designation of Reader. However, for Registrars, Librarians and Physical Education Directors, the Ph. D. should be a desirable and not an essential qualification.
- (4) For career advancement qualifications, length of service and other procedures will be those prescribed by the University Grants Commission and approved by the State Government from time to time.

**0.37-C 4:(i)** There shall be a Head of the Department for each Department to be appointed by the Syndicate as per the Provisions made in Statute - 293.

**(ii)** For the purpose of appointment, the seniority shall be counted on the basis of the Date of Joining as a Reader or Professor, as the case may be irrespective of whether the appointment is made under Direct Recruitment of Career Advancement Scheme.

**(iii)** This Ordinance shall be applicable forthwith. The Syndicate shall make necessary changes/ alterations in the appointments made earlier in order to give effect of this provision.

**O:37-D<sup>5</sup>: APPOINTMENT OF IN CHARGE PRINCIPAL IN AFFILIATED COLLEGE;**

Every College must have a full-time qualified approved Principal as a head of a college. In case of permanent vacancy of the Principal caused by the death, retirement, resignation, termination of services or vacancy due to any other reason, the College Management shall appoint In-Charge Principal from amongst the approved teachers, subject to the following conditions:

1. Such appointment shall be made from amongst the three senior most approved teachers who possess the required qualifications for the post of Principal.
2. In case no teacher possesses the required qualification for the post of Principal, one of the approved teachers from amongst the first three senior most teachers, be appointed.
3. This Ordinance shall be made applicable forthwith in all the colleges/ institutes in which the post of Principal is vacant.
4. The college management shall take the approval of the University of the teacher so appointed.
5. In all types of dealings with the University, State Government, UGC, AICTE, NCTE, such other bodies and agencies, the authority of only such an approved In-charge Principal shall be valid.

- O.38:** (1) A Committee called Examiners' Appointment Committee for each Faculty shall be formed every year for the purpose of recommending list of persons for appointment as paper setters and/ or examiners the University Examination.
- (2) The members of the Committee shall be...
- (i) The Vice - Chancellor, Chairman.
  - (ii) The Pro-Vice-Chancellor<sup>2</sup>, if any.
  - (iii) The Dean or Deans of the Faculties concerned.
  - (iv) One member belonging to the Faculty be the Academic Council,
  - (v) One member nominated by the Syndicate from amongst the members.
  - (vi) Chairman of the Board of Studies or a Convener of the Ad - Hoc Committee to be Invited when appointment for the subjects falling under the purview of the Board or Committee are considered.
- (3) The Committees shall draw up the lists from amongst the persons included in the panels and recommended by various Boards of Studies. In selecting external examiners the Committee may go beyond the list contained in the panels. The list shall include:
- (a) names of persons for appointment as Paper Setters/ Examiners required and recommended for an examination and
  - (b) an additional list, not exceeding 30% of the list contained in (a) above, of persons selected from the panels, or otherwise in the case of external examiners in the order of priority, and recommended as alternative examiners for a particular examination
- (4) The lists drawn up the Examiners' Appointment Committees shall be placed before the Academic Council and thereafter before the Syndicate which shall make the appointments and approve the lists of alternative examiners submitted by the Committees.
- (5) If an examiner is unable to accept the appointment, the Vice-Chancellor shall fill in the vacancy by appointing another person from the list of alternative examiners, as far as possible, in the order of priority given therein. In case the said list is exhausted or in case of emergency, the Vice-Chancellor shall appoint, in consultation with the Dean of the Faculty concerned, another person to fill in the vacancy. He shall report all such appointments to the Syndicate at the next meeting.

**(8) EXAMINER'S APPOINTMENT COMMITTEES**

- O.39:** (1) No member of an Examiner's Appointment Committee or of the Syndicate shall be recommended by the Committees for appointment as a Paper Setter and / or Examiner but the Syndicate may, if it thinks fit, invite any such members as a Paper-Setter and/or Examiner. The remuneration to be paid to such a member shall, in any one examination season be limited to the maximum of Rs. 250/- as determined by Syndicate time to time altogether for all the subjects and all the examinations at which he is so invited.
- (2) The Examination Committees shall be free to recommend members of the Academic Council for appointment as Paper-Setters and / or Examiners at any Examinations; the remuneration to be paid to a member of the Academic Council, shall be limited to the maximum amount of Rs. 500/- as determine by Syndicate time to time altogether for all the subjects and all the examinations at which he is appointed.

**O. 39-A to O. 39-E: DELETED**

- O. 40:** (1) Except in special cases approved by the Syndicate on the recommendation of the Board of University Teaching all candidates for a postgraduate degree (by Thesis) must work under the guidance or direction of a University Professor, a whole time University Teacher or a recognized Teacher.
- (2) When a candidate is a relative of the University Teacher guiding the candidate's work, the Academic Council shall recommend to the Syndicate the name of one internal referee other than the teacher who has guided the candidate's work, in addition to the external one, from among the recognized University Teachers in the subject familiar with the standards expected by the University for the degree for which the Thesis is submitted.
- (3) For the purpose of appointment as an internal Referee on a Thesis submitted for the Ph.D. degree, term 'relative' shall include the following: "Wife, husband, son, daughter, grand-son, grand-daughter, brother, sister, nephew, niece, grand-nephew, grand-niece, uncle, aunt, first cousin, son-in-law, daughter-in-law, brother-in-law and sister-in-law."

**II****ADMISSION TO THE UNIVERSITY**

- O. 41** (1) The Principal of an affiliated College shall forward to the Registrar of the University latest by the 31<sup>st</sup> of August every year, all the applications of the students eligible for admission to this University under the relevant provisions of Statute 223, and admitted to the First Year of the Degree Course of this University for enrolment and shall at the same time pay a fee of Rs. 100/- per application. The Principal shall carefully scrutinize the enrolment application of each student before granting him / her admission. subject to the approval of the University. Pending such approval, the admission granted by the Principal to a student shall be at the risk of the respective student.

Notwithstanding anything contained herein above, Vice Chancellor shall have power to extend the last dates in special circumstances. The University may accept late applications for enrolment up to the end of the first term of the academic year, provided that a late fee of Rs. 250/- per application be charged for applications submitted from 1st September to 15th September and a late fee of Rs. 500/- per application be charged for applications submitted from 16th September till the last working day of the 1st term of every academic year, provided further that the reasons for late submission are acceptable to the University. No application for enrolment shall however be accepted by the University in any case after the end of the first term of the academic year in which the admission is made and the attendance or Term / Terms kept by the student whose application not received before due date or whose delay in submitting the application is not condoned, shall be treated as cancelled.



- (2) for enrolment can not be submitted by the student in time, the Principal shall report the University the name of such student latest by the 10th of September of the respective year, together with the information regarding the subjects taken by the student and the marks obtained by him/her at the S.S.C./ H.S.S.C. or the equivalent Examination.
- (3) In case of ineligible student half of the enrolment fee will be refundable.
- (4) In the event of any doubt / dispute arising in connection with enrolment of any student, the Vice - Chancellor's decision shall be final.
- (5) All students whose applications for enrolment are submitted to the University shall submit the original Passing Certificate from the examining body together with a typed copy thereof before the end of Academic Year during which they are admitted to any College affiliated to the University. A student who fails to produce the Certificate of having passed the relevant examination under Statute 223, before the end of the respective academic year of his/ her admission he/ she may be provisionally admitted to the examination at his/ her own risk with a clear understanding that his/ her result of the respective examination shall be withheld till he/ she produces the required Passing Certificate.

Notwithstanding anything contained above, the terms kept by the student and his/ her result of that examination will be treated as cancelled if he/ she fails to produce the required Certificate through the Principal of his/ her College in any case latest before the next academic term following the declaration of his/ her result of the respective examination.

- 0.42:** (1) Notwithstanding anything contained in Ordinance 41, an external candidate who has passed the S.S.C. Examination conducted by the Gujarat Secondary School Certificate Examination Board or H.S.S.C. Examination conducted by the Gujarat Higher Secondary School Examination Board as required under Statute 223 will be required to obtain an Enrolment Certificate by applying in the prescribed proforma on payment of the prescribed fee of Rs. 10/- as determined by Syndicate time to time. Similarly an external candidate who has passed S.S.C. Examination of the Secondary School Certificate Examination Board, Poona as required under Statute 223 prior to reorganization of the bilingual State of Bombay i. e. May, 1960 and the creation of the Gujarat State will also be required to apply for enrolment and pay the prescribed fee of Rs. 10/- as determined by Syndicate time to time therefore.
- (2) In case of ineligible candidate one half of the enrolment fee will be refundable.

#### **TRANSFERENCE CERTIFICATE**

**0.43:**

No student shall at any time be admitted to another college In the University area unless he produces from the Principal of the College he leaves a certificate (called Transference Certificate) showing ....

- (a) the number of days attended in each of the terms at the College, which he/she has left, passing his/her last University examination;
- (b) the number of college examinations in which he/she appeared with the result of such examinations and the number of college examinations in which he/she did not appear since the last University examination that he/she passed;
- (c) that he/she has no books in his/her possession belonging to the college he/she has left;
- (d) that he/she owes no dues to the college;
- (e) that his/her conduct is satisfactory;
- (f) his/her date of birth as entered in the college register;
- (g) the Voluntary/Special/Principal subject or group of subjects including subsidiary subject in which he/she had attended courses of instruction at the college;

- (h) in those cases in which the record of work of students is compulsory (e.g. The Laboratory Journal ) the record certified by the Principal of the College last attended by him/her.
- O.43-A:** (i) No student shall pursue two Under-Graduate or two Post-Graduate courses of this University simultaneously. A student may however pursue one Under-Graduate course and one-Post-Graduate course of this University simultaneously, except that a student shall not be allowed to pursue LL.B. course including Professional courses like Chartered Accountancy Simultaneously.
- (ii) The request of a student seeking permission to pursue one additional Post-Graduate Course simultaneously with Ph. D. or M. Phil. Degree Course of this University may be considered by the Board of University Teaching on individual merits.
- O.44** In no case, except as provided in Ordinance 48 shall a Transference Certificate be refused, provided the required entries therein can be made.
- O.45:** In all questions arising out of clause (f) in the Certificate the decision of the Syndicate shall be final.
- O.46:** (1) The Principal shall be entitled to charge a fee of Rs. 1/- for issuing a Transference Certificate subject to the provision of Ordinance 48.
- (2) When a principal receives an application for a Transference Certificate more than a month after the opening of a term, he may levy an additional fee of one rupee before issuing the Certificate. The Principal shall issue the Transference Certificate within a fortnight from the date of receipt application and fees for such a Certificate.
- O.47:** When Student applies for a Transference Certificate after lapse of more than one Vacation since he last attended College, the Principal who issues the Transference Certificate may levy a fee of Rs. 5/- (Rupees Five) or each term that has elapsed since the applicant last attended the College provide however, that the fee charged under this ordinance shall not exceed Rs. 10/- (Rupees Ten) in the aggregate:
- O.48:** If as the result of a student leaving one college, to another, it is necessary for him to count the attendance registered in more than one college, to enable him to make up the necessary number of attendance, transference certificate shall not be granted, except;
- (i) in case the parent or guardian with whom the student has been residing is transferred to another place,
- (ii) when a change of air for the improvement of the student health has been recommended by a recognized medical practitioner;
- (iii) for such other reason as may be found satisfactory to the Vice- Chancellor.
- O.49:** Application for Transference Certificate shall be made delayed by students without unnecessary delay through the Principal of the College to which they wish to be transferred.
- O.50:** All candidates for post - graduate diplomas and degrees shall apply to the University 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. degrees.

**MIGRATION CERTIFICATE****O.51:**

A student migrating from this University will be issued a Migration Certificate on applying in a prescribed form through the Principal of his/her college or institution last attended on paying a fee of Rs. 50/- as determined by the Syndicate from time to time which will in no case be refunded if the Migration Certificate applied for is issued in favour of the student concerned. It will be competent to the Syndicate to permit a student to join another college when a town in which the college attended by the student is situated, is declared infected with plague or other epidemic disease.

**ADMISSION OF STUDENTS FROM OTHER UNIVERSITIES**

- 0.52:** (1) A students 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. 80/- as determined by the Syndicate from time to time Such fee shall not be refunded, if an Eligibility Certificate is once issued to the applicant. In case, however a student to whom the Eligibility Certificate is issued will not be required to pay a fresh fee if he desired a change over from one course to another for admission to which he is otherwise eligible.
- (2) In case of ineligible candidates, half of the certificate fee will be refundable.
- (3) No student from the jurisdiction of another University or a Statutory Examining Body shall be admitted to any Department / Institution / College maintained by / affiliated to approved by/ recognised by the University, except on production of a Certificate of Eligibility in the following form signed by the Registrar or an Officer of this University authorised by him.

Admission to the affiliated colleges is under the control of the Principals of the respective colleges and granting of an Eligibility Certificate by the University does not necessarily confer any right on the candidates for admission to a particular college. The certificate fee will not be refunded in the event of the student failing to obtain admission to a college - affiliated to this University.

**CERTIFICATE OF ELIGIBILITY**

This is to certify that Shri/ Miss/  
Mrs \_\_\_\_\_ has passed the  
\_\_\_\_\_ Examination from the \_\_\_\_\_  
University / Board in the year \_\_\_\_\_ 200. He/ She is eligible for admission  
to \_\_\_\_\_ Class in  
\_\_\_\_\_ College / Department  
affiliated to this University.

**SURAT****Date - -200****For Registrar****Provided that :-**

- (a) The Registrar may issue a provisional Eligibility Certificate if he is satisfied that the applicant is prima facie eligible for admission to this University, at the applicant's own risk and solely on the condition that the applicant shall obtain the Final Eligibility Certificate before the close of the Academic term in which he / she is admitted provisionally or before the time limit extended if any, provided further that if the student fails to obtain the Final Eligibility Certificate before the commencement of the Examination, he / she may be admitted to the examination with a clear understanding that his / her result of the respective University examination shall be withheld till he / she obtain the Final Eligibility Certificate.

- (b) Notwithstanding anything contained in (a) above, the term or terms if any, kept by the student and his / her result of the Examination will be treated as cancelled if he / she fails to obtain the Final Eligibility Certificate within three months after the date of the declaration of the result.

A Provisional Eligibility Certificate to join a College will be issued only on payment of the prescribed fee of Rs. 80/- and on production of documentary evidence such as certificate of passing the examination issued either by the Head of the College/ Institution or the Secretary of H. & I. S. Education Board or a newspaper cutting where in the names of successful candidates are published. When only the numbers of successful candidates are published the Hall Ticket or admission card shall also be produced. He/ She has to produce attendance Certificate if he/ she is studying while applying to the admission in this University.

The statement of marks with its certified true copy may be accepted for provisional Eligibility Certificates provided further that ....

- (c) If the Syndicate is satisfied that the delay on the part of the student in applying for the Eligibility Certificate was not due to any fault of his / her, own, it may while granting the Eligibility Certificate direct that it shall have retrospective effect from this date on which he / she applied for admission, so that the days on which he / she has registered his / her attendance before the issue of the Certificate can be taken into account for the purpose of Ordinance 59 and 60.

- (4) A candidate applying for Eligibility Certificate shall be required to submit along with the application in the prescribed form, a copy each of the following Certificates along with the respective, Certificate in original, duly attested by a Gazatted officer / M. L. A. / J. P. / Hon. Magistrate / a member of the Senate / Principals of affiliated colleges. The Original, certificates will be returned to the candidate on the issue of the Final Eligibility.

(a) **Migration Certificate:**

Certificate from the Registrar of the University or the Secretary of the Public Body form which the applicant has passed the Examination / En which he / she is studding in the affiliated colleges / Department permitting him to prosecute his studies in the South Gujarat University (Original Certificate shall not be returned.)

**N.B.:** Students passing the S.S.C./Higher Secondary Examination from the Gujarat S. S. C. Board / Gujarat Secondary Education Board are not required to produce Migration Certificate.

(b)<sup>6</sup> **DELETED (vide Syndicate Resolution No. 36, Dt. 13-4-99)**

(c)<sup>6</sup> **DELETED (vide Syndicate Resolution No. 36, Dt. 13-4-99)**

(d) **Certificate of Marks:**

In each subject at the H. S. C. Examination passed by the applicant ( to be submitted by such applicants only as are seeking admission to this University just after passing a High School or School leaving or Higher Secondary Education Examination conducted by a Body other than a University )

(e) **DELETED**

- 0.53:** The term of terms kept by any student migrating form Gujarat University, Ahmedabad, the M. S. University, Baroda, Sardar Patel University, Vallabh Vidyanagar, and the Saurashtra University, Rajkot, 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 this University and provided further that he has not utilized the terms kept by him at any of the Universities mentioned above for appearing at its examination and has become an 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 similar privilege to a student of this University.

Provided further that if any of the Universities in the State of Maharashtra recognises the term or terms kept by students at this University, the term or terms kept by a student at that University shall be recognized on a reciprocal basis.

**O.54:** Notwithstanding anything contained in O. 52, students migrating from the Universities in the State of Gujarat and Gujarat Vidyapith, Ahmedabad to this University shall be required to pay a fee of Rs. 5/- only for the Eligibility Certificate.

Notwithstanding anything contained above, it shall be competent for the Vice - Chancellor to fix the said fees on a reciprocal basis for the Universities in the Maharashtra State.

**O.55:** No student from the Jurisdiction of another University or Statutory Examining Body seeking admission to this University shall be admitted to a constituent or affiliated college of this University after the expiry of one month from the date of commencement of any term.

Provided, however, 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 one month if the Principal has reason to believe that the student will be able to register the necessary attendance prescribed by the Ordinance for the class to which he seeks admission.

### UNIVERSITY TERMS

**O.56: TEACHING DAYS:**

The arrangement of teaching days in all faculties will be per State Government approved U.G.C.'s notification which is in force from time to time, The present arrangement will be as under:

| <b>TEACHING</b>   | <b>Number of weeks</b>                             |   |
|---|--|---|
|   | <b>UNIVERSITY</b>                                  | <b>COLLEGE</b>                            |
|   | 30<br>(130 teaching days i.e.:90 day per semester) | 30<br>(180 days i.e.:90 day per semester) |
| Admission/ Examination preparation for examination                    | 12   | 10  |
| Vacation  | 08   | 10  |
| Public Holidays<br>(To increase and adjust teaching days accordingly) | 02   | 02  |
| <b>TOTAL</b>  | <b>52</b>  | <b>52</b>                                 |

In lieu of curtailment of vacation by 2 week the University teachers will be credited with 1/3rd of the period of 2 weeks as Earned Leave. When asked to work during the vacations the College teachers will also be credited with 1/3rd of the period for which they have worked during the vacation as Earned Leave.)

The arrangement of terms in the Faculty of Technology including Engineering is as follows:

|                      | <b>FIRST TERM</b>   | <b>SECOND TERM</b>  |
|----------------------|---|---|
| Date of Commencement | 4 <sup>th</sup> Monday of July  | 2 <sup>nd</sup> Monday of January                           |
| Date of Conclusion   | 1 <sup>st</sup> Saturday of December<br>Diwali break in 1 <sup>st</sup> term which will be declared every year keeping in view the days of Diwali | 2 <sup>nd</sup> Saturday of May<br>(Without Mid Term break) |

- N.B.:** (1) There shall be not more than 15 Public Holidays in addition to Sundays in an academic year.
- (2) If the College or Institution cannot provide instruction on every working day during any term, the Principal or Head of the Department shall arrange to conduct classes for the time table set for that day on Sunday or Holiday.

**O. 57: DELETED**

**O.58:** Notwithstanding anything contained in O. 56 the Syndicate shall have the power, In an emergency, to shift the college vacation and also extend or reduce its duration, provided that the duration of vacation shall not be extended Or reduced, except by a vote of two - thirds of the members present at the meeting of the Syndicate. In such cases, the period added to either term shall be regarded for the purposes of O. 60, as part of the other term which has been reduced.

**O.59:** Terms can be kept only by duty admitted students who shall attend for a prescribed number of days or periods at one or more of the colleges or institutions recognized by the University.

**ORDINANCES FOR GRANTING TERMS**

**O.60:** The minimum attendance required for granting a term or a semester of a student shall be 75% of the total number of days or which classes have run in a given term / semester In all the faculties. For Post Graduate classes and for Faculty of Technology including Engineering the 75% of attendance shall be counted on the basis of lectures and practical work, drawing Projects etc, to be attended by a student. However, in case if late admission either on account or revision of examination results (Rule No. IX) or being on the waiting list of admission the attendance for the First Term shall be counted from the date on which the late admission is given.

A student whose attendance is falling short by 40% of minimum required attendance in the first term of the academic year shall be required to attend classes in the second term so that the total attendance of the second term shall be 90% of the working days of the second term. However, this will not apply to those faculties where semester system is in operation.

**O.61:** (1) When the total attendance of a student in a term falls short of requirement under Ordinance - 60 either on account of bona fide illness or for any other extra-ordinary reasons deemed sufficient by the respective authorities said deficiencies may be condoned as follows:

(a) Deficiencies up to 15% (i. e. Where attendance is 60% or above) by the Principal of a College / Head of the University Department / Head of the approved Institution / Head of the Recognized Institution.

(b) Deficiencies above 15% and up to 25% (i. e. where attendance is between 60% and 50% ) by the Vice -Chancellor.

Notwithstanding anything contained in (a) and (b) above the cases which are not condoned by the principal and/or the Vice-Chancellor respectively. These cases may be referred by Vice-Chancellor to the Syndicate.

(c) Deficiencies above 25% but not exceeding 40% (i. e. where attendance is between 50% and 35% ) by the Syndicate.

(2) It is further provided that deficiency exceeding 40% shall not be condoned under any circumstances.

(3) Any under graduate student of an affiliated college or any Post-Graduate student registered with the University whose attendance is falling short of the minimum attendance required in a term as prescribed under O. 60 and applying for condonation of such deficiency in attendance on medical ground shall submit with his / her application a medical certificate from a Registered Medical Practitioner.

Provided that such application and certificates shall be submitted to the Head of the respective Institution immediately after the student has fallen ill and the date of the receipt of that certificate shall be entered on the certificate by the Head of the Institution concerned. The Head of the Institution shall arrange to send all such applications to the University Immediately after the close of the term together with all details of attendance.

Provided that if any candidate is declared pass after the end of first term / semester of the following academic year, he may not be admitted to the higher class of any college or Institution. Where there is no provision for admission of fresh student from second term / semester during an academic year.

**0.62:** Principals of affiliated Colleges / Heads of the Departments / Heads of the Approved Institutions / Heads of the Recognised Institutions are empowered to condone the deficiency in the requisite attendance of students who are required to remain absent for the purpose of taking part in any extra curricular activities at inter-collegiate or inter-university level (representing the College or the University) for the period during which they remain unavoidably absent from the College/ Department / approved Institutions / Recognised Institutions.

**0.63:** The operation of ordinance - 60 may be suspended by the Syndicate for a College / University Department/ Approved Institution / Recognised Institution situated within the University area, which is affected by an Epidemic, Flood, Earthquake or social disturbances etc.

As regards the requirement of attendance during any academic term. In case of any other emergency, the Syndicate shall also have the power, by a majority of two thirds of those present , at the meeting of the Syndicate, to suspend the operation of Ordinance-60. The Syndicate may decide a fresh the requirement of attendance.

**Reassessment Rule No IX:**

If a candidate who was declared failed passes, due to reassessment of his/ her answer book's at the examination and if his result is so modified after the commencement of the first academic term, or new semester he shall be eligible to seek admission to the next higher class and his attendance shall be counted from the date of admission.

**O. 63-A: Clause - (16) AGE OF RETIREMENT :**

The age of retirement of teachers including Principals of College and Heads of the University Departments shall be 62 years. A teacher including Principal of College and Head of the University Department who retires in the middle of the term shall be continued up to the day previous to the commencement of the next term or academic year as the case may be as per rules of the State Government. However, it is open to the University of a College to re-employ a superannuated teacher according to the existing guidelines framed by the U.G.C. up to the age of 65 years.

The benefit in service up to a maximum of 3 years, should be provided for the teachers who have acquired Ph. D. Degree at the time of entry so that almost all teachers get full retirement benefits which are available after 33 years of service subject to the overall age of superannuation. Other conditions with respect to superannuation benefits be given as per the Stat Government Rules.

**CLAUSE - (17) PROVIDENT FUND :**

(1) The following provisions shall to the teachers who have not opted for the pension scheme including family pension, Gratuity and General Provident Fund as per the rules of the Gujarat State Government applicable to its employees from time to time:

**O.64:** The Principals and Heads of Institution shall keep class wise a register of the daily attendance of students duly admitted to the College.

**O.65:** To keep a term at an affiliated College, or a recognized Institution, an under-graduate must complete, to the satisfaction of the Principal or the Head of the Institution, the course of study at the College or Institution, prescribed for such term for the class to which such under-graduate student then belongs.

**O.65-A:** Notwithstanding anything contained in the Ordinance, it shall be competent for the Principal of a college to withdraw applications of a student of his college for admission to a University Examination on the ground for unsatisfactory progress of the student concerned. Such withdrawal shall be permitted only if intimation of the Principal reaches the University Office and is made at least before the commencement of the Examination. 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 there upon the student concerned shall not appear at the Examination and in case of his appearance at the examination his result shall not be declared. Provided further that such withdrawal by the Principal shall be effective even in cases where candidates have appeared in the University Examination of the subjects have appeared in the University Examination of the subjects conducted by the college on behalf of the University and the performance of the candidates in such Examination conducted by the college shall be treated as cancelled. The Examination fees paid by such a candidates shall be refunded in full.

If any of the terms is not duly kept, the candidates, as per requirements of the University for the relevant course of studies shall not be permitted to appear in the Examination concerned and from the list of the candidates for the Examination and his fees shall be refunded in full.



**DATES OF APPLICATION AND FEES FOR NEW, CONTINUATION, EXTENSION AND PERMANENT AFFILIATION FOR COLLEGES.**

**O. 66<sup>7</sup>:**

**(1) DATES OF APPLICATION:**

- (1) Applications In the prescribed form for the affiliation of new, Self finance Colleges, addition or Merger of Faculty/ Faculties, Continuation, Extension or Permanent affiliation of the existing Colleges shall reach the Registrar on or before 30 September, of the preceding year. The application processing fee will be Rs. 15,000/- (Fifteen Thousand only) & Grant in Aid Rs. 10,000/- (Ten Thousand only)
- (2) No application for the new affiliation or addition or Merger of faculty / faculties shall be ordinarily accepted after the last date. However, with the approval of the Vice - Chancellor, the late application, on payment of late fee indicated below may be accepted by the Registrar:

**LATE FEE**

|  |                |
|--|----------------|
| on or before 15 <sup>th</sup> OCTOBER  | Rs. 30,000/-   |
| on or before 30 <sup>th</sup> OCTOBER  | Rs. 60,000/-   |
| on or before 15 <sup>th</sup> NOVEMBER | Rs. 1,20,000/- |

- (3) If the application is incomplete or received after the prescribed date, or withdrawn by the management or the university rejects to entertain the application on all above cases 80% of fees to be refunded to the management.
- (4) In case the application for new affiliation, addition or Merger of Faculty, bifurcation / Merger of existing faculties, colleges continuation or extension of affiliation is not recommended by the University to the State Government the amount of affiliation fees paid by the applicant shall be refunded to the applicant to the extent of 80% only.
- (5) Provided, however, that the refund under (3) & (4) shall be made if claimed by the society/ Trust within three months from the date of application or receipt of appropriate information/communication from the university as the case may be failing which it will be forfeited. No refund of affiliation fee shall be made once the affiliation/ merger is recommended/ approved or permitted to admit the students.

**O. 66**

**(2) FEES FOR AFFILIATION**

**(A) FOR GRANT IN AID COLLEGES**

The application form for new affiliation, continuation of affiliation, extension of affiliation or permanent affiliation shall be submitted to the Registrar in the prescribed forms accompanied by affiliation fees by Demand Draft in the name of Registrar as prescribed below

| Sr. No. | Particular   | New Affiliation in Rs.(Per Division) | Continuation of Affiliation in Rs. | Extension Affiliation in Rs.    | Permanent Affiliation in Rs. |
|---------|--|--------------------------------------|------------------------------------|---------------------------------|------------------------------|
| 1       | Arts and / or Commerce for One subject in grant in aid college | 33000/-<br>20000/-                   | 2200/-<br>per Subject<br>1000/-    | 4400/-<br>per Subject<br>3000/- | 66000/-<br><br>N.A.          |
| 2       | Science  | 44000/-                              | 2200/-<br>per Subject              | 4400/-<br>per Subject           | 88000/-                      |
| 3       | Arts, Science and Commerce                                     | 55000/-                              | 2200/-<br>per Subject              | 4400/-<br>per Subject           | 110000/-                     |

| Sr. No.              | Particular                        | New Affiliation in Rs.(Per Division) | Continuation of Affiliation in Rs. | Extension Affiliation in Rs.               | Permanent Affiliation in Rs. |
|----------------------|-----------------------------------|--------------------------------------|------------------------------------|--|------------------------------|
| 4                    | Education (including B. Phy. Edu) | 44000/-                              | 2200/- per Subject                 | 4400/- per Subject                         | 88000/-                      |
| 5                    | Engineering                       | 110000/-                             | 11000/- per Br.                    | 22000/- per Branch                         | 220000/-                     |
| 6                    | Law (Three & Five Year Course)    | 44000/-                              | 11000/-                            | 11000/ for Natural Growth-                 | 88000/-                      |
| 7                    | Medicine                          | 110000/- per subject                 | 11000/-                            | 22000/- per No. Gr.<br>33000/- for New Br. | 220000/-                     |
| 8                    | Home Science                      | 33000/-                              | 11000/-                            | 11000/-                                    | 6600 /-                      |
| 9                    | B. Sc. ( Nursing)                 | 55000/-                              | 11000/-                            | 11000/-                                    | 110000/-                     |
| 10                   | Pharmacy ( Degree)                | 88000/-                              | 11000/-                            | 11000/-                                    | 176000/-                     |
| 11                   | Pharmacy ( Diploma)               | 44000/-                              | 11000/-                            | 11000/-                                    | 88000/-                      |
| 12                   | Physiotherapy                     | 55000/-                              | 11000/-                            | 11000/-                                    | 110000/-                     |
| 13                   | B.R.S.                            | 55000/-                              | 11000/-                            | 11000/-                                    | 110000/-                     |
| <b>Other Courses</b> |                                   |                                      |                                    |  |                              |
| 14                   | Degree                            | 55000/-<br><b>Per Division</b>       | 11000/-<br><b>Per Division</b>     | 11000/-<br><b>Per Division</b>             | 110000/-                     |
| 15                   | Diploma                           | 33000/-                              | 5500/-                             | --   | --                           |
| 16                   | Certificate                       | 22000/-                              | 2750/-                             | --   | --                           |

