

UNIVERSITY ORDINANCES



CENTRAL UNIVERSITY OF RAJASTHAN

Bandarsindri, NH-8, District Ajmer (Raj.)-305801

Website: www.curaj.ac.in, E-mail: info@curaj.ac.in

Contact No.: 01463-238755, Fax: 01463-238722

CONTENTS

Ordinance No.	Title of Ordinance
01	Admission and Enrollment of students to the University – for regular on Campus Education
02	Medium of Instruction and Examinations
03	Examination and Evaluation
04	Conditions of Service of Teachers
05	Procedure / Norms for appointment to the posts of Professor, Associate Professor, and Assistant Professor and Academic Staff
06	Manner of appointment and emoluments of employees other than teachers and other academic staff
07	Written contract of Appointments
08	Fees payable by students of the University
09	Doctor of Philosophy Programme
10	Convocation
11	Norms/regulations for promotion through career advancement of assistant professors, associate professors, professors and academic staff
12	Emoluments, terms and conditions of service of the Vice Chancellor
13	Emoluments, terms and conditions of service of the Pro Vice Chancellor
14	Emoluments, terms and conditions of service of the Registrar
15	Emoluments, terms and conditions of service of the Finance Officer
16	Emoluments, terms and conditions of service of the Controller of Examinations
17	Emoluments, terms and conditions of service of the Librarian
18	Assignment of Departments to Schools of Studies
19	Constitution, Terms of Office and Responsibilities of the Board of Studies and term of Office of its Members
20	Duties of Heads of Departments / Centres
21	Sensitization, prevention and Redressal of sexual harassment
22	Curbing the Menace of Ragging in Higher Educational Institutions
23	Traveling and Halting Allowance Rules
24	University Building Committee
25	Purchase Committee
26	Award of Undergraduate / P.G. Degrees and Diplomas / P.G. Diplomas & Certificates of the University (for regulars on campus mode)
27	Conditions of residence of the students of the University
28	Employees and Students' Grievances Redressal Committee
29	Rules for Medical Reimbursement

Ordinance No.	Title of Ordinance
30	Powers & Functions of Heads of Departments of Studies
31	Powers and functions of the Deans of Schools
32	Schools BOARD
33	Award of Fellowship, Scholarships, Studentships, Medals and Prizes
34	Board of Research Studies
35	Functions and duties of the Departments in the School
36	Appointment of Examiners
37	Appointment of adjunct faculty members & scholars in residence
38	Equivalence Committee for recognition of Examinations/Degrees
39	Powers and Functions of the Dean, Students' Welfare
40	Floating Posts
41	Transfer of Students
42	Deans' Committee
43	Code of Conduct of the employees of the University
44	Courses of Study
45	Admission Committee
46	Reservation of seats and other special provisions for Admission
47	Students Discipline
48	Visiting Professors
49	Games and Sports Committee
50	The Proctor
51	Transfer of Credits
52	Visiting Fellow
53	Appointment of faculty against sanctioned posts under exigent situations
54	Conduct of Examination

ORDINANCE 01

ADMISSION AND ENROLMENT OF STUDENTS TO THE UNIVERSITY

(For Regulars on Campus Mode)

(Act Sections 6(xviii), 28(1)(a))

1. Without prejudice to the provisions of the Statutes, no student shall be eligible for admission to any course of study of this University on migration from any other University or Board unless he has passed an examination equivalent to the examination of this University prescribed by the Ordinances for admission to the concerned course of this University:

Provided that the application for admission shall be supported by:-

- (a) a migration certificate or a no objection certificate from the concerned University or Board; and

Provided further that the application of a student who has not completed his course of study of any other University may be considered for admission to a course of this University, if the pattern and syllabi are similar, subject to fulfillment of conditions and provisions, if any, regarding transfer of credits etc., which may be prescribed by Regulations in this regard.

2. Every student admitted to a Department or a Centre or an Institution maintained by the University shall be enrolled by the University on receipt of an application for enrolment from him/her duly forwarded by the concerned Head of the Institution:

Provided that the application for enrolment shall be supported by:-

- (a) mark sheet of qualifying examination, in original
- (b) migration certificate or no objection certificate, in original; and
- (c) fee, as prescribed by the University.

3. A student enrolled by the University shall be allotted an enrolment number.

4. A student desiring to seek admission in any other university or institution on completion of a course of study or otherwise may apply to the University for issue of a migration certificate. On receipt of such an application the University shall issue the migration certificate, provided that

- (a) the application is accompanied by the prescribed fee;
- (b) all the outstanding dues have been cleared and a no dues certificate has been obtained; and;
- (c) an entry to this effect has been made in the Enrolment Register by the Officer of the University issuing the migration certificate.

5. Application form for admission to the various programmes offered by University shall be as prescribed by the Academic Council of the University from time to time.

6. The last date for the receipt of applications for admission to various Schools of the University shall be fixed each year by the Academic Council.
7. The last date for admission to the various Schools of the University shall be fixed each year by the Academic Council.
8. The number of students to be admitted in the Schools of the University in the coming session shall be prescribed each year by the Academic Council.
9. Admission of students shall be made strictly on the basis of merit adjudged through All-India Common Entrance Test or through Central universities Common Entrance Test(CUCET), wherever applicable, aimed at assessing knowledge, comprehension and aptitude of the student to pursue higher studies through written test/viva/group discussion /personal interview or a combination of these.
10. However, provided that in case of courses where the intake of students is small, admission may be made on the basis of the merit adjudged through the marks obtained in the qualifying examination. The decision to this effect will be taken by the Academic Council on the recommendation of the concerned School Board.
11. The Entrance Examination shall be held at headquarters and/or other such places as notified by the University from time to time.
12. Question Paper(s) for entrance examination(s) shall be set by expert(s) appointed by the Vice Chancellor or by the Coordinating University in case of CUCET.
13. During an entrance examination the candidates shall be under the disciplinary control of the Chief Superintendent to be appointed by the Controller of Examinations, whose instructions on the conduct of examination shall be final and binding.
14. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination.
15. The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee for such further action as the Committee may deem fit.
16. Relevant provisions of the relevant Ordinance aimed at maintenance of discipline during examinations shall be applicable to entrance examinations, wherever applicable.
17. Admissions to the various programmes of studies shall be made by the Admission Committee of the concerned School comprising of the Dean as Chairman, Heads of the Departments as members, two nominees of the Vice Chancellor out of which one nominee shall represent the reserved categories. (if possible, one woman representative should be included in the Committee).

18. The syllabi, format, duration, scheme of evaluation of the entrance examination shall be decided by the Admission Committee (or the concerned committee in case of CUCET) and approved by the Academic Council.
19. Minimum qualifications for admission to the programmes in various Department/Centres shall be prescribed by the Academic Council in consultation with the Dean of the School/Heads of the Department/ Centres each year, subject to the concessions provided for by the Regulations.
20. In case of a tie/bracketed score in the marks scored in the entrance test, the marks obtained in the qualifying exam will be taken into consideration for deciding merit.
21. Only such candidates who have passed an examination of an Indian University/Board established or recognized by State/Central governments or such other examination as has been recognized equivalent by State/Central governments/university shall be considered for admission.
22. 15% of the seats in the academic programmes offered by the University shall be reserved for students belonging to Scheduled Caste, 7½% for students belonging to Scheduled Tribe and 27% for students belonging to Other Backward Classes.

Provided that nothing in this section shall deem to prevent the University from making special provisions for admission of women, persons with disabilities or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens.

Provided further that no such special provision shall be made on the ground of domicile.

23. The 5% of seats over and above the normal intake in each programme shall be for the wards of the defence personals for admission to each programme subject to fulfillment the minimum eligibility conditions and other conditions for admission in the concerned programme as prescribed by the University from time to time.

Provided that the rules for order of preference for applicant of defence personal shall be as per the directives from UGC.
24. The 10% of seats over and above the normal intake shall be for the students of foreign nationality/international students for admission to the programmes.
25. The commencement of classes for all courses, other than professional courses, shall be governed by the UGC norms concerning Minimum Standards of Instruction for the Grant of Degrees as issued and amended from time to time.
26. The minimum and maximum duration for the programmes offered by the University shall be prescribed by the Academic Council in conformity with requirements of regulations prescribed by national regulatory bodies from time to time.

27. A candidate shall be admitted to the programme in a School on his/her enrollment as a student of the University after paying the fee prescribed by the University.
28. A Student admitted to the University shall be a member either of a Hall of Residence/Hostel or Non-Resident Students Centre of the University.
29. If, at any time, it is discovered that a candidate has made a false or incorrect statement or other fraudulent means have been used for securing admission his/her name shall be removed from the rolls of the University.

ORDINANCE 02**MEDIUM OF INSTRUCTION AND EXAMINATIONS****As stipulated under Section 28(c) (g) of the Act**

The medium of instruction in respect of all courses conducted in the Schools, Centres and Departments admitted to the privileges of the University shall be English, except in cases of studies/research in Languages.

ORDINANCE 03

EXAMINATION AND EVALUATION

As stipulated under Section 28(1) (g) and Statue 12 (12(2) (xiv) of the Central Universities Act, 2009