**(2) (B) SELF FINANCE INSTITUTION****For Under Graduate Level**

| Sr. NO.    | Course / Programme   | Student Intake per Division | APPLICATION FEES         |  |  | Annual affiliation/ Fee (per Student) | In case of change in column - 3 minimum fee (payable) | Application fee for permanent affiliation |
|------------|--|-----------------------------|--------------------------|--|--|---------------------------------------|---|---|
|            |  |                             | For New Affiliation Fees | for Continuing affiliation (Per Division per Year) | For Extension of affiliation (Per Division per Year) |                                       |   |   |
| 1          | 2  | 3                           | 4                        | 5  | 6  | 7                                     | 8   | 9   |
| <b>(I)</b> | <b>SCIENCE FACULTY</b>   |                             |                          |  |  |                                       |   |   |
| 1          | B.Sc. (Computer)   | 60                          | 66000                    | 5500   | 7700   | 1100                                  | 24200   | 132000                                    |
| 2          | B.Sc. (Microbiology & Botany)  | 60                          | 99000                    | 5500   | 15400  | 1100                                  | 24200   | 198000                                    |
| 3          | B. Sc. (Chemistry) / B. Sc. (Industrial Chemistry) / B.Sc.(Environment Sci.) | 60                          | 66000                    | 6600   | 7700   | 770                                   | 18150   | 132000                                    |
| 4          | B. Sc. (Maths)   | 60                          | 66000                    | 6600   | 7700   | 770                                   | 18150   | 132000                                    |
| 5          | B. Sc. ( Biotechnology)  | 60                          | 165000                   | 16500  | 15400  | 1320                                  | 42350   | 330000                                    |
| 6          | B. Sc. (Nursing) & (Post Basic B.Sc. Nursing)                                | 60                          | 132000                   | 11000  | 23100  | 1210                                  | 36300   | 264000                                    |
| 7          | B. Sc. ( Fashion Apparel Designing)  | 60                          | 66000                    | 6600   | 26400  | 1100                                  | 33000   | 132000                                    |
| 8          | B. Sc. ( Bio chemistry)  | 60                          | 66000                    | 5500   | 26400  | 1100                                  | 22000   | 132000                                    |
| 9          | B. Sc. (Home Science/ Apparel Design / Hospitality Management)               | 60                          | 66000                    | 2200   | 7700   | 770                                   | 18150   | 132000                                    |
| 10         | B. Sc. (I.T)   | 60                          | 82500                    | 8800   | 15400  | 1210                                  | 30250   | 165000                                    |
| 11         | B. Sc.(Medical Technology)   | 60                          | 99000                    | 3300   | 15400  | 1100                                  | 24200   | 198000                                    |
| 12         | B. Sc. (Pharmacy)  | 60                          | 165000                   | 16500  | 15400  | 1210                                  | 42350   | 330000                                    |
| 13         | B. Sc. (Optometry)   | 40                          | 206250                   | 8250   | 9625   | 1210                                  | 24200   | 330000                                    |
| 14         | B. C. A.   | 60                          | 66000                    | 8800   | 7700   | 1100                                  | 24200   | 132000                                    |
| 15         | B. Pharm   | 60                          | 330000                   | 22000  | 27500  | 2200                                  | 60500   | 660000                                    |
| 16         | D. Pharm   | 60                          | 275000                   | 16500  | 16500  | 1815                                  | 60500   | 550000                                    |
| 17         | Degree   | 60                          | 82500                    | 11000  | 11000  | 1100                                  | 50 % of the intake × Col 7                            | 165000                                    |
| 18         | Diploma  | 60                          | 55000                    | 8250   | -  | 550                                   |   | -   |
| 19         | Certificate  | 60                          | 27500                    | 5500   | -  | 275                                   |   | -   |

| Sr. NO.    | Course / Programme                     | Student Intake per Division | APPLICATION FEES         |  |  | Annual affiliation / Fee (per Student) | In case of change in column-3 minimum fee (payable) | Application fee for permanent affiliation |
|------------|--|-----------------------------|--------------------------|--|--|--|---|---|
|            |  |                             | For New Affiliation Fees | for Continuing affiliation (Per Division per Year) | For Extension of affiliation (Per Division per Year) |  |   |   |
| 1          | 2                                      | 3                           | 4                        | 5  | 6  | 7                                      | 8   | 9   |
| <b>II</b>  | <b>MEDICAL FACULTY</b>                 |                             |                          |  |  |  |   |   |
| 20         | Medicine                               | 100                         | 550000                   | 55000  | 154000   | 2420                                   | 121000  | 1100000                                   |
| 21         | Homeopathic                            | 100                         | 165000                   | 17600  | 77000  | 880                                    | 42350   | 330000                                    |
| 22         | Dental                                 | 40                          | 440000                   | 38500  | 154000   | 2420                                   | 48400   | 880000                                    |
| 23         | Physiotherapy                          | 60                          | 165000                   | 16500  | 77000  | 1815                                   | 30250   | 330000                                    |
| 24         | Unani                                  | 100                         | 165000                   | 176000   | 77000  | 880                                    | 42350   | 330000                                    |
| 25         | Diploma                                | 30                          | 110000                   | 8250   | -  | 1100                                   | 50 % of the intake X Col 7                          | -   |
| 26         | Certificate                            | 30                          | 55000                    | 5500   | -  | 550                                    |   | -   |
| <b>III</b> | <b>ENGINEERING FACULTY</b>             |                             |                          |  |  |  |   |   |
| 27         | Engg/ Bio Informatics / Bio technology | 60                          | 275000                   | 27500  | 38500  | 825                                    | 24200   | 550000                                    |
| 28         | Architecture                           | 40                          | 370334                   | 40305  | 56466  | 1210                                   | 24200   | 550000                                    |
| <b>IV</b>  | <b>EDUCATION FACULTY</b>               |                             |                          |  |  |  |   |   |
| 29         | B. Ed./ B.P.Ed. (1 yr.)                | 50 (Per unit)               | 82500                    | 30000  | 20000  | 935                                    | 48400   | 165000                                    |
| 30         | B. Ed. Visual Impairment               | 20                          | 27500                    | 11000  | -  | 935                                    | 9350  | 55000                                     |
| 31         | Degree (3 yrs. B. P. Ed)               | 100                         | 82500                    | 33000  | -  | 935                                    | 48400   | 165000                                    |
| 32         | Diploma                                | 60                          | 55000                    | 8250   | -  | 550                                    | 50 % of the intake X Col 7                          | -   |
| 33         | Certificate                            | 30                          | 27500                    | 5500   | -  | 275                                    |   | -   |
| <b>V</b>   | <b>LAW FACULTY</b>                     |                             |                          |  |  |  |   |   |
| 34         | LLB                                    | 60                          | 82500                    | 11000  | 15400  | 550                                    | 24200   | 165000                                    |
| 35         | Diploma                                | 40                          | 55000                    | 8250   | -  | 550                                    | 50 % of the intake X Col 7                          | -   |
| 36         | Certificate                            | 40                          | 27500                    | 5500   | -  | 275                                    |   | -   |

| Sr. No.     | Course / Programme                       | Student Intake per Division | APPLICATION FEES         |  |  | Annual affiliation/ Fee (per Student) | In case of change in column - 3 minimum fee (payable) | Application fee for permanent affiliation |
|-------------|--|-----------------------------|--------------------------|--|--|---------------------------------------|---|---|
|             |  |                             | For New Affiliation Fees | for Continuing affiliation (Per Division per Year) | For Extension of affiliation (Per Division per Year) |                                       |   |   |
| 1           | 2  | 3                           | 4                        | 5  | 6  | 7                                     | 8   | 9   |
| <b>VI</b>   | <b>COMMERCE FACULTY</b>                  |                             |                          |  |  |                                       |   |   |
| 37          | B.Com                                    | 100                         | 49500                    | 4400   | 7700   | 330                                   | 12100   | 99000                                     |
| 38          | B.Com (Comp. Application)                | 60                          | 66000                    | 7700   | 30800  | 440                                   | 12100   | 132000                                    |
| 39          | UG Diploma (1 Yr)                        | 40                          | 16500                    | 11000  | 7700   | 330                                   | 12100   | 33000                                     |
| 40          | BBA                                      | 60                          | 82500                    | 8800   | 15400  | 1100                                  | 24200   | 165000                                    |
| 41          | Diploma                                  | 40                          | 33000                    | 2200   | -  | 550                                   | 75% of the Intake x Col 7                             | -   |
| 42          | Certificate                              | 40                          | 22000                    | 1100   | -  | 275                                   |   | -   |
| <b>VII</b>  | <b>ARTS/ RURAL FACULTY</b>               |                             |                          |  |  |                                       |   |   |
| 43          | Performing Arts                          | 60                          | 110000                   | 6600   | 7700   | 1210                                  | 48400   | 220000                                    |
| 44          | Fine Arts / Interior Design              | 60                          | 165000                   | 11000  | 7700   | 1815                                  | 60500   | 330000                                    |
| 45          | B. A                                     | 100                         | 33000                    | 3300   | 7700   | 330                                   | 12100   | 66000                                     |
| 46          | B. S. W/ BRS                             | 60                          | 66000                    | 5500   | 26400  | 440                                   | 16500   | 132000                                    |
| 47          | Diploma                                  | 40                          | 33000                    | 2200   | -  | 550                                   | 75% of the Intake x Col 7                             | -   |
| 48          | Certificate                              | 40                          | 22000                    | 1100   | -  | 275                                   |   | -   |
| <b>VIII</b> | <b>Approved /Recognized Institutions</b> | As Per University Approved  | 60000                    | -  | -  | 1500                                  |   | -   |

- Note:** (1) Per division total fee for Continuation/Extension of affiliation or both will be minimum of Rs.11000/- or actual which ever is more.  
(2) In an existing college, for each additional division in a continuing course/ Programme, the application fees per year shall be same as that prescribed for continue or Extension of affiliation.  
(3) For the additional divisions in an exiting course the various fees for affiliation will be same as those for new affiliation.

**(2) (C) FOR SELF FINANCED  
POST GRADUATE DEGREE/ DIPLOMA/ CERTIFICATE AND  
5 YRS INTIGRATED COURSES**

| Sr. No | Course / Programme  | Student intake per Div./ Class       | Application Fee               |                                     |   | Annual Affiliation/ Recogni./ Approval Charge (per Stud.) | In case of change in Col. 3 Mini. Fee (Payable) | Appli. Fee for permanent Affiliation/ Recogn./ Approval |
|--------|---|--------------------------------------|-------------------------------|-------------------------------------|---|---|---|---|
|        |   |                                      | For New Affi./ Reco/ Approval | For Contin. Affi / Appro./ Recogni. | For Exten. Affiliation/ Approval/ Recogn. |   |   |   |
| 1      | 2   | 3                                    | 4                             | 5                                   | 6   | 7   | 8   | 9   |
| 1      | M B A   | 60                                   | 225000                        | 40000                               | 40000                                     | 4500  | 75 % of the intake × Col 7                      | 495000  |
| 2      | M C A   | 60                                   | 150000                        | 40000                               | 40000                                     | 3000  |   | 330000  |
| 3      | PG DIPLOMA  | Uni. App.                            | 60000                         | 4000                                | 10000                                     | 1200  |   | 132000  |
| 4      | M. Sc. (Computer)   | 40                                   | 75000                         | 10000                               | 15000                                     | 1500  |   | 165000  |
| 5      | M. Sc. (Environment)  | 20                                   | 75000                         | 10000                               | 15000                                     | 1500  |   | 165000  |
| 6      | M. Physio /M.Homeo<br>M.Arch./ M.E/<br>M.Pharm  | as per regul<br>Autho. &<br>uni app. | 225000                        | 40000                               | 30000                                     | 4500  |   | 495000  |
| 7      | M. Sc. (Chemistry)<br>or M. Sc. (ICT) or<br>M. Sc. (Industrial<br>Chem) M.Sc. (Micro) or<br>M.Sc. (Medical<br>Technology) | 30 to 40                             | 225000                        | 30000                               | 35000                                     | 4500  |   | 495000  |
| 8      | M.Sc. (Bioinformatics)  | 30                                   | 225000                        | 40000                               | 35000                                     | 4500  |   | 495000  |
| 9      | MPT (Physiotherapy)   | 30                                   | 225000                        | 30000                               | 40000                                     | 4500  |   | 495000  |
| 10     | M. Com.   | 60                                   | 100000                        | 30000                               | 30000                                     | 2000  |   | 220000  |
| 10.A   | M. Com. Integrated  | 60                                   | 200000                        | 40000                               | 40000                                     | 2000  |   | 330000  |
| 11     | PG MEDICAL  | as per regul<br>Autho. &<br>uni app. | 250000                        | 40000                               | 50000                                     | 5000  |   | 550000  |
| 12     | 5 Yrs. Integrated<br>M.Sc. (Bio Tech)/<br>M. Sc. (IT)   | 60                                   | 225000                        | 40000                               | 35000                                     | 4500  |   | 495000  |
| 13     | M Ed. / M P Ed.   | as per regul<br>Autho. &<br>uni app. | 225000                        | 20000                               | 30000                                     | 4500  |   | 495000  |
| 14     | MSW / MLW   | uni App.                             | 150000                        | 20000                               | 15000                                     | 3000  |   | 330000  |
| 15     | MHRD  | uni APP.                             | 200000                        | 30000                               | 20000                                     | 4000  |   | 440000  |
| 16     | PG Medical Diploma  | as per regul<br>Autho. &<br>uni app. | 100000                        | 30000                               | 30000                                     | 2000  |   | 220000  |
| 17     | PG. Certificate<br>Course   | uni App.                             | 40000                         | 2000                                | x   | 800   |   | 88000   |
| 18     | M. Sc. Nursing<br>(Senate Dt. 25-3-14<br>Res.(12)   | as per regul<br>Autho. &<br>uni app. | 150000                        | 15000                               | 30000                                     | 1500  |   | 330000  |
| 19     | PG Dip. Mgt. &<br>Marketing with Speci.<br>Synd. 26-7-2013 (21)   | as per uni<br>approval               | 60000                         | 4000                                | 10000                                     | 1200  |   | 132000  |
| 20     | Master of Optometry<br>Synd. 21-9-2011 (40)   | as per<br>Uni.<br>approval           | 250000                        | 40000                               | 50000                                     | 2000  |   | 330000  |
| 21     | Performing Arts<br>(Senate Dt. 5-12-14<br>Res.(12)  | 60                                   | 150000                        | 9000                                | 10500                                     | 1600  | 495000  |   |

**Explanatory note: ઓર્ડીનન્સ 66 (2) (B) & (C) બાબતે**

- ૧: કોલેજ / ઈન્સ્ટીટ્યુટ ખાતે પ્રથમ વર્ષમાં જેટલા વિદ્યાર્થી એનરોલ / રજીસ્ટ્રેશન થયાં હશે તે જ સંખ્યાને ધ્યાને લઈ એફીલીએશન ફી સંસ્થાએ દર વર્ષે તે વર્ગ માટે ભરવાની રહેશે. (જો ત્યારબાદ કોઈ વિદ્યાર્થી કોલેજ છોડી જાય તો તે વિદ્યાર્થી માટેની એફીલીએશન ફી સંસ્થાએ બીજા વર્ષ ભરવાની રહેતી નથી. સંસ્થાએ તે છોડી ગયેલાં વિદ્યાર્થીઓ બાબતે યુનિવર્સિટી સમક્ષ યોગ્ય આધાર રજૂ કરવાના રહેશે.
- ૨: પરમેનેન્ટ એફીલીએશન જો કોઈ સંસ્થા/કોલેજ મેળવે તો તે સંસ્થાએ તેનાં કોલમ-7માં દર્શાવેલી ફી એફીલીએશન મેઈન્ટેનન્સ ચાર્જ્સ સ્વરૂપે દરવર્ષે ભરવાની રહેશેજ.
- ૩: જો કોઈ કારણસર સંસ્થામાં વિદ્યાર્થીઓની સંખ્યામાં ઘટાડો થાય અને તે સંખ્યાને ધ્યાનમાં લઈ એફીલીએશન ફી (કોલમ-7 પ્રમાણે) ની રકમ જો કોલમ-8 કરતાં ઓછી થાય તો સંસ્થાએ કોલમ-7માં દર્શાવેલી ઓછામાં ઓછી (મીનીમમ) ફી તે કિસ્સામાં ભરવાની રહેશે.
- ૪: પરમેનેન્ટ એફીલીએશન માંગેલ સંસ્થાને જો કોઈ કારણસર પરમેનેન્ટ એફીલીએશન ન મળે અને સંસ્થા જો તેનાં પછીનાં વર્ષમાં પરમેનેન્ટ એફીલીએશન માટે અરજી કરે તો સંસ્થાએ પરમેનેન્ટ એફીલીએશન (કોલમ-9)માં દર્શાવેલ ફીની અડધી જ રકમ તે માટે ભરવાની રહેશે.
- ૫: દર ત્રણ વર્ષે પરમેનેન્ટ એફીલીએશન સ્ટેટસનું યુનિવર્સિટી દ્વારા ઈન્સ્પેક્શન થશે અને જો સંસ્થા ધારાધોરણો અનુસાર તેને માટે યોગ્યતા ધરાવતી નહીં હોય તો તેનું પરમેનેન્ટ એફીલીએશનનું સ્ટેટસ ગુમાવશે અને ફરીથી પરમેનેન્ટ એફીલીએશન ફી ભરીને તેણે તે મેળવવાનું રહેશે.
- ૬: V.N.S.G.U.ના હકુમતના બહારની સંસ્થાઓએ દર્શાવેલ એફીલીએશન ફી (કોલમ-7) કરતાં ૨૫% વધુ એફીલીએશન ફી ચૂકવવાની રહેશે.
- ૭: એફીલીએશન ફી માટે વિદ્યાર્થીની સંખ્યા બાબતે સંસ્થા દ્વારા કોઈ ખોટી માહિતી આપવામાં આવશે તો તે માટે રૂ. ૧ લાખનો દંડ ભરવાનો રહેશે. એફીલીએશન ફી અંગેના અર્થઘટનમાં કુલપતિશ્રીનો નિર્ણય અંતિમ રહેશે.
- ૮: કોલમ-3માં દર્શાવેલ સંખ્યા કરતાં વધુ સંખ્યા યુનિવર્સિટી દ્વારા વર્ગદીઠ માન્ય થાય તો (નવો વર્ગ નહીં) તે વધારાની સંખ્યા માટે કોલમ-7 અનુસાર વધારાની ફી ભરવાની રહેશે.
- ૯: પ્રથમ વર્ષ બાદ જો બીજા કે ત્રીજા વર્ષે વિદ્યાર્થીની સંખ્યામાં વધારો થાય તો તે વધારાની સંખ્યા માટે સંસ્થાએ વધારાની એફીલીએશન ફી (કોલમ-7 પ્રમાણે) ભરવાની રહેશે.
- ૧૦: જો એપેક્ષ બોડી / યુનિવર્સિટી / રાજ્ય સરકાર દ્વારા ડીવીઝનદીઠ વિદ્યાર્થીની સંખ્યા કોલમ-3 કરતાં ઓછી હશે તો કોલમ-7 તથા કોલમ-8ની ગણતરી પણ ડીવીઝનની સંખ્યાને ધ્યાનમાં લઈ પ્રોરેટા બેઝ પર કરવાની રહેશે.
- ૧૧: ચાલુ જોડાણ ધરાવતી દરેક સંસ્થાએ જે તે એકેડેમીક વર્ષ માટે એફીલીએશન ફી તે એકેડેમીક વર્ષમાં ૩૦ ઓગસ્ટ સુધીમાં ભરવાની રહેશે. ત્યાર બાદ એફીલીએશન ફી ભરનાર સંસ્થાએ રોજના રૂ. ૧,૦૦૦/- લેખે દંડ સાથે એફીલીએશન ફી ભરવાની રહેશે. ૩૦મી ઓક્ટોબર સુધી એફીલીએશન ફી ન ભરનાર સંસ્થાનું જોડાણ રદ થવાને પાત્ર છે. નવું જોડાણ મેળવતી સંસ્થાએ તેમની સંસ્થામાં વર્ગ શરૂ થયાના મોડામાં મોડા ૨૫ દિવસમાં એફીલીએશન ફી ભરવાની રહેશે ત્યારબાદ રોજના રૂ. ૧,૦૦૦/- ના દંડ સાથે એફીલીએશન ફી ભરવાની રહેશે. એફીલીએશન ફી ન ભરનાર સંસ્થાનું જોડાણ રદ થવાને પાત્ર છે. આ સંદર્ભે કુલપતિશ્રીનો નિર્ણય આખરી ગણવાનો રહેશે.

## : કોલેજ મર્જર માટેની શરતો :

- (૧) એક જ ફેકલ્ટીના વધુમાં વધુ ત્રણ અભ્યાસક્રમો વાળી કોલેજો મર્જરી કરી શકાશે.
- (૨) બે ફેકલ્ટીની વધુમાં વધુ ત્રણ અભ્યાસક્રમો વાળી કોલેજો મર્જર કરી શકાશે.
- (૩) ત્રણ ફેકલ્ટીની વધુમાં વધુ ત્રણ કોલેજો મર્જર કરી શકાશે એટલે કે દરેક ફેકલ્ટીની એક કોલેજ હોય તે મર્જર કરી શકાશે.
- (૪) પ્રોફેશનલ કોર્સ માટે દરેક અભ્યાસક્રમનો સ્વતંત્ર દરજ્જો (કોલેજ કે સંસ્થા) અલગજ ગણાશે.
- (૫) મર્જર થયા પછી પણ યુનિવર્સિટીને આપવાની થતી એફીલીયેશન ફી દરેક અભ્યાસક્રમ દીઠ ભરવાની રહેશે.
- (૬) મર્જર માટે બે અભ્યાસક્રમવાળી કોલેજના મર્જર માટે રૂા. ૧ લાખ અને ત્રણ અભ્યાસક્રમોવાળી કોલેજોના મર્જર માટે રૂા. ૨ લાખ યુનિવર્સિટીમાં મર્જરી ફી તરીકે ભરવાના રહેશે.
- (૭) મર્જર થનારી કોલેજો માટે પાત્રતા ધરાવતા માન્યતા પાત્ર આચાર્યની નિમણૂક, લાઈબ્રેરીયનની નિમણૂક, શારીરિક શિક્ષણના અધ્યાપકની નિમણૂક તથા દરેક અભ્યાસક્રમ માટે નિયમાનુસાર પાત્રતા ધરાવતા અધ્યાપકોની નિમણૂક યુજીસી / સરકારશ્રી / યુનિવર્સિટી નિયમ મુજબનાં પગારઘોરણમાં નિમણૂક થયેલ હશે તો જ મર્જર માટેની પ્રક્રિયા માટે અરજી કરી શકાશે.
- (૮) મર્જર થનારી કોલેજો માટે કુલ વિદ્યાર્થી સંખ્યાને ધ્યાનમાં રાખી સરકાર અને યુનિવર્સિટીના નિયમ મુજબના મહેકમ મુજબ વહીવટી કર્મચારીઓ, પટાવાળા, સ્વીપર તથા વોચમેનની નિમણૂક સરકારશ્રી / યુનિવર્સિટી નિયમ મુજબનાં પગારઘોરણમાં થયેલ હશે તો જ મર્જર માટેની પ્રક્રિયા માટે અરજી કરી શકાશે.
- (૯) મર્જર માટેની પ્રક્રિયા માટે અરજી કરનાર સંસ્થા પાસે મર્જર પ્રમાણે વિદ્યાર્થી સંખ્યા મુજબ કાર્યાલય, સ્ટાફરૂમ, આચાર્યની ઓફિસ, ગર્લ્સ રૂમ, બોયઝરૂમ, ગ્રંથાલય, રમતનું મેદાન, કોમ્પ્યુટરલેબ, ઈન્ડોર ગેઈમ્સની સુવિધા, સેનિટેશનની વ્યવસ્થા, લેબોરેટરી વગેરે સાધન સંપન ધરાવતું ઈન્ફ્રાસ્ટ્રક્ચર હોવું ફરજીયાત રહેશે.
- (૧૦) શિક્ષણના અને વિદ્યાર્થીના હિતને ધ્યાનમાં રાખી કેસ ટુ કેસ અભ્યાસ કરી યોગ્ય સંસ્થાઓને જ મર્જર માટેની પરવાનગી આપવામાં આવશે.
- (૧૧) મર્જરની પ્રક્રિયાને કારણે કોઈપણ કાયમી શૈક્ષણિક કર્મચારી તથા કાયમી વહીવટી કર્મચારીને છુટા કરી શકાશે નહીં.
- (૧૨) મર્જરની પ્રક્રિયા માટે અરજી કરનાર સંસ્થા માટે સિન્ડિકેટ તપાસસમિતિ નિયુક્ત કરશે અને તપાસસમિતિ મર્જરનો હેતુ, આર્થિક સ્થિરતા, જરૂરી ઈન્ફ્રાસ્ટ્રક્ચર અને અન્ય સુવિધાઓ માનવીય સરસંધાનની પૂરતી ચકાસણી કરી તેના અહેવાલ સિન્ડિકેટમાં મુકાશે, અને સિન્ડિકેટ મંજૂરી આપે તો જ મર્જરની પ્રક્રિયા અમલમાં મુકી શકાશે.
- (૧૩) મર્જરની પ્રક્રિયા પૂર્ણ થયે મર્જર થનારી કોલેજોએ ઓર્ડિનન્સ -66 (2) (B) (C) નો સંપૂર્ણ અમલ કરવાનો રહેશે.
- (૧૪) યુનિવર્સિટીના ધારાઘોરણનો યુસ્તપણે પાલન કરવાના રહેશે તેની બાંહેધરી સંચાલક મંડળ તથા આચાર્યશ્રીએ સંયુક્તરીતે આપવાની રહેશે.



### **0.66 (3) Closure of Self-Finance Course & College**

Any management running the self - finance courses of the college, once when it is started by the permission of the university, cannot be closed without doing the following procedure Neither its teaching and non - teaching staff, be relieved from their duties nor their salary too, be stopped. Nor even the study of the students too, be stopped.

- (1) In case, any management or college decides to close down a self-finance college or self-finance programme they shall have to apply in writing intimating such closure on or before 31<sup>st</sup> October of every year preceding the commencement of the successive academic year. On receipt of such application, the University shall appoint a committee to consider reasons for such closure or discontinuation.
- (2) The application for closure of a self- finance colleges or course shall be made with non-refundable fee of Rs.1,00,000/-
- (3) 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 closer or discontinuance by the committee.
- (4) No management shall close down any self-finance college or course in the middle of the academic year.
- (5) Such management shall make necessary arrangement with other institutions, imparting same courses, to accommodate the students who may be affected by such closure or discontinuance. The accommodating institution shall have to submit a letter of consent 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.
- (6) The following rules shall apply for teachers including principal or in-charge principal affected by such closure or discontinuance.
  - (1) The affected teacher shall be accommodated in the other courses run by same institution if he/she is eligible for the post.
  - (2) 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. (The University shall make specific rules for such preferential absorption of teachers.)
  - (3) The provident fund and any other amount due to the affected Teacher shall have to be paid immediately by the management before the University approves such closure or discontinuance.
  - (4) A prior notice shall be given to such teacher who will be affected by such closure to enable him/her to seek teaching job elsewhere.
  - (5) The deposits of such institution shall not be returned until the University finally approves such closure of discontinuance.
  - (6) In case, the management fails to pay such affected teacher his/her any reasonable due, including provident fund, salary etc., the University shall pay such dues from the institution's deposits with the University; the remaining amount of deposit, after making such payment, shall be returned to the respective institution.
- (7) These rules shall apply to all self-finance colleges and institution, affiliated to the V.N.S.G. University.
- (8) 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.

- (9) The Compensation, at the following rates, shall paid to all confirmed teachers
- Six months' pay (including all allowance), and
  - One months pay including all allowances for every Completed year of service to the teacher who has put in ten or less year of service and at the rate of one months pay including all allowances for every completed year of service in excess of ten years, provided that the total compensation so payable shall not exceed 15 months salary whichever is more.
- (10) 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.

### **O.66 (3) (A) <sup>8</sup>**

A Society or trust registered under relevant act, situated outside the geographical area of the V.N.S.G.U., can apply in the prescribed form, for N.O.C. for starting any institution for a particular course, on production of an N.O.C. from the statutory University to which it is affiliated or in whose geographical area, the trust or society is situated and on payment of prescribed fees which will be as under:

- |                                  |                |
|----------------------------------|----------------|
| (1) For non professional courses | Rs. 50,000/-   |
| (2) For professional courses     | Rs. 1,00,000/- |

In recent times many institutions appeared to University for N.O.C. to start various courses affiliated with University other than V.N.S.G.U. Surat Syndicate formed a committee to recommend in the matter

The Committee after giving a serious thought in this regard suggests as under:

- The Institute must apply in prescribed form (annexure-A)
- Syndicate may consider the application and after the verification may give / allow NOC for a particular course for definite period not exceeding five years.
- The Institute has to undergo due inquiry for re-validation after five years as stipulated in advance.
- It is to be noted that the NOC is for particular course and for particular period.

### **O. 66 (3) (B)**

A society or trust registered under relevant act, situated in the geographical area of the V.N.S.G.U. can apply in the prescribed form, for "No Objection Certificate" (N.O.C.) for applying for affiliation for a particular course, (Whether initiated by the University (V.N.S.G.U.) or not) to any other statutory University.

The University Syndicate will have the discretion to grant or reject such N.O.C. on the basis of various parameters, which it may deem fit, The letter of N.O.C. can be issued only on payment of Fees prescribed below :

| <b>For Faculties</b>   | <b>Rs.</b> |
|--|------------|
| Arts, Commerce (General Course)  | 50,000/-   |
| Faculties of Education & Law   | 75,000/-   |
| Faculties of Science (Vocational/ Professional Courses) Management and courses paramedical courses | 1,00,000/- |
| Faculty of Medicine: Allopathy   | 5,00,000/- |
| Other Systems  | 3,00,000/- |

**ANNEXURE - "A" APPLICATION FOR NOC**

|   |      |  |
|---|------|--|
| Name of the Institution   |      |  |
| Permanent Address   |      |  |
| E Mail Address  |      |  |
| Tele NO.  | FAX: |  |
| Whether registered as Society or Trust  |      |  |
| Provision under which registered  |      |  |
| No. and date of registration  |      |  |
| Activities of the Institution   |      |  |
| (A) Academic:   |      |  |
| (i) No. of Institutions   |      |  |
| (ii) Name of the Institutions and the courses they offer  |      |  |
| (iii) No. of students in each intuitions  |      |  |
| (iv) No. of staff in each institution   |      |  |
| (B) Non academic: (give details)  |      |  |
| (i) University to which Trust/Society wants affiliation :   |      |  |
| (ii) University with which the institution is affiliated/ in whose jurisdiction the institution is located: |      |  |
| (iii) The course for which the institution wants to apply:  |      |  |
| (iv) Reasons: Why N O C is sought:  |      |  |
| (v) Whether the course is available at S G U :  |      |  |
| (vi) Attach copy of audited statement of last three years:  |      |  |

**(ii) MAXIMUM NUMBER OF STUDENTS PERMITTED**

- 0.67:** (i) Ordinarily the Syndicate shall not entertain application for affiliation of a College having more than two faculties. In any area where the student population is not likely to grow in appreciable measure in a foreseeable future, the Syndicate may entertain an application for affiliation of a College having three faculties provided that the faculties so combined are Arts, Science and Commerce.
- (ii) There shall not be more than 1350 students in any college situated at a place where there are more than one colleges of the same Faculty and more than 1500 students in a college situated at a place where there is only one college of any one Faculty.
- (iii) DELETED**
- (iv) DELETED**
- (v) No college shall have more than four divisions of First Year Class the college is providing instructions in one Faculty. Colleges having more than one Faculty may have five divisions of First Year Class on condition that there shall not be more than three divisions of the First Year Class in any one Faculty. Each division of any class shall be of not more than 100 students, provided that it would be competent for the Vice-Chancellor in his discretion and at the request of the college to permit admission of all additional number of students not exceeding ten per cent of the maximum admissible number of students in any division subject to the maximum total of 1350 or 1500 as the case may be in the college.

Notwithstanding anything contained above, the Syndicate may by appropriate resolution, permit any college or group of colleges to increase or restrict the number of division (s) of any class or to Increase or restrict number of students in any division or increase or restrict the total strength of the College in any given academic year.

- (vi) Notwithstanding what is stated in (ii) and (v) above, it shall be competent for a Principal of a College to admit up to 3 students over and above the limit prescribed in clauses (ii) and (v) above to any class to accommodate the children or wards of guardians on transfer. Each such case will be reported by the Principal to the University in writing simultaneously with the admission.
- (vii) DELETED**
- (viii)<sup>9</sup> (a) Institutions affiliated/ seeking affiliation to the university shall charge the course and all other fees and refundable deposits only from the student as prescribed by the university or a competent authority assigned to do so by the Government, from time to time. No other fees shall be collected by the institute in any form including donation.
- (b) Course fees to be charged shall be for one term/ semester/ academic year, only, as prescribed under (viii) (a) above.
- (c) Any amount collected by the institute other than mentioned in VIII (a) shall have be refunded to the students immediately.
- (d) Any violations with regard to above (viii) (a), (b) and (c), shall invite proceedings of disaffiliation (cancellation of affiliation) against the Institute found guilty of such a misdemeanor.
- (ix)<sup>9</sup> (a) Whenever a student seeks cancellation of admission to a given course or transfer elsewhere, it shall be granted by the institution as per prescribed rules.
- (b) All the original documents and certificates must be returned to the student forthwith, whose admission is cancelled or is transferred elsewhere.
- (c) Any failure on part of the Institution to observe provisions of (ix) (a) and (b) shall invite proceedings of disaffiliation (cancellation of affiliation) against that Institution.

**(iii) MINIMUM REQUIREMENTS OF TEACHERS AND THEIR WORK-LOAD**

**O. 68 :**

- (A) (i) There shall be a full - time Head of the Department in every college in the Faculties of Arts and Science in the subjects taught as a Special or Principal subject from Second Year of the Special Degree Course.
- (ii) There shall be a full - time Head of the Department in a College in the Faculty of Commerce in the following subjects:
- (a) Commerce including Business Administration from First Year of the Degree Course.
- (b) Economics from the First Year of the Degree Course.
- (c) Accountancy from the First Year of the Degree Course. However, when practicing Chartered Accountant is appointed he may work as Part time Head of the Department.
- (B) (i) There shall be at least one Full - time Lecturer in every college in the Faculties of Arts, Science and Commerce for every subject taught as a compulsory or optional subject (as Principal, Special, Subordinate or General) at a level other than the one mentioned in (A) above. However, the teacher appointed for teaching Mercantile Law in a Commerce College may be appointed on a Part - time basis.
- (ii) Additional Full - time or Part - time Lecturers shall be appointed for such extra work - load only, which can not be met by the Head of the Department appointed under (A) and Full - time Lecturer appointed under (B) (i) above, provided however, that Tutors and Demonstrators appointed before the amendment of this Ordinance shall continue to carry out the work - load prescribed for them under the provisions of O. 69.

- (iii) No College shall appoint two Part - time Lecturers in any subject except Mercantile Law where the extra work-load to be given to any one Lecturer is more than that can be given to any existing or prospective Part -time Lecturer. In such a case only Full - time Lecturer shall be appointed.
- (iv) Notwithstanding anything contained in (A) and Sub-clauses (i), (ii) and (iii) of (B) above, only one Part -time Lecturer shall be considered as adequate minimum staff in any Arts, Science or Commerce College if the total work - load in any of the following subjects does not exceed the maximum limit prescribed for a Part - time Lecturer as the case may be under. O. 69.
- (a) Any Classical, Modern European or Modern Indian Language when it is taught as one of the compulsory papers in the First Year Class.
- (b) Any job - oriented or interdisciplinary subject taught in any year of the Degree Course.
- (c) Mathematics or Statistics when they are not taught as Principal or Subordinate subject.
- (C) For the purposes of the teaching of the subjects under Honors Course a teacher recognized as a Post- graduate Teacher in the subject shall be appointed.
- (D) (a) In the Faculty of Engineering and Technology there shall be a Professor in each of the following groups of special subjects taught at the Degree Course:
- (i) Civil Engineering                      (ii) Electrical Engineering
- (iii) Mechanical Engineering              (iv) Applied Mechanics & Structural Engineering.
- (b) Similarly, there shall be a Professor for each of the following core subjects by the time the final Year Classes are opened in the College:
- (i) Physics                                      (ii) Chemistry
- (iii) Mathematics                              (iv) Humanities including Social Science.
- (E) In the Faculty of Medicine for an under - graduate College with 100 admissions per year, staff personnel appointed as per (standard requirement laid down under Indian Medical Council Circular Letter No. MCI 17 (31) 54-Med-26416, dated 24-12-1964 with any subsequent changes therein).
- (F) Deleted (Faculty of Agriculture)**
- (G) In the Faculty of Education:**
- (a) For a College with a total strength of 60 students or less, there shall be at least Five Lecturers of whom one shall be the Principal of the College;
- (b) In case of a College having a total strength of more than 60 students, there shall be one additional Lecturer for every additional 12 students so as to maintain the student teacher ratio of 12:1 in the College. Provided however that no additional teacher need be appointed when additional 10% students are admitted in College in a particular year with the permission of the Vice - Chancellor in a particular year.
- (H) In the Faculty of Law there shall be:
- (i) two full - time Lecturers of whom one shall be the Principal of the College in the very first year of the establishment of a College;
- (ii) in second year there shall be one additional Full - time Lecturer and;
- (iii) in the Third Year additional Part-time Lecturers may be appointed as may be necessary.

**O. 69: Work Load:**

- (A) The workload per week for the full-time teachers in Colleges and University Departments shall be as under:

The work load of teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days i.e. 90 teaching days per Semester) in an academic year, it should be necessary for the teacher to be available for at least 5 hours daily in University College for which necessary space and infrastructure should be provided by the University/ College.

**The direct teaching hours should be as follows:****Lecturer/ Senior Lecturer:**

|  |          |   |
|--|----------|---|
| Lecturer (Selection Grade)                               | 16 hours | [16 periods of 1 hr. each, 18 periods of 55 min. each] 3 periods/ paper, week at under graduate level |
| Readers/ Professors                                      | 14 hours | [14 periods of 1 hr. each]  |
| Heads of University Department / Principals of Colleges. | 08 hours | [08 periods of 1 hours each/9 periods 55 min.]  |

However, a relaxation of two hours in the workload may be given to professors who are actively involved in Research, Extension and Administration.

For College teachers above workload is inclusive of postgraduate work, if any.

- Note:** (I) For Part-time teachers the work load shall not exceed 50 % of workload of full time lecturer.  
 (II) Part-time teacher shall not work in more than two colleges.  
 (III) In case of Principals/ Teachers nominated by the Government as president/ Vice-President/ Chairman/ Vic-chairman of a Board Corporation the workload shall be reduced at the rate of 4 hours per day for the number of days on which such duty is performed by them.