- (1) The School Board may, with the approval of the Academic Council, provide for the minimum requirement of courses in a programme and examination thereof.
- (2) Each course shall be allotted credits depending on the quantum of work required to be done for teaching / learning of the course in a semester. The assigning of credits to a course shall be based on the principle that one hour of theory lecture or tutorial per week shall be allotted one credit while two/three hours of practicals / field work in a week shall carry one credit.
- (3)
 - (a) Every department will announce, prior to the commencement of the semester, the courses on offer and the names of course instructors in the particular semester along with the prerequisites of each course, indicating the core courses (compulsory), optional courses and audit courses. If a student wishes to audit a course, the attendance requirement can be waived at the discretion of the department and by taking into account the student's background and aptitude with the condition that the student shall meet all the requirements of the tests / seminars / assignment and examinations.
 - (b) Every student, on the first day of the semester will be advised to register only for just as many courses as he can cope with, but the total of the credits of the courses registered in the parent department must not be **below 16** in any semester. Thus, the first day of the semester will be utilised by the faculty of the department for meeting the students individually and completing the registration process.
 - (c) A student will be given time of two weeks from the date of commencement of semester to finalise his choice of courses which will be done on individual student basis through counselling by the student advisor and the Head of the parent department by taking into account the student's progress, attendance etc. A student thus has an opportunity to opt out of a course within two weeks if the student wishes to take the course during the following year / semesters so as to match the load to his or her ability.
 - (d) Once the choice of courses is finalised, the department will communicate to the University the consolidated list of courses registered by the students, indicating separately the courses being audited, of the department to the Academic Section / Controller of Examinations within one month of the commencement of a semester. This will form the basis for application of regulations regarding attendance, SGPA / CGPA and promotion to the next semester.

- (e) Every student who has registered for a programme shall complete the full quota of the credits stipulated for the programme in not more than twice the total duration of the programme. A student who is asked to repeat a course may be allowed more time if recommended by the Head of the concerned Department.
- (4) A student may be permitted to do certain courses in another Institution subject to compatibility of course content and assessment process with the prior approval of the department, and the University may allow transfer of credits of such courses on the recommendation of the Dean of the school. Similar benefit could also be given, on the recommendation of the Dean of the school, if a student has successfully completed a course, equivalent to a core course of the programme for which the student has registered, in a recognised Institution prior to joining a programme.
- (5) No Student shall be permitted to appear at the End of Semester Examination (hereinafter referred to as “EoSE”) unless he has attended a regular course of study prescribed for the Programme, i.e., he shall be required to put in a minimum of 75% of attendance in lectures, seminars, tutorials and preceptorials provided that the requirement of attendance shall not apply to any Audit Course and Self-study course organized by the University for which there shall be no formal class room instruction.
- (6) The School Board, on the recommendation of the Department concerned, may condone shortage of attendance up to 5%. Cases of shortage of attendance more than 5%, but less than 15%, may be recommended by the Board for consideration of the Vice-Chancellor, with justification, if any, whose decision thereon shall be final.
- (7) (a) For passing a semester, the assessment of a student shall be based on
- (i) Continuous Internal Evaluation (shortly called ‘CIE’) of 50% marks in each course; and
 - (ii) End of Semester Examination(‘EoSE’) of 50% marks in each paper.
- (b) For a course, the CIE shall have three components, viz. Components 1, 2 and 3.
- i) There shall be three Internal Assessment (IA) tests in each course in a semester with at least two of these in the form of formal tests, the third one can be a formal test, a seminar, a viva-voce examination or an equivalent procedure ensuring that the level of difficulty and the standard of evaluation are commensurate with the student’s performance in tests. A home assignment if given should be evaluated as stipulated in (viii) d.
 - ii) The two best scores out of the three IA tests will be taken in arriving at the final grade in the course. This will provide relief for contingencies arising

out of illness or other extra-ordinary circumstances and it avoids the need for special tests for the absentees.

iii) The relative weightage of the components of assessment will be as given in the following table. There shall be four components in the final score in any course:

- Score in the best of the three IA tests –Component I
- Score in the second best of the three IA tests - Component II
- Score awarded by the course instructor based on Class attendance/ / participation/ discipline/seminar/ surprise test etc. - Component III
- Score obtained in the End of Semester Examination -EoSE

Component	Description of the Component	Relative Weightage (Out of 100)
Component 1	The highest of IA Tests 1,2 and 3.	20
Component 2	The second highest of IA Tests 1,2 and 3	20
Component 3	Attendance and class room participation, Viva-Voce / Group Discussions / Tutorials / Case Studies etc.	10
EoSE	Performance at the EoSE	50

- iv) A student who misses out two or all the three of IA Tests 1,2 and 3 on whatever grounds shall not be permitted to appear for the EoSE.
- v) A student is required to score a minimum of 35 % in each course in the EoSE of every semester.
- vi) Internal assessment tests I, II and III may be spaced out with an interval of about a month.
- vii) There shall be no retest in any of the IA Tests 1,2 and 3. If a student appears for only two out of the three IA tests, the student shall be awarded marks on the basis of his / her scores in those two IA tests attended by him/her and with a weightage of 40 out of 100. [Examples: A student scoring 12 in IA Test I, 15 in IA Test II and 14 in IA Test III will be awarded $12 + 15 = 27$, sum of best two, out of 40. A student scoring 12 and 15 in any two of IA tests I, II and III who is absent for one of the three tests will be awarded 27 out of 40]
- viii) A student who is absent for two or all three IA tests will NOT be permitted to appear for the EoSE and will be required to redo the particular course or an equivalent one in subsequent semesters. However, if the student has put in the necessary minimum attendance, he may be permitted to take the IA Tests in a subsequent semester when the course is on offer in the department.

- (c) The norms and standards of evaluation of the performance of a student in various components of Internal Assessment shall be such as may be determined by the concerned Department and approved by the School Board.
- (d) For evaluation of Home Assignment, the University may employ one or more assessment tools such as objective tests, paper presentation, problem solving, laboratory work etc., suitable to a course.
- (e) There shall be one written / laboratory based EoSE of three hours duration carrying 100 marks in each course covering the syllabus prescribed for the course.
- (f) Wherever necessary, external examiners shall be appointed by the Vice-Chancellor for evaluating the performance of students at the EoSE on the recommendation of the Head of the concerned department.
- (g) Evaluation of Project Report / Dissertation and viva-voce examination shall be made jointly by the supervisor of the student and one other examiner to be appointed by the Vice-Chancellor.
- (h) A student will be deemed to have earned the credits allotted to a course, if he obtains the minimum pass marks in the course, taking the marks obtained by him in CIE and EoSE of that course into consideration.
- (8) The minimum pass marks for a course will be 35% or 'D' grade on the ten point Scale.
- (9) The grades shall be awarded as per scheme given below in Table1:

The minimum pass marks for a course will be 35% or 'D' grade on the seven point Scale.

Table 1: Award of Grades and Grade Points on seven point scale

Academic performance	Grade	Grade Point	Percentage Equivalent
Outstanding	O	5.50-6.00*	75-100
Very Good	A	4.50-5.49	65-74
Good	B	3.50-4.49	55-64
Average	C	2.50-3.49	45-54
Below Average	D	1.50-2.49	35-44
Poor	E	0.50-1.49	25-34
Fail	F	0-0.49	0-24
Audit	AU	-	-
Incomplete	I	-	-
Withdrawl	W	-	--
Continued Project	X	-	-
Non Completion of Course requirement	Z	-	-

* An increase in one mark in the range 75-100 is equivalent to an increase in 0.02 grade point in that category.

For example in the category of Outstanding

- (i) 75 marks is equivalent to 5.50 grade point
- (ii) 78 marks is equivalent to 5.56 grade point
- (iii) 86 marks is equivalent to 5.72 grade point
- (iv) 100 marks is equivalent to 6.00 grade point

Similarly grade point equivalence can be work- out in other category.

Explanation:

‘E’ and ‘F’ Grades

The ‘E’ and ‘F’ grades respectively denote poor and fail performance in the course as a whole and shall amount to failing in a course; ‘F’ grade is awarded in case of a student not allowed to appear for EoSE due to poor attendance. A student has to repeat all compulsory / core courses in which he/she obtains either ‘E’ or ‘F’ grade, until a pass grade is obtained. A student failing in the final project will also be required to repeat the same. In such elective or other courses in which ‘E’ or ‘F’ grade is obtained, a student may take the same course or take any other course in lieu of that course from the same category. The ‘E’ or ‘F’ grade secured in any course stay permanently on the grade card. The weightage of these grades is not taken into consideration in the calculation of the Cumulative Grade Point Average (CGPA); however, these are counted in the calculation of the Semester Grade Point Average (SGPA). A candidate failing in a course and obtaining ‘E’ grade shall be required to appear only in the EoSE of that course at the next earliest opportunity. However, if a candidate opts to repeat his Sessional tests also, he/she may be permitted to do so. In that case, his/her earlier marks shall automatically stand cancelled. A candidate failing in a course and obtaining ‘F’ grade, shall be required to repeat the entire course at the earliest opportunity. A student who is not permitted to appear at the EoSE on account of shortage of attendance shall have to attend the course again and put in minimum attendance required, in order to be eligible to appear in the EoSE.

AU Grade

This grade is awarded to an audit course and is not counted in the computation of SGPA/CGPA.

A student who is not allowed to appear for the EoSE in a particular course may on fulfillment of attendance and other requirements, appear for the EoSE in a subsequent semester when the course is on offer by making a request at the start of that semester to the concerned head / Coordinator of the department. If the particular course has been modified or discontinued, the student shall be advised to take a specific equivalent course by the Head/Coordinator of the department, determined on the basis of the contents, standard and the number of credits.

‘I’ Grade

This refers to an 'incomplete' grade, which is required to be converted into a regular letter grade under the following circumstances:

If a student is absent during EoSE of a course due to medical or some other reason of compelling nature or such other special circumstances, he/she may apply for the award of 'I' grade to the Head of the Department offering the course, through the Course Coordinator, provided that he/she has attended 75% of the classes held in the semester. The Head of the Department may grant 'I' grade on his request under intimation to the Academic section. A second examination shall be held normally within 10 days of the last day of EoSE to convert 'I' grade to proper letter grade not exceeding 'B'. Under special circumstances, due to which the student is unable to be present in the Institution for taking the second examination during ten days period following the last day of the EoSE, the Dean of School on the recommendation of the concerned Head of the Department, may extend the period for conversion of I- grade as mentioned above, to the first week of the next semester.