- (B) In the Faculty of Medicine and the Faculty of Engineering and Technology the work load shall be according to the norms laid down from time to time by Medical Council of Indian and All India Council of Technical Education respectively.

(C) Courses in which laboratory/ field/ project work is an integral and mandatory component of the syllabus, which entails/ requires demonstration, supervision and counseling by the teachers, such involvement of the teachers shall be counted towards their weekly work - load, wherever prescribed by the respective boards of study and approved by the faculty and academic council.

**TERMS AND CONDITIONS OF SERVICE AND CODE OF CONDUCT OF TEACHERS IN  
UNIVERSITY DEPARTMENTS OR SCHOOL / AFFILIATED COLLEGES / RECOGNISED  
INSTITUTIONS**

**0.69 - A**

The terms and conditions on which all the teacher in any Institution (including affiliated colleges/ University departments (or Schools) / recognized Institution) including. Heads of departments (or schools) recognized Institution), Principals of affiliated colleges can be appointed shall be as per provisions of this ordinance. However the provisions of this ordinance shall not apply to (i) College or Institution which are managed or fully maintained by the central and / or state government and have adopted all the service rules together with all perquisites and benefits as per the rules of the central and/ or State Government (ii) College or Institutions which are run and / or managed by trust or Society but their service rules together with all perquisites and benefits are as per the rules of the central and/or State Government (iii) Colleges or Institutions which are run and / or managed by trust or society but their service rules together with all perquisites and benefits are prescribed by special provisions of central and / or state government and rules with all perquisites and benefits are adopted and/ or implemented by trust or Society. Any term or condition in service rules of any college or recognized Institution which is inconsistent with any these rules shall be null and void as against the teacher to the extent of its inconsistency.

The following shall be the terms and conditions of appointment of teachers in Institutions.

- (1) For the purpose of this ordinance unless subject or context requires otherwise:-
  - (a) "Institution" includes University departments (or Schools)/ affiliated colleges / recognized Institutions.
  - (b) "Head" includes Head of the University department (or Schools) recognized Institution/ Principal of the affiliated college.
  - (c) "Management" includes Management of an affiliated college (under sections 2 (2) of Tribunal Act. 1982) as well recognized Institution/ Syndicate or Executive Council of the University.
  - (d) "University" means the Veer Narmad South Gujarat University<sup>1</sup>.
  - (e) "Vice-Chancellor/ Registrar" means the Vice-Chancellor and Registrar of the Veer Narmad South Gujarat University<sup>1</sup>.
  - (f) "State Government" means the Government of Gujarat State.
- (2) It shall be incumbent on every teacher to perform the academic duties such a preparation of lecturers, class lecturing, tutorials, assignments, demonstrations, group discussions, Library assignments, guidance etc. It shall also be obligatory for a teacher to do all work connected with extra curricular and co-curricular activities assigned to him by the Head of his Institution. It shall also be obligatory for a teacher to do all work connected with examination such as paper setting, assessment and reassessment of answer books including moderation, preparing result, invigilation superintendent of examination centre, working as a member of team of squad/ observer, coding - decoding of answer books, coordinating work of Central assessment etc. assigned to him by the Registrar of the University or by the Head of his Institution. It shall also be obligatory for a teacher to train himself in operation and use of all technological advancement and gadgets necessary to perform his duties. Failure to perform any such duty shall constitute misconduct on the part of a teacher and such a teacher shall be liable to disciplinary action.

**(3) LETTER OF APPOINTMENT:-**

It shall be incumbent on every Management to give a written appointment letter to every teacher, full time or part - time where in the designation, pay scale, starting salary along with allowances and nature of appointment i.e. probationary, temporary or permanent shall be invariably stated. A teacher appointed temporarily shall be deemed to be a teacher appointed on probation from the date of appointment unless he/she is appointed on a temporary vacancy by a permanent teacher proceeding on leave. A copy of the Service Rules of the Institution shall invariably be given by the Management to every such teacher along with his/her appointment letter. The teacher concerned shall deliver a acceptance letter duly signed to the Management within the period specified in the letter of appointment; he/she will also acknowledge the receipt of a copy of service rules.

A teacher who accepts an appointment before the commencement of term shall join that college on the date specified in the appointment letter. If he/she fails to do so, without any reasonable cause and in this fact is reported to the University by the Management, the Registrar shall, after due inquiry, notify his/her name to all other departments, Colleges and Institutions affiliated to or recognized by this University and he/she shall not be appointed as a teacher in any of such colleges or Institutions or departments for that particular academic year without the permission of the Vice Chancellor.

**(4) PROBATIONARY PERIOD:**

- (a) No person appointed as full-time or part-time in a College or an Institution shall be required to put in more than two year service as a probationer before he/she is confirmed. A letter of confirmation shall be issued to a teacher at least one month before the expiry of the period of his/her probation. In case, a Management does not issue such a letter of confirmation as mentioned there in he/she shall be deemed to have been confirmed in his/her service. A Probationer teacher can not be remove in any way except to prociger lay down for permanent teacher
- (b) Every teacher shall be entitled to get the increment during the period of probation.

**(5) The minimum salaries and pay scales / grades of pay of the teachers of the colleges shall be same as prescribed, revised and accepted by the University Grants Commission, Central (Union) government and State Government from time to time.**

In addition to pay, the teachers shall be paid Dearness Allowance at the rates prescribed by the State Government from time to time. The teachers shall also be paid House Rent Allowance and Local Compensatory Allowance at the rates admissible to Government employees from time to time.

Further the Principal shall be paid House Rent Allowance as per rules of State Government prevailing from time to time or Rs.2000/- whichever is more.

The above amendment shall take effect retrospectively from 01-01-1996.

**(6) VACATION PAY :**

Subject to the under mentioned proviso, a Full - time as well as a part time teacher in college who ceases to be in the service of that particular Institution with effect from the end of the First or Second term/ session, except those who are removed from service under clause (9) of this Ordinance, shall be paid his/her vacation salary in accordance with the following:

- (a) If he/she has served for the major part of the whole academic year he/she shall paid his/her salary for the full vacation period following the end of the second term.



- (b) If he/she served for the major part either of the first or the second term, he/she shall be paid his/her salary for fifteen days after the last day of the relevant term. Provide always that such a teacher has not left his/her Institution without giving notice as required under clause (7) below and his/her appointment was not on a leave vacancy or for a fixed period. (Explanation: For purpose of this clause, "Salary" shall mean basic salary and all allowances; Major Part" means two third or more of the whole period; 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.56 for the relevant faculty.)

**(7) REIGNATION BY A TEACHER:**

- (a) A teacher may resign from the service of the Institution on his/her giving one month's notice if he/she is in temporary employment or on probation and three month's notice if he/she is confirmed teacher. Such notice shall expire at least one day before the commencement of the next term.
- (b) If notice falls short of the requisite period, the Management will have an option either to say that the notice is not valid; or to waive the short fall in period of notice on payment by the teacher an amount equal to his/her salary and allowances for the period by which the notice falls short of the requisite period. The Management shall exercise this option within ten days of the receipt of notice from the teacher. If the Management fails to exercise this option within the time specified above; it will be deemed that the Management has waived the short fall in the period of notice and it will be entitled only to claim the amount mentioned above.
- (c) Not with standing the provision in sub-clause (a) and (b) of this clause but subject always to the provision of sub-clause (d) below, a teacher may resign without giving notice provided he obtains written consent of the Management.
- (d) It is made clear that no teacher shall resign his/her post except with effect from the end of a term, provided however, that under special circumstance the teacher can resign during the term with the previous permission of the Chairman of the Management Committee.
- (e) If a teacher desires to submit his resignation, he shall tender the same in person to the Registrar and resignation of a teacher shall not be accepted by the Management unless it is so tendered and forwarded to the Management by the Registrar duly endorsed. The acceptance of any resignation in contravention of this clause shall be ineffective.

**(8) TERMINATION OF SERVICE BY THE MANAGEMENT :**

- (A) (i) In the case of a temporary teacher or a teacher on probation, the Management can terminate his/her services by giving him/her a notice which shall be for a period of not less than a month from the date of receipt by the teacher. Such notice shall expire on the last day of the term during which it is given.
- (ii) If the notice falls short of the requisite period, the teacher will have an option either to say that the notice is not valid or to waive the short-fall in the period of notice on payment by the Management of the salary and allowances for the period by which the notice falls short of the requisite period. The teacher shall exercise his option within ten days of the receipt of notice from the Management. If the teacher fails to exercise this option within the time specified above, it will be deemed that the teacher has waived the short-tail in the period of notice and he/she will be entitled to claim only the amount mentioned above.

- (iii) The notice of the termination of service of a teacher on probation shall be effective only after the approval by the Vice-Chancellor. If by that time the probation period has expired and the Vice-Chancellor has not taken decision, the service of the teacher shall not be considered as confirmed until the decision is taken by the Vice-Chancellor.
  - (iv) The Vice-Chancellor shall communicate to the Management in writing his approval or disapproval of the notice within a period of forty five days from the date of receipt of the copy of the notice by the Vice-Chancellor.
  - (v) The Vice-Chancellor shall as soon as possible thereafter inquire into the matter - in such a manner including the hearing of the teacher concerned as he may think fit. The Vice-Chancellor, thereafter, shall approve or disapprove the notice given by the Management. If the Vice-Chancellor disapprove the notice, such notice will be deemed to be withdrawn by he Management and thereafter the teacher concerned will continue to remain in service. In such case the service of the concerned teacher will be deemed to be confirmed under the relevant clause of this ordinance.
  - (vi) If the Vice-Chancellor does not communicate his approval or disapproval of the notice within the stipulated period of forty five days, the notice shall be deemed to be disapproved by the Vice-Chancellor and the services of the concerned teacher will be deemed to be confirmed under the relevant clauses of this ordinance.
- (B) (i) Service of confirmed teacher shall not be terminated by the Management except on any one or more of the following grounds and except with the previous approval of the Vice-Chancellor.
- (a) The teacher's continuance in service is prejudicial to the smooth or efficient working of the Institution.
  - (b) The Teacher's continuance in service is prejudicial to maintenance of discipline among the members of the staff or the students.
  - (c) The teacher is rendered surplus on account of reorganization of subject taught in the Institution or reduction of work-load in the Institution, provided that the Junior-most teacher / Teachers only in the Department is/are served with this notice.
- (ii) When a Management desires to terminate the services of a confirmed teacher on any one of the grounds mentioned above, the Management shall give notice of its intention to do so to the teacher. The notice shall state the ground on which it is desired to terminate the services of the teacher. Such notice shall be of not less than three months duration calculated from the date of its receipt by the teacher and shall also expire on the last day of the second term.
- (iii) Within seven days of the notice under sub-clause (ii) served on the concerned teacher the Management shall constitute an inquiry against the concerned teacher. The inquiry shall be completed as soon as possible. The Inquiry officer shall submit the report to the Management within three months of his date of appointment.

- (iv) The inquiry shall be conducted by a member of the senate of the University who is nominated by the Management. The inquiry office should not be below the rank of the teacher against whom inquiry is constituted and should not be an employee of the management.
- (v) Within seven days of receiving the report from the officer, the Management shall decide the action to be taken against the concerned teacher. The Management shall submit the proposal of the action to be taken against the concerned teacher to the Vice-Chancellor for his approval or disapproval within fourteen days of receiving the report of the Inquiry officer.
- (vi) The Vice-Chancellor shall, as soon as possible, thereafter inquire into the matter in such manner including the hearing of the concerned teacher as he may deem fit. The Vice-Chancellor may, thereafter, approve or disapprove the proposal of the action to be taken submitted by the Management.
- (vii) The Vice-Chancellor shall communicate in writing the approval or disapproval of the proposal to the Management within forty five days from the date of receipt of the proposal by the Vice-Chancellor.
- (viii) If the Vice-Chancellor does not communicate his approval or disapproval within the stipulated period of forty five days, the proposal shall be deemed to have been approved by the Vice-Chancellor.
- (xi) If the Vice-Chancellor approves of the proposal, the teacher concerned shall be paid, in addition to any other amount payable to him, an amount calculated at the rate of  $\frac{1}{2}$  (one half) month's basic pay for each completed year of service.
- (x) After the termination of the service of a teacher under clause (B) (i) (c) above, if the work - load in the subject of the Institution increases or any vacancy occurs on account of retirement, resignation or death of a teacher of that subject in that Institution:-
  - (a) The Institution shall first recall the teacher who was relieved on account of being rendered surplus on the same post or higher post without causing any financial loss to the teacher.

**OR**

  - (b) If there is no teacher of the same Institution who has been rendered surplus or is willing to be recalled, the Institution shall reemploy a teacher of the other Institution affiliated to the South Gujarat University who has been rendered surplus and not recalled in his own Institution. If there are more than one such teacher who have been rendered surplus, preference will be given to them in order of their seniority in the length of service as a teacher in the University area. Such a teacher shall be re-employed on the post of lecturer only without causing any financial loss to him.

**(9) REMOVAL FROM SERVICE:**

- (1) No teacher shall be removed from service by the Management except on one or more of the following grounds and except in accordance with the procedure prescribed here under:
  - (i) Misconduct or gross negligence of duty;
  - (ii) Incompetence;
  - (iii) Moral turpitude;

- (2) No order of removal shall be passed against a teacher (including principal unless he/she has been informed in writing of the grounds, on which it is proposed to take action, and he/she has been afforded an adequate opportunity of defending him/ herself. 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 in writing to the teacher concerned, together with the statement of the allegations on which each charge is based and on any other circumstances which it is proposed to take into consideration in passing orders in the case.
- (3) The teacher shall be given not less than a fortnight after the receipt of the charge-sheet to put in a written statement of his/ her defence and state whether he/ she desires to be heard in person. If he/she so desires or if the Management concerned so directs, an inquiry shall be held.
- (4) The inquiry shall be conducted by a member of the Senate to be nominated by the Management. The Member so nominated shall not be an employee of the Management and shall not be below the rank of the concerned teacher against whom inquiry is conducted.
- (5) The inquiry Officer shall hold the inquiry with due expedite and shall make his/ her report within a month from the date of receipt of the written statement from the teacher or within such further time as may be allowed by the Management and shall submit it to the Management. The inquiry shall be conducted in accordance with the principles of natural justice.
- (6) At the inquiry, the Management may lead oral evidence as to such of the allegations as are not admitted by the teacher. The teacher may there after lead his oral evidence. Each party shall be entitled to have witnesses called and to cross examine witnesses of the other party. The teacher shall be entitled to give evidence in person. No party will be permitted to be represented by a lawyer.
- (7) At the said inquiry the Management may 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 before the commencement of recording of evidence.
- (8) The teacher shall be entitled to produce documentary evidence, if he/ she so desires.
- (9) On a consideration of the report made by the Inquiry Officer and the findings recorded by him, if the Management arrives at a provisional conclusion that the teacher concerned should be removed from service the Management shall supply the teacher with a copy of the said report and issue notice to him/her to show cause, within a reasonable time not exceeding 15 days or such other time as may be allowed by the Management, against the proposed removal.
- (10) Any representation submitted by the teacher in reply to the above notice shall be taken into consideration by the Management and if the teacher desires to be heard personally, he/she shall be heard by the Management. If no representation is submitted by the last date for its submission or within such such further time as may be allowed by the Management, the Management shall proceed to consider the report of the Inquiry Officer and shall submit the proposal of the action to be taken against the concerned teacher to the Vice-Chancellor for his approval or disapproval within fourteen days of the representation submitted by the concerned teacher. The Management may pass whatever order as per the proposal submitted to the Vice-Chancellor if the Vice-Chancellor approves the proposal against the concerned teacher.

- (11) The representation of the teacher shall form a part of the record of the case.
- (12) If, in the opinion of the Management, 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 prejudicial the working of the Institution, the Management may place him/her under suspension till final orders are passed.
- (13) During the period of suspension, the teacher shall be entitled to draw a subsistence allowance at half the rate of his pay last drawn. He/She shall also be granted other allowances admissible to a teacher on the pay equal to the subsistence allowance.
- (14) (i) If the Management passes an order of removal, it shall take effect immediately.  
(ii) In any event the duration of time between the date of serving the charge-sheet and the date of submission of the proposal of the action to be taken against the concerned teacher to the Vice-Chancellor, shall not exceed 4 months. The Vice-Chancellor may extend this period in cases where he/she think(s) fit.
- (15) If the Management comes to the conclusion that the charges are not proved or that the teacher need not be removed from service, the order of suspension, if any, shall stand terminated and the teacher shall be asked to resume his/her duties in the Institution and he/she shall also be paid the difference between his/her full salary including all allowances which he/ she would have received, if he/she were not suspended and the actual amount paid to him/her as subsistence pay and allowances thereon.
- (16) In case of removal of a teacher from service of College / recognised institution, the Management shall simultaneously make a report in writing teacher removed if the Head. The report shall be accompanied by a full record of the inquiry, the showcased notice, the representation of the teacher, if any, and the order passed by the Management. In all cases of removal of a teacher from the service of an Institution, the concerned teacher shall be supplied with the full record of the inquiry, the show cause notice, report of the Inquiry Officer within seven days of the date of the Management order.
- (17) Any teacher aggrieved by the decision of the Vice-Chancellor/ Syndicate under clauses 8 A (v), 8 B (iii) and 9 (14) may make an appeal to the tribunal within a period of thirty days from the decision.

#### **9 (A): USE OF UNFAIR MEANS BY THE TEACHER AT UNIVERSITY EXAMINATIONS**

In addition to the provisions under Clauses (8) and (9) of this Ordinance, a teacher may be punished, if found guilty, for use of unfair means at University Examinations in the following manner

- (A) If an complaint about the use of unfair means against teacher who is assigned any work in connection with University examination is received, the syndicate shall first decide whether there is any prima-facie case about the subject matter of complaint either through its own decision or on a recommendation of the committee appointed by it for looking into the cases of use of unfair mean at University Examinations.
- (B) If the Syndicate decides that there is a prima-facie case against the teacher on the subject matter of complaint, it shall direct the management of the College/ Institution where the teacher is employed to constitute a committee of Inquiry within thirty days of the receipt of the letter by the management of the Institution or the principal from the Registrar for constituting such Committee. The Committee shall consist of the following member:

- (i) A member of the Senate not connected with the Institute or its management to be appointed by the Syndicate;
  - (ii) A member of the Senate not connected with the Institution or its management to be appointed by the Management of the college.
  - (iii) A member of the Senate not connected with the Institution to be appointed by the teacher concerned; The member appointed by the Syndicate shall be the Chairman of the Committee.
- (C) The Registrar shall also send to the management of the Institute/ Institution about the allegations against the teacher, copies of the documents and materials which lead the Syndicate to believe that there is a prima-facie case against the teacher on the subject matter of the complaint along with the letter for constituting the committee of inquiry. On receipt of these documents, the management of the college shall issue a charge sheet in writing to the teacher concerned within ten days of the receipt of the documents from the Registrar.
- (D) Any time after the receipt of documents in (c) above, the management of the Institute may suspend the teacher pending the inquiry. The fact of such suspension together with the grounds there of, shall be communicated by the Management of College to the Vice-Chancellor of the University under the Gujarat Affiliated Colleges Services Tribunal Act, 1982 within a period of seven days after such suspension. Such suspension shall be subject to ratification by the Vice-Chancellor within a period of forty five days from the date of receipt of the communication in this behalf by the Vice-Chancellor and if such ratification is not communicated to the Management of the Institute by the Vice-Chancellor within such period, the suspension of the college teacher shall cease effect on the expiry of such period. Provided that the Institute's teacher shall, during the period of suspension, be entitled to such subsistence allowances and on such terms and conditions as may be prescribed.
- (E) The teacher shall put his/her statement of defense in writing within a one month of the receipt of charge-sheet from the management of the College about the allegations.
- (F) The management of the College thereafter submit all the documents stated in (c) and (e) above to the Committee of Inquiry. The Committee of Inquiry shall hold the inquiry as expeditiously as possible and shall submit its report to the Management of the College within three months of the receipt of the letter of its appointment. The Management of the college may extend the time-limit up to the period of 45 days for submitting the report by the committee with the previous permission of the Vice-Chancellor.
- (G) The Chairman of the Inquiry Committee will send the report to the Registrar within a fortnight after completion of the inquiry, The Registrar shall place this report before the Syndicate and send it to the Management of the college for further action.
- (H) The Management of the College shall inform the teacher concerned about the proposed action and thereafter report to the Vice-Chancellor under Gujarat Affiliated College Services Tribunal Act, 1982 about the proposed action with the report of the Inquiry.
- (I) (i) The Vice-Chancellor shall communicate to the Management of the college in writing his approval or disapproval of the action proposed under Gujarat Affiliated Colleges Services Tribunal Act, 1982 within a period of forty five days from the date of the receipt by the Vice-Chancellor of such proposal.
- (ii) Where the Vice-Chancellor fails to communicate either approval or disapproval within the period of forty five days specified in (i) above the proposed action shall be deemed to have been approved by the Vice-Chancellor.

- (J) The teacher may be penalized by the management if the proposed action is either approved by the Vice-Chancellor or stand approved in absence of any action by the Vice-Chancellor within the prescribed limit of forty five days.
- (K) If the teacher feels aggrieved by the order of the Vice-Chancellor or the management of the College, he may make an appeal to the Gujarat Affiliated Colleges Services Tribunal within 30 days of such order.

**(10) COMPULSORY RETIREMENT:**

If a teacher becomes permanently incapacitated by any physical injury or mental infirmity, the Management will have discretion to retire him/her compulsorily notwithstanding the provision regarding age of retirement under this Ordinance. For retiring any teacher under this clause, a certificate from the civil Surgeon of the District in which the Institution is situated stating that the teacher concerted is rendered permanently incapable or pursuing active life shall be obtained. The teacher who is compulsorily retired under the provision of this clause shall be entitled to all the benefits of provident Fund, Gratuity etc. for which a retired teacher is entitled under the provision of this Ordinance.

- (11)** If any teacher is detained by the State/ Central Government under "MISA" (Maintenance of Internal Security Act) or any rules made for defense of the country, such a teacher shall be suspended from the services of the college from the date of his/her detention and that teacher will be eligible for subsistence allowance at the rate provided under sub Clause - 13 of clause (9) of this Ordinance during the period of such detention.

**(12) CONTRACT SERVICE :-**

Where a teacher is appointed on a specific contract, the conditions of such contract should not be inconsistent with the conditions as laid down herein and should be clearly defined beforehand. On the expiry of the contract, the parties may enter into a further contract or, the teacher may by mutual agreement, be admitted to a specific cadre in service.

**(13) LIFE WORKERS :-**

Where there exists in a college a system of Life Workers, their terms and conditions of service shall be approved by the University.

**(14) MINIMUM SERVICE :-**

It shall be incumbent on a teacher to serve at least up to the end of the term during which he/she is appointed in the Institution concerned. Similarly, it will be compulsory for the Management to retain the teacher in service at least up to the end of the term in which he/she is appointed.

**(15) PROMOTION OF PROBATIONER:**

A teacher who has been promoted to a higher cadre before the expiry of the probationary period in the lower cadre shall be deemed to have first confirmed in the lower cadre. The question of his/ her confirmation in the higher cadre need not arise unless the appointment in the higher cadre is temporary.

**(16) AGE OF SUPERANNUATION:**

A teacher will retire at the age of superannuation prescribed and accepted by UGC as well as the state Government or Central Government as the case may be from time to time provided however that the teacher shall be continued up to the last day of term in which his date of superannuation falls is open to the management to reemploy superannuated teacher up to the age 65 according to guidelines prescribed by UGC and accepted by the state Government from time to time.

**(17) PROVIDENT FUND:**

Members of the teaching staff in an Institution who have been in service should receive the benefit of a scheme for contributory Provident Fund or G.P.F. The Management frame a scheme which shall provide for the minimum requirement laid down in the Provident Fund Act, 1952 as amended from time to time. The Management shall get such scheme directly from the Government, and convey the approval of the government to the University.

- (a) Every teacher shall become subscriber to the provident fund. The subscription shall be at the uniform rate of one twelfth of the basic pay for the month (For a part - time teacher, who is exclusively engaged in teaching, the basic pay for the purpose of Provident Fund shall be one half of the basic pay that the teacher would be entitled to draw had he been a full-time teacher on the same post continuously from the date of his/her appointment as a part - time teacher)
- (b) The Management's contribution to the Fund shall be equal to the subscriber's contribution every month and it shall be credited to the subscriber's account at the end of each month.
- (c) Whenever a teacher ceases to be in service of the Management he/she shall be paid the amount standing to his/her credit in the fund; provided that he/she shall not be entitled to the employer's contribution to his/her account and interest thereon if:
  - (i) he/ she has not served the Management for a continuous period of at least five years as a teacher,
  - OR
  - (ii) he/ she has been removed from service under clause (9) of this ordinances.

**(18) DISCHARGE CERTIFICATE :**

In all cases the Management of on institution shall issue a Discharge Certificate to a teacher leaving the Institution. In case of any dispute with regard to the granting of a Discharge Certificate, the Vice-Chancellor's decision shall be final.

**(19) APPLICATION FOR POSTS :**

Teachers in an Institution, when they apply for any post outside, shall invariably send their applications through the Heads of their colleges or Institutions as the case may be. They shall be entitled, however, to send an advance copy of the application, the original of which is to be forwarded through the principal or Head of the Recognized institution where they are working.

It shall be incumbent on the Head of forward the application of any teacher working under him/her, provided however, that such application in case of confirmed teachers shall not be more than four in a year.

**(20) DISPUTES WITH REGARD TO CONDITIONS OF SERVICE :-**

Any dispute with regard to interpretation of conditions of service arising between a Management and a teacher shall, on the request of the Management or the teacher, be referred to the Vice Chancellor for his decision which shall be final.



**(21) PROHIBITION OF PRIVATE TUITION:**

1. (a) No teacher recognized by this University whether employed in any institution (department or college or recognized institution) shall engage himself/ herself in private with or without remuneration. The private tuition shall include guidance/ training/ and or coaching for the preparation of any school/ Board/ University examination to any student of his/ her own institution or any other college or Secondary School or Higher Secondary School or University Department or any post-graduate centre.
- (b) Occasional casual guidance to a student shall not be considered private tuition for the purposes of this Ordinance.
- (c) teacher imparting instruction to his/her near relative shall not be construed as private tuition. The definition of relative shall be as under:
  1. Wife, Husband, Son, Daughter, grand son, Grand daughter, Brother, Sister, Father, Mother, Son- in law Daughter - in - law, Nephew, niece and ward, Step relation except father, brother and sister are not included in the above definition.
  2. If any teacher is found engaged himself / herself in private tuition, he / she would also be considered to have knowingly violated this Ordinance amounting to grave misconduct.
  3. Whenever the Vice -Chancellor or in his absence the pro-Vice-Chancellor, if any, is in possession of prima-facie evidence that a teacher has been engaged in imparting tuition, he /she shall place the matter before the syndicate which shall, if necessary, appoint a committee from amongst its members to investigate and report to the syndicate. The syndicate shall, consider the said report and on being satisfied about the Misconduct of the teacher concerned, shall derecognize him/ her as a teacher or inflict such other punishment as it may deem fit.
  4. Notwithstanding anything contained on this Ordinance, and Institution (a department or college or any recognized institution) conducting courses approved by this University may organize special instruction classes to coach the students who are enrolled in their institution and are weak in one or more subjects. These classes will be held in college premises before or after the normal college hours. Reasonable fees may be charged, for providing such instruction. The institution shall seek prior approval of the University through an appropriate application which will, among other things, specify the following details.
    - (a) Subjects for which such special instruction is to be imparted;
    - (b) Number of student's seeking such special instruction;
    - (c) Amount of fees proposed to be levied and amount of remuneration to be paid to the teachers.
    - (d) Names of the member of the staff of the institution who will participate in such special instruction classes.

5. In devising such a coaching programme, the institution will further more, ensure that students coming from weaker sections of the society are not deprived of this special benefit because of the level of fees. For this purpose differential fees may be levied.

**(22) GRATUITY:**

1. No confirmed teacher will be entitled to claim gratuity unless he / she has put in not less than seven years continuous service in the an institution under the any University in state established by the act of either state or central Government.
2. A confirmed teacher will be entitled to be paid gratuity by the Management in the following cases only:
  - (i) On retirement on attaining the age of superannuation.
  - (ii) On death, while in service in the college institution. This amount of gratuity will be paid to his / her nominees; if there are no nominees, to his / her legal heirs.
  - (iii) On his/ her compulsory retirement from service on account of acquiring permanent incapacity for discharging duty due to physical injury or mental infirmity.
  - (iv) On his /her ceasing to be in service of the College or institution on account of resignation or termination of service under clause (8) of this Ordinance.
3. The amount of Gratuity will be based on the monthly salary including Dearness Allowance and/or Additional Dearness Allowances and Interim Relief that may be admissible as salary by the Government of Gujarat for the purpose of determining the pension to its employees from time to time. Such average monthly pay will be the average of pay drawn during the twelve months preceding the day of retirement, death acquisition of infirmity or resignation, as the case may be. The above amendment comes into force with effect from 1-4-1977.
4. The amount of gratuity will be paid on the following basis:
  - (a) At the rate of  $\frac{1}{2}$  month's basic pay for every completed year of service on completion of 7 years service;
  - (b) At the rate of  $\frac{1}{2}$  month's basic pay for every completed year of service on completion of 12 Year service;
  - (c) At the rate of one month's basic pay for every complete year of service on completion of 15 year's service;

**GRATUITY : (SUB CLAUSE -5) (RELEVANT PART) :-**

5. The total amount of Gratuity payable to a teacher shall be subject to a maximum limit prescribed by the State Government for payment of Gratuity to its employees from time to time. The full benefit's of all upward revisions of the maximum limit of gratuity payable to a teacher should be given, since the day such revisions came in force, to all the teachers irrespective of weather they have opted for pension or the C.P.F. Scheme.

This amendment comes into force from the date of introduction of pension scheme to the college and University employees.

6. Notwithstanding anything contained above, Gratuity at the rate of one month's salary as defined in clause (3) above for each completed year of service subject to maximum limit prescribed by the State Government for payment of gratuity to its employees from time to time shall be paid if he/ she :-
  - (a) dies while in service, or
  - (b) becomes incapable to perform his /her duties on account of certified permanent incapacity due to bodily or mental infirmity.

7. No Gratuity shall be payable to a teacher who is removed from service under clause (9) of this Ordinance:

"Any period prescribed in clause (22) for earning any amount of Gratuity shall be deemed to be completed even though the prescribed period actually falls short by a few days solely due to the reason of any changes made in the commencement or the completion of any term or terms by any amendment made in Ordinance 56 or by any resolution of the Syndicate to that effect. The explanation shall be deemed to have come into effect from the date on which the Rules of Gratuity have come into force i. e. from 1- 3-1972"

**(23) EDUCATIONAL BENEFIT:**

The Management of an institution may voluntarily provide free education upto the first degree stage to maximum three children of a confirmed teacher in any Institution by the management in whose institution the teacher is serving.

**(24) LEAVE RULES:**

NO LEAVE CAN BE CLAIMED AS A MATTER OF RIGHT:

**(1) Leave ADMISSIBLE TO PERMANENT TEACHERS:**

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

- (i) Leave treated as duty, viz; Casual leave; Special casual leave; and Duty Leave
- (ii) Leave earned by duty, viz; Earned leave; Half pay leave; and Commuted leave.
- (iii) Leave not earned by duty, viz; Extraordinary leave; and Leave not due.
- (iv) Leave not debited to leave account --
  - (a) Leave for academic pursuits, viz; Study leave; and Sabbatical leave / Academic leave;
  - (b) Leave on grounds of health, viz; Maternity leave.

**QUARANTINE LEAVE:**

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

**(2) CASUAL LEAVE:-**

- (i) Total casual leave granted to a teacher shall not exceed eight days in 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 Sunday falling within the period of casual leave shall not be counted as casual leave.

**(3) SPECIAL CASUAL LEAVE :-**

- (i) Special casual leave, not exceeding ten 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; and
  - (b) To inspect academic institutions attached to a statutory board, etc.

**NOTE:** (i) In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

- (ii) In addition, special casual leave to the extent mentioned below may also be granted.
  - (a) to undergo sterilization operation (vasectomy or salpingotomy) under family welfare Programme. Leave in this case will be restricted to six working days; and
  - (b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.
- (iii) 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 any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

**(4) DUTY LEAVE :-**

- (i) Duty leave may be granted for :
  - (a) Attending conferences, congresses, symposia and 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 institution or universities received by the university, and accepted by the Vice-Chancellor;
  - (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
  - (d) Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister university or any other academic body, and
  - (e) For performing any other duty for the university.
- (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 receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and
- (iv) Duty leave may be combined with earned leave, half pay leave or extra ordinary leave.

**(5) EARNED LEAVE :**

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

**NOTE:** For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

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

**NOTE-1:** When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

**NOTE-2:** In case where only a portion of the leave is spend 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.

**NOTE-3:** Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

**(6) HALF PAY LEAVE:**

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

**NOTE:** A "completed year of service" means continuous service of specified duration under university and includes periods of absence from duty as well as leave including extraordinary leave.

**(7) 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 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.

**(8) EXTRAORDINARY LEAVE:**

- (i) A permanent teacher may-be granted extraordinary leave when:
  - (a) No other leave is admissible: or
  - (b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
  - (a) Leave taken on the basis of medical certificates;
  - (b) Cases where the Vice-Chancellor / Principal 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 pursuing 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) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no cases exceed five years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into leave into extraordinary leave.

**(9) LEAVE NOT DUE:**

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

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

**(10) STUDY LEAVE :-**

- (i) Study leave may be granted after a minimum of 3 years of continuous service to pursue a special line of a study or research directly related to his/ her work in the university or to make a special study of the various aspects of university organization and methods of education. The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave does not exceed the stipulated 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 year 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 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 short full as ordinary leave has been obtained.
- (vi) (a) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years 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 allowances but the scholarship, etc. So received shall be taken into account in determining the pay and allowances on which the study leave may be granted. The Foreign scholarship fellowship would offset against pay only if the fellowship is above a specified amount. Which is to be determined from time to time based on the cost of living for a family in the country in which the study is to be undertaken in the case of an Indian fellowship. Which exceeds the salary of the teacher the salary would be forfeited.
- (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.
- (ix) A teacher granted study leave shall on his/her return and re-joining 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 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 / here self 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 aviating himself/ herself of the leave, execute a bond in favor of the university, binding himself /her self for the due fulfillment of the conditions laid down in sub-clause (xiii) and (xiv) above and give security of immovable property to the satisfaction of the Finance Officer /Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teacher for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.
- (xiv) The teacher shall submit to the registrar, six monthly report of progress in his/ her studies from his/ her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the Specified time. The payment of leave salary may be deferred till the receipt of such report.