'W' Grade

This refers to withdrawal from a course as per following provision:

A student who wants to withdraw from a course shall apply, through the Head of the Department, to the Dean of School on a prescribed form within one week from the end of the first IA test if advised by his/her Course Coordinator (the teacher in-charge of the course; if a course is offered by more than one teacher, one of them will be designated as the course coordinator). If his request for withdrawal is granted, it will be recorded in the Registration record of the student and the concerned Course Coordinator will be informed about the same. Such a student shall be awarded a withdrawal (W) grade at the end of the semester.

'X' Grade

This grade is awarded for incomplete Project work and will be converted to a regular grade on the completion of the Project work and its evaluation.

(10) Following shall be the general guidelines for the award of grades:

- (a) Evaluation of different components of a course shall be done and marks awarded to all the students taking the course in a semester.
- (b) The marks obtained by a student in various components shall be given relative weightages and added to obtain the total marks secured by a student on a 100-point scale. The weights shall be as given in the table at Article 7 (b) (iii). The rounding off, if any, shall be done on the higher side.
- (c) 'D' grade shall not be awarded to a candidate with percentage of marks less than 35.

- (d) No student having 35% or more marks shall be awarded a failing grade, i.e., 'E' or 'F' grade.
 - (e) On the initiative of the Course Coordinator, the provisional grades shall be awarded by the Coordination Committee of the course, consisting of all the teachers involved in that course. The grades shall normally be finalized within 7 days of the EoSE.
 - (f) In case of any ambiguity or lack of clarity, or for ensuring near uniformity of evaluation standards, the grades so awarded by the Coordination Committee may be moderated by a Grade Moderation Committee constituted by the Dean of concerned School for all the programmes in a Department. This Committee will finalize the grades and display a copy of the grades awarded to the candidates on the Notice Board of the Department/Academic Section. All the final grades shall be communicated to the Academic Section within 15 days from the last date of the EoSE. The Course Coordinator shall retain a copy of the records of the marks obtained and grades awarded to all the students registered in a course and shall forward one copy of all such records to the Head of the Department.
 - (g) The procedure for evaluation and award of grades in project, training, seminar, group discussion etc. shall be such as may be decided by the School Board.
- (11) **Project evaluation and the award of 'X' Grade.-** A student is required to carry out a Project and submit project report as per requirement of his course. A student who is unable to complete his/her project shall be awarded an 'X' grade on the recommendation of an Evaluation Committee constituted by the Vice-Chancellor. The student concerned shall have to present his/her work to the Evaluation Committee latest by 4 weeks before the beginning of the next semester. An 'X' grade shall be awarded to a candidate under the circumstances described below and on being awarded 'X' grade, he/she shall be required to formally register for the next semester and pay fees as prescribed by the University. 'X' grade will be awarded in exceptional circumstances only when the submission of the project report is beyond the control of the student, on the recommendation of his/her supervisor. Normally, the following shall be the grounds for the award of 'X' grade:
- (a) medical grounds; and
 - (b) technical reasons.
- (12) A student obtaining 'D' or a higher grade in a course shall be deemed to have earned the credits allotted to that course.

- (13) The overall performance of a candidate in a semester shall be evaluated in terms of Semester Grade Point Average (SGPA) given by:

$$SGPA = \frac{\sum_{i=1}^n C_i p_i}{\sum_{i=1}^n C_i}$$

Where,

C_i = Number of credits earned in the i^{th} course of a semester for which SGPA is to be calculated.

P_i = Grade point earned in the i^{th} course.

i = 1, ..., n represents the number of courses in which a student is registered in the concerned semester.

- (14) A student shall be eligible to be promoted to a next higher semester on securing not less than forty percent of the total credits allotted to all the courses for which the student has registered in that semester excluding the audit courses:

Provided that in the case of a student who fails to secure forty percent of the total credits of a semester, the Vice-Chancellor may, as a special case, on the recommendation of the Dean of the concerned School, permit him to be promoted on medical or any other like reason beyond the control of the student.

- (15) A student shall be eligible for the award of a degree only on obtaining a pass grade all the courses prescribed for a program leading to such degree.
- (16) The overall performance of a candidate in a programme shall be evaluated in terms of Cumulative Grade Point Average (CGPA) given by:

$$CGPA = \frac{\sum_{j=1}^m C_j p_j}{\sum_{j=1}^m C_j}$$

Where,

C_j = Number of credits earned in the j^{th} course of the Programme for which CGPA is to be calculated.

P_j = Grade point earned in the j^{th} course; A grade lower than D (i.e. grade point < 4) in a course shall not be taken into account

j = 1...n represents the number of courses in which a student was registered and obtained a grade not lower than D up to the last semester of the Programme for which CGPA is to be calculated.

- (17) In case of any difficulty, regarding the award of grades or working out SGPA or CGPA, the decision of the Vice-Chancellor shall be final.

- (18) (a) The list of the examiners and moderators for all examinations, except for Ph.D. degree shall be drawn up by the Board of Studies and submitted to the School Board concerned. The School Board shall scrutinize the list and forward the same to the Executive Council for approval in consultation with the Academic Council.
- (b) The examiners for Ph. D. Degree shall be appointed by the Executive Council in consultation with Academic Council on the recommendation of the School Board.
- (c) The paper setters appointed by the University shall be required also to provide the following alongwith the manuscript of the question paper:-
- (i) a detailed marking scheme; and
 - (ii) synoptic answers to all questions.
- (d) The question papers for examination in each course of studies offered by the University shall be moderated by a committee consisting of:
- (i) Head of the Department / Centre / Institution concerned; and
 - (ii) at least one and not more than two other persons appointed by the Vice-Chancellor for the purpose.
- (e) The question papers shall be moderated in accordance with the Regulations in this regards.
- (f) If more than half of a question paper is changed by the committee of moderators, the Vice-Chancellor may, on the recommendation of the convener of the committee, if deemed fit, initiate appropriate action against the paper setter.
- (19) After the declaration of the result of a programme, the University may on a written application of an examinee along with prescribed fee, within fifteen days of the declaration of his result, allow him to:
- (a) see his/her answer script(s) individually in person; and / or
 - (b) see individually in person the answer script(s) of another examinee of his programme; and / or
 - (c) obtain from the University a photocopy of any of his/her answer script(s).
- (20) (a) A student may apply, alongwith the prescribed fee, for the scrutiny of his result or answer script(s) or the grades awarded to him by the University within thirty days of declaration of his result.
- (b) A student may also apply, alongwith the prescribed fee, for revaluation of his answer script(s) within thirty days of declaration of his result.
- (c) The University shall take appropriate action on such applications received from the students and declare the results of the scrutiny/revaluation within thirty days of the last date for receipt of such applications.
- (d) The University shall retain answer books of the students of a semester for a period of six months after the declaration of the results. Thereafter, if

there is no appeal of any student(s) about their results pending and if no legal matter is pending which may require the answer books of some candidate(s), the answer books may be disposed off.

- (21) The University may appoint a committee to deal with the cases of unfair-means or indiscipline reported by the Head of the Department / Dean of School of Studies, as per provisions in this regard.

ORDINANCE 04

CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY

(Act Section 28 (1) (o), statute 22(1))

Teachers of the University means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the University or in any College or Institution maintained by the University and are designated as teachers by the Ordinances.

A teacher of the University shall be a whole-time salaried employee of the University and shall devote his/her whole-time to the University and does not include honorary, visiting, part-time and ad-hoc teachers.

Provided that nothing contained in this Ordinance shall apply to the work undertaken in connection with the examination of Universities or learned bodies or Public Service Commissions or to any literary work or publication or radio/television talk or extension lectures or, with the permission of the Vice-Chancellor, to any other academic work.

No whole-time salaried teacher of the University shall without the permission of the Executive Council engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. However, teachers may engage in consultancy work as per UGC guidelines and with prior approval of the University.

Nature of Duties

Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required by and in accordance with the Act, the Statutes and Ordinances framed there-under, for the time being in force, whether the same relate to organization of teaching, research, extension, examination of students, their discipline, welfare, and generally to act under the direction of the authorities of the University.

PERIOD OF PROBATION AND CONFIRMATION

The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.

The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.

Subject to this Clause, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.

Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by Central Government.

All other Central Government rules on probation and confirmation shall be applicable mutatis mutandis.

Confirmation

It shall be the duty of the Registrar to place before the Executive Council the case of confirmation of a teacher on probation, not later than forty days before the end of the period of probation.

The Executive Council may then either confirm the teacher or decide not to confirm him, or extend the period of probation so as not to exceed twenty-four months in all.

In case the Executive Council decides not to confirm the teacher, whether before the end of twenty-four months' period of his/her probation, or before the end of the extended period of probation, as the case may be, he shall be informed in writing to that effect, not later than thirty days before the expiration of that period.

Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting.

Increment

Every teacher shall be entitled to increment in his/her scale of pay, unless the same is withheld or postponed by a resolution of the Executive Council and after the teacher has been given due opportunity to make his/her written representation.

Age of Retirement

Subject to the provision of Statute 25, every teacher confirmed in the service of the University, shall continue in such service until he/she attains the age of superannuation i.e. 65 years or as prescribed by the UGC **and** Govt. of India from time to time.

Provided further that if the date of Superannuation of a teacher falls at any time during the Academic Session the Executive Council, may on the recommendation of the Vice-Chancellor re-employ the teacher for any period up to the end of the academic session, with a view not to disturb the teaching work of the Department/Centre.

In special cases, a teacher on his/her attaining the age of superannuation, may be re-employed on a contract in keeping with the regulations in this behalf as issued by the UGC from time to time.

Variations in Terms and Conditions of Service

Every teacher shall be bound to act in conformity with the Statutes, Ordinances, Regulations and Rules of the University as well as a code of professional ethics as may be formulated by the University.

Provided that no change in the terms and conditions of service of a teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave; leave salary and removal from service so as to adversely affect him.