**(11) SABBATICAL LEAVE / ACADEMIC LEAVE:**

- (i) Permanent whole- time teachers of the university who have completed seven years of service as Lecturer Selection Grade / Reader of Professor may be granted sabbatical leave to undertake study or research or other academic pursuit salary 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 programmed.
- (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 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 organization in India or abroad. He / she may, however, be allowed to accept a fellowship or a 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 desire 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.

**E - I:** The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the

**E -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.

**MATERNITY LEAVE:**

- (i) Maternity leave on full pay may be granted to a women teacher for a period not exceeding 135 days, to be availed of twice in the entire career, Maternity leave may also be granted in case of miscarriage including abortion. Subject to the condition that the total leave granted in respect of this to a women 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 extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

**PATERNITY LEAVE:**

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

**ADOPTION LEAVE:**

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

**DUTY LEAVE:**

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



**(25) OTHER BENEFITS:****(A) MEDICAL & L.T.C.:**

The benefits of Medical aids (Compensation) from 1-3-1980 and Leave travelling Concessions with effect from 1-1-1980 shall be made available to all the employees at the rates admissible to Government employees from time to time.

**(NOTE:** The first Block for Leave Travel Concession commences from 1980-81)

**(B) PROVISION OF ENCASHMENT LEAVE FOR PRINCIPALS:**

(i) The Principal should be allowed to surrender balance of Privilege Leave (or any portion there of) his credit, at his option, subject to a minimum of 15 days and maximum of 30 days.

(ii) The principal should be granted leave salary and dearness allowances for the leave surrendered under this rule.

**Explanation:** For the purpose of calculating salary and Dearness Allowances for surrendered leave, the number of days for any month shall be counted as 30 days.

(iii) The concession of encashment of privilege leave should be allowed once in each block of two calendar year 1979.

(iv) The leave salary and dearness allowance for the leave surrendered should be in proportion to the salary and dearness allowance payable to the employees for the month during which the leave is surrendered.

(v) The Leave salary and dearness allowance for the period of surrendered leave should be paid in full soon after the request for surrender is granted. It is not liable to deduction on accounts of provident fund subscription house rent and repayment of any advance to the Institution.

(vi) The number of days of privilege leave surrendered under this rule should be deducted from the leave account of the principal on the date such request is granted.

(vii) In order to guard against omission to post a debit in the leave account in respect of the leave surrendered in the case of the principal, details of the surrendered leave should be noted in their service books and their leave accounts, when the leave salary is drawn. A certificate to the effect that the necessary entries have been made in the service books and the leave account should be furnished by the disbursing officer in the bill in which the leave salary for the surrendered leave is drawn.

(viii) The provisions of this rule shall apply only to the principals who are eligible to earn privilege leave in accordance with rules (i) to (v) above.

(ix) The authorities who are empowered to sanction privilege leave will be competent to accept surrender of privilege leave.

**(26) SUPERANNUATIONS BENEFITS :-****PENSION:**

Over and above G.P.F./C.P.F. etc. Pension including family pension should be paid to the teacher on his /her retirement, voluntary retirement, death or otherwise his / her service is terminated under Clause 8(A) or 8(B) of this Ordinance as per rules prescribed revised and accounting the State Government to its employees from time to time. This clause shall take effect retrospectively from 1-1-1973. The benefit in service up to a maximum of 3 years shall be provided to the teacher who have Ph.D. degree at the time of entry so that he gets full retirement benefit which are available after 33 years of service subject to the overall age of superannuation.

**ENCASHMENT:**

A teacher shall be entitled to encash leave in his/ her retirement, voluntary retirement, death or otherwise his services are terminated under clauses 8(A) or 8(B) of this Ordinance subject to maximum limit prescribed revised and accepted by the State Government to its employees from time to time. This clause shall take effect retrospectively from 1-1-1990.

**(27) CODE OF CONDUCT:**

Whereas a teacher is 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 is expected to realize that he can fulfill the role of moral leadership more by example than the precept through a spirit of dedication, moral integrity and purity in the thought, word and deeds. Now, therefore, in keeping with the dignity in his calling this code of conduct for teacher in the college/ Institution Affiliated to the University is laid down to be truly and faithfully observed both in private and public conduct.

**(1) MAINTENANCE OF INTEGRITY AND DEVOTION TO DUTY:**

- (a) Every teacher shall at all times maintain absolute integrity and devotion to duty.
- (b) In his/her way of living and outlook, every teacher shall set an example to his/her colleagues and students.
- (c) Every teacher shall at all times conduct himself/herself in accordance with the orders regulating behavior and conduct which may be in force in the University.
- (d) No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex nationality or languages or any of them. He/ She shall also discourage such tendencies amongst his/ her colleagues and students.
- (e) Every teacher shall devote himself / herself diligently to his /her work and utilize his /her time to the service of the University or the Institution, 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 student community.

**(2) TAKING PART IN POLITICS & ELECTIONS :-**

- (a) No teacher shall without previous intimation to the Vice-Chancellor or the Management of the Institution as the case may be, stand for election or accept nomination to any local body, legislature of the state or parliament nor shall he /she in any manner force his /her subordinates of his /her students against their will for the canvassing of his/her election.
- (b) A teacher shall before seeking election or accepting nomination as aforesaid give an undertaking to the University or the Institution, as the case may be, that in the event of his/ her being elected or nominated he/ she shall, if so, required by the University or the Institution, remain on leave with or without pay as may be admissible to him/her under the rules for the period he/she remains a member of such local body Legislature or Parliament.
- (c) The University or the Institution, as the case may be directs 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;

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

**(3) UNAUTHORISED COMMUNICATION OR INFORMATION:**

No teacher shall except in accordance with any general or special order of the University or the Institution, as the case may be, or in the performance in good faith or duties assigned to him /her divulge or communicate directly any official document or other information whatsoever to any teacher or to any other person to whom he /she is not authorized to divulge or communicate such documents or information.

**(4) MISCONDUCT:**

The following lapses would constitute misconduct on the part of a teacher:

- (a) Failure to perform academic duties such as preparation of lectures, demonstrations, assessment, guidance invigilation and all other work connected with the examination.
- (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, colleagues or administration. This does not interfere with the right of a 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 /her relationship with his / her Institution, colleagues and trying to use the above considerations for improvement of his /her prospects.
- (e) Refusal to carry out the decisions of appropriate administrative and academic bodies and/ or functionaries of the University. This will not inhibit his /her right to express his /her opinion on their policies or decision.

**(5) PRIVATE TRADE EMPLOYMRNT OR TUITION:**

No teacher shall except with the previous sanction or the Vice Chancellor or the authorities of the Institution, as the case may be, engaged directly or indirectly in any trade or business or undertake any other employment.

**(6) BORROWING:**

No teacher shall borrow money from his/her subordinate or students.

**(7) CANVASSING OF NON OFFICIAL OR OTHER OUTSIDE INFLUENCE:**

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

**(8) UNAUTHORISED COMMUNICATION OR INFORMATION:**

No teacher shall enter into any pecuniary arrangement with any other teacher or student of the University or the Institution, 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 of the time being in force.

**(9) IMPROPER USE OF AMENITIES:**

No teacher shall misuse or carelessly use amenities provided to him/her by the University or the Institution to facilitate the discharge of his/ her duties

**O. 69-B<sup>10</sup>:****Terms and Conditions of Service of Administrative Employees of Colleges affiliated to the Veer Narmad South Gujarat University<sup>1</sup>.**

- (1) The terms and conditions of service on which the administrative staff in the affiliated colleges can be appointed shall be as per the provisions of this Ordinance, provided that the provisions of this Ordinance shall not apply to Colleges or Institutions which are managed or fully maintained by the Central and/ or State Government and have adopted all the Service Rules together with all perquisites and benefits as per the Rules of Central or State Government. Any term or condition in service rules of any College which is not consistent with any provision made herein shall be null and void as against the employees to the extent of its inconsistency.
- (2) For the purpose of this Ordinance, unless subject or context requires otherwise the various terms used hereunder shall mean:
- (i) "University" means the Veer Narmad South Gujarat University<sup>1</sup> Incorporated under the Veer Narmad South Gujarat University<sup>1</sup> Act, 1965.
  - (ii) "College" means a College affiliated to the Veer Narmad South Gujarat University<sup>1</sup> and which is run or maintained by a body other than the State and / or Central Govt.
  - (iii) "Employee" means a administrative employee of an affiliated College.
  - (iv) "Duty" includes service on probation provides that such service is followed by confirmation.
  - (v) "Managing Body " means a body managing the College.
  - (vi) "Pay means that amount drawn monthly or by any other period by the employees as substantive pay or officiating pay and also includes special pay and personal pay.
  - (vii) "Substantive Pay" means pay other than special pay or personal pay to which an employee is entitled on account of a post to which he has been appointed substantively.
  - (viii) "Officiating Pay " means the pay of a post held by an employee in absence of the employee who is appointed substantively on that post.
  - (ix) "Special Pay " means an additional pay of employees, granted in consideration of :
    - (a) the special nature of the duties **or**
    - (b) a specific additional duty or responsibility.
  - (x) "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.
  - (xi) "Permanent Post " means a post carrying a definite scale of pay sanctioned without any time limit.
  - (xii) "Temporary Post " means a post carrying a definite scale of pay sanctioned for a limited time or for an indefinite time but not on permanent basis.
  - (xiii) "Probationer" means a College employee employed on probation against a substantive or a temporary vacancy.

**(3) Letter of appointment:**

It shall be incumbent on every College/ Management to give a written appointment letter to every full time administrative employee, where in the designation, pay scale, starting salary along with allowances, date of appointment and nature of appointment i.e. Temporary, Probation or Permanent shall be invariably stated. The appointment made temporarily but not for specific time period will be considered as appointment on probation.

A copy of the terms and conditions of service of a non-teaching employee shall invariably be given by the College/ Management to every employee along with his/ her appointment letter. The employee concerned shall deliver a duly signed acceptance letter to the College/ Management within the period specified in the letter of appointment. He/ She will also acknowledge the receipt of a copy of service rules.

An employee who accepts an appointment shall join the College on the date specified in the appointment letter. If he/ she fails to do so, without any reasonable ground and if this fact is reported to the University by the College/ Management, the Registrar shall, after due inquiry notify his/ her name to all other Colleges affiliated to this University.

**(4) Probation Period:**

(I) No person appointed as a full - time or part - time employee in a College or recognised institution shall be required to put in more than two year's service on probation before he / she is confirmed, A letter of confirmation shall be issued to an employee at least one month before the expiry of the period of his/ her probation.

In case a Management / College does not issue such a letter of confirmation as mentioned herein, he / she shall be deemed to have been confirmed in his / her service.

(ii) Every employee shall be entitled to get the increment during the period of probation.

**(5) Scale of Pay:**

The scale of pay of the employees of various cadres in the service of College shall be as shown in Appendix - 'A' and shall automatically stand revised with any further revision of pay scale done by the State Government from time to time.

In addition to the pay shown in Appendix - 'A' the employees shall be paid Dearness Allowance, House Rent Allowance and Local compensatory Allowance at rates admissible to the State Government employees from time to time.

**Date of Increment:**

The Date of increment for an employee will be the first date of respective month of appointment after completing a year. If he / she Is promoted, the increment on new post will fall on first date of the month of appointment after completing a year.

**(6) Strength (Mahekam) & Minimum Qualifications:**

(i) The minimum strength (Mahekam) of the staff for College office, Laboratory, Library and other work of the College shall be as per Appendix-B1, C1 and D1 with effect from 1 - 4 - 1977 respectively. **(Appendix - B1, C1 & D1)**

(II) The minimum qualifications for the various cadres shall be as per Appendix-'E', provided that no employee who is employed before the provision of this Ordinance comes into force can be relieved on Account of any deficiency in his/ her qualifications. For the vacant higher posts of a College / Colleges under the same Management all the employees of the colleges under that management will make a pool and the Senior-most employee will be promoted to the vacant higher post.

If the Senior - most employee expresses his / her in willingness for promotion the next Senior employee will be promoted. The employee who denies the offer in writing loses his right for promotion on that post for that turn only. **(Appendix - E1)**

(iii) The promotion for the post of Junior Clerk and Jr. Clerk - Cum -Typist from the existing staff members of Class-IV shall be made directly according to the promotion rules framed by the University provided, if he / she possesses minimum qualifications as prescribed in Appendix-E1 and proved merits and efficiency for the post of Junior Clerk - cum Typist.

**(7) Resignation by an Employee:**

- (i) An employee may resign from the service of the College on his / her giving one month's notice if he / she is a temporary employee or an employee on Probation and three month's notice, if he / she is a confirmed employee.
- (ii) If notice falls short of the requisite period, the management will have an option either to say that the notice is not valid; or to waive the short fall in the period of notice on payment by the employee of an amount equal to his / her salary and allowances for the period by which the notice falls short of the requisite period. The Management shall exercise this option within ten days of the receipt of notice from the employee. If the Management fails to exercise this option within the time specified above, it will be deemed that the Management have waived the Short-fall in the period of notice and it will be entitled only to claim the amount mentioned above.

**(8) Termination of Service by the Management (amended):**

- (A) (i) In the case of a temporary employee or an employee on probation, the Management can terminate his / her service by giving him / her an notice which shall be for period of not less than one month from the date of receipt by the employee.
- (ii) If the notice falls short of the requisite period, the employee will have an option either to say that the notice is not valid or to waive the short - fall in period of notice on payment by the management of the salary and allowances for the period by which the notice falls short of the requisite period. The employee shall exercise his option within ten days of the receipt of notice from the Management, if the employee fails to exercise this option within the time specified above. It will be deemed that employee has waived the short - fall in the period of notice and he / she will be entitled to claim only the amount mentioned above.
- (B) (i) Services of a confirmed employee shall not be terminated by the Management except on any one or more of the following grounds and except with the previous approval of the Vice - Chancellor.
  - (a) The employee's continuance in service is prejudicial to the smooth or efficient working of the college.
  - (b) The employee's continuance in service is prejudicial to maintenance of discipline among the members of the staff or the students.
  - (c) The employee is rendered surplus on account of reorganisation of subject taught in the College or reduction of work - load in the college.
- (ii) When a Management desires to terminate the services of a confirmed employee on any one of the grounds mentioned above, the Management shall give notice of its intention to do so to the employee. The notice shall state the ground on which it is desired to terminate the service of the employee. Such notice shall be or not less than three months duration calculated from the date of its receipt by the employee and shall also expire on the last day of the term during which it is given.
- (iii) Within seven days of notice of termination of service on the employee concerned, the Management shall inform the Vice - Chancellor in writing of the grounds on which such notice is served on the employee and also state in this information all the details in support of the action of the Management.
- (iv) The Vice - Chancellor shall, as so as practicable, thereafter Inquire into the matter in such manner, including the hearing of the employee concerned, as he may deem fit. The Vice - Chancellor may thereafter approve or disapprove the notice given by the Management, if the Vice - Chancellor disapproves the notice given by the Management, such notice will be deemed to be withdrawn by the Management and the employee concerned will continue to remain in service as if no notice of termination of service was issued to him / her.

- (v) It will not be necessary for the Vice - Chancellor to give any reasons for his decision which shall be final.
- (vi) if the Vice - Chancellor approves the notice, the concerned employee shall be paid, in addition to any other amount payable to him, an amount calculated at the rate of 1/2 month's basic pay for each completed year of service,

**(9) Rules Regarding Suspension: (amended)**

- (1) No employee shall be removed from service by the Management except on one or more of the following grounds and except in accordance with the procedure prescribed hereunder:
  - (i) Misconduct or gross negligence of duty;
  - (ii) Incompetence;
  - (iii) Moral turpitude;
  - (iv) Physical or mental unfitness resulting In permanent in capacity to discharge his / her duties as a employee. Such physical or mental infirmity shall be certified by the Civil Surgeon of the District in which the College is situated.
- (2) No order of removal shall be passed against a employee, unless he / she has been informed in writing of the grounds on which it is proposed to take action, and he / she has been afforded an adequate opportunity of defending him / herself. 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 in writing to the employee concerned 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 passing orders in the case.
- (3) The employee shall be given not less than a fort-night after the receipt of the charge sheet to put in a written statement of his / her defense and state whether he / she desires to be heard in person. If he / she so desires, or If the Management concerned so directs, an inquiry shall be held.
- (4) The inquiry shall be conducted by a member of the Senate to be nominated by the Management. The member so nominated shall not be an employee of the Management.
- (5) The Inquiry Officer shall hold the inquiry with due expedition and shall make his / her report within a month from the date of receipt of the written statement from the employee or within such further time as may be allowed by the Management and shall submit it to the Management. The inquiry shall be conducted in accordance with the Principles of Natural Justice.
- (6) At the inquiry, the Management may lead oral evidence as to such of the allegations as are not admitted by the employee. The employee may thereafter lead his oral evidence. Each party shall be entitled to have witnesses called and to cross examine witnesses of the other party. The employee, shall be entitled to give evidence in person. No party will be permitted to be represented by a lawyer.
- (7) At the said inquiry, the Management may lead documentary evidence in support of the charge / charges framed against the employee. In that case, copies of the said documents shall be supplied to the employee before the commencement of recording of evidence.
- (8) The employee shall be entitled to produce documentary evidence, If he/ she so desires.

- (9) On a consideration of the report made by the Inquiry Officer and the findings recorded by him, if the Management arrives at a provisional conclusion that the employee concerned should be removed from service, the Management shall supply the employee with a copy of the said report and issue notice to him / her to show cause, within a reasonable time not exceeding fifteen days of such other time as may be allowed by the Management, against the proposed removal.
- (10) Any representation submitted by the employee in reply to the above notice shall be taken into consideration by the Management. If no representation is submitted by the last date for its submission or within such further time as may be allowed by the Management, it shall proceed to consider the report of the Inquiry Officer and pass whatever order it thinks fit.
- (11) The representation of the employee shall form part of the record of the case.
- (12) If, in the Opinion of the Management, the charge or charges is or are of such a nature that the presence of the employee against whom the charge or charges is or are made, is prejudicial to the working of the College, the Management may place him / her under suspension till final orders are passed.
- (13) During the period of suspension the employee shall be entitled to draw a subsistence allowance at half the rate of his pay last drawn. He / she shall also be granted other allowance admissible to a employee on the pay equal to the subsistence allowance.
- (14)
  - (i) If the Management passes an order of removal, it shall take effect immediately.
  - (ii) In any event the duration of time between the date of serving the charge - sheet and the date of final order passed by the Management shall not exceed 4 months. The Vice - Chancellor may extend this period in cases where he/she think(s) fit.
- (15) If the Management comes to the conclusion that the charges are not proved or that the employee need not be removed from service, the order of suspension, if any. shall stand terminated and the employee shall be asked to resume his duties In the College and he shall also be paid the difference between his full salary including all allowances which he / she would have received if he / she were not suspended and the actual amount paid to him / her as subsistence pay and allowances thereon.
- (16) In every case of removal of a employee from the service of a College, the Management shall simultaneously make a report in writing to the Registrar of the University through the Principal or directly if the employee removed is the principal. The report shall be accompanied by a full record of the inquiry, including the report made by the Inquiry Officer, the show cause notice, the representation of the employee, if any, and the order passed by the Management. The employee shall be supplied with a copy of the record of inquiry and report of the Inquiry Officer within seven days of the date of the Management's Order.
- (17)
  - (a) The employee, who is removed from service by the Management and who feels aggrieved by such removal, may appeal by a memorandum in writing against the order of removal to the University within a period of twenty - one days from the date on which the employee received the order of removal.



- (b) Every such appeal shall be referred by the University to a Tribunal consisting of :
  - (i) a nominee of the Vice - Chancellor from amongst members of the Senate (Chairman),
  - (ii) one member of the Senate named by the aggrieved party.
  - (iii) one member of the Senate named by the Management who is not an employee of the Management Provided that none of the members nominated on the Tribunal shall be practicing a lawyer.
- (c) The Tribunal shall hear the appeal and make its report within ten days of the reference of the appeal to it, or within such further time as may be allowed by the Vice - Chancellor.
- (18) The Management by its representative and the employee shall be entitled to appear before the Tribunal and to present their respective cases. Neither party shall be entitled to engage a lawyer.
- (19) The decision of the Tribunal shall be final and binding upon the employee concerned and the Management. No legal proceeding shall lie against the decision of the Tribunal.
- (20) If, as a result of the decision of the Tribunal the order of removal is set aside, the following consequences shall ensue:
  - (i) The employee shall be deemed to be in continuous service from the date of order of removal and he shall be entitled to all benefits accruing from continuous service;
  - (ii) The employee shall be paid his salary and allowances for the period from the date of his removal to the date when he was asked by the Management to resume work;
  - (iii) The Management shall ask the employee to resume his duties within three days from the date of Tribunal's order;
  - (iv) In case the employee was suspended from service, the Management shall pay to him the amount Mentioned in Para B (15) above.

**(9)(A): USE OF UNFAIR MEANS BY THE ADMINISTRATIVE EMPLOYEES AT UNIVERSITY EXAMINATIONS:**

In addition to the provisions under clauses (8) and (9) of this Ordinance, a administrative employee may be punished if found guilty for use of unfair means at University Examinations the following manner:

- (A) If any complaint about the use of unfair means against a administrative Employee who is assigned any duty in connection with University Examination Is received, the Syndicate shall first decide whether there is any primes facie case about the subject matter of complaint either through its own decision or on a recommendation of the Committee appointed by it for looking in to the cases of use of unfair means at University Examinations,
- (B) If the Syndicate decides that there is prima facie case against the administrative Employee on the subject matter of complaint, it shall direct the Management of the College -Institution where the Administrative employee is employed to constitute a Committee of inquiry within thirty days of thereceipt of the letter by the Management of the College or the Principal from the Registrar for constituting such Committee. The Committee shall consist of the focusing members.

- (i) A member of the Senate not connected with the College or its Management to be appointed by the Syndicate;
- (ii) A member of the Senate not connected with the College or its management to be appointed by the Management of the College;
- (iii) A member of the Senate not connected with the college to be appointed by the administrative Employee concerned:

The member appointed by the Syndicate shall be the Chairman of the Committee.

(C) The Registrar shall also send to the Management of the College / Institution about the allegations against the Administrative Employee copies of the documents and materials which found by the Syndicate to believe that there is a prima facie case against the administrative, Employee on the subject matter of complaint along with the letter for constituting the Committee of inquiry. On receipt of these documents, the Management of the College shall issue a charge - sheet in writing to the administrative employee concerned within ten days of the receipt of the documents from the Registrar.

(D) Any time after the receipt of documents in (C) above, the Management of the College may suspend the administrative Employee pending the inquiry. The fact of such suspension together with the grounds there of, shall be communicated.... by the Management of the College to the Vice - Chancellor of the University under the Gujarat Affiliated Colleges Services Tribunal Act, 1982, within a period of seven days after such suspension. Such suspension shall be subject to ratification by the Vice - Chancellor within a period of forty five days from the date of receipt of the communication in this behalf by the Vice - Chancellor and if such ratification is not communicated to the Management of the College by the Vice- Chancellor within such period, the suspension of the College administrative Employee shall cease to have effect on the expiry of such period.

Provided that the administrative employee shall, during the period of suspension, be entitled to such subsistence allowance and on such terms and conditions as may be prescribed.

(E) The administrative Employee shall put his / her statement of defense in writing within one month of the receipt of charge - sheet from the Management of the College about the allegations.

(F) The Management of the College thereafter submit all the documents stated in (C) and (E) above to the Committee of Inquiry. The Committee of Inquiry shall hold the inquiry as expeditiously as possible and shall submit its report to the Management of the College within three months of the receipt of the letter of its appointment. The Management of the College may extend the time limit up to the period of 15 days for submitting the report by the Committee with the previous permission of the Vice - Chancellor.

(G) The Chairman of the Inquiry Committee will send the report to try Registrar within a fortnight after completion of the Inquiry. The Registrar shall place this report betel Syndicate and shall communicate the decision of the Syndicate to the Management of the College for further action.

(H) The Management of the College shall inform the administrative employee concerned about the proposed action and thereafter report to the Vice - Chancellor under Gujarat Affiliated; College Services Tribunal Act, 1982 about the proposed action along with the report of the inquiry.

- (i) The Vice - Chancellor shall communicate to the Management of the College in writing, his approval or disapproval of the action proposed under Gujarat Affiliated College Services Tribunal Act, 1982 within a period of forty five days from the date of the receipt by the Vice - Chancellor of such proposal.

- (ii) Where the Vice - Chancellor fails to communicate either approval or disapproval within the period of forty five days as specified in (i) above the proposed action shall be deemed to have been approved by the Vice-Chancellor.
- (J) The College administrative Employee may be penalized by the Management if the proposed action is either approved by the Vice - Chancellor or stand approved in absence of any action by the Vice - Chancellor within the prescribed limit of forty - five days.
- (K) if, the College administrative Employee feels aggrieved by the order of the Vice - Chancellor or the Management of the College, he may make an appeal to the Gujarat Affiliated College Services Tribunal within 30 days of such order.

**(10) Provident Fund :**

- (i) Members of the administrative staff in a College who have been in service, should receive the benefit of a scheme for Contributory Provident Fund. The Management shall frame a scheme which shall provide for the minimum requirement laid down in the Provident Fund Act, 1925 as amended from time to time. The Management shall get such Scheme directly approved from the Government and convey the approval of the Government to the University.
  - (a) Every employee shall become a subscriber to the Provident Fund. The subscription shall be at the uniform rate of one twelfth of the basic pay, for the month.
  - (b) Any whole - time officer or other employee of the College, temporarily appointed in the first instance and subsequently confirmed in the same appointment may, by a resolution of the College Management be admitted to the benefits of the College Provident Fund from the date of his temporary appointment, Provided that there has been no break or interval between the termination of the temporary appointment and the Commencement of the permanent appointment, irrespective of the appointment being probationary or otherwise.

Members of the administrative staff in a college who have opted for the pension scheme or who are automatically governed by the Pension Scheme shall be entitled to the benefits of the Pension Scheme including the family pension, Gratuity & General provident fund according to the rules of the Gujarat State Government applicable to its employees from time to time.

**Contribution to the Fund:**

- (ii) Subscription to the Fund shall be at one twelfth of the salary of the subscriber. In the case of an employee of the College, employed under a specific agreement, the rate shall be provided for in the agreement, and shall not exceed six and one-fourth percent of the salary. Such subscription shall be deducted monthly from the salary of the subscriber and the amount so deducted shall be paid to the College Provident Fund to the Credit of the subscriber. Servant on leave of any kind may, with the permission of the Management discontinue his subscription to the Provident Fund or pay them at such rate not exceeding the uniform rates as may be determined by the College Management.
- (iii) The College contribution to the Fund shall be equal to the subscriber's subscription and shall be made every month.

**Deduction from the Fund:**

- (iv) When the amount standing In the Fund to the credit of a subscriber who has been dismissed from the service of the College for misconduct becomes payable, the College Management may direct that the whole or any part of the contribution of the College, and of any interest accrued thereon, be deducted from the amount standing to the credit of the subscriber and be paid to the College.
- (v) When the amount standing in the Fund to the credit of a subscriber becomes payable the College management may direct that any amount due under a liability, incurred, by the subscriber to the College up to the total amount of the contribution paid by the College with interest thereon, be deducted from the amount standing to the credit of the subscriber and be paid to the College.
- (vi) When the amount standing in the Fund to the credit of a subscriber who has resigned his service in the College before completing five years continuous service becomes payable, the College Management may direct that the whole or any part of the contribution of the College, and of any Interest accrued thereon be deducted from the amount standing to the credit of that subscriber and be paid to the College.

**Payment from the Fund:**

- (vii) Subject to any deduction, under Clause (4) to (6) the amount standing in the Fund to the credit of a subscriber shall become payable. :
  - (a) on the death of the subscriber before quitting the service; or
  - (b) on the subscriber's ceasing to be in the service of the College.
- (viii) subscriber's account shall be closed :
  - (a) on the day after the date of his death; or
  - (b) from the day on which he ceases to be in the service of the College.

No contribution on interest shall be credited In respect of any period after the date on which the account is closed,

**Loans to Subscribers:**

- (ix) Advances may be granted to a subscriber from the amount standing to his credit in the fund at the discretion of the Chairman of the Management, subject to the following conditions:
  - (a) No advance shall be granted unless the Chairman of the Management is satisfied that the applicant's economic circumstances justify it and that it will be spent on the following object or objects:
    - (A) To pay expenses in connection with the prolonged or serious illness, of the applicant or any person actually dependent on him.
    - (B) to pay for the overseas passage for reasons of health or education of the applicant or any person actually dependent on him.
    - (C) to meet the cost of Education of the applicant or any person actually dependent on him.
    - (D) To pay obligatory expenses on a scale appropriate to the applicant's status which by customary usage the applicant has to incur in connection with marriages, funerals or other such social ceremonies.
    - (E) to construct or acquire a house or land for his house or to undertake major repairs to his own house once In five years.
    - (F) to purchase a vehicle for, his own use.

- (b) An advance shall not, except for special reasons exceed six months 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 purpose of this rule pay does not include dearness allowance or pay.

- (c) A advance shall not, except for special reasons, be granted until at least three months, after the final repayment of all previous advances together with interest thereupon.
- (d) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct, but the number of such installment shall not exceed twenty - four in all.

A subscriber may at his option make repayment In a smaller number of Installment.

- (e) Recovery shall commence with the issue of pay for the month following the one In which the advance was drawn. (Recovery shall not be from a subscriber who is under suspension).

Recoveries made shall be credited to the account of the subscriber in the fund.

- (f) Final withdrawal may be sanctioned under following conditions:
- (A) After the completion of twenty years of service of a subscriber or within ten years before the date of the retirement, whichever is earlier, for one or more of the following purposes?
- (a) Meeting the expenditure in connection with the marriage of a son or of a daughter of the subscriber.
- (b) Building or acquiring suitable house for his residence including the cost of the site, or reconstruction or making additions or alterations to a house already owned or acquired by a subscriber.
- (c) A subscriber who has availed himself, herself of an advance under the scheme of the Ministry of Works, Housing and supply for the grant of advances for house building purposes, shall be eligible for the grant of final withdrawal and also for the purpose of repayment of any loan taken under the aforesaid scheme.
- (B) Any sum withdrawn by a subscriber at any one time for one or more of the purposes mentioned above, shall not ordinarily exceed one half of the amount standing at his / her credit or twelve month's pay whichever is less. The sanctioning authority may however, sanction the withdrawal of an amount in excess of the said limit up to 3/4 of the balance to his credit in the fund (subscription only) with due regard to the object for which the withdrawal is being made, the status of the subscriber and the amount to his / her credit In the fund.
- (C) A subscriber who has been permitted to withdraw money from the fund shall satisfy the sanctioning authority within a reasonable period as may be specified by the authority that the money has been utilized for the purpose for which it was withdrawn.

**Declarations and Withdrawal:**

- (x) Each subscriber, on joining the Fund, shall furnish a nomination In Form - A (given below) showing how he wished the amount to his credit in the Fund to be disposed of on his death, provided that if he has a family or at any time after joining the Fund acquires a family, he shall be precluded from nominating a person, who is not a member thereof. Such nomination may at any time be revoked by the subscriber and / or replaced by a fresh nomination. A nomination shall be operative only on being received by the College.

**FORM - A**

I hereby declare that I wish, in the event of my death the amount to my credit in the Provident Fund to be distributed among the persons mentioned below in the manner shown against their names :

| <b>Name &amp; Address<br/>of the nominee<br/>or nominees<br/>1</b> | <b>Relationship,<br/>if<br/>any with the<br/>subscriber<br/>2</b> | <b>whether major<br/>or minor, If<br/>minor state the<br/>age<br/>3</b> | <b>amount of<br/>Share of<br/>P.Fund<br/>4</b> |
|--|---|---|--|
|  |   |   |  |

**Place :**

**Date :**

**Two Witnesses Signature.**

**Signature of Subscriber.**

**Note:** Any sum payable under these Rules to a member of the family of a subscriber vests in such member under sub -section (2) of Section 3 of the Provident Fund Act, 1925.

- (xi) Subject to any deduction on the death of a subscriber before quitting the service :
- (a) When the subscriber leaves a family:
- (A) if nomination made by the subscriber in favor of a member or members of his family, subsists, the amount standing to his credit in the Fund, or the part thereof to which the nomination, relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.
- (B) if no such nomination in favor of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relates, as the case may be, shall notwithstanding any nomination purporting to be in favor of any person or persons other than member or members of his family become payable to the members of his family in equal shares.
- (b) When the subscriber leaves no family, if a nomination made by him in favor of any person or persons subsist the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee in the proportion specified in the nomination.

**Note:1** When a nominee is a dependent of the subscriber as defined in Clause (c) of Section 2 of the Provident Fund Act, 1925 the amount vests In such nominee under sub - section (2) of Section 3 of the Act.

**Note:2** When the subscriber leaves no family and no nomination made by him in accordance with the provisions of , clause (10) subsists; or if such nomination relates only to part of the amount standing to his credit in the Fund. The relevant provisions of clause (b) and sub clause (ii) of clause (c) of sub - section (I) of Section 4 of the provident Fund Act. 1925 are applicable to the whole amount or part thereof to which the nomination does not relates.

- (xii) Following persons shall be held to constitute a subscriber's family viz., his wife or wives and children and the widow or widows and the children of a deceased son, and also the husband in case of the subscriber being a married woman.
- (xiii) Every subscriber shall be bound by these rules and shall sign an agreement in Form B given after Clause (14) below.
- (xiv) The College may, from time to time issue such general or special directions as are consistent with the relevant rules as to -
- (a) The conduct of the business of the Fund :
- (b) any matter relating to the Fund or its management or the investment of the Fund, or the privileges of the subscribers not herein expressly provided for :

OR

Vary or cancel any rules made or directions given by them.

### **FORM - B FORM OF AGREEMENT**

I hereby declare that I have read the College provident Fund Rules and that I agree to be bound by them.

Name in Full : \_\_\_\_\_ Date day of 19 at \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Date of joining appointment : \_\_\_\_\_

Nature of appointment : \_\_\_\_\_

Salary per men sum : Rs. \_\_\_\_\_

Signature : \_\_\_\_\_

Witness : \_\_\_\_\_ Name : \_\_\_\_\_ Address : \_\_\_\_\_ Occupation: \_\_\_\_\_

Witness : \_\_\_\_\_ Name : \_\_\_\_\_ Address : \_\_\_\_\_ Occupation: \_\_\_\_\_

#### **Management of the Employee's Provident Fund:**

- (xv) The amount in hand to the credit of the Fund shall be deposited as per the directives of State Government from time to time.
- (xvi) The College 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 form as it may, from time to time, prescribed.
- (xvii) Each subscriber will be given credit for the interest earned for the amount standing to his credit as per decision of the Government from time to time.
- (xviii) The amount of Interest earned of the investments made and on loans to subscribers during the year may be distributed to the subscribers every year at the rate to be decided by the College Management. The College Management may deduct %% of the interest income for expenses incurred by the College in operation of the Fund.
- (xix) The term " Salary " shall mean basic salary and officiating pay only.

- (xx) 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 twenty - four as the Chairman of the college management fix and shall be recovered by deductions from the salary paid by the College to the depositor. The first of such deductions shall be made from the first payment of a 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 then to be refunded by the subscriber. But a subscriber may, at his option, pay an additional sum above the amount of the installment fixed in round figures; provided, however, that the interest due may be recovered in two further installments.

**(11) Rules regarding Gratuity:**

The employees of the College / colleges run by the same management be paid gratuity as per rules:

- (i) No gratuity shall be payable to an employee dismissed from service for misconduct.
- (ii) Gratuity shall be paid on the death, retirement, on becoming physically and mentally permanent disabled during the service period, resignation or termination of service, at the rate of  $\frac{1}{2}$  month's basic salary (excluding all allowances) for each completed year of service, on completion of 15 years' service. The total amount of the gratuity shall be a maximum of 20 months' Salary or Rs. 30,000/- whichever is less.
- (iii) Salary for the purpose of gratuity under (ii) above all mean the average basic salary drawn by the employee during the twelve month's period of active service immediately preceding death, retirement, resignation or termination of service, as the case may be, and that part of the Dearness allowance and/or additional Dearness Allowances that may be admissible as salary by the Government of Gujarat for the purpose of determining the pension to its employees from time to time.

The above new clause shall come-into effect from 1-4-1977 retrospectively. The Management shall frame a scheme which shall provide for the minimum requirement (aid down in the provident Fund Act, 1925 as amended from time to time. The Management shall get such Scheme directly approved from the Government and convey the approval of the Government to the University.

- (a) Every employee shall become a subscriber to the Provident Fund. The subscription shall be at the uniform rate of one twelfth of the basic pay, for the month.
- (b) Any whole - time officer or the other employee of the College, temporarily appointed in the first instance and subsequently confirmed in the same appointment may, by a resolution of the College Management be admitted to the benefits of the College Provident Fund from the date of his temporary appointment provided that there has been no break or interval between the termination of the temporary appointment and the commencement of the permanent appointment, irrespective of the appointment being probationary or otherwise.



**(12) Leave & Holidays:**

- (i) Every administrative employee shall be given one holiday and one another day as half working day per every week. They may be given other public holidays as may be decided by the management of the college. The Principal of the College will have power to call a administrative employee on duty on a holiday or to ask an employee to work for a full day or a half working day. In such a case compensatory holidays will be given to the employees in lieu of the duty performed on a holiday or half working day.
- (ii) No leave can be claimed as a matter of right, but it be granted according to the exigencies of service.
- (iii) The Principal of an affiliated college will sanction leave to the members of the administrative staff of the College.

**I. CASUAL LEAVE**

- (1) Every temporary confirmed employee of an affiliated College or a recognized institution will get 15 days' Casual Leave in a calendar year, subject to a maximum of 8 days at a time.
- (2) Sundays or weekly holidays in lieu thereof, if any, and public holidays may be allowed to be enjoyed in conjunction with any spell of Casual leave whether by prefixing or suffixing or both any Sunday or weekly off, in lieu thereof, or a public holiday falling within a period of casual leave should not be counted as a part of casual leave.
- (3) A new employee will be entitled to such leave commensurate with the period of his appointment during the year, even though he may not have actually earned it at the time of his going on leave. If he fails to complete the full period of appointment, proportionate deduction will be made from his salary at the time of last payment.
- (4) An employee proceeding on such leave is entitled to full pay including work and conveyance allowances, if any, during the period of such leave.

**Special Casual Leave**

- (i) In addition special casual 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 two working days.
  - (b) to a female employee who undergoes non - poorer - porale - 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.

\* The above new provision is added by the Syndicate at its meeting held on 10 - 6 - 1981.

**II. EARNED LEAVE**

- (1) Every permanent employee in an affiliated college or a Recognised Institution shall be entitled to one month's earned leave for every eleven month's active service or one day for eleven days of active service.
- (2) The employee shall be entitled to full pay during such leave.

- (3) An employee shall not be entitled to earn earned leave for the period which he enjoy as earned leave.
- (4) Earned leave can be joined with Sick Leave, If any.
- (5) The Earned leave will accumulate up to period not exceeding one hundred and eighty days.
- (6) Earned leave admissible to employees on probation or to temporary employees will be one twenty - second of the period spent on duty during such period, but employees on probation shall on confirmation, be entitled to a credit of additional one - twenty second of the period spent on duty, during probation in their leave account.
- (7) The period spent on earned leave shall count for increment.

**Note:** Pay includes all allowances excluding work and conveyance allowances, if any.

### III. SICK LEAVE:

- (1) Sick leave shall be given to a confirmed employee of an affiliated Colleges or a Recognized Institution at the rate of 15 days full pay and 30 days half pay for one year's active service, provided that a medical certificate is produced from a Registered Medical Practitioner.
- (2) This leave can accumulate up to period, but no employee shall be entitled to more than 12 month's sick leave at time.
- (3) This leave can be joined with earned leave.
- (4) A person returning from sick leave on medical grounds shall have to produce a certificate of physical fitness from a Registered Medical Practitioner before resuming his duties.
- (5) The, period spent on sick leave shall count for increment.
- (6) Employee appointed on a temporary basis shall not be entitled to such leave.

**Note:** Pay includes all allowances excluding work and conveyance allowances, if any.

### IV. EXTRAORDINARY LEAVE:

- (1) Extraordinary leave may be granted to any employee in an affiliated college or a recognized institution on his submission in writing of an application for such leave.
  - (a) When no other leave is by rule admissible. **OR**
  - (b) When other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.
- (2) Except in the case of a permanent employee, the duration of extraordinary leave shall not exceed three months on any one occasion.
- (3) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
- (4) An employee proceeding on extraordinary leave shall not be entitled to any leave salary or allowance.

### V. MATERNITY LEAVE:

A confirmed female employee who has put in more than two years continuous service shall be entitled to Maternity Leave on full salary with allowances for a period of three months from the date of the commencement of the leave.

A confirmed female employee shall not be entitled to Maternity Leave more than once every two years and not more than twice during her whole service. Such leave shall not be permissible to a female employee who already has two existing children.

Except In cases mentioned above, no Maternity Leave will be admissible.

**Note:** Leave under this clause shall also be admissible in cases of miscarriages.

#### **VI. DUTY LEAVE:**

The College or Institution should grant leave on duty to its respective employee who are the office bearer of their Association / Union for representing the case to the authorities.

The employee will get duty leave to perform duties of his / her College and University.

#### **VII. SURRENDER LEAVE:**

- (1) An employee who has a balance of earned leave during the period of two years to the extent of not less than 30 days shall, at his option be permitted to surrender such leave, if he desires to do so in which case he shall be entitled to his full basic salary, dearness allowance and local compensatory allowance only as per rules.
- (2) However, the amendments made by the Government from time to time for the surrender of leave shall be binding to the management.

#### **(13) Conditions of Service:**

- (i) No employee in an affiliated college shall without the previous sanction of the Management engage directly or Indirectly In any trade or business or undertake any other employment. Provided that an employee of an affiliated college or recognized institution may, without such sanction, undertake honorary work of a social and charitable nature or occasional work of literary, artistic or scientific charitable nature or occasional work of literary, artistic or scientific character subject to the condition that his official duties do not thereby suffer; but he shall undertake of shall discontinue such work if so directed by the Management.
- (ii) No employee in an affiliated college shall be required to obtain the previous permission of the Management for writing, translating, editing books, participating in the programme of All India Radio and accepting remuneration for the same but he shall furnish information in this regard when demanded by the Management.

- (iii) An employee In an affiliated college may not unless generally or specially empowered in writing by the Management or principal In this behalf, communicate directly or Indirectly to other employees of the affiliated college or non - official person or to the press, any document or information, which has come Into his possession in the course of his duties, or has been prepared or collected by him In the course of those duties, whether form official sources or otherwise.
- (iv) No employee of an affiliated college shall publish or cause to be published any statement of fact or Information, which may, embarrass the authorities of his college.
- (v) No employee of an affiliated college shall become a member of any political party or organization that has been declared by the Government as unconstitutional or unlawful.
- (vi) The date of compulsory retirement of an employee in the affiliated college or a recognized institution is the date on which he attains the age of sixty years.
- (viii) Benefits of Medical and Leave Travel etc.

The Medical benefit and Leave Travel benefits shall be given to the employees of the colleges as per norms laid down by the State Government (Vide Resolution No. BMS/1179-A-5535-G, Dt. 5-3-1980) from time to time.

If an employee while on duty sustains physical injury on account of accident which he / she could not have avoided with reasonable care and caution he / she shall be fully reimbursed for the such injury and his / her absence from the duty during the period of recovery shall be treated as a Special Duty Leave with full pay till he / she is declared Medically fit to resume duties.

- (14) Restriction to work for the Agency Managing the College: The service of the Administrative staff of the College shall not be utilized for the work pertaining to the agency managing the college.

(The above Clause - 14 is newly added by the syndicate at its meeting held on 10 - 6 - 1981)

#### **APPENDIX - ' A '**

Pay scale for the various categories of Administrative Employees in the affiliated College:

| <b>Post</b>              | <b>Revised Pay Scale</b>                   |
|--------------------------|--|
| 1. Office Superintendent | Rs. 500-25-65Q-EB-25-75Q-3Q-900.           |
| 2. Head Clerk            | Rs. 425-15-500-EB-15-560-2Q-600-EB-20-700. |
| 3. Librarian             | Rs. 55Q-25-750-EB-30-900.                  |
| 4. Accountant            | Rs. 425-15-500-EB-15-560-20-6QO-E6-20-700. |
| 5. Senior Clerk          | Rs. 330-10-380-EB-EB-12-440-EB-15-560.     |
| 6. Accounts Clerk        | Rs. 330-10-380-EB-12-440-EB-15-560.        |
| 7. Store Keeper          | Rs. 330-10-380-EB-12-440-EB-15-560.        |

8. Senior Typist Rs.260-6-308-EB-6-326-8-350-EB-8-390-10-400.  
\*(Special Pay be given at the rates prescribed by the Government.)
9. Cashier Rs. 260-6-3Q8-EB-6-326-8-350-EB-8-390-10-400.  
\*(Special pay to be given)
10. Library Clerk Rs. 260-6-308-EB-6-326-8-350-EB-EB-390-10-400
11. Laboratory Assistant 1. Rs. 260-8-308-EB-8-340-390-EB10-430  
(for S.S.C. and Higher Qualification.)  
2. Rs. 260-6-308-EB-6-326-8-350- (For others)
12. Junior Clerk Rs. 260-6-308-EB-326-8-350-EB-8-390-10-400
13. Electrician / wireman Rs. 260-6-308-6-326-8-350
14. Gas Mechanic Rs. 350-1 2-41 O-EB-1 2-470-EB-15-56Q
15. Plumber Rs. 260-6-308-EB-6-326-8-350-EB-8-390-10-400
16. Head Peon Rs. 200-3-206-4-250
17. Peon Rs. 196-3-232
18. Library Attendant/Mali/  
Chowkidar/ Duplicating  
Machine man.

**Note:** Sr.No. 16 to 18 Washing allowance be given at the rates prescribed by the Government (Special pay be given at the rates prescribed by the Government)

#### APPENDIX - " B "

બિનસરકારી વિનયન, વિજ્ઞાન, વાણિજ્ય, કાનૂન તથા શિક્ષણ વિદ્યાશાખાની કોલેજોમાં કોલેજ કાર્યાલયમાં જરૂરી કર્મચારીઓનું મહેકમ (સેટ અપ) કેટેગરી : કલાર્કસ - લાઈબ્રેરિયન

| વિદ્યાર્થી સંખ્યા | ઓફિસ સુપ્રિન્ટેન્ડન્ટ             | હેડ કલાર્ક                       | હિસાબનીશ                         | સિ. કલાર્ક એકાઉન્ટસ કલાર્ક સ્ટોર કીપર | જુનિયર કલાર્ક અગર જુનિયર કલાર્ક કમ ટાઈપીસ્ટ કેશિયર, લાઈબ્રેરી કલાર્ક | લાઈબ્રેરિયન                        | રીમાર્કસ |
|-------------------|-----------------------------------|----------------------------------|----------------------------------|---------------------------------------|--|------------------------------------|----------|
|                   | રૂ. ૫૦૦-૯૦૦<br>Rs. 6500-200-10500 | રૂ. ૪૨૫-૭૦૦<br>Rs. 5000-150-8000 | રૂ. ૪૨૫-૭૦૦<br>Rs. 5000-150-8000 | રૂ. ૩૩૦-૫૬૦<br>Rs. 4000-100-6000      | રૂ. ૨૬૦-૪૦૦<br>Rs. 3050-75-3950-80-4590                              | રૂ. ૫૫૦-૯૦૦<br>Rs. 10000-325-15200 |          |
| ૧ થી ૨૫૦          | -                                 | -                                | -                                | ૧                                     | ૨  | ૧                                  | ૪        |
| ૨૫૧ થી ૪૦૦        | -                                 | -                                | -                                | ૨                                     | ૨  | ૧                                  | ૫        |
| ૪૫૧ થી ૬૫૦        | -                                 | ૧                                | -                                | ૨                                     | ૨  | ૧                                  | ૬        |
| ૬૫૧ થી ૮૫૦        | -                                 | ૧                                | ૧                                | ૨                                     | ૨  | ૧                                  | ૭        |
| ૮૫૧ થી ૧૦૫૦       | -                                 | ૧                                | ૧                                | ૨                                     | ૩  | ૧                                  | ૮        |
| ૧૦૫૧ થી ૬૫૨       | ૧                                 | ૧                                | ૧                                | ૩                                     | ૩  | અ                                  | ૧૦       |

## APPENDIX - "C"

બિનસરકારી વિજ્ઞાન કોલેજોમા પ્રયોગશાળા માટે જરૂરી કર્મચારીઓનું મહેકમ (સેટઅપ) દર્શાવતું પત્રક

| લેબોરેટરીની સંખ્યા   | રસાયણ વિભાગ |            |             |                                | જીવશાસ્ત્ર વિભાગ |               |                                |            | માળી | રીમાર્કસ |                 |   |
|--|-------------|------------|-------------|--------------------------------|------------------|---------------|--------------------------------|------------|------|----------|-----------------|---|
|  | લેબો. આસિ.  | સ્ટોર કીપર | ગેસ મિકેનીક | પટાવાળા, લેબો. એટેન્ડન્ટ, હમાલ | લેબો આસિ.        | ઈલેક્ટ્રીશિયન | પટાવાળા, લેબો. એટેન્ડન્ટ, હમાલ | લેબો. આસિ. |      |          | પ્લાન્ટ કલેક્ટર | પટાવાળા, લેબો. એટેન્ડન્ટ, હમાલ  |
| દરેક વિષયની જેટલી લેબોરેટરી હોય તેટલા લેબ. આસિ. ની તેમજ પટાવાળાની જગ્યા રાખવી. (લેબોરેટરીની) ક્ષમતા ૬૦ વિદ્યાર્થીની એક એ પ્રમાણે ગણતરી કરવાની રહેશે. | ૧           | ૧          | ૧           | ૧                              | ૧                | ૧             | ૧                              | ૧          | ૧    | ૧        | ૧               | જીવશાસ્ત્ર વિભાગમાં પ્લાન્ટ કલેક્ટરની જગ્યા મંજૂર રાખવી અથવા પ્લાન્ટ મેકરની |

## APPENDIX - "D"

બિનસરકારી વિનયન, વિજ્ઞાન, વાણિજ્ય, કાનૂન અને શિક્ષણ વિદ્યાશાળાની કોલેજોમાં ચોથા વર્ગના કર્મચારીઓનું મહેકમ (સેટ અપ) દર્શાવતું પત્રક

| વિદ્યાર્થીની સંખ્યા  | પ્રિન્સિપાલની કચેરી | ઓફિસ | લાઈબ્રેરી | પાણીવાળા | સફાઈ કામદાર | ચોકીદાર | કુલ | રિમાર્કસ  |
|--|---------------------|------|-----------|----------|-------------|---------|-----|---|
| ૧ થી ૧૦૦૦  | ૧                   | ૨    | ૧         | ૧        | ૧           | ૨       | ૮   | ૧. એક કરતા વધારે મકાનમાં કોલેજ બેસતી હોય તો સફાઈ કામદાર તથા ચોકીદારની સંખ્યા મકાનની સંખ્યા જેટલી રાખવી.<br>૨. ૨ ચોકીદારમાં એક દિવસ માટે અને એક રાત માટે રાખવા<br>૩. દર પાંચ ચતુર્થ (૫ થી ૪) વર્ગના કર્મચારીદીઠ એક પ્યુન રાખી શકાશે. |
| (૧૦૦૦ થી વધુ સંખ્યા હોય તો આફિસ, લાઈબ્રેરી તથા પાણીવાળા માટે એક એક વધારાના પટાવાળાની જગ્યા મંજૂર રાખવી | ---                 | ૧    | ૧         | ૧        | ---         | ---     | ૩   |   |

## APPENDIX - "E"

સંલગ્ન બિનસરકારી વિનયન, વિજ્ઞાન, વાણિજ્ય, કાનૂન અને શિક્ષણ વિદ્યાશાળાની કોલેજોના બિનશૈક્ષણિક કર્મચારીઓની જગ્યા માટેનાં ન્યૂનતમ લાયકાત ધોરણો

| ક્રમ | કક્ષા                | ન્યૂનતમ લાયકાત / અનુભવ  |
|------|----------------------|---|
| ૧    | ૨                    | ૩   |
| ૧    | ઓફિસ સુપરિન્ટેન્ડન્ટ | સ્નાતક પદવી સાથે પાંચ વર્ષનો કોલેજ ઓફિસ કામનો અનુભવ અથવા દશ વર્ષનો કુલ અનુભવ અથવા એસ.એસ.સી. સાથે પંદર વર્ષનો ઓફિસ કામનો અનુભવ, જે પૈકી ઓછામાં ઓછા પાંચ વર્ષનો કોલેજ ઓફિસના કામનો અનુભવ  |
| ૨    | એકાઉન્ટન્ટ કેશિયર    | સ્નાતક પદવી સાથે પાંચ વર્ષનો ઓફિસ કામનો અનુભવ અથવા એસ.એસ.સી. સાથે દશ વર્ષનો ઓફિસ કામનો અનુભવ.   |
| ૩    | સ્ટેનોગ્રાફર         | એસ.એસ.સી. અને રાજ્ય સરકારનસ ન્યૂનતમ અંગ્રેજી અને ગુજરાતી ટાઈપીંગ અને સ્ટેનોગ્રાફરની પરીક્ષાઓ પસાર કરેલી હોવી આવશ્યક અને ઓછામાં ઓછા પાંચ વર્ષનો ઓફિસમાં સ્ટેનોગ્રાફર તરીકેનો કામનો અનુભવ |
| ૪    | હેડ કલાર્ક           | સ્નાતક પદવી સાથે ત્રણ વર્ષનો ઓફિસ કામનો અનુભવ અથવા એસ.એસ.સી. સાથે દશ વર્ષનો ઓફિસ કામનો અનુભવ.   |

| ક્રમ<br>૧ | કક્ષા<br>૨                 | ન્યુનતમ લાયકાત / અનુભવ<br>૩  |
|-----------|----------------------------|--|
| ૫         | સિનિયર કલાર્ક              | સ્નાતક પદવી સાથે ત્રણ વર્ષનો ઓફિસ કામનો અનુભવ અથવા એસ.એસ.સી. સાથે સાત વર્ષનો ઓફિસ કામનો અનુભવ.   |
| ૬         | સિનિયર લેબોરેટરી આસિસ્ટન્ટ | સ્નાતક પદવી સાથે ત્રણ વર્ષનો ઓફિસ કામનો અનુભવ અથવા એસ.એસ.સી. સાથે સાત વર્ષનો ઓફિસ કામનો અનુભવ જે પૈકી ૨ (બે) વર્ષનો લેબોરેટરી કામનો અનુભવ                                      |
| ૭         | જુનિયર કલાર્ક              | સ્નાતક પદવી અથવા એસ.એસ.સી. સાથે ચાર વર્ષનો ઓફિસ કામનો અનુભવ. ટાઈટ્રિંગ ન જાણનારને નિમણૂક થયા પછી અને કાયમ થતા પહેલાં મિનિટે ઓછામાં ઓછી ૩૦ શબ્દોની ઝડપ મેળવી લેવી આવશ્યક રહેશે. |
| ૮         | લેબોરેટરી આસિસ્ટન્ટ        | સ્નાતક પદવી અથવા એસ.એસ.સી. સાથે ચાર વર્ષનો ઓફિસ કામનો અનુભવ જે પૈકી ૧ (એક) વર્ષનો લેબોરેટરી કામનો અનુભવ  |
| ૯         | જુનિયર લેબોરેટરી આસિસ્ટન્ટ | સ્નાતક પદવી સાથે એસ. એસ. સી. સાથે ચાર વર્ષનો ઓફિસ કામનો અનુભવ જે પૈકી ૧ (એક) વર્ષનો લેબોરેટરી કામનો અનુભવ  |
| ૧૦        | સ્ટોરકીપર                  | સ્નાતક પદવી અથવા એસ.એસ.સી. સાથે ચાર વર્ષનો ઓફિસ કામનો અનુભવ જે પૈકી ૧ (એક) વર્ષનો સ્ટોરકીપર તરીકેનો અનુભવ  |
| ૧૧        | ગ્રંથપાલ                   | ૧. સ્નાતક પદવી અથવા કોઈ પણ કાનૂની યુનિવર્સિટીનો લાઈબ્રેરી સાયન્સમાં ડિપ્લોમાં<br><b>અથવા</b><br>૨. કોલેજ લાઈબ્રેરીમાં લાઈબ્રેરીયન તરીકે ઓછામાં ઓછા ૧૫ વર્ષનો અનુભવ.            |

**0.69-C:**

- (i) No college teacher or employee shall accept, without the prior consent of the Vice-Chancellor, any position in the management of a college which involves direct administrative or internal policy supervision of a Principal of a college in its day to day functioning.  
**Note:** This clause does not prohibit any employee of the college from accepting nomination in the management committee or the governing body of any college.
- (ii) A college teacher or employee who had, before the coming into operation of this Ordinance, accepted such a position shall immediately seek, by an application in writing, the consent of the Vice - Chancellor.
- (iii) If a teacher accepts or continues such appointment, without the prescribed consent, his conduct shall be deemed gross misconduct by the University and the matter shall be place by the Vice - Chancellor before the Syndicate for appropriate action.
- (iv) If an employee of the college other than a teacher accepts or continues such an appointment, without the prescribed approval, the Vice - Chancellor shall have the power to issue directives to the college management to set aside such an appointment and direct the Principal and the Management of a college not to recognize such an employee as an office bearer of the management.
- (v) The decision of the Vice - Chancellor in all matters relating to ( I ) to (iv) above shall be final.

**VI INSPECTION OF AFFILIATED COLLEGES**

- 0.70:** The Syndicate shall cause every affiliated college to be inspected from time to time by one or more competent persons authorized by the Syndicate in this behalf.
- 0.71:** An inspection of every affiliated college shall be held under Section 38 (2) of the Act, at least once in three years, and at other times when, in the judgment of the Syndicate, special reasons exist, in the case of any college or institution for such inspection.
- 0.72:** The inspection will be directed and made primarily for the purpose of ascertaining if the conditions of affiliation are maintained or not; and of ensuring the University that adequate measures are taken by the management to maintain efficiency.
- 0.73:** If the report submitted by the person or persons deputed to inspect, calls for any action by the Syndicate, the Syndicate shall, after full inquiry and consideration, specify definitely the point or points in which it considers the college or the Institution deficient, and fix a time ( which may be extended by the Syndicate upon the management giving a convincing justification therefore ) within which the affiliated college shall take the action necessary to rectify the deficiencies pointed out in the said report.

## VII RECOGNITION AND INSPECTION OF HOSTELS

- O.74:** (a) Every Hostel maintained managed by the University or by a college affiliated to the University or an Institution recognized by it, shall be a recognized Hostel, provided that it fulfils all the conditions laid down in O. 75.
- (b) Private lodgings used by the University or College students shall also be approved by the Syndicate.
- O.75:** (a) Any person or body of persons managing or maintaining a Hostel, desirous of having it recognized by the University, 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) Arrangements made for water supply, lighting, sanitation, medical help, etc. in the Hostel;
  - (v) Arrangements made for boarding as well as for outdoor and indoor games;
  - (vi) Arrangements made for the running of Kitchen, for superintendence over the inmates, and in general for the management of the Hostel.
  - (vii) The financial statement relating to the Hostel.
- (b) Any person or persons desirous of getting his or their premises approved for the purpose of lodging University or College students shall apply to the Syndicate for approval with the following particulars ;
- (i) The locality of the premises and their surroundings;
  - (ii) The rooms set apart for lodging the students with the approximate floor space provided for each student;
  - (iii) The number of students expected to be put in each room;
  - (iv) Arrangements made for water supply, lighting, sanitation, etc.
  - (v) The rent proposed to be charged to each student.
- O.76:** On receipt of the application, the Syndicate, after any further inquiry which it may deem necessary, shall decide as to whether or not the recognition / approval is to be granted. Provisional recognition/ approval, may, however be granted by the syndicate on such conditions as it may deem necessary.
- O.77:** (a) The Syndicate may suspend or withdraw the recognition granted to a Hostel managed by a person or persons, which is not 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 he or it may desire to make.
- (b) The Syndicate may suspend or withdraw the recognition granted to a private lodging, if the owner / owners fails, fail to fulfill any of the conditions of approval or to supply any of the stipulated amenities to the students, provided that no action will be taken without giving the owner / owners concerned an opportunity of making such representation in the matter as he or they may desire to make.
- O.78:** The Syndicate shall hold periodical inspections of all Hostels / Private lodging through the agency of the University Board for Hostels.
- O.79:** The management of every Hostel / Private lodging shall submit to the Syndicate at the end of every term, a report on the working of the Hostel / Private lodging for the term.



### VIII RESIDENCE AND HEALTH OF STUDENTS

- 0.80:** Every student of the University shall reside either —
- (a) in the University Hostel, or in a recognized Hostel of a college, or in lodgings approved by the Authorities of the University;
- OR
- (b) with his parents some person accepted by his college as his guardian.
- 0.81:** 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 private lodgings approved by the authorities of the University. Resident students shall conform to the regulations drawn up by Principals of colleges and approved by the Syndicate.
- 0.82:** 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. The Principal shall satisfy himself in every case that the arrangements made are suitable, and that the guardian is able and willing to hold himself responsible for the welfare of the student while he is a inmate of his house.
- 0.83:** As soon as possible after the reopening of a college after the summer vacation, but not later than the end of July, the Principal shall submit to the Chairman of the University Board for Hostels the following information:
- (i) The number of Hostels with the names of the Superintendents or Rectors attached to the College;
  - (ii) The number of resident students in each Hostel and approved private lodgings;
  - (iii) The number of non - resident students living with their parents;
  - (iv) The number of non - resident students living with their guardians.
- 0.84:** (A) All affiliated colleges shall provide the following minimum facilities for Physical Training Games and Sports etc. for the students resident and non - resident;
- (1) Every affiliated college shall have its own separate play field. However the colleges under one management and situated on a compact campus may have a common play field ( Sport Complex )
  - (2) The minimum area of the play field shall be 2,20,000 sq. ft. including the Track and Courts for various games and sports. It will be obligatory for the college to provide facilities for any five of the games mentioned in 5 below.
  - (3) Every affiliated college shall appoint at least one qualified Teacher for Physical Education.
  - (4) The minimum qualification for a teacher of Physical Education in a college shall be a graduate of a recognized University with a Diploma in Physical Education or any qualification which is equivalent to it.
  - (5) Every college shall have to provide deemed facilities for at least five games / sports from the following:
 

|               |                    |
|---------------|--------------------|
| 1. Athletics  | 7. Gymnasium       |
| 2. Cricket    | 8. Football        |
| 3. Hockey     | 9. Volleyball      |
| 4. Basketball | 10. Kabaddi        |
| 5. Kho - Kho  | 11. Table - Tennis |
| 6. Badminton  | 12. Tennis         |
- (B) Every year the college shall prepare a programme of Physical Training & Sports Activities to be conducted during the year and shall forward the same to the University within one month of the commencement of the academic year.
- (C) Whenever a Local Inquiry Committee for affiliation of a college or a Triennial Inspection Committee visits any applicant college; the Committee shall mention in its reports whether adequate facilities for the sports and games are provided by the college and provisions of this Ordinance are dully observed by the College.
- (Note:** Students living In college or University Hostels or in private lodging approved by the authorities of a college are deemed as resident students : others are deemed as non - resident students.)

- 0.85:** If In any year the University conducts a medical examination of students 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 examination shall not be allowed to appear at the University examination for which they are studying. If on account of illness or a similar unavoidable reason, a student fails to present himself for the medical examination conducted by the University, he shall undergo such an examination at his own expense and submit the form prescribed by the University for 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 will be permitted to appear for the examination for which he is studying.
- 0.86:** (1) When the University establishes a Health Centre on its campus there shall be a Health Centre Standing Committee.
- (2) It shall consist of the following:
1. Pro-Vice-Chancellor<sup>2</sup> (Chairman)
  2. The Dean of the Faculty of Medicine;
  3. The Dean or Deans of the Medical College or Colleges in the University area or his / their nominee / nominees;
  4. Two members nominated by the Syndicate; and
  5. Chief Medical Officer of the University (Member Secretary)
- (3) Its main function will be to advise the Syndicate in the day to day administration of the Health Centre.
- (4) The Committee shall be in office for three years.
- (5) The Committee shall meet at least twice a year and at such other time as the Chairman of the Committee deems necessary.
- (6) The Committee shall lay down rules, subject to the approval of the Syndicate, for offering medical services to resident and non - resident students of the University and of its affiliated colleges or recognized Institutions.
- (7) It shall generally supervise the working of the centre and advise the Chief Medical Officer on all matters pertaining to the working and maintenance of the centre.
- (8) The Committee shall also lay down rules, subject to the approval of the Syndicate, regarding medical aid to be given to the members of the staff of the University and their families, residing on the campus.
- (9) It shall prepare the annual budget of the Centre and submit the same to the Syndicate for approval.
- (10) It shall prepare plans for the future development and staffing of the Centre.

## IX RETURNS & REGISTERS

- 0.87:** Every affiliated College and recognized Institution shall submit annually by the 1st of August to the Syndicate the following returns in the forms prescribed:
- (a) A return of the teaching staff;
  - (b) A return of finances, giving the accounts for the preceding financial year;
  - (c) A return of the number of students attending the College or the Institution;
  - (d) A return of the complete time - table of lectures, tutorials, practical, demonstrations, clinics, etc. on the basis of which teaching work was conducted during the preceding year.
- 0.88:** (1) Every college and recognized institution shall report to the Syndicate all changes in its teaching staff within fifteen days from the date on which a teacher has joined or has been relieved, as the case may be. Those appointments which are not reported within this period shall not be approved for the said academic term. In the case of a Medical College, they shall also report the changes in the staff of the Hospital where the students of the college are required to do their clinical work.
- (2) In reporting such changes, the qualifications of the members 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 full detail.

**0.89:** Every College or Institution shall maintain:

- (a) a General Register containing information for every student, who has been admitted to the college, pertaining to (i) the date of admission, (ii) the date of birth, (iii) the place of birth, attendance at college examinations and the results of such examinations, a record of the University career from year to year and the date of withdrawal ;
- (b) a Register of Daily Attendance of each class or division.
- (c) Muster - Roll for its teaching and administrative staff.

## **X INSTITUTION AND RECOGNITION OF POST- GRADUATE CENTRES**

- 0.90:** (1) The Board of University Teaching shall with the general approval of the Academic Council and of the Syndicate, be responsible for organizing, co-ordinating and conducting all Post - Graduate teaching and research within the University area.
- (2) The following shall be the Centers of Post - Graduate teaching and / or research :
- (a) Post - Graduate Schools or Departments of the University.
  - (b) Post - Graduate Centers which the Syndicate may on the recommendation of the Board of University Teaching and the Academic Council, Institute, for such subject or subjects as may be specified in the resolutions for instituting them.
  - (c) Institutions of Post - Graduate teaching and / or research, recognized or approved by the Syndicate on the recommendation of the Board of University Teaching and the Academic Council.
- (3) Post-Graduate University Centers, mentioned in (2) (b) above, shall be under the full control, supervision and direction of the University. The Board of University Teaching shall, through subject wise Committees appointed by it, allocate teachers of the University Departments recognized Post-Graduate teachers, Assistant Post Graduate teachers and Instructors available in the University area to the Post - Graduate Centers. The Syndicate on the recommendation of the Board of University Teaching and Academic Council shall prescribe the tuition fees, prepare the budget estimates and provide necessary funds for running the Post - Graduate Centers.

**0.91:** Affiliated Colleges and Recognized Institutions may apply to the University in the prescribed form for opening a Centre for Post - Graduate teaching in a subject or subjects in which they fulfill the requirements laid down in Ordinance 92. The University shall consider such applications in accordance with the provisions of relevant Statutes; Ordinances and regulations for opening a University Centre of Post- Graduate Teaching.

**0.92:** The following shall be the staff requirements for a Centre for imparting Post - Graduate instruction:

- (1) For teaching subject, it shall be necessary that full teaching / training of all the papers in the subject shall be organized and implemented at the Centre with the help of such Post Graduate teachers as are available on the staff of the affiliated college or recognized institution and such Visiting Post - Graduate Teachers as are assigned by the respective subject Committee.
- (2) For instituting any Post-Graduate Centre in the Faculties of Arts, Science and Commerce, the College must have following staff for Post-Graduate instruction as per (a) or (b) and (c) below :

- (a) A Post-Graduate Teacher having an Ph. D. Degree or having reorganization as a supervising Teacher for the Ph. D. Degree and at least two Post - Graduate Teachers,

**OR**

- (b) A Post - Graduate Teacher having a M. Phil. Degree and five years of actual Post-Graduate Teaching experience and at least two Post - Graduate Teachers.

**OR**

- (c) If the college has no Teacher as stated in (a) or (b) above it must have at least one Post - Graduate Teacher having actual teaching experiences of Post Graduate classes for not less than ten years and two Post - Graduate Teachers.

**Note:** For Instituting a Post - Graduate Centre in a subject under the faculty of Arts, the college may have on its local staff indicated in (a) or (c) above taking into account both the Principal and Subordinate subjects together provided it has at least two recognized Post - Graduate Teachers in the Principal subject.