Professional Code of Conduct

Every teacher of the University shall abide by the Code of Conduct framed by the University and the following lapses would constitute misconduct on the part of a University teacher.

- i) Any lapses in performing his / her duties as assigned by the university from time to time.
- ii) Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his/her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the university.
- iii) Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his/her relationship with his/her colleagues and trying to use the above considerations for improvement of his/her prospects or any other such actions which are against the interest of the university.
- iv) Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the University.
- v) Indulging in plagiarism of any sort within the legal meaning, interpretation and expression of the term.

Resignation

A whole-time salaried teacher may, at any time, terminate his/her contract by giving the University three months' notice in writing or on payment to the University of three months salary in lieu thereof. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.

Provided that the Executive Council may waive the requirement of notice at its discretion.

Contract

The written contract between a teacher and the University required to be entered into under Section 33 (1) read with statutes 22 (3) of Central Universities Act, 2009 shall be in the form prescribed by the Ordinances.

12. (i) **Fixation of Pay of Re-employed Pensioners**
As per the Government of India Rules issued from time to time.

Teaching Days, Work Load And Leave Rules

The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the UGC Regulation 2010 **and GOI** from time to time.

The other conditions of service for teachers will be as per UGC Regulation 2010 and as amended from time to time.

ORDINANCE 05**PROCEDURE/NORMS FOR APPOINTMENT TO THE POSTS OF PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR AND OTHER ACADEMIC STAFF**

1. Vacancies

- (a) The Registrar shall update the faculty positions in the various Departments in a prescribed proforma with all necessary details.
- (b) The Registrar shall also maintain a Register of Roster so as to ensure reservation of posts in accordance with the Reservation Policy of the Government of India.
- (c) The Head of the Department will intimate to the Registrar through the Dean of the School, the occurrence of a vacancy in the prescribed proforma along with such other particulars like the specialization, etc., which may be needed for making selections for such positions with reference to the structure of the Department approved by the University.

2. Mode of Advertisement

- (a) Suitable advertisement shall be prepared from time to time on the basis of the information provided by the Registrar and approved by the Vice Chancellor.
- (b) The advertisement shall clearly state the essential and desirable qualifications, requirement of experience, reservation of posts as per Government of India norms, last date of receipt of applications, procedure of short-listing of candidates to be called for interview for a post etc. It shall also clearly state relaxations, if any, in the qualifications or experience in the advertisement. It shall be ensured that advertisement for a post invariably mentions that higher qualification holders shall be given preference. The conditions, if any, under which the essential qualifications are relaxable shall be clearly stated in the advertisement.
- (c) Advertisement shall appear in at least two all India newspapers and in at least one regional newspaper. It shall also appear in the website of the University. On-line applications may also be invited;

Provided that if there are some academic positions for which the candidates are likely to be exclusively available in a particular region or regions, the advertisement may be limited to the papers in that region or regions, only after recording the reasons for doing so in writing and with the prior approval of the Vice-Chancellor.

- (d) The closing date of receipt of applications shall be at least five weeks from the date of appearance of the advertisement in the newspapers.

Provided that in emergent circumstances the notice may be reduced to three weeks for reasons to be recorded in writing.

- (e) No application will be entertained after the closing date unless the delay is condoned by the Vice Chancellor.

3. Personal Contact Candidates

A process of personal contact may also be initiated by the Vice-Chancellor for obtaining particulars of candidates from appropriate authorities in the concerned fields. The particulars so forwarded by the concerned authorities, in response to such a request, may also be considered along with other applications in response to the advertisement. No application fee shall be chargeable in respect of such applications.

4. In order to attract best talents, the University may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year.

5. Procedure of Scrutiny -

- (a) The applications forms received shall be scrutinized as per the norms prescribed by the UGC by a Committee consisting of the following members:

- i. Dean of the School concerned-Chairman
- ii. Head/Coordinator of the Department concerned-Member provided he/she is Professor, failing which he/she may be involved in the scrutiny for the post of Assistant Professor
- iii. All Professors of the Department
- iv. Senior most Associate Professor of the Department concerned (only for scrutiny of assistant professor)
- v. At least one Professor from another Department in the same School or another School or as decided by the Vice Chancellor.

- (b) The procedure for scrutiny of applications shall be as follows:

- (i) In the first instance, the non-academic particulars of the candidates like age, nationality, date of submission of application, etc. shall be scrutinized. Academic qualifications and experience shall be considered next. Separate merit lists of eligible candidates shall be prepared for reserved and unreserved posts with reference to the area of specializations. In case a candidate is found ineligible, the Remarks column in the list must specify the reason.
- (ii) Ordinarily, the number of candidates recommended for interview for one post may not exceed **twelve** and for two posts **twenty**, and **ten** per post, if the vacancies are more; A suitable screening criterion, as approved by the Vice Chancellor, may be used by the Committee for short-listing, on the basis of merit, to recommend the required number of candidates for interview.