- (3) For instituting a Post - Graduate Centre in any subject in faculty other than the Faculties of Arts, Science and Commerce, the college must have on its local staff at least one P. G. Teacher for every two papers to be taught in the subject in a given year & at least half of them shall be full fledged Post - Graduate Teachers
- (4) If there are to be Honorary Assistants or Instructors for a subject they will supplement the work of the above mentioned teachers.

**0.93:** Whenever a Centre of Post - Graduate teaching in any subject is instituted in an affiliated College or a recognized institution in the University area, the following requirements shall have to be fulfilled:

- (i) The College / Institution must have for the proposed Centre necessary class rooms, together with adequate Library and / or Laboratory facilities as well as the ancillary services of its office. Library and or Laboratory staff including Demonstrators.
- (ii) The Centre must have on its staff the minimum number of as many recognized Post - Graduate Teachers and Assistant to Post - Graduate Teachers as are required under O. 92 for providing full time Post - Graduate teaching in the subject.

**Note:** (a) A Post - Graduate Centre for Diploma Courses in the Faculty of Medicine shall have on its staff at least one recognized Post - Graduate Teacher and one Assistant to Post - Graduate Teacher in the subject concerned.

- (b) A Post-Graduate Centre for Master's Degree in the Faculty of Technology including Engineering shall have on its staff at least one recognized Post - Graduate Teacher and one Assistant to Post- Graduate Teacher in the subject concerned.

- (c) The Board of University Teaching will maintain, revise and circulate every year lists of persons with the subjects in which they are recognized and will make them available to the subject wise Committees appointed for allocating visiting teachers to the Post - Graduate Centres. The subject wise Committees may draw upon the service of any person on the list and they shall be responsible for coordinating and distributing the work to be allotted to such persons.

- (d) The Vice - Chancellor may invite a duly qualified Post Graduate Teacher from outside the University area to work as a Post - Graduate Teacher at any centre as and where he is satisfied that it is necessary to do so.)

- (iii) As far as possible, Hostel arrangements will be made available by the Colleges Where the Post-Graduate Centers are located to the full - time Post-Graduate students who are registered at the Centers located In respective Colleges.

**0.94: DELETED**

- 0.95:** (1) There shall ordinarily be one Post - Graduate Centre in a subject in the University area. The Syndicate may in its discretion institute additional Post-Graduate Centers in the same subject if there is a need for an additional centre where at least ten candidates are ready for enrolment to start with and the applicant College or Institution is fulfilling the minimum conditions laid down for instituting a new Post Graduate Centre. Over and above the fulfillment of the minimum conditions, the need for a new P. G. Centre shall be more closely examined with reference to the existing University Departments as / or P. G. Centers in the subject's.
- Note :** No new P. G. Centre shall ordinarily be permitted at Surat for teaching subjects which are taught in the University Departments, unless and until the department concerned is not able to absorb all eligible students seeking admission to the P. G. Courses in the subject's.
- (2) Any Post-Graduate Centre instituted under (1) above shall be deemed to be closed with effect from the following academic year, If the Centre fails to enroll ten fresh students in any two consecutive academic years Such a Centre will, however, be permitted to organize Post-Graduate instruction on an ad - hoc basis for two more terms from the year of closure to enable the students, If any, who were enrolled in the previous years to complete their studies. No fresh students shall be registered in or after the year of the closure.
- (3) Notwithstanding anything contained in (1) and (2) above, the condition regarding the minimum enrollment of ten fresh students in any academic year shall not apply to any Post - Graduate Centre which happens to be the only Centre in that subject in the whole University area.
- 0.96:** It Shall be obligatory for the affiliated Colleges and recognized Institutions that they will co - operate with the University in the scheme and work of Post - Graduate teaching by allowing their recognized Post - Graduate Teachers and / or Assistant Post - Graduate Teachers to work as visiting teachers at any of the recognized post Graduate Centers in the University area as required by the Board of University Teaching, and in any other manner that may be laid down from time to time by the Syndicate.

## **XI RECOGNITION OF INSTITUTION FOR RESEARCH**

- 0.97:** An Institution other than a college applying for the status of Recognized Institution of specialized studies or Research shall satisfy the Syndicate (in consultation with Academic Council) in the first instance regarding the following requirement :
- (1) That it has on its roll at least Two members with qualification and experience for the reorganization as a P. G. teacher, Two members with qualification and experience for reorganization as Asstt. P. G. Teacher.
  - (2) That it has at least one person on its roll qualified for the reorganization for a Ph. D. Research Guide if the institution also seeks reorganization for Research Institute.
  - (3) That it has well equipped library with an adequate number of books, periodicals etc. in the subject.
  - (4) That in the case of experimental subject it has adequate laboratory and / or museum facilities for teaching of the course.
  - (5) That it gives a written undertaking of abiding by admission rules, courses, curricula, discipline and examinations and other academic standards laid down by the University from time to time.
  - (6) The Institution shall abide by all the rules of admissions prescribed by the University for the Institution from time to time. The Vice- Chancellor's nominee shall be a member of the Admission Committee at the Institution.

- (7) The minimum qualifications and pay scales of teaching faculty at the Recognized institution shall be equivalent to those in force in the University departments from time to time. The Vice - Chancellor's nominee shall be the member of the Selection Committee for the recruitment of the faculty.

The Recognized Institution shall designate out of faculty as Head of the Institution a recognized P.G. teacher shall fulfill the qualifications of a University Professor.

- (8) An Institution which is granted reorganization as a Recognized Institution shall constitute a governing body of the Institution and nominee of the Vice - Chancellor shall be a member of this body of the Institute.
- B. Any applications for recognition as a "Recognized Institution" extension of recognition or continuation of recognition shall be sent to the Registrar in the form prescribed by the Syndicate; so as to reach him on or before the 1st January of the year preceding the year in which such recognition is intended to take effect.
- C. Every application for recognition shall be accompanied with a deposit of Rs. 2500 /- and application fee of Rs. 500 /- provided however that the application fee for continuation or extension of recognition shall be only Rs. 250 /- The deposit will be forfeited in case the application is withdrawn or the recognition asked for is not accepted. The application fees shall not be refunded under any circumstances. No request for postponement of consideration of application, for recognition, renewal of recognition or extension of recognition, as the case may be, shall be entertained.

Section 27 of the South Gujarat University Act provides for " Approved Institution " for specialized studies, laboratory work, internship, research or other academic work, under the guidance of a single qualified teacher.

Since this clause lays down the work to be carried out under single person only, it can only, include research for Ph. D. Degree or Post - Doctoral work and excludes the other possibilities of Specialized studies such as M. Phil, M. D., M.S., M. Sc., M. A., M. Com. Degree which includes course work.

#### **RECOGNITION FOR APPROVED INSTITUTION FOR GUIDING STUDENT FOR RESEARCH**

**O.98:** An Institution other than a College, applying for a status of an Approved Institution for purpose of guiding students for research degree under a single qualified person shall satisfy the Syndicate (in consultation with Academic Council) in first instance regarding the following requirement:

- (1) That it has, on its roll, a permanent employee having adequate qualifications to guide students for Ph. D. degree in the subject.
- (2) That it has a well equipped library with an adequate number of books, periodicals, old numbers of periodicals, manuscripts etc. in the subject.
- (3) That in the case of experimental subjects it has adequate Laboratory and/ or Museum facilities for Post -Graduate research.
- (4) That it has adequate quantum of published work, through the research activities of its staff, in the form of research papers, articles, etc.
- (5) A. That it will give written undertaking of a bidding by all the rules of eligibility, admission courses, curricular, discipline and examinations and their academic standards laid down by the university from time to time.
- B. Any application for recognition of Approved Institution extension 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 1st of January of the year preceding the year in which such recognition is intended to take effect.

- C. Every application for recognition shall be accompanied with a deposit of Rs. 2500 /- and application fee of Rs. 500/- provided, however, that the application fee for continuation or extension of recognition shall be only Rs. 250 /- The deposit will be forfeited in case the application is withdrawn or the recognition asked for is not accepted. The application fees shall not be refunded under any circumstances. No request for postponement of consideration of application for recognition, renewal of recognition or extension of recognition, as the case may be, shall be entertained.

**O.99:** A student with a Post - Graduate Degree of this University working at an Institution recognized as an approved Institution by the Syndicate of this University, for the purpose of giving guidance in research and intending to register himself / herself for the Ph. D. Degree of this University, shall forward his / her application in the prescribed form for admission and registration, provided, he / she is eligible for such admission. The form shall be duly completed and signed by the guiding teacher and sent through the Head of the approved Institution to the Registrar of this University. He / she shall at the same time pay the prescribed registration fee of Rs. 100/- for the course leading to the Ph. D. Degree. No tuition fee shall be charged by this University to such candidates. In case the Institution charges any amount for the use of materials etc., the student shall have to pay that amount directly to the Institution concerned, in addition to the Registration fee payable to this University.

Notwithstanding anything stated above, it will be permissible for a student who is not holding a Post - Graduate Degree of this University to register himself / herself as a research student for the Ph. D. Degree of this University, If he / she is seeking such registration at an Approved Institution situated within the University area. Such a student must be eligible for admission to the Ph. D. courses. Persons who are permitted to register under this clause shall satisfy the usual requirements regarding Eligibility and obtain Eligibility Certificate by producing the required documents and paying the prescribed fees. On receipt of the completed application for admission and registration and the fees prescribed therefore, the University will issue a Registration Certificate giving particulars regarding the registration number, the name of the student, the date of registration, the problem of research and the year in which the person proposes to submit his thesis.

### **XIII INSPECTION OF RECOGNISED / APPROVED INSTITUTIONS AND POST - GRADUATE CENTRES**

- O.100:** The Syndicate shall, at the instance of the Board of University Teaching, cause every recognized or approved Institution or Post-Graduate Centre to be inspected from time to time by one or more competent persons authorized by the Syndicate in this behalf.
- O.101:** An inspection of every recognized or approved Institution shall be held under Section 38 (2) of the Act, at least once in three years, and at such other times when, In the judgment of the Syndicate special reason exists, in the case of any institution for such inspection.
- O.102:** The inspection will be directed primarily to the purpose of ascertaining whether the main conditions of recognition are fulfilled or not, and for seeing that adequate measures are taken to ensure efficiency.
- O.103:** If the report submitted by the person or persons deputed to inspect, calls for any action by the Syndicate, the Syndicate shall, after full Inquiry, specify definitely point or points In which it considers the Institution deficient, and fix a time limit extendable upon good cause shown, within which the Institution shall take necessary action to make good the deficiencies pointed out by the Syndicate.

**O. 104: DELETED**

**XIV RECOGNITION OF TEACHERS FOR POST - GRADUATE  
INSTRUCTION AND RESEARCH**

- 0.105:** The Board of University Teaching shall frame Ordinances for the recognition of Teachers for Post - Graduate instruction and research and get them approved by the Syndicate, through the Academic Council.
- 0.106:** There shall be three types of teachers for Post - Graduate instruction:
- (A) (i) Post - Graduate teachers appointed by the University In its own Departments, Schools and institutes.  
(ii) Recognized Post - Graduate Teachers working in affiliated colleges or recognized / approved Institutions.
- (B) Recognized Assistant Post - Graduate Teachers.  
(C) Recognized Post - Graduate Instructors.
- 0.107:**
- (a) Except in the case of persons of recognized eminence, recognition as a Post - Graduate teacher will be granted only on application by the individual.
- (b) Every application for recognition as a Post - Graduate Teacher shall be made in writing in the form provided for the purpose by the University and submitted through the Head of the affiliated College or recognized Institution in which the applicant is working.
- (c) The Teacher as well as the Head of the affiliated College or recognized Institution through whom the application is submitted shall give such further Information as may be required In connection with the said application.
- (d) Every recognized teacher must be attached to an affiliated College or a recognized Institution and his recognition will continue so long as he holds the designation on the basis of which the recognition was granted, provided that this rule may be waived by the BUT in the case of a retired P. G. Teacher, or in the case of a person holding Qualifications to teach Post - Graduate classes and working In Industry or Business, or in the case of persons of recognized eminence who are given recognition as Supervising Teachers for the Ph.D.Degree under clause(c) of Ordinance 108 (i).

**RECOGNITION OF POST - GRADUATE TEACHERS AND  
SUPERVISING TEACHERS FOR THE Ph. D. DEGREE**

**O. 108<sup>11</sup>:**

**(I) IN THE FACULTIES OF ARTS, SCIENCE, COMPUTER SCIENCE & INFORMATION TECHNOLOGY, MANAGEMENT, EDUCATION, COMMERCE, RURAL STUDIES AND LAW.**

**(A)** A Teacher to be recognized as a supervising Teacher for the Ph. D. degree in a subject shall have the following qualifications.

A Teacher having Ph.D. Degree and posses any of the following, criteria, shall be eligible to recognize as Ph.D. guide (supervising teacher) Paper Publication, Post Graduate Teaching Experience and Experience as M. Phil. Guide should be consider as a basic criteria in following combination.

| <b>Criteria</b> | <b>Paper Publication<br/>Minimum of</b> | <b>P.G. Teaching<br/>Experience</b> | <b>Awarded<br/>M. Phil.<br/>Student</b> |
|-----------------|---|-------------------------------------|---|
| 1               | 2                                       | 5                                   | 3                                       |
| 2               | 3                                       | 7                                   | 0                                       |
| 3               | 5                                       | 5                                   | 0                                       |
| 4               | 1                                       | 9                                   | 0                                       |



Fulfilling of any one of the above criteria is sufficient for the eligibility.

- (1) For Education faculty experience of B.Ed. is counted equivalent to post graduation teaching provided that he/ she is recognized P. G. Teacher.
  - (2) For the faculty of Arts, Science & Commerce the concerned publication be published or accepted for publication in recognized Journals.
- (B)** Notwithstanding anything contained above, following categories of teacher who are on the staff of any post graduate department of this University shall be deemed to be recognized as Supervising teacher for the Ph.D. degree their own subject;
1. A Professor and
  2. A associate having five years experience of teaching Post-Graduate classes.

**Note :** Proviso regarding five years experience of teaching Post-Graduate classes shall not apply to the readers who were already in the staff of the University before this amendment came into force and were recognized as supervising teachers for the Ph.D. Degree in their respective subject.

**(II) IN THE FACULTY OF TECHNOLOGY INCLUDING ENGINEERING :**

For recognition as a supervising Teacher for the Ph.D. degree in Engineering, a teacher shall be required to satisfy the following condition in respect of teaching experience and research work in addition to the requirements Post-Graduate teacher for M.E. Degree.

| Basic Degree | Master's Degree in the Subject | Ph.D. Degree in the Subject | Teaching Experience         |       | OTHERS  |
|--------------|--------------------------------|-----------------------------|-----------------------------|-------|---|
|              |                                |                             | Total years at Degree level | P. G. |   |
| 1            | 2                              | 3                           | 4                           | 5     | 6   |
| I or II      | I or II                        | ---                         | 5                           | 3     | He should have research papers of high standard.              |
| ---          | ---                            | Ph. D.                      | 5                           | 2     | Published or accepted for publication in recognized Journals. |

**(III) IN THE FACULTY OF MEDICINE :**

A Qualified Post-Graduate teacher under O.109 (iii) may be recognized as a Supervising Teacher for research in his subject, Provided he has to his credit Published research work of a recognized eminence and provided further that he has not less than 10 years teaching and research experience after obtaining his Post-Graduate qualifications and has not less than 5 years Post-Graduate teaching experience.

**(IV) IN THE FACULTY OF TECHNOLOGY INCLUDING ENGINEERING :**

For recognition as a supervising Teacher for the Ph.D. degree in Engineering, a teacher shall be required to satisfy the following condition in respect of teaching experience and research work in addition to the requirements Post-Graduate teacher for M.E. Degree.

| Basic Degree | Master's Degree in the Subject | Ph.D. Degree in the Subject | Teaching Experience         |       | OTHERS   |
|--------------|--------------------------------|-----------------------------|-----------------------------|-------|--|
|              |                                |                             | Total years at Degree level | P. G. |  |
| 1            | 2                              | 3                           | 4                           | 5     | 6  |
| ---          | ---                            | Ph. D.                      | 5                           | 2     | Two papers Published for publication in recognized Journals. |

- (i) Ph.D. degree in the Subject
- (ii) At least 7 years of expiriance out of which atleast 2 years at PG level
- (iii) At least 2 papers publication in Recognized Journals

**(V) APPLICABLE TO ALL FACULTIES:**

Notwithstanding anything contained above, in the case of persons of recognized eminence in a subject OR persons who provide merits as Post-Graduate Teachers, the Syndicate may, on the recommendation of the Board of University Teaching and at its discretion, recognize them as supervising Teachers for supervising Ph.D. Research work. It will not be necessary for such persons to apply for recognition.

**RECOGNITION AS POST-GRADUATE TEACHER****O.109:****(i) IN THE FACULTIES OF ARTS, SCIENCE, EDUCATION & COMMERCE:**

- (a) A teacher seeking recognition as a Post - Graduate Teacher for the Master's Degree (by papers) must possess qualifications mentioned against any one of the categories below:

| Sr. No. | Bachelor's Degree in the Subject                                | Master's Degree in the Subject                                  | Doctorate Degree in the Subject | Teaching experience as a Lecturer in the Subject |
|---------|---|---|---------------------------------|--|
| 1       | 2   | 3   | 4                               | 5  |
| 1.      | Second  | & Second  | & Ph. D.                        | ---  |
| 2.      | Second  | & 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale     |                                 | ---  |
| 3.      | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and   | Second  | & Ph. D.                        | ---  |
| 4.      | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and   | & 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and | Ph. D.                          | ---  |
| 5.      | Third   | & Second  | & Ph. D.                        | ---  |
| 6.      | Third   | & 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and | Ph. D.                          | ---  |
| 7.      | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and     | Second  | & Ph. D.                        | ---  |
| 8.      | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and     | & 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 Point scale and | Ph. D.                          | ---  |
| 9.      | Second  | & Third   | & Ph. D.                        | ---  |
| 10.     | Second  | & 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and   | Ph. D.                          | ---  |
| 11.     | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and   | Third   | & Ph. D.                        | ---  |
| 12.     | & 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and     | & Ph. D.                        | ---  |
| 13.     | Third   | & Third   | & Ph. D.                        | Two years  |
| 14.     | Third   | & 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and   | Ph. D.                          | Two years  |
| 15.     | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and     | Third   | & Ph. D.                        | Two years  |
| 16.     | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and     | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and     | Ph. D.                          | Two years  |

| <b>Sr. No.</b> | <b>Bachelor's Degree in the Subject</b>                           | <b>Master's Degree in the Subject</b>                             | <b>Doctorate Degree in the Subject</b> | <b>Teaching experience as a Lecturer in the Subject</b> |
|----------------|---|---|--|---|
| 17.            | First   | & Second  | & M. Phil                              | One year  |
| 18.            | First   | & 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and   | M. Phil                                | One year  |
| 19.            | & 'B+' or higher Grade i.e. 4.00 or more GPA in 6 point scale and | Second  | & M. Phil                              | One year  |
| 20.            | 'B+' or higher Grade i.e. 4.00 or more GPA in 6 point scale and   | & 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and   | M. Phil                                | One year  |
| 21.            | Second  | & First   | & M. Phil                              | One year  |
| 22.            | Second  | & 'B+' or higher Grade i.e. 4.00 or more GPA in 6 point scale and | M. Phil                                | One year  |
| 23.            | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and     | First   | & M. Phil                              | One year  |
| 24.            | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and     | & 'B+' or higher Grade i.e. 4.00 or more GPA in 6 point scale and | M. Phil                                | One year  |
| 25.            | Second  | & Second  | & M. Phil                              | Three years   |
| 26.            | Second  | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and     | M. Phil                                | Three years   |
| 27.            | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and     | Second  | & M. Phil                              | Three years   |
| 28.            | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and     | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and     | M. Phil                                | Three years   |
| 29.            | Third   | & First   | & M. Phil                              | Three years   |
| 30.            | Third   | & 'B+' or higher Grade i.e. 4.00 or more GPA in 6 point scale and | M. Phil                                | Three years   |
| 31.            | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and       | First   | & M. Phil                              | Three years   |
| 32.            | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and       | 'B+' or higher Grade i.e. 4.00 or more GPA in 6 point scale and   | & M. Phil                              | Three years   |
| 33.            | First   | & Third   | & M. Phil                              | Three years   |
| 34.            | First   | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and       | M. Phil                                | Three years   |
| 35.            | 'B+' or higher Grade i.e. 4.00 or more GPA in 6 point scale and   | Third   | & M. Phil                              | Three years   |
| 36.            | 'B+' or higher Grade i.e. 4.00 or more GPA in 6 point scale and   | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and       | M. Phil                                | Three years   |
| 37.            | Third   | & Second  | & M. Phil                              | Four years  |
| 38.            | Third   | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and     | & M. Phil                              | Four years  |
| 39.            | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and       | Second  | & M. Phil                              | Four years  |

| <b>Sr. No.</b> | <b>Bachelor's Degree in the Subject</b>                         | <b>Master's Degree in the Subject</b>                           | <b>Doctorate Degree in the Subject</b> | <b>Teaching experience as a Lecturer in the Subject</b> |
|----------------|---|---|--|---|
| 40.            | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and     | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and   | M. Phil                                | Four years  |
| 41.            | Second  | & Third   | & M. Phil                              | Five years  |
| 42.            | Second  | & 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and   | M. Phil                                | Five years  |
| 43.            | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and   | Third   | & M. Phil                              | Five years  |
| 44.            | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and   | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and     | M. Phil                                | Five years  |
| 45.            | Third   | & Third   | & M. Phil                              | Seven years   |
| 46.            | Third   | & 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and   | M. Phil                                | Seven years   |
| 47.            | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and     | Third   | & M. Phil                              | Seven years   |
| 48.            | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and     | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and     | M. Phil                                | Seven years   |
| 49.            | First   | & First   | ---                                    | ---   |
| 50.            | First   | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and   | ---                                    | ---   |
| 51.            | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and   | First   | ---                                    | ---   |
| 52.            | 'B+' or higher Grade i.e. 4.00 or more GPA in 6 point scale and | 'B+' or higher Grade i.e. 4.00 or more GPA in 6 point scale and | ---                                    | ---   |
| 53.            | Second  | & First   | ---                                    | Two years   |
| 54.            | Second  | 'B+' or higher Grade i.e. 4.00 or more GPA in 6 point scale and | ---                                    | Two years   |
| 55.            | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and   | First   | ---                                    | Two years   |
| 56.            | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and   | 'B+' or higher Grade i.e. 4.00 or more GPA in 6 point scale and | ---                                    | Two years   |
| 57.            | First   | & Second  | ---                                    | Two years   |
| 58.            | First   | & 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and | ---                                    | Two years   |
| 59.            | 'B+' or higher Grade i.e. 4.00 or more GPA in 6 point scale and | Second  | ---                                    | Two years   |
| 60.            | 'B+' or higher Grade i.e. 4.00 or more GPA in 6 point scale and | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and   | ---                                    | Two years   |
| 61.            | Third   | & First   | ---                                    | Five years  |
| 62.            | Third   | 'B+' or higher Grade i.e. 4.00 or more GPA in 6 point scale and | ---                                    | Five years  |

| <b>Sr. No.</b> | <b>Bachelor's Degree in the Subject</b>                         | <b>Master's Degree in the Subject</b>                           | <b>Doctorate Degree in the Subject</b> | <b>Teaching experience as a Lecturer in the Subject</b> |
|----------------|---|---|--|---|
| 63.            | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and     | First   | ---                                    | Five years  |
| 64.            | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and     | 'B+' or higher Grade i.e. 4.00 or more GPA in 6 point scale and | ---                                    | Five years  |
| 65.            | First   | & Third   | ---                                    | Six years   |
| 66.            | First   | & 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and   | ---                                    | Six years   |
| 67.            | 'B+' or higher Grade i.e. 4.00 or more GPA in 6 point scale and | Third   | ---                                    | Six years   |
| 68.            | 'B+' or higher Grade i.e. 4.00 or more GPA in 6 point scale and | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and     | ---                                    | Six years   |
| 69.            | Second  | & Second  | ---                                    | Five years  |
| 70.            | Second  | & 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and | ---                                    | Five years  |
| 71.            | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and   | Second  | ---                                    | Five years  |
| 72.            | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and   | & 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and | ---                                    | Five years  |
| 73.            | Third   | & Second  | ---                                    | Six years   |
| 74.            | Third   | & Third   | ---                                    | Ten years   |
| 75.            | Third   | & 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and | ---                                    | Six years   |
| 76.            | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and     | Second  | ---                                    | Six years   |
| 77.            | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and     | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and   | ---                                    | Six years   |
| 78.            | Second  | & Third   | ---                                    | Eight years   |
| 79.            | Second  | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and     | ---                                    | Eight years   |
| 80.            | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and   | Third   | ---                                    | Eight years   |
| 81.            | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and   | 'C' and 'D' Grade i.e. 1.6 to 2.99 GPA in 6 point scale and     | ---                                    | Eight years   |

In Case of a Tutor / Demonstrator / junior lecturer who possesses the necessary qualifications for being appointed as a Lecturer, the half of the teaching experience gained by him / her on the post of Tutor/ Demonstrator/ junior Lecturer as the case may be, shall be taken in to consideration as teaching experience as a Lecturer for the recognition.

- (b) Not with standing anything contained in (a) above, a teacher possessing qualifications and/ or experience mentioned against any one of the following categories shall be recognized as a Post - Graduate Teacher for M. Com. Degree (by papers) in the subject of Accounting costing and Industrial Administration.

| Sr. No. | Bachelor's Degree in the Subject  | Master's Degree in the Subject                            | Qualification  | Professional Standing       | Teaching experience                  |
|---------|---|---|--|-----------------------------|--------------------------------------|
| 1.      | 2.  | 3.  | 4.   | 5.                          | 6.                                   |
| 1.      | B. Com. Pass  | ---   | Chartered Accountant (C.A.)  | ---                         | 3 years as a teacher in the subject. |
| 2.      | B. Com. Pass  | ---   | -do-   | 5 years as C.A.             |                                      |
| 3.      | B. Com. - II and / or M. Com. in Accounting and Auditing                    | ---   | I.C.W.A. (A Diploma of Institute of Cost and Works Accountants, Calcutta.) | 3 years                     |                                      |
| 4.      | B. Com. - II and / or M. Com. in Accounting and Auditing                    | M. Com.   | -do-   | 5 years as Cost Accountant  |                                      |
| 5.      | B. Com. with 'C' Grade or 2.6 GPA in 6 point scale                          | ---   | Chartered Accountant (C.A.)  | ---                         | 3 years as a teacher in the subject  |
| 6.      | B. Com. with 'C' Grade or 2.6 GPA in 6 point scale                          | ---   | Chartered Accountant (C.A.)  | 5 years as C. A.            | ---                                  |
| 7.      | B. Com. with 'B' Grade or 3.6 GPA in 6 point scale in Accounting & Auditing | & / or M. Com. with 'C' Grade or 2.6 GPA in 6 point scale | I.C.W.A. (A Diploma of Institute of Cost and Works Accountants, Calcutta.) | ---                         | 3 years                              |
| 8.      | B. Com. with 'B' Grade or 3.6 GPA in 6 point scale in Accounting & Auditing | or M. Com. with 'C' Grade or 2.6 GPA in 6 point scale     | I.C.W.A. (A Diploma of Institute of Cost and Works Accountants, Calcutta.) | 5 years as Cost Accountants | ---                                  |

**(ii) IN THE FACULTY OF LAW:**

A teacher seeking recognition as a Post-Graduate teacher for the master's Degree (by papers) in the faculty of Law shall possess qualifications mentioned against any one of the Categories mentioned below:

| Sr. No. | Bachelor's Degree in the Subject | Master's Degree in the Subject                                  | Doctorate Degree in the Subject | Teaching experience as a Lecturer in the Subject |
|---------|----------------------------------|---|---------------------------------|--|
| 1.      | 2.                               | 3.  | 4.                              | 5.   |
| 1.      | ---                              | First   | ---                             | ---  |
| 2.      | ---                              | B+ or higher Grade i.e. 4.00 or more GPA in 6 Point Scale       | ---                             | ---  |
| 3.      | First                            | & Second  | ---                             | Three years                                      |
| 4.      | First                            | & 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and | ---                             | Three years                                      |

|     |   |  |        |             |
|-----|---|--|--------|-------------|
| 5.  | B+ or higher Grade<br>i.e. 4.00 or more GPA<br>in 6 Point Scale       | Second   | ---    | Three years |
| 6.  | B+ or higher Grade<br>i.e. 4.00 or more GPA<br>in 6 Point Scale       | & 'B+' and 'C+' Grade i.e.<br>3.00 to 3.99 GPA in 6<br>point scale and | ---    | Three years |
| 7.  | Second  | & Second   | ---    | Five years  |
| 8.  | Second  | & 'B' and 'C+' Grade i.e.<br>3.00 to 3.99 GPA in 6<br>point scale and  | ---    | Five years  |
| 9.  | & 'B' and 'C+' Grade<br>i.e. 3.00 to 3.99 GPA<br>in 6 point scale and |  | ---    | Five years  |
| 10. | & 'B' and 'C+' Grade<br>i.e. 3.00 to 3.99 GPA<br>in 6 point scale and | & 'B' and 'C+' Grade i.e.<br>3.00 to 3.99 GPA in 6<br>point scale and  | ---    | Five years  |
| 11. | ---   | ---  | Ph. D. | Two years   |

**(iii) IN THE FACULTY OF MEDICINE:**

To be recognized as a post - Graduate Teacher for post - Graduate Degree or Diploma a teacher shall have in the subject a post - Graduate Degree or qualifications recognized as equivalent thereof by Medical Council of India and holds a post of at least Junior Lecturer/ Tutor Resident physician/ Epidemiologist and has teaching experience of at Least two years as Registrar/ Junior Lecturer/ Tutor/ Resident physician/ epidemiologist. Notwithstanding anything contained above a teacher with diploma qualifications on the staff of a Medical College and attached to Specialist Department and having teaching experience as Registrar/ Junior Lecturer/ Tutor/ Resident physician/ Epidemiologist of Not less than five years in the subject may be recognized as a P. G. teacher in the subject concerned.

**(iv) IN THE FACULTY OF TECHNOLOGY INCLUDING ENGINEERING**

A teacher seeking recognition as a post - Graduate teacher for the M. E. Degree must possess qualifications specified in any one of the categories shown below:

| 1.  | 2.  | 3.  | 4.  | 5. | 6.   | 7.  |
|-----|---|---|-----|----|------|-----|
| 1.  | First   | ---   | --- | 7  | or 9 | 1   |
| 2.  | 'B+' or higher i.e. 4.00<br>or more GPA in 6 point<br>scale     | ---   | --- | 7  | or 9 | 1   |
| 3.  | Second  | ---   | --- | 7  | or 9 | 2   |
| 4.  | 'B' and 'C+' Grade i.e.<br>3.00 to 3.99 GPA in 6<br>point scale | ---   | --- | 7  | or 9 | 2   |
| 5.  | First   | & First   | --- | 1  | or 3 | --- |
| 6.  | First   | & 'B+' or higher i.e. 4.00<br>or more GPA in 6 point<br>scale   | --- | 1  | or 3 | --- |
| 7.  | 'B+' or higher i.e. 4.00<br>or more GPA in 6 point<br>scale     | First   | --- | 1  | or 3 | --- |
| 8.  | 'B+' or higher i.e. 4.00<br>or more GPA in 6 point<br>scale and | 'B+' or higher i.e. 4.00 or<br>more GPA in 6 point<br>scale     | --- | 1  | or 3 | --- |
| 9.  | First   | Second  | --- | 1  | or 4 | --- |
| 10. | First   | 'B' and 'C+' Grade i.e.<br>3.00 to 3.99 GPA in 6<br>point scale | --- | 1  | or 4 | --- |

|     |   |   |       |     |      |     |
|-----|---|---|-------|-----|------|-----|
| 11. | 'B+' or higher i.e. 4.00 or more GPA in 6 point scale and     | Second  | ---   | 1   | or 4 | --- |
| 12. | 'B+' or higher i.e. 4.00 or more GPA in 6 point scale and     | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale | ---   | 1   | or 4 | --- |
| 13. | Second  | Second  | ---   | 2   | or 4 | --- |
| 14. | Second  | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale | ---   | 2   | or 4 |     |
| 15. | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and | Second  | ---   | 2   | or 4 |     |
| 16. | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale | ---   | 2   | or 4 |     |
| 17. | ---   | ---   | Ph.D. | --- | ---  | --- |

**(v) APPLICABLE TO ALL FACULTIES:**

Notwithstanding anything contained above, the case of teacher who does not possess Bachelor's degree in the subject in which he / she has applied for recognition should be placed before the Board of University Teaching.

**(vi) APPLICABLE TO SCIENCE FACULTY ONLY:**

Notwithstanding anything contained above, a Demonstrator / Tutor seeking recognition as a Post - Graduate Teacher for the Master's degree ( by papers ) must possess qualifications / requirements mentioned against any one of the following three categories. In addition, he / she has some teaching experience at the undergraduate level.

| Sr. No. | Bachelor's Degree in the Subject                              | Master's Degree in the Subject                                | Doctorate M. Phil Degree in the Subject | No. of research papers published in a reputed journal |
|---------|---|---|---|---|
| 1       | 2   | 3   | 4                                       | 5   |
| 1.      | First &   | First &   | M. Phil                                 | 2   |
| 2.      | First &   | B+ or higher Grade i.e. 4.00 or more GPA in 6 point scale and | M. Phil                                 | 2   |
| 3.      | B+ or higher Grade i.e. 4.00 or more GPA in 6 point scale and | First &   | M. Phil                                 | 2   |
| 4.      | B+ or higher Grade i.e. 4.00 or more GPA in 6 point scale and | B+ or higher Grade i.e. 4.00 or more GPA in 6 point scale and | M. Phil                                 | 2   |
| 5.      | First &   | Second &  | M. Phil                                 | 3   |
| 6.      | First &   | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and | M. Phil                                 | 3   |
| 7.      | B+ or higher Grade i.e. 4.00 or more GPA in 6 point scale and | Second &  | M. Phil                                 | 3   |
| 8.      | B+ or higher Grade i.e. 4.00 or more GPA in 6 point scale and | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and | M. Phil                                 | 3   |
| 9.      | Second &  | First &   | Ph. D.                                  | 2   |



|     |   |   |         |   |
|-----|---|---|---------|---|
| 10. | Second &  | B <sup>+</sup> or higher Grade i.e. 4.00 or more GPA in 6 point scale and | Ph. D.  | 2 |
| 11. | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and             | First &   | Ph. D.  | 2 |
| 12. | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and             | B <sup>+</sup> or higher Grade i.e. 4.00 or more GPA in 6 point scale and | Ph. D.  | 2 |
| 13. | Second &  | First &   | M. Phil | 3 |
| 14. | Second &  | B <sup>+</sup> or higher Grade i.e. 4.00 or more GPA in 6 point scale and | M. Phil | 3 |
| 15. | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and             | First &   | M. Phil | 3 |
| 16. | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and             | B <sup>+</sup> or higher Grade i.e. 4.00 or more GPA in 6 point scale and | M. Phil | 3 |
| 17. | First &   | Second &  | Ph. D.  | 2 |
| 18. | First &   | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and             | Ph. D.  | 2 |
| 19. | B <sup>+</sup> or higher Grade i.e. 4.00 or more GPA in 6 point scale and | Second &  | Ph. D.  | 2 |
| 20. | B <sup>+</sup> or higher Grade i.e. 4.00 or more GPA in 6 point scale and | 'B' and 'C+' Grade i.e. 3.00 to 3.99 GPA in 6 point scale and             | Ph. D.  | 2 |

- NOTE:**
1. In all faculties teaching experience shall mean experience of teaching to the Degree Class OR to the Post Graduate Classes in an affiliated college OR a recognized institution as the case may be.
  2. Where no class is awarded in the Master's Degree Examination obtained by thesis OR partly by thesis and partly by papers or by papers only or by thesis only the Master's Degree will be considered equivalent at least to Master's degree by papers in Second Class.
  3. In the case of a First Class Bachelor's degree OR Master's degree as an internal students from a University or depute, the Board of University Teaching shall consider each, case on merit in regard to the length of teaching experience requisite for recognition as a Post - Graduate teacher.
  4. Notwithstanding anything contained in the above rules for recognition, a teacher who has been recognized as a Post-graduate Teacher either in Inorganic Chemistry or Physical Chemistry will also be recognized as a Post -Graduate Teacher in the branches of physical Chemistry and Inorganic Chemistry respectively.

**Note:** Interpretation of Grade Points 4.6, 3.6 & 2.6

1. Grade Point falling between 4.55 and 4.65 be treated as 4.6
2. Grade Points falling between 3.55 and 3.65 be treated as 3.6
3. Grade points falling between 2.55 and 2.65 be treated as 2.6.

**O.110: DELETED**

**O.111: DELETED**

**O.112: DELETED**

**PERIOD OF RECOGNITION AND ITS RENEWAL**

- O.113:** The recognition granted to a Post - Graduate Teacher on an Assistant Post-Graduate Teacher for Master's Degree and to a Supervising Teacher for a Doctorate Degree shall ordinarily be for a period of not more than five years and not less than two years.
- O.114:**
- (1) The Principal or Professor in charge of a Centre shall submit at the end of every year a report on the nature of work done by the individual Post - Graduate Teacher working at the centre.
  - (2) Each recognized Post-Graduate Teacher or Assistant Post - Graduate Teacher shall submit to the Board of University Teaching, through the Principal or Head of the Institution where he is working, at least six months prior to the date on which his recognition expires, a brief report of all work done by him in Post - Graduate teaching and research along with a copy of the papers published by him in recognized Journals, during the period of his recognition.
  - (3) The Board of University Teaching shall after considering the report, recommend to the Syndicate whether his recognition be continued further.
- O.115:** The Syndicate may, at any time, on the recommendation of the Board of University Teaching, withdraw the recognition of a recognized Supervising Teacher for the Ph. D. Degree or a Post-Graduate Teacher, or an Assistant Post - Graduate Teacher.
- O.116:** The names of persons recognized as Post - Graduate Teachers and Assistant Post-Graduate Teachers whose services have been transferred from one college to another or who have been transferred from one post to another in the same College will continue on the list of Post-Graduate Teachers provided they report to the Registrar about the said transfer, within a month from the date of such transfer.
- O.117:** **DELETED**

**XV GENERAL PROVISIONS****(i) Academic Costume**

- O.118:** Academic Costume shall be worn at Convocation for conferring Degrees.
- O.119:** Deans and other Officers shall wear the Collars of the appropriate designs and colours and rest of the members of the Senate shall wear the Badge prescribed for them, at the Convocation.
- O.120:** Candidates shall wear hoods indicating the colours of their faculties and the degree,

**(ii) Management of the Employee's Provident Fund**

- O.121:** The amount in hand to the credit of the Fund shall be invested in Government Securities or be placed in Fixed Deposit, in the State Bank of India or in the Post-Office Savings Bank, or in National Savings Certificates as the Syndicate may specifically or generally direct.
- O.122:** 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 form as it may, from time to time prescribe.

- O.123:** The interest received by the University on sums so invested shall, as soon as received, be added to the amounts standing to the credit of the Fund.
- O.124:** The amount of interest earned on the investments made on loans from the subscribers during the year may be distributed to the subscribers every year at the rate decided by the Syndicate.
- O.125:** The term " Salary " shall mean basic salary only and shall not include dearness duty, acting, examination and other allowances; it will, however, include personal or special pay, if any.
- O.126:** 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 twenty four 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 a 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 instalment shall cover the entire balance then to be refunded by the subscriber. But a subscriber may at his option pay any additional sum above the amount of the instalment fixed in round figures; provided, however, that the interest due may be recovered in two further installments.

**(iii) Admission to a Degree of Diploma**

- O.127:** Every person who passes an examination for a degree or a post - graduate diploma of the University shall be eligible for admission on payment of a fee of Rs. 20/- on his first graduation in the University and Rs. 15/- on his second or subsequent graduation, to the respective degree or diploma in person or in absentia at his option at a convocation and in testimony whereof a degree or a diploma as the case may be, shall be awarded to him. Provided that the person who has obtained his First Degree from the Gujarat University shall be entitled to obtain his second or subsequent degree on payment of a fee of Rs. 15/- only even though this second or subsequent degree may be the first degree in this University.

In the case of an under-graduate diploma and certificate courses a certificate shall be given to the candidate on his passing the examination for the same on payment of a fee of Rs. 10/-.

**(iv) Fees for Post Graduate Studies**

**O. 128 :**

- (1)** The Tuition / Laboratory fees for the Post-Graduate students mentioned in Ordinance 128 (1) registered at the P.G. Centres or the University Departments shall be charged at the following rates:

| <b>Sr. No.</b> | <b>Faculty</b>           | <b>Tuition Fees per Term / Semester</b> | <b>Laboratory Fees Per Term / Semester (including Computer Lab)</b> |
|----------------|--------------------------|---|---|
| 1              | Faculty of Arts          | Rs.1,400/-                              | Rs. 500/- (Language Lab)  |
| 2              | Faculty of Science       | Rs.2,500/-                              | Rs.2,500/-  |
| 3              | Faculty of Management    | Rs.2,500/-                              | Rs.2,500/-  |
| 4              | Faculty of Commerce      | Rs.1,400/-                              | --  |
| 5              | Faculty of Education     | Rs.1,000/-                              | --  |
| 6              | Faculty of Law           | Rs.1,000/-                              | --  |
| 7              | Faculty of Medicine      | Rs.3,000/-                              | Rs.2,500/-  |
| 8              | Faculty of Rural Studies | Rs.1,000/-                              | Rs.2,500/-  |
| 9              | Faculty of Engineering   | Rs.3,000/-                              | Rs.2,500/-  |

- (2) The Tuition / Laboratory fees for the Post-Graduate students seeking admission to the courses which are Self Financed from the fees shall be as under :-

| <b>Sr. No.</b> | <b>Course</b>                                      | <b>Tuition Fees per Sem</b> | <b>Laboratory Fees per Sem (including Computer Lab)</b> |
|----------------|--|-----------------------------|---|
| 1              | M L W/M.A. (HRM & IR)                              | Rs.20,000/-                 | --  |
| 2              | M.H.R.D  | Rs.20,000/-                 | --  |
| 3              | M.P.A. (Part Time)                                 | Rs.7,500/-                  | --  |
| 4              | M S W  | Rs.20,000/-                 | --  |
| 5              | M.Ed.  | Rs.40,000/-                 | --  |
| 6              | M.Sc. Microbiology                                 | Rs.30,000/-                 | Rs.2,500/-  |
| 7              | B.Sc. Biotechnology                                | Rs.22,500/-                 | Rs.2,500/-  |
| 8              | M.Sc. Biotechnology                                | Rs.30,000/-                 | Rs.2,500/-  |
| 9              | Adv. PG Diploma in Medical Plants                  | Rs.5,000/-                  | Rs.2,500/-  |
| 10             | PG Diploma in Tools & Techniques in Genetic engg   | Rs.25,000/-                 | --  |
| 11             | M.Sc.Org. Chemistry (Regular /Evening)             | Rs.20,000/-                 | Rs.2,500/-  |
| 12             | M.Sc.Ind. Chemistry                                | Rs.20,000/-                 | Rs.2,500/-  |
| 13             | M.Sc. Pharmaceutical Chemistry                     | Rs.20,000/-                 | Rs.2,500/-  |
| 14             | M.Sc. Environmental Chemistry                      | Rs.20,000/-                 | Rs.2,500/-  |
| 15             | M.Sc.Mathematics(Higher Fees)                      | Rs.12,500/-                 | --  |
| 16             | M.Sc.Applied Statistics (Higher Fees)              | Rs.11,000/-                 | Rs.1,000/-  |
| 17             | P.G. Diploma in Computer Application DCA(P Time)   | Rs.6,500/-                  | Rs.1,000/-  |
| 18             | M.Sc. (Tech.) in instrumentation                   | Rs.12,500/-                 | Rs.2,500/-  |
| 19             | P.G. Diploma Instrumentation                       | Rs.12,500/-                 | Rs.2,500/-  |
| 20             | M.Com 5 Yrs Intigrated Course                      | Rs.15,000/-                 | --  |
| 21             | M.C.A.   | Rs.22,500/-                 | Rs.2,500/-  |
| 22             | M.A. Mass Communication                            | Rs.18,000/-                 | --  |
| 23             | B.Lib  | Rs.2,500/-                  | Rs.750/-  |
| 24             | M.Sc.- I.C.T.                                      | Rs.20,000/-                 | Rs.2,500/-  |
| 25             | M.Sc.- Environmental Science                       | Rs.30,000/-                 | Rs. 2,500/-   |
| 26             | M.Lib Regular                                      | Rs.10,000/-                 | --  |
| 27             | M.Lib Part Time                                    | Rs.4,500/-                  | Rs.1,500/-  |
| 28             | M.Sc.- I.T.  | Rs.20,000/-                 | Rs.2,500/-  |
| 29             | M.Sc.- Medical Technology                          | Rs.30,000/-                 | Rs.2,500/-  |
| 30             | M.Sc.- Medical Laboratory Technology               | Rs.30,000/-                 | Rs.2,500/-  |
| 31             | M.Arch.- City Design                               | Rs.27,500/-                 | Rs.2,500/-  |
| 32             | M.Sc. Computer Application                         | Rs.30,000/-                 | Rs.2,500/-  |
| 33             | P.G. Diploma in Medical Laboratory Technology DMLT | Rs.17,500/-                 | Rs.3,500/-  |
| 34             | P.G. Diploma in Tax Mgt.                           | Rs.7,000/-                  | --  |
| 35             | P.G. Diploma in Blood Bank Technology              | Rs.14,000/-                 | --  |
| 36             | P.G. Diploma in Co-operative Management            | Rs.7,000/-                  | --  |
| 37             | P.G. Diploma in Insurance Business                 | Rs.7,000/-                  | --  |
| 38             | P.G. Diploma in Computer Based Accounting          | Rs.7,000/-                  | --  |
| 39             | P.G. Diploma in Financial Services                 | Rs.7,000/-                  | --  |
| 40             | P.G. Diploma in International Business             | Rs.7,000/-                  | --  |
| 41             | M.D. Homeopathy                                    | Rs.30,000/-                 | Rs.2,500/-  |
| 42             | M.Optomety   | Rs.30,000/-                 | Rs.2,500/-  |

|    |   |                      |    |
|----|---|----------------------|----|
| 43 | M.Com   | Rs.8,000/-           | -- |
| 44 | LLM Human Rights Groups Higher Payment            | Rs.8,000/-           | -- |
| 45 | M.Sc. Org. Chemistry (Higher Payment) Uni. Center | Rs.12,500/-          | -- |
| 46 | M.B.A(Evening)                                    | Rs.20,000 (Per year) | -- |

\* **Tuition fees will be as above or prescribed by Justice Akshay Mehta committee whichever is less.**

(3) Fees to be charged to the foreign students pursuing Post-Graduate programmes of the University at the P.G. Departments and the Centres shall be as under:

(A) **Post-Graduate courses leading to the Post-Graduate Degree and Diplomas :**

|   |                                 |
|---|---------------------------------|
| (i) Eligibility Fees :<br>(in case final eligibility is not granted Rs. 3,750/- be refunded)  | Rs. 7,500/-                     |
| (ii) Registration Fee :   | Rs. 1,500/-                     |
| (iii) International students Welfare Fund   | Rs. 1,000/- per Year            |
| (iv) Tuition Fees :<br>(For all subjects / courses except professional courses including those in the Computer Science Deptt. Human Resource Development Deptt. and Library Sciences) | Rs. 1,000/- per Term / Semester |
| (v) Tuition Fees for MBA Full-Time  | Rs. 50,000/- per Term/ Semester |
| (vi) Laboratory Fees :<br>(Wherever applicable)   | Rs. 1,000/- per Term/ Semester  |

(B)

|   |                      |
|---|----------------------|
| <b>(I) For Ph.D. Programmes in all the Faculties :</b>    |                      |
| 1. Tuition Fees   | Rs. 5,000/- per Term |
| 2. Laboratory Fees (Wherever applicable)                  | Rs. 3,000/- per Term |
| 3. Synopsis Fees  | Rs. 1,250/-          |
| 4. Examination Fees                                       | Rs. 1,250/-          |
| <b>(II) For M.Phil. Programmes in all the Faculties :</b> |                      |
| 1. Tuition Fees   | Rs. 5,000/- per Term |
| 2. Laboratory Fees (Wherever applicable)                  | Rs. 3,000/- per Term |
| 3. Synopsis Fees  | Rs. 1,250/-          |
| 4. Examination Fees                                       | Rs. 1,000/-          |

(C) The following Fees will be payable by the foreign students seeking admission to the under graduate courses in the colleges affiliated to the University in addition to the prescribed Tuition and Laboratory Fees:

|   |                      |
|---|----------------------|
| (i) Eligibility Fees :<br>(in case final eligibility is not granted Rs.2,000/- be refunded) | Rs. 5,000/-          |
| (ii) Registration Fee :   | Rs. 1,000/-          |
| (iii) International students Welfare Fund<br>(to be remitted to the University)             | Rs. 1,000/- per Year |

- (4) All the students shall also be liable to pay the following fees per Term/Semester :-

| Sr. No. | Other Fee Head                           | Per Term / Semester Rs. |
|---------|--|-------------------------|
| 1       | Admission Fee (One Time)                 | Rs.100/-                |
| 2       | Identity Card Fee (One Time)             | Rs.50/-                 |
| 3       | Student & Teacher's Welfare Activity Fee | Rs.250/-                |
| 4       | Books & Equipment Fee                    | Rs.300/-                |
| 5       | Student/ Union Fee                       | Rs.100/-                |
| 6       | Amenities Fee                            | Rs.250/-                |
| 7       | Campus Development Fee                   | Rs.100/-                |
| 8       | Internal Examination Fee                 | Rs.100/-                |
| 9       | Enrollment/ Registration Fee (One Time)  | Rs.100/-                |
| 10      | College Deposit                          | Rs.100/-                |
| 11      | Library Deposit (One Time)               | Rs.200/-                |
| 12      | University Development Fee               | Rs.50/-                 |
| 13      | University Sports & Cultural Activities  | Rs.20/-                 |
| 14      | University Sports Complex Development    | Rs.20/-                 |

- (5) Tuition Fees and Laboratory fees for research guidance for M.Phil. and Ph.D. Degree shall be as mentioned in (3) and (4) above. These fees shall be paid to the University Department as may be applicable.
- (6) (a) The University Office/ Departments/ Centres concerned (as may be applicable) shall collect the Tuition and other fees from the Post-Graduate students (Except Research Students for M.Phil. and Ph.D. Degree) as provided here under :-

|                        |   |
|------------------------|---|
| First Term / Semester  | Within stipulated time prescribed in the admission letter in the Post-Graduate Degree Course in particular subject. |
| Second Term / Semester | Within 15 days of the commencement the 2 <sup>nd</sup> Term / Semester  |

The amount of fees thus collected shall be remitted to the University office within one week after its collection, except by the University Departments authorized to retain the fees for the courses party financed from the fees by the University.

- (b) The names of the students who fail to pay up the Tuition and other fees within the time prescribed in (a) shall be struck off from the roll of the P.G. Centre / Department.
- (c) The Professor – In – Charge of the P.G. Centre / Head of the P.G. Department of the University may extend the last date for acceptance fees up to maximum of ten days giving reasons in special circumstances, The last fee of Rs. 20/- per day. The admission of the students, who fail to pay tuition and other fees before the prescribed date, shall be treated as cancelled, unless exception is made any individual case for a genuine reason by the Vice-Chancellor.

#### (v) Refund of Fees in University Departments

**0.129:** When on leaving a Department/ Centre, a student claims refund of his tuition/ Laboratory fees from the Department/ Centre, he shall apply in writing to the Head or Professor - in - charge of the University Department/ Centre concerned. On receipt of such an application refund may be given in the following circumstances at the rate Indicated:

- (1) Tuition/ Laboratory fees after deducting Rs. 15/- in the case of a student leaving the Department/ Centre within a fortnight from the date of his admission.

- (2) Half of the tuition / Laboratory fees in case of a student leaving the Department / Centre after 15 days but within 30 days of the date of his admission.
- (3) Full tuition fees / Laboratory in case of a student admitted provisionally pending the issue of a certificate of eligibility is later reported to be ineligible for admission to the University.
- (4) No amount if a student who after being admitted provisionally fails to produce a provisional or final eligibility certificate before the end of the term or a student whose term is not granted by the Department / Centre.
- (5) No other fees.

#### **(vi) Travelling and Daily Allowance**

#### **O.130:**

Whenever a member other than the Vice - Chancellor, employee of the University or a student is required to travel for attending (1) meeting called by the Registrar of the University or (2) for attending Conference, Seminar as a delegate of the University or in connection with the University Examinations or (3) any other University business, he will be paid traveling allowance as under :

- (1) In case of person, traveling for University work other than that of delivering Post - Graduate lectures, a single First Class Railway Fare or Air-conditioned First Class Railway Fare, when prior permission for the same is obtained from Vice-Chancellor, will be paid both ways the member on giving the ticket number for his inward rail journey and on his giving a declaration that he will perform the outward journey by Railway in First Class, In all cases, when a member travel by Air with the previous permission of the Vice - Chancellor he shall invariably submit the counter - foil of the air ticket along with the traveling bill.

In case of the Post - Graduate teachers who travel from their registered address to other place for delivering post -graduate lectures, the first class fare for both ways will be paid only on production of such Ticket Nos.

In addition to travel allowance, the members will be paid Incidental charges, at the rate of 5 paisa per k. m. each way subject to maximum of Rs. 251- when the journey is made by Rail. When the journey is made by Air, no incidental charges will be paid but charges for taxi fares for to and fro journeys from Residence to Air - Port and to the Railway Station and back, will be paid on submission of vouchers by the members for the actual cost of transport.

- (2) If a member coming from a distance of 300 K. M. or less makes a declaration by giving his own vehicle No. that he had traveled by car owned by him, he shall be paid at the rate of Re. 1=10 paisa per K. M. each way.

When a member makes declaration by giving his own vehicle No. that he had travelled by a motor - cycle or a scooter owned by him, he shall be paid road mileage at the rate of 50 Paisa per K. M. each way. In these two cases incidental charges are not admissible.

- (3) When a member travels with a member using his own motor car / motor - cycle / scooter the member who owns the vehicle will be paid in accordance with Rule-2 above and the accompanying member / members shall be paid D. A. only.
- (4) If a member signs a declaration that he traveled by second class by Rail will be paid second class railway fare each way and the incidental charges as per Rule - 1 above.
- (5) When a member travels by Steamer, he will be paid the actual fare each way.

- (6) If a member travels by a Ordinary / Express or a Luxury S.T. Bus, he will be paid the actual fare each way and the incidental charges as per Rule-1 above. In case he travels by Luxury S. T. Bus, he will have to put a number of tickets for all journeys.
- (7) If a member performed different parts of journey by Rail, Steamer, Air or S. T. Bus etc., fares will be calculated for each part in accordance with the provisions of clause 1 to 6 above.
- (8) If there is no Steamer, S. T. Bus, Rail or Air communication for a part of the whole of a journey and it has to be performed by road, such part of the journey by road will be paid at the rate of 45 paise per I. m.
- (9) The traveling allowance will always be calculated by the shortest and cheapest route; however, the Vice - Chancellor may in exceptional case permit journey by a longer route. If a member travels by railway in first class or S.T. / Luxury bus and produces a voucher for payment of reservation charges or produces the ticket number of a journey-cum reservation ticket, the reservation charges will be paid to him in addition to actual first class fare or S. T./ Luxury bus fare for the distances traveled on University work.
- (10) Whenever concession fare is available, traveling allowance will be paid only at concession rates.
- (11) Whenever a member has claimed traveling allowance for any part of the journey from any public authority, this part shall be excluded from the total distance.
- (12) In all cases, traveling allowance is to be calculated from the registered address of the member to the actual place of duty.
- (13) If a residence of a member or the place where he has to perform his duty is more than 5 k. m. away from the railway station or out City bus stand or the Airport as the case may be and where there is no City - Bus in operation he will be entitled to receive 45 paisa per I. m. for road journey.
- (14) No halting allowance will be paid for the first 24 hours of the journey each way. After the first 24 hours, the daily allowance will be paid for each 24 hours or part thereof.
- (15) Whenever a member has to attend a meeting or meetings on consecutive days, only one traveling allowance is payable to him. However, if a member is required to leave for his place after attending a meeting on the first day he will be paid T. A. for attending for second meeting provided he does so with the previous permission of the Vice-Chancellor.
- (16) First Class Season ticket holders will be entitled to claim T. A. / D. A. as per the Syndicate resolution No. 34, dated 20-11-74 and amount of the T. A. / D. A. bills shall be paid to them according to University Circular No. Accts / 17167, dated 3-2-75.
- (17) In addition to the usual declarations of traveling etc. the members including paper-setters and examiners are required to produce Railway Cash Money Receipt or the number of the ticket or Air ticket as the case may be for journey both ways along with their traveling bill in all cases for traveling by Class I by Rail or by A.C.C. Rail or by A.C.C.
- (18) No claim for the traveling and halting allowance will be entertained after the lapse of 6 months from the date on which it was due; provided however that any time barred claim, if otherwise admissible may be entertained for payment with a deduction of 5% of the claim for each period of 30 days (one month ) over the period of 6 months from due date of the claim; provided, however, that the reduction of late claim from the T. A. shall not exceed 50% in any one case. AM such late claims shall be paid only after obtaining from the Vice-Chancellor or Registrar only.



- (19) If a member travels by rail in first class, he should invariably mention the number of his rail ticket for the inward journey, for the outward journey, he may file a declaration in the prescribed form and claim the first class railway fare.
- (20) Any such case not falling within the purview of the provisions of O. 130 and if any exception has to be made while paying the T. A. and D. A. to the members, the Vice-Chancellor may accord his approval considering the merits of the case.

**O.130(A):** The Vice - Chancellor, whenever he travels University business, shall be entitled to draw Travelling Allowance at the following rates;

- (1) The fare of the Class he travels by Rail and in addition mileage at the rate of Re. 0-5 paise per kilometer to cover incidental expenses.
- (2) The actual fare for journey by AIR or STEAMER for the class he travels and in addition Rs. 50/- each way if he travels by AIR of 3/5 of the fare each way if he travels by STEAMER to cover the incidental expenses.
- (3) For road journeys outside the limits of Surat Municipal Corporation Re. 0. 50 per Kilometer when he travels by a vehicle other than that of the University.
- (4) The Vice-Chancellor shall also be entitled to draw a Halting Allowance for the days he is outside the Head Quarters on University business at the rate of Rs. 25/- per day or part thereof, which shall be increased by 50% for class 'A' Cities and by 25% for class 'B' Cities.

- O.131:**
- (a) In addition to traveling allowance a member traveling for University work be entitled to receive halting allowance at he rate of Class-I Officer of the Government for each day spent by him at the place where his / her presence is required when no remuneration or honorarium Is payable and @ Rs. 30/- per day when any remuneration or honorarium is payable, If any holiday / days of transit intervenes between the days of work or meetings, the person shall be entitled to daily allowance for those days also.
  - (b) If a person has to stay at one place for more than seven days, he/ she will paid daily allowance at the normal rate as mentioned above for the first seven days and at the rate of 3 / 4 of the normal rate of daily allowance from 8th to 15th day of his / her stay.
  - (c) If a person has to stay at one place for more than 15 days, he / she will be entitled to get daily allowance at the rates mentioned in clause (b) above for first fifteen days and from the 16th day at the rate of 2 / 3 of the normal rate of daily allowance.

Provided however that situation regarding reduction in the rates of daily allowance for a stay longer than seven days & fifteen days shall not be enforced, If the journey is made for any work relating to the assessment work any theory or practical examination of the University.

- (d) The above rates of halting allowance will be enhanced by 50% for Bombay, Calcutta, New Delhi, and Madras and by 25% for Ahmedabed, Poona, Kanpur, Bangalore and Hyderabad. If the halt at 'A1 or 'B1 grade city exceeds 6 hours but does not exceed 12 hours, additional 50% or 25% will be paid for half day on the usual daily allowance. If the halt exceed 12 hours, additional 50% or 25% will be paid for one full day on the usual D. A.

**O.131-A:** Local members residing in Surat City who attend meeting called by the Registrar or travel for attending any University work will be paid conveyance allowance of Rs. 20-00 for attending the meeting or work. The Local conveyance allowance as provided in this Ordinance shall also be payable to examiners, referees and teaching and administrative staff of the University. When they act as member or are assigned work other than that which arise from their duty as employees.

**ORDINANCES RELATING TO EXAMINATIONS****XVI - EXAMINATIONS****(A) Appointment of Examiners**

- O.132:** Applications for examinerships shall be made to the Registrar in the prescribed form obtained from the office of the Registrar, within the date which will be notified from time to time.
- O.133:** The Registrar shall send a complete list of names received for examinerships In each subject to the Board of Studies which prepare the panels.
- O.134:** These panels will be forwarded to the Examiner's Appointment Committee and the final appointments will be made as provided for in O. 38 (3) and (4).
- O.135:** All examinations admission to which is dependent on candidates applying by the appointed time, with the prescribed certificates and paying the Registrar the prescribed fees through the Heads of the Institutions or otherwise, as the Syndicate may direct, shall be held at such times, in such places and commencing on such dates as the Syndicate may appoint from time to time and as specified below:  
If the day fixed below for the commencement of an examination happens to be a holiday or in a series of holidays, the particular examination will be commence on the first working day following holiday or series of holidays or from such other date as the Syndicate may direct.

| Sr. No.                | Examination   | How many times held | Date of Commencement  | Last date of receiving application for admission | Revised Rate/Amount for Examination Fees with Mark-sheet |
|------------------------|---|---------------------|---|--|--|
| 1                      | 2   | 3                   | 4   | 5  | 6  |
| <b>FACULTY OF ARTS</b> |   |                     |   |  | <b>Rs.</b>   |
| 1.                     | F.Y.B.A.  | Twice               | 2 <sup>nd</sup> Monday in March & 2 <sup>nd</sup> Monday in October                     | Three months before the examination              | 100/-  |
| 2.                     | F.Y.B.A. A.T.K.T.                                       | Twice               |   |  | 100/-  |
| 3.                     | S.Y.B.A.  | Twice               | 2 <sup>nd</sup> Monday in April & 3 <sup>rd</sup> Monday in October                     | Ten weeks before the Examination                 | 125/-  |
| 4.                     | S.Y.B.A. A.T.K.T.                                       | Twice               |   |  | 125/-  |
| 5.                     | T.Y.B.A.  | Twice               | 2 <sup>nd</sup> Monday in March & 2 <sup>nd</sup> Monday in October                     | Ten weeks before the Examination                 | 160/-  |
| 6.                     | M.A. Part - I & II                                      | Twice               | 2 <sup>nd</sup> Monday in April   | Three months before the Examination              | 170/-<br>for each part                                   |
| 7.                     | M.A. Part - I & II                                      | Once                |   |  | 170/-<br>for each part                                   |
| 8.                     | Diploma Research Methodology (Semester - I & II)        | Once                | 2 <sup>nd</sup> Monday in April for Sem.-I & 1 <sup>st</sup> Monday in Nov. for Sem.-II | Eight weeks before the examination               | 260/-<br>for each Sem.                                   |
| 9.                     | Diploma Linguistics                                     | Once                | 2 <sup>nd</sup> Monday in April   | Eight weeks before the examination               | 260/-  |
| 10.                    | Bachelor of Library & Information Science (B. Lib. Sc.) | ---                 | ---   | ---  | 240/-  |
| 11.                    | Certificate Course in Russian / German Language         | ---                 | ---   | ---  | 110/-  |

| 1                          | 2  | 3     | 4   | 5                                   | 6   |
|----------------------------|--|-------|---|-------------------------------------|---|
| 12.                        | M.L.W. Part - I & II                               | ---   | ---   | ---                                 | 260/-<br>for each part.   |
| 13.                        | Diploma in Journalism                              | ---   | ---   | ---                                 | 310/-   |
| 14.                        | Master of Lib. & Information Science               | ---   | ---   | ---                                 | 260/-   |
| 15.                        | M.H.R.D.   | ---   | ---   | ---                                 | 350/-   |
| 16.                        | Diploma in H.R.D.                                  | ---   | ---   | ---                                 | 500/-   |
| <b>FACULTY OF SCIENCE</b>  |  |       |   |                                     |   |
| 17.                        | F.Y.B.Sc.  | Twice | 2 <sup>nd</sup> Monday in March & 2 <sup>nd</sup> Monday in October | Three months before the Examination | 130/-   |
| 18.                        | F.Y.B.Sc. A.T.K.T.                                 | Twice |   |                                     | 130/-   |
| 19.                        | S.Y.B.Sc.  | Twice | 2 <sup>nd</sup> Monday in April & 3 <sup>rd</sup> Monday in October | Ten weeks before the Examination    | 160/-   |
| 20.                        | S.Y.B.Sc. A.T.K.T.                                 | Twice |   |                                     | 160/-   |
| 21.                        | T.Y.B.Sc.  | Twice | 2 <sup>nd</sup> Monday in March & 2 <sup>nd</sup> Monday in October | Ten weeks before the Examination    | 165/- (Maths)<br>180/-<br>(Either Subject with Lab.)              |
| 22.                        | M.Sc. Part - I & II (other than Maths.)            | Once  | 2 <sup>nd</sup> Monday in April                                     | Three months before the Examination | 190/-<br>for each part  |
| 23.                        | M.Sc. Part - I & II (with Maths.)                  | Once  |   |                                     | 180/-<br>for each part  |
| 24.                        | Diploma in Pharmacy-I                              | Twice | 2 <sup>nd</sup> Monday in March & 2 <sup>nd</sup> Monday in October | Three months before the Examination | 240/-   |
| 25.                        | Diploma in Pharmacy Part-I A.T.K.T.                | Twice |   |                                     | 240/-   |
| 26.                        | Diploma in Pharmacy-II                             | Twice | 2 <sup>nd</sup> Monday in April & 3 <sup>rd</sup> Monday in October | Ten weeks before the Examination    | 240/-   |
| 27.                        | B. Sc. (Tech.) (First to 4 <sup>th</sup> Seme.)    | Twice | 2 <sup>nd</sup> Monday in April & 2 <sup>nd</sup> Monday in October | Ten weeks before the Examination    | 500/-<br>per Semester   |
| 28.                        | Diploma in Medical Technology                      | Twice | Last Monday in May & Last Monday in November                        | Three weeks before the Examination  | 240/-   |
| 29.                        | Diploma in Computer Science & Application (D.C.A.) | ---   | ---   | ---                                 | 250/-<br>for each Semester  |
| 30.                        | Master of Computer Application (M.C.A.)            | ---   | ---   | ---                                 | 300/-<br>for each Semester  |
| 31.                        | Diploma in Applied Chemistry                       | ---   | ---   | ---                                 | -   |
| <b>FACULTY OF COMMERCE</b> |  |       |   |                                     |   |
| 32.                        | F.Y.B.Com.   | Twice | 2 <sup>nd</sup> Monday in March & 2 <sup>nd</sup> Monday in October | Three months before the Examination | 100/-   |
| 33.                        | F.Y.B.Com. A.T.K.T.                                | Twice |   |                                     | 100/-   |
| 34.                        | S.Y.B.Com.   | Twice | 2 <sup>nd</sup> Monday in April & 3 <sup>rd</sup> Monday in October | Ten weeks before the Examination    | 125/-   |
| 35.                        | S.Y.B.Com. A.T.K.T.                                | Twice |   |                                     | 125/-   |
| 36.                        | T.Y.B.Com.   | Twice | 2 <sup>nd</sup> Monday in March & 2 <sup>nd</sup> Monday in October | 160/-                               |   |
| 37.                        | M. Com. Part - I & II                              | Once  | 2 <sup>nd</sup> Monday in April                                     | Three months before the Examination | (i) By (papers) for each part 170/-<br>(ii) By Dissertation 190/- |

| 1                             | 2  | 3     | 4   | 5  | 6                                      |
|-------------------------------|--|-------|---|--|--|
| 38.                           | M.B.A.   | Once  | 4 <sup>th</sup> November  | Six weeks before the Examination   | 300/- for each Semester                |
| 39.                           | Bachelor of Business Admn. (6 <sup>th</sup> Seme.) (B.B.A.)            | ---   | ---   | ---  | 310/- for each Semester                |
| <b>FACULTY OF LAW</b>         |  |       |   |  |  |
| 40.                           | LL.B. (First)  | Twice | 2 <sup>nd</sup> Monday in April & 2 <sup>nd</sup> Monday in October | Two months before the Examination  | 130/-                                  |
| 41.                           | First LL.B. A.T.K.T.   | Twice |   |  | 130/-                                  |
| 42.                           | Second LL.B.   | Twice | 2 <sup>nd</sup> Monday in April & 2 <sup>nd</sup> Monday in October | Two months before the Examination  | 170/-                                  |
| 43.                           | Third LL.B.  | Twice |   |  | 240/-                                  |
| 44.                           | LL.M. Part - I   | Once  | 1 <sup>st</sup> Monday in June                                      | Three months before the Examination  | 260/-                                  |
| 45.                           | LL.M. Part - II  | Once  | 2 <sup>nd</sup> Monday in June                                      |  | 260/-                                  |
| 46.                           | LL.M. by (Thesis)  | Once  | Thesis may be submitted at any time during the year                 | Application to be sent alongwith the Synopsis two months before the submission of the thesis | 360/-                                  |
| <b>FACULTY OF EDUCATION</b>   |  |       |   |  |  |
| 47.                           | B. Ed.   | Once  | 4 <sup>th</sup> Monday in March                                     | Last Monday in January   | 260/-                                  |
| 48.                           | M. Ed. (Full Time)   | Once  | 1 <sup>st</sup> Monday in June                                      | Last Monday in March   | 260/-                                  |
| 49.                           | M. Ed. (Part - I -II)  | Once  | 1 <sup>st</sup> Monday in June                                      | Last Monday in March   | 160/- for each Part                    |
| 50.                           | Diploma in Edu. Tech.  | Once  | Last Monday in May Exam.  | Three weeks before the Examination   | 260/-                                  |
| 51.                           | Bachelor of Physical Education   | Once  | 2 <sup>nd</sup> Monday in April                                     |  | I - 130/-<br>II - 160/-<br>III - 170/- |
| 52.                           | Master of Physical Edu. (Part I - II)                                  | ---   | ---   | ---  | 190/- each Part                        |
| <b>FACULTY OF ENGINEERING</b> |  |       |   |  |  |
| 53.                           | B.E. - I (First & Second Semester)                                     | Twice | Monday following Second Saturday in May & Monday in December        | Two months before the Examination  | 160/- for each Semester                |
| 54.                           | B.E. - I (First & Second Semester) A.T.K.T.                            | Twice |   |  | 150/- for each Semester                |
| 55.                           | B.E. - II (CME) 3 <sup>rd</sup> & 4 <sup>th</sup> Semester             | Twice |   |  | 150/- for each Semester                |
| 56.                           | B.E. - II (CME) (3 <sup>rd</sup> & 4 <sup>th</sup> Semester) A.T.K.T.  | Twice |   |  | 150/- for each Semester                |
| 57.                           | B.E. - III (CME) (5 <sup>th</sup> & 6 <sup>th</sup> Semester)          | Twice |   |  | 175/- for each Semester                |
| 58.                           | B.E. - III (CME) (5 <sup>th</sup> & 6 <sup>th</sup> Semester) A.T.K.T. | Twice |   |  | 175/- for each Semester                |
| 59.                           | B.E. - IV (CME) (7 <sup>th</sup> & 8 <sup>th</sup> Semester)           | Twice |   |  | 200/- for each Semester                |
| 60.                           | M.E. - (CME) (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)              |       |   |  | 500/- for each Semester                |

| 1                               | 2   | 3     | 4   | 5  | 6                         |
|---------------------------------|---|-------|---|--|---------------------------|
| 61.                             | M.E. (CME)<br>(3 <sup>rd</sup> Semester<br>Dissertation                                     | ---   | ---   | ---  | 1000/-                    |
| 62.                             | P.D. D.C. (Engg.<br>Exam)<br>(A) Semester 1,2,3<br>(B) Semester 4,5,6<br>(C) Semester 7,8,9 | ---   | ---   | ---  | 90/-<br>110/-<br>135/-    |
| <b>MEDICINE</b>                 |   |       |   |  |                           |
| 63.                             | First M.B.B.S.  | Twice | 2 <sup>nd</sup> Thursday in May &<br>Monday following the<br>second Saturday in<br>November | Two months<br>before the<br>Examination  | 200/-                     |
| 64.                             | Second M.B.B.S.   | Twice |   |  | 250/-                     |
| 65.                             | Third M.B.B.S.  | Twice |   |  | 400/-                     |
| 66.                             | M.D. (Doctor of<br>Medicine)  | Twice | Last Monday in May & Last<br>Monday in November   | Three weeks<br>before the<br>Examination<br>(with five<br>copies of<br>dissertation)                               | 1000/- for<br>each branch |
| 67.                             | M.S. (Master of<br>Surgery)   | Twice |   |  | 1000/- for<br>each branch |
| 68.                             | Post Graduate<br>Medical Diplomas   | Twice |   |  | 600/- for each<br>Diploma |
| 69.                             | M. Sc. (Med.)<br>Part - I & II  | Twice |   |  | 260/-<br>for each Part    |
| <b>FACULTY OF RURAL STUDIES</b> |   |       |   |  |                           |
| 70.                             | M.R.S. Part - I & II  | Once  | 2 <sup>nd</sup> Monday in April   | Three<br>months<br>before the<br>Examination   | 190/-<br>for each Part    |
| 71.                             | M. Phil   | Once  | 2 <sup>nd</sup> Monday in April   | Three<br>months<br>before the<br>Examination   | 750/-                     |
| 72.                             | Ph. D. (by thesis)  | ---   | Thesis may be submitted<br>at any time during the year                                      | Application<br>to be sent<br>alongwith<br>the synopsis<br>Six months<br>before the<br>submission<br>of the thesis. | 1000/-                    |
| 73.                             | D. Sc. (Doctor of<br>Science)   | ---   | Thesis may be submitted<br>at any time during the year                                      |  | 3000/-                    |

**O.136:** Whenever any of the days on which any examination has to be held according to the Ordinances for the time being in force happens to be holiday, declared as such by the University, or when, in the opinion of the Syndicate, there is sufficient reason for altering the days for holding any examination as fixed by the Ordinances, it shall be competent to the Syndicate to fix such days, other than the days fixed by the Ordinances, for holding such examination as they may consider proper.

**O.137:** Notwithstanding anything contained in the Ordinance 135 above a blind candidate appearing at any of the examinations of the 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 in the case of a blind candidate appearing at an examination he shall be required to pay only a fee of Rs. 107/- as the registration fee and shall be exempted from the payment of any examination fee.

- O.138:** Examination fees once paid shall not be refunded except the circumstances and to the extent mentioned below:
- (I) Where the candidate dies prior to the Examination, the entire fee shall be refunded.
  - (ii) 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 24 hours before/ the commencement of the Examination. One - half of the fee shall be refunded.
- However, in cases where the Registrar is satisfied that such application or the telegrams were sent to the University so as to reach at least 24 hours before the commencement of the Examination but were received late due to the circumstances beyond the control of the sender, the Registrar may sanction the refund Notwithstanding the fact that the applications or the telegram were received later than the time provided in this ordinance.
- PROVISON:** If telegraphic intimation is received by the Registrar 24 hours 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 the fee.
- O.139:** When there is more than one centre for a written examination question paper shall be given to candidates on the same day and at the same time in every centre.
- O.140:**
- (i) Unless otherwise specially provided for, all examinations except practical and viva - voce shall be conducted by means of printed or cyclostyled or written papers;
  - (ii) Except when otherwise stated candidate must answer the question papers in English or Gujarati or Hindi.
- O.141:** No question calling for a declaration of a religious belief on the part of a candidate shall be put at any University Examination and no answer or translation given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief.
- O.141-A:** The examination shall be held according to the programme announced by the University from time to time. Any student / group of students who fail to present himself / themselves at the examination at appointed time and place or those who appear at the examination and leave the examination hall or boycott the examination for any reason whatsoever, shall forfeit his / their right to appear at the said examination. The University shall not hold fresh examination for any or all subjects for such students under any circumstances.
- O.142:** On receipt of a report regarding the misconduct of any student such as breach of any of the rules laid down by the syndicate for the proper conduct of examination or taking Private tuition from a recognized teacher of a college, a recognized institution or a University Department or indulging himself in any activity which either intimidates or instigates other students for not appearing at any university or college Examination or disturbs any college or University Examination the Syndicate shall have power to punish such misconduct in any one or more of the following ways:

- (i) debarring such candidate from any University or college Examination either permanently or for a fixed period;
- (ii) restraining him from taking admission to or attending any course of studies in a college, recognized institution or a University Department;
- (iii) restraining him from taking admission to any convocation for the purpose of conferring degrees;
- (iv) Canceling the result of that student, if he is a candidate at any university or college examination;
- (v) depriving or withdrawing University Scholarship, if any, held by him;
- (vi) Canceling award, prize and / or medal, if any, awarded to him.

The decision of the Syndicate, after undertaking the independent inquiry to be decided by the Syndicate as to whether such an act on the part of the student constitutes a misconduct for the purpose of inflicting punishment under the provision of this ordinance, shall be final.

**O.143:** 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 disease. Whenever any candidate is thus excluded, the fee paid by him for admission to the examination shall be refunded to him.

**O.144:** Students who have passed any examination of a Statutory University in India will not be allowed to appear at the same examination of the University with the same subject.

#### **(B) VOLUNTARY N.C.C. OR N.S.C. OR PHYSICAL TRAINING**

- O.145:** (1) (a) It shall be obligatory for every student studying in First and Second Years of the Degree Courses in the Faculties of Arts, Science and Commerce to join Physical Education Programme or N. C. C. or N. S. S. or N. S. O. and complete to the satisfaction of the Principal of the college in regard to either :
- (i) Physical Education Programme prescribed by the University from time to time;
- OR**
- (ii) National Cadet Corps ( NCC ) training prescribed in this behalf by the N. C. C. authorities;
- OR**
- (iii) National Service Scheme ( NSS ) training prescribed in this behalf by the State as well as Central Govt. Authorities and the University;
- OR**
- (iv) Participation in Sports and Games as prescribed by the National Sports Organization (NSO).
- (b) It shall be obligatory for every student studying In Second and Third Semester in the Faculty of Technology including Engineering to join Physical Education Programme or N.C.C. or N.S.S. or N.S.O. and complete to the satisfaction of the Principal of the College as provided (a) above.

Provided further that a student, who has already completed one year of N.C.C. training (Senior) before joining course in the Faculty of Engineering, shall be exempted from the provision of this Ordinance.

- (2) For the purpose of admission to an examination prescribed for the courses mentioned in (1) above it will be necessary for a candidate to obtain, inter alia, a certificate from the Principal of his / her having attended, during the course of terms entitling him / her to admission to that examination not less than 75% of the total number of periods for Physical Education Programme or not less than 75% of the total number of NCC parades or minimum 120 hours or actual service under ASS or satisfactory participation in the games and sports as prescribed by the NSO as the case may be in each year, provided that It shall be competent for the Principal of a College to condone a candidate's deficiency in attendance/ service at Physical Education Programme, NCC Parades or NSS or at NSO as the case may be to the extent of 15% parades or total hours of service in NSS or in NSO on grounds of health or any other genuine reason. Provided further that those who volunteer to join the National Cadet Corps shall be governed by the provisions of the National Cadet Corps Act and the rules framed there under for all purposes including the attendance at parades as well as camps and other activities, If any.
- (3) Notwithstanding anything contained in (1) and (2) above, a candidate shall be by the Principal of his / her college from undergoing all the above programmes viz. Physical Education or NCC Training or N.S.S. or N. S. O.
- (a) On production of a medical certificate from a Civil Surgeon or a registered medical practitioner holding at least MBBS Degree to the effect that he / she is medically unfit to undergo the Physical Education Programme. NCC Training or NSS or NSO.
- (b) If his / her place of residence is situated at a distance of more than 8 KM from the college premises or the nearest Physical Education Programme ground or NCC Parade ground or from the place of N.S.S. activities or from the play field where N.S.O. activity of the college is organized.

### **(C) RESULTS, CONDONATION AND CERTIFICATE**

- O.146:** As soon as practicable after the conclusion of an examination, the Syndicate shall Publish a list of names of successful candidates in the manner indicated In the relevant regulations prescribing the standard of passing that examination; the names, except when otherwise stated, being arranged in alphabetical order under each centre, according to the subjects offered.
- O.147:** When the examination is by Thesis, a list of successful candidates, arranged in alphabetical order alone shall be published.
- O.148:** A candidate whose total falls short of the requisite total for a First or Second Class or Distinction by 1 or 2 or 3 marks shall be given the necessary marks by which his total falls, short and shall be declared to have passed with First or Second Class or with Distinction as the case may be.  
Provided further that in case of Candidate who has taken part in the National Adult Education Programme during the academic year in which he appears at the University Examination and produces as Certificate to that effect, additional marks subject to a maximum of three shall be given if his total falls short of the requisite total by more than three marks for obtaining Second Class, Such additional marks shall not be given for awarding First Class or Distinction.



Provided however that where at a University Examination the candidate is required to obtain certain percentage of marks separately in the external evaluation and the grand total of all the subjects or separately in external evaluation and internal evaluation the necessary 1, 2, or 3 marks by which any of his total falls, shall be added in each such total, subject always to the provision that the total number of marks so added to both the totals does not exceed three, Such a candidate shall to both the totals does not exceed three. Such a candidate shall also be declared to have passed with first, second class or with distinction as the case may be.

**O.149** Where is candidate in a University Examination (Including Semester Examination under the Faculty of Technology including Engg., other than Entrance examination fails in any single head of passing (whether a distinct head, a sub-head or a group head) or grand total only, is failure in that head of passing shall be condoned as follows :

| <b>Where the Heads</b>                             | <b>Maximum Marks</b>   | <b>Maximum Marks</b>   | <b>Maximum Marks</b>   |
|--|--|--|--|
| of Passing condonation consists of candidate       | for condonation<br><br>in case of candidates other than other than N.C.C. cadets<br><br>or Candidates who have taken part in the | for condonation<br><br>if the candidate is a N.C.C. Cadet or has received the/ special award or cash prize   | for<br><br>if the has taken in the National Adult Programme during the academic year |
| National Adult Education Programme.                | for the best prize for the   | in which he appears at the best N.S.S. Cadet or received the special merit certificate at the University level. during the academic year in which he appears at the examination. | examination & produces a certificate that effect.                                    |
| 1.   | 2.   | 3.   | 4.   |
| 1. Less than 100                                   | 2  | 4.4  | 5  |
| 2. 100 Marks                                       | 3  | 5  | 6  |
| 3. More than 100 Marks but not more than 200 Marks | 4  | 6  | 7  |
| 4. More than 200 Marks                             | 2% subject to a maximum of 10 marks.   | 3% subject to a maximum of 12 Marks.   | 3% subject to a maximum of 13 Marks.   |

- N.B:** (a) This benefit will not be available to the ex-students even if they have been enrolled as N.C.C. Cadets or have taken part in the National Adult Education Programme while pursuing the courses of studies for the examination.
- (b) In case of a candidate who has enrolled himself as a N.C.C. Cadet and has also taken part in the National Adult Education Programme he shall be entitled to maximum condonation as provided in column 4 above.
- (ii) A candidate whose failure is condoned under this ordinance shall be eligible for a class in the same way as other successful candidates, but not for University Scholarship or other awards. The condonation marks shall not, however, be counted for the purpose of eligibility of a class. Provided that if the standard of passing in different subjects at any examination is 50% or more condonation to the extent mentioned above may be given in not more than two heads of passing, each being under a different subject, for the purpose of passing, or exemption in that subject or subjects and provided further that in the case of non-sessional (Non-Semester) examination under the Faculty of Technology including Engineering, if a candidate fails in not more than two heads of passing, condonation in the manner provided herein above shall be permitted.

**O.150:**

Where a candidate at a University Examination (including Semesters Examination under semester system) other than the Entrance Examination fails in only one head of passing his failure in that head of passing shall be condoned on the following basis :

- 1) For each one percent of marks in the grand total secured by the candidate above the minimum required for passing, one mark shall be added subject to a maximum of 10 marks as a grace in the one head of passing in which the candidate has failed.

Provided further that.....

- i) Condonation to the extent of additional two marks over and above the condonation available as provided herein above shall be available to the candidate if he is enrolled as N.C.C. Cadet or has taken part in the Inter-University Sports or presented the state at the National Level Sports.
- ii) Condonation to the extent of additional three marks over and above the condonation available as provided in.
- iii) Above shall be available to the candidate if he has taken active part in the National Adult Education Programme while pursuing the course of studies for that examination and produces a certificate to that effect.

**N.B:**

- a) The benefit of additional condonation marks as Per (i) or (ii) above shall not be available to the ex-students even if they have been enrolled as N.C.C. Cadets or have taken part in the Inter-University Sports or represented the state at the National Level Sports.
- 1) The candidate who has enrolled as a N.C.C. Cadet or has taken part in the Inter-University Sports or represented the State at the National Level Sports and also has taken part in the National Adult Education Programme shall be entitled to additional condonation as at (ii) above.
- 2) A candidate getting the benefit of condonation on this shall not be entitled to prizes or University scholarships.
- 3) The grace marks so added shall not be counted for the grand total.
- 4) A candidate passing the Examination under this ordinance is eligible for class provided his percentage prior to condonation entitles him.
- 5) For the purpose of this Ordinance, fraction of one half percent or more shall be considered as one.

**O.151 :**

In any University Examination (including Semester examination in Faculty of Engineering and Technology) where the failure of a Candidate in one head of passing is by not more than 50% of the minimum marks required for passing in that head and the total number of marks obtained by the Candidate exceeds the required minimum number of marks for passing by 10% of the total marks obtainable in all the papers taken together, his failure in that head of passing shall be condoned on the following basis.

For each one percent of marks in the grand total secured by the candidate, above the minimum required for passing, one marks shall be added subject to maximum of fifteen marks as a grace in the one head of passing in which the candidate has failed.

- (A)** For the purpose of Ordinances 149, 150 and 151 where a candidate fails only in one subject which has two heads of passing one of which is included in the other, the condonation shall be available for each of the two heads and the marks available for condonation shall be calculated on the basis of total marks of the larger head, or the Grand Total obtained by the candidate as the case may be.

Where the regulation prescribing the standard of passing for the examination required that for passing the examination a candidate should obtain minimum marks for passing separately in Theory and Practical, each such Theory and Practical Examination in one subject shall be deemed a separate subject for the purpose of this Ordinance,

**O.152:**

Where a candidate fails only in one subject and fails to get exemption in only one other subject by not more than 3 marks, his marks in that subject shall be Increased by 1 or 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.

**O.153:**

No candidate shall be eligible for any of the scholarships, medals or prizes to be awarded to a candidate successful at any of the University Examinations, who has a deficiency of marks in any of the heads of the Examination concerned under the rules laid down in that behalf.

**O.154:**

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

- O.155:** A certificate will be given to those who pass an examination.

- O.156:** In any case where It is found that the result of an examination has been affected by error, malpractice, fraud, improper conduct or other matter of whatsoever nature it shall be competent for the Syndicate to cancel or amend such result in such manner as shall be in accordance with the true position and to make such declaration as the Syndicate shall in its discretion consider necessary in that behalf; provided that, but subject to Ordinances No. 142 and 157 no result shall be cancelled or amended after the expiration of six months from the date of publication of the result by the University. Notwithstanding anything contained above the result of no candidate at any University Examination shall be altered to his detriment after two months from the declaration of the result except when his case falls under Ordinances 142 and 157.

**0.157:** 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 or cancel the result of such examinee or to punish such misconduct by exclusion of such examinee from any University or College Examination of any University courses in a College or the University or from any convocation for the purpose of conferring degrees, either permanently or for a specified period, or by the deprivation of any University Scholarship held by him, or by the cancellation of the award of any University Prize or Medal to him, or any two or more of the aforesaid ways and to make such declaration as the Syndicate shall consider necessary in that behalf.

**0.158:** The fee for certificate or marks obtained by a candidate in each head of passing at any examination shall be Rs. 21-The Principal of an Affiliated College or Head of the Recognized Institution or Head of the University Department shall collect a fee of Rs. 2/- per every candidate sent up by him at any university examination along with examination fees for the first copy of the certificate of marks and shall send the same to the Registrar along with the list of the candidates. The Registrar shall, arrange to prepare the first copy of the certificate of marks obtained by each such candidate who has appeared at the examination and send them to the Head of the Institution concerned within ten days of the declaration of results. Fees for the certificate of marks will not be refundable under any circumstances except the cancellation of the admission to the examination.

The candidates will be entitled to get second and subsequent copies of the certificate of marks by paying a fee of Rs. 2/-. Such additional copies of certificate of marks shall not be issued before the expiry of a period of ten days from the date of declaration of the result of the examination concerned.

Marks obtained by a candidate in individual papers will be supplied directly to the candidate on payment of a fee of Rs. 51- per examination within a week of the receipt of the application and the fees thereof. Paper wise marks will be supplied only within six months of the declaration of results.

The information about the marks obtained by candidates in the various heads of passing will be communicated, free of charge, to the Heads of Institution from which candidates appear for the examinations irrespective of whether candidates are successful or not. This information will be supplied to the Heads of the institutions for their own information and for the purpose of supplying information to the institutions or persons in connection with the award of Scholarship, prize or help from charitable Institutions. The certified statement of marks shall not be issued by them on the basis of this Information.

- O.159:**(i) A statement of marks obtained by a candidate in internal evaluation in different subject at an affiliated college duly certified by the Principal shall be sent along with the transference certificate when he joins another college in a second or a subsequent term.
- (ii) If a candidate fails at a University examination, and appears as an ex-student at a subsequent examination, the marks obtained by him in internal evaluation in various subject at the last preceding examination, shall be carried forward in the respective subjects at the next examination.
- (iii) If candidate having failed at an examination joins a college, he will lose his status as an ex - student and be treated as a fresh candidate and the marks obtained by such a candidate in any internal evaluation in all his subjects will be treated as cancelled, provided that in a subject or subjects in which he has been exempted under the relevant rules in this behalf, his marks in those subjects shall be carried forward as per Provisions in (ii) above.
- O.160:** Information as to whether a candidate's answers in any heads of a University Examination have been examined and marks assigned will be supplied to the candidate on his forwarding through the Head of his Institution, within six weeks of the declaration of the said examination results, application accompanied by a fee of Rs. 10/- per each head. The fee is only for verifying whether a candidate's answers in any particular head have been examined, and not for the re-examination of answers. The rule that marks obtained by candidates in individual question or in sections of a paper cannot, in any circumstances, be supplied, holds good also in the case of application for the verification of marks.
- If as a result of the verification made under this clause it is discovered that there has been either an omission to examine or mark any answer or answers or a mistake in the totaling of the marks, the fee for verification shall be refunded to the applicant.
- O.161:** A copy of certificate testifying to a candidate having passed an examination held by the University will be issued on payment of fee of Rs, 5/-.
- O.162:** The fee of any certificate not provided for in any of the Ordinances is Rs. 5/- and the fee for endorsing any document shall be Rs. 1/- per document.

#### **(D) EXEMPTIONS**

- O.163:** 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. Candidate 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 subject of the examination with the minimum percentage of marks required for a pass in such subjects.
- The benefit of the exemption stipulated above shall also be available to the candidates who fail in the examination but pass in the subjects on the basis of which the exemptions are claimed in the identical papers at the other examination.

**O.164:** When a student who has earned exemption in one or more subjects at an examination appears next for that examination, he must once and for all make his election whether he will avail himself of the exemption or appear for the whole examination. If he elects to appear for the whole exemption, he will not be entitled to claim the benefit of the old examination. 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, he must appear in all the remaining subjects at the same time. If is open to him to earn further exemption in one or more of the remaining subjects in which he so appears.

**O.165:(1)** When, under the relevant rules for the examination concerned; a candidate is allowed to keep terms for higher examination, he will not be permitted to register himself as a candidate for the higher examination, unless (1) he has previously passed In remaining subjects or each of the remaining subjects, as the case may be, of the lower examination, or (2) he gets himself registered in the remaining subject or subjects, as the case may be, at the lower examination in the same examination season in which he gets himself registered at the higher examination. In case, such a candidate fails to register himself for the lower examination in the same examination season his application form for admission to the lower examination shall be accepted notwithstanding the fact that the last dates prescribed for accepting the application forms for admission to the lower examination is over.

(2) In the later case, the candidate will, under no circumstances, be declared to have passed the higher examination or be declared eligible to keep terms for the next higher examination when provision for such A.T.K.T. exists under the relevant rules of that examination, unless he passed in the afore - mentioned remaining subject or subjects, as the case may be, of the lower examination, and in the event of his not passing in the remaining subject or subjects of the lower examination, his result of the higher examination shall be withheld. In order to pass in the remaining subject or subjects, as the case may be, of the lower examination, the candidate will be required to obtain at least the minimum marks prescribed for passing in each head of passing in the remaining subject or subjects as well as in the total of such heads, if the total is also a head of passing at the tower examination.

(3) If the candidate fails to pass the remaining subject or subjects of the lower examination within two years from the date his result for the higher examination has been withheld he will forfeit all the benefits accruing from the marks obtained by him at the higher examination provided that the terms kept by him for the higher examination will be available to him for further appearance at that examination.

(4) Notwithstanding anything contained hereinabove in the case of a candidate whose result was declared to have been withheld under (2) above, no time limit shall be operative for a candidate for passing in the remaining subject or subjects, as the case may be, of the Pre - Final examination for the degree in any faculty from the date on which his result for the degree examination in the faculty concerned has been withheld. In such a case, on a candidate's passing the remaining subject or subjects of the Pre - Final examination of the faculty concerned, his result for the degree examination will be declared.

**N.B.:** Pre-Final examination in any faculty means the examination which precedes the degree examination in that faculty. In the Faculty of Technology including Engineering, It means the examination for both of the sessions of the Fourth Year.

**(E) EX - STUDENTS**

- O.166:**(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 certification.
- (i) he has not appeared, or appeared and failed in that examination, and
  - (ii) has not joined a college for the same course.
- (2) An ex - student shall be entitled, without being required to keep fresh terms, to have his application for admission to the examination on a subsequent occasion sent only through the college by whose Principal he was certified under clause (i) above, if he has not joined another college (for the same or a different course).
- Provided that in case the college by whose Principal the student was certified under clause (i) above, ceases to be affiliated to the University for the course of studies leading to that examination, the student shall be entitled to send his application directly 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 O. 60.
- (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 later 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 as to the candidate's conduct.
- (5) Notwithstanding clauses (3) and (4) above, ex - student for a particular examination may, by a special notification, be required to keep fresh terms, if in the opinion of the University authorities, the courses of studies leading to the examination have been materially altered.

**(F) AWARD OF SCHOLARSHIP, PRIZES AND MEDALS**

- O.167:** A candidate shall be eligible for any fellowship Prize, Medal or other award who presents himself / herself for the examination to which the award relates except to those candidates who have been punished for any kind of unfair means or malpractices at INTERNAL/EXTERNAL Examination.

**JOINT CONSULTATIVE COMMITTEE FOR  
THE NON -TEACHING STAFF OF THE UNIVERSITY**

- O.168:**(1) There shall be a joint Consultative Committee for the administrative staff of the University (herein after referred to as the Committee) to be constituted for the purposes and manner stated herein.
- (2) The following shall be the objects of the Committee:
- (a) to inculcate and promote amongst the employees of the University a spirit of co-operation, harmony and efficiency in service in the functioning of the University.

- (b) to smoothen the relations between the University as the employer and its employees.
  - (c) to promote welfare and well being of the employees of the University.
- (3) If shall consist of the following members :
- (a) Vice - Chancellor, who shall be the Chairman,
  - (b) Pro-Vice-Chancellor<sup>2</sup>,
  - (c) Registrar of the University.
  - (d) Two members nominated by the Syndicate form amongst its member for a period of one year.
  - (e) Two members of the Senate (not being the members of the Syndicate) nominated by the Syndicate for a period of one year.
  - (f) Two members from amongst the Heads of the University Departments to be nominated by the Vice -Chancellor for a period of one year.
  - (g) Six member from amongst the administrative staff of the University to be nominated by the General body of the recognized Union of the Administrative Staff of the University for period of one year.
- (4) The scope of the Committee shall include matters relating to conditions of service and work, welfare of employees and improvement of efficiency and standards of work.
- Provided that in respect of promotion and discipline the consultation, shall be limited to matter of general principles.
- Provided further that individual cases, shall not be considered by the Committee.
- (5) (a) The Committee shall elect a Convener for convening the meeting and he shall act as the Secretary of the Committee.
  - (b) The Secretary of the Committee shall give seven days, notice to members for the meeting of the Committee.
- (6) (a) Six members of the Committee shall constitute a quorum.
- (b) The Vice - Chancellor or in his absence the Pro-Vice-Chancellor<sup>2</sup> shall preside over the meeting of the Committee. In absence of the Vice-Chancellor and Pro-Vice-Chancellor<sup>2</sup>, the chairman of the meeting shall be elected from amongst the members present at the meeting.
- (c) The Committee shall meet atleast four times a year.
- (7) The recommendations / 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 / her as an employee.

**JOINT CONSULTATIVE COMMITTEE FOR  
THE TEACHING STAFF OF THE UNIVERSITY**

**O.168-A:**

- (1) There shall be a joint consultative committee for the teaching staff of the University (herein after referred to as the committee) to be constituted for the purposes and manner stated herein.
- (2) The following shall be the objects of the committee:
  - (a) to inculcate and promote amongst the teachers of the University a spirit of co-operation, harmony and efficiency in service and the functioning of the University,
  - (b) to smoothen the relations between the University as the employer and the teachers as employees,
  - (c) to promote welfare and well being of the teachers of the University,
  - (d) to promote efficient working of post - graduate departments, cells etc.



- (3) It shall consist of the following members:
- (a) Vice - Chancellor, Chairman,
  - (b) Pro-Vice-Chancellor <sup>2</sup>,
  - (c) Registrar, Member Secretary,
  - (d) Two members nominated by the Syndicate from amongst its members for a period of three years,
  - (e) Two members from amongst the Heads of the University teaching Departments to be nominated by the Vice - Chancellor for a period of three years,
  - (f) six members from amongst the teaching staff of the University to be nominated by the General body of the recognized Union of the Teaching Staff of the University for a period of two years.
- (4) The scope of the committee shall include matters relating to conditions of service and work, welfare of teachers and improvement of efficiency and standards of teaching research consultancy and other academic activities in University Department, cells etc.
- Provide that in respect of promotion and discipline the consultation, shall be limited to matter of general principles.
- Provided further that individual cases, shall not be considered by the committee.
- (5) The Secretary shall give seven - days notice to the members for meeting of the committee.
- (6)
  - (a) Six members of the Committee shall constitute a quorum.
  - (b) The Vice - Chancellor or in his absence the Pro-Vice-Chancellor <sup>2</sup> shall preside over the meetings of the committee. In the absence of the Vice Chancellor and Pro-Vice-Chancellor <sup>2</sup>, the Chairman of the meeting shall be elected from amongst the members present at the meeting.
  - (c) The committee shall meet atleast twice in every academic term.
- (7) The recommendations / 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 / her as an employee of the University.

### **PLANNING AND EVALUATION (MONITORING) BOARD**

**O.169:** Management Committee for self financed programmes offered in affiliated colleges/ instituting or for self financed colleges

There shall be a Management Committee for the self-financed programme in any discipline in an affiliated college institution or self-financed affiliated colleges with the following constitution:

1. Chairman to be nominated by the Society/Trust
- 2.& 3 Nominees of the Vice-Chancellor
- 4 One Expert nominated by the Vice-Chancellor
- 5 One Expert nominated by the Society/Trust
- 6 Principal Member Secretary.

The Management Committee Shall take all administrative, academic and financial decisions for running the self financed programmes and shall be responsible for managing the self financed coerces/ colleges/ Institution as per the rules/ regulations prescribed by the University from time to time. Decision for the Managing Committee shall be final and binding to the Society/ Trust.

### **MEMBERSHIP ON THE BOARD**

- O.170:** (1) A member of the Board shall hold office for a period of three years and the tenure of three years may be ex-tended for one more term of three years only.
- (2) The office of the member shall be vacated by death, resignation or his / her attaining the age of 65 years.

### **PROCEDURE OF MEETINGS**

- O.171:** The Registrar shall give seven day's notice to members for a meeting of the Planning and Evaluation (Monitoring) Board.
- O.172:** The Board shall ordinarily meet at least twice in an academic year OR at other time when convened by the Vice-Chancellor OR In his absence by Pro-Vice-Chancellor <sup>2</sup> OR in the absence of both, by the senior most Dean of a Faculty on the Board.
- O.173:** The term of office of the Board shall be three years provided, however, that a person shall ceases to be a member of the Board, if he / she ceases to be a teacher / Dean OR his / remaining absent from four consecutive meetings of the Board.  
Any casual vacancy during the term of the Board caused by death, resignation OR otherwise shall be filled up as per provisions of O. 169.
- O.174:** The Vice-Chancellor or in his absence the Pro-Vice-Chancellor <sup>2</sup> shall preside at the meting of the Board. In the absence of the Vice - Chancellor and Pro-Vice-Chancellor <sup>2</sup>, the meeting shall elect its own Chairman for the conduct of its business.
- O.175:** The quorum for a meeting of the Board shall be seven members. If there is no quorum at the commencement of the meeting even at the expiration of half an hour after the scheduled time, the meeting shall forthwith be adjourned to such date as the Chairman may appoint. No quorum shall be required for a meeting adjourned for want of quorum.
- O.176:** All the issues at a meeting of the Board shall be decided by a majority of votes of the members present. The Chairman shall have a vote, and in the case of equality of votes, a second OR casting vote.

### **POWERS AND DUTIES**

- O.177:** To examine the question and suggest measures for raising the standards of Education and Research, to strengthen inter- disciplinary programmes and inter - department Co -operation, to create links and develop specific schemes of Inter - University and University / Industry/ Agriculture, Community inter-action. To develop ideas and Schemes on Improving corporate life and cultural activities on the campus.
- O.178:** To prepare University development plans both short - term and long - term keeping in view the objectives of the University as laid down in the Act and with due regard to national policy.
- O.179:** To monitor regularly implementation of Schemes approved by the University Grants Commission and other agencies and suggest methods for proper implementation.
- O.180:** The Academic Council and Syndicate may ask the Board's advice on any issue.
- O.181:** The recommendations of the Board shall be placed before the Academic Council and Syndicate.

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**End Notes:**

1. "Veer Narmad South Gujarat University" words were substituted for the words "Vir Narmad South Gujarat University" by vide Gujarat Government Gazette VOL LIII, on the 15th March, 2012.
2. "Pro-Vice-Chancellor" words were substituted for the words "Rector" vide Gujarat Government Gazette Vol [XXIII] on the 24 February 1982.
3. Ordinance - 36 Modified vide Syndicate Resolution No. 71, Dt. 29-06-2015.
4. Ordinance - 37 (C) inserted vide Syndicate Resolution No. 71/72, Dt. 09-05-2008.
5. Ordinance - 37 (D) inserted vide Syndicate Resolution No. 37, Dt. 24-09-2008.
6. Ordinance - 52 (4) (B) & (C) deleted vide Syndicate Resolution No. 36, Dt. 13-4-1999.
7. Ordinance - 66 (1), (2) (A) (B) (C) Modified vide Syndicate Resolution No. 4, Dt. 6-2-2016.
8. Ordinance - 66 (3) (A) modified vide Syndicate Resolution No. 13, Dt. 20-6-2002.
9. O.67 clause (viii) & (ix) inserted vide Syndicate Resolution No. 90, Dt. 09-01-2004.
10. Ordinance 69 (B) newly framed by the Syndicate Resolution No. 4, Dt. 22-4-1981 and as modified up to Dt. 30-4-1982.
11. Ordinance - 108 modified vide Syndicate Resolution No. 24, Dt. 03-03-2015.