Provided that the above number may be exceeded by the Committee for reasons to be given in writing;

- (iii) Ordinarily, for the posts of Assistant Professors or equivalent, a higher weightage will be given for consistently good academic record, the objective being to pick up those who have the best potential for development. Their research work and other experience shall be considered but with a lesser weightage. A short-listing of candidates, in the order of merit, for the post of Assistant Professor shall be prepared by the Committee on the basis of screening criteria.
- (iv) In the case of the posts of Associate Professor and Professor and their equivalent, the weightage for the teaching, co-curricular and extracurricular activities and research records shall be given as stipulated in the Performance Based Appraisal System (PBAS) based on the Academic Performance Indicator (API) of the UGC Regulations. Merit list of candidates for these posts and their equivalent shall be drawn on the basis of the proforma.
- (v) Under no circumstances shall the essential qualifications, experience and requirement of API scores as prescribed by the UGC and advertised accordingly, be relaxed.
- (vi) The Head of the Department or the Dean of the School, as the case may be, will forward the applications with his recommendations to the Vice Chancellor for final selection of candidates for interview for the posts. The Vice Chancellor may vary the list suitably at his discretion to ensure sufficient number of candidates for interview.

6. Re-advertisement

If the number of recommended eligible candidates is less than three per vacancy or its multiples for more than one vacancy, the post shall be re-advertised with the stipulation that candidates who may have applied earlier need not apply again. In such cases, the Vice Chancellor shall also initiate personal contact as provided in clause 3 above. In case the number of eligible candidates is still less than three after the process of second advertisement and personal contact, the interviews shall be held in accordance with the provisions of this Ordinance.

7. Information to candidates

The candidates will be informed through registered post/speed post and/or email/telephones/telegrams of the venue, date and time of interview at least twenty one (21) days ahead of the scheduled date of interview.

- 8. The Chairman - Convenor shall issue to each member of the Selection Committee a Notice, not less than ten days before the meeting, stating the time and venue of the meeting. Meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and of the experts nominated by the Executive Council.
- 9. The Chairman - Convenor shall be entitled to vote at the Selection Committee meeting and shall have a casting vote in the case of a tie.

10. The recommendations of the Selection Committee shall be submitted to the Executive Council and orders of appointment shall be issued after the approval of the Executive Council in accordance with Statute 12(2) (ii).
11. The terms and conditions with regard to the minimum qualifications and other terms and conditions, as prescribed by the UGC from time to time, shall be followed.
 - i. In addition to the above, the Vice-Chancellor may prescribe, in consultation with the concerned Dean and Head of the Department, to the Academic Council such specification or any other conditions as required for the post to be filled up.
12. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him/her for being called for interview.
13. The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
14. It would be open to the Executive Council to offer appointment to suitable persons, who may not have applied, in accordance with Statute 19(1).
15. The rules and procedures prescribed by the Govt. of India in respect of the Reserved Categories shall be followed as provided in Section 7 of the University Act.
16. The selection procedure shall be as laid down by the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education – 2010 and as amended from time to time.
17. In case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.
18. No recommendations should be made with a condition attached to the occurrence of the future events.
19. The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation.
20. The statutory provision for relaxing of age, minimum qualification, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PWD categories will be made applicable to them.

21. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., it shall be so stated and recorded.
22. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be as per the UGC Regulation referred to above.
23. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
24. The in-service candidates should apply through Proper Channel.
25. Outstation candidates belonging to SC/ST/PWD categories called for interview will be paid equivalent to return single second class railway fare towards journey, expenses on production of ticket numbers / proof.
26. Canvassing in any form on behalf of any candidate will disqualify such candidate.
27. The Chairman - Convenor shall have the power to lay down the procedure in respect of any matter not mentioned in the Act / Statute / Ordinance.
28. The Selection Committee's recommendations, when approved by the Executive Council, shall remain valid for a period of one year from the date of such approval.
29. The application forms will be sold and registration fee collected at the rates prescribed by the University from time to time. The SC/ST/ Persons with Disabilities/ regular in-service candidates need not pay the Registration Fee.
30. In case of any dispute any suites or legal proceedings against the University, the jurisdiction shall be restricted to **the Rajasthan High Court Bench Jaipur.**

ORDINANCE 06

**MANNER OF APPOINTMENT AND EMOLUMENTS OF EMPLOYEES
OTHER THAN TEACHERS AND OTHER ACADEMIC STAFF**

(Act Sec 28(1)(o) read with Statute 23(2))

The employees of the university, other than teachers and other academic staff, shall be grouped in to Group A,B and C category and such other categories as may be classified by Govt. of India from time to time.

- (1) The University shall have the following methods of recruitment to the non-teaching posts:-
- (a) by direct recruitment;
 - (b) by promotion;
 - (c) by deputation of employees, whose services are borrowed from other organizations;
 - (d) by short term contract; and
 - (e) by re-employment of persons retired from service.
- (2) Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from amongst employees serving on posts in the immediately preceding lower cadre in service, subject to such conditions of eligibility as may be prescribed by the Executive Council.
- (3) Every appointment by promotion shall be made on the basis of suitability, past performance and conduct, as evident from the Annual Confidential Reports, besides due regard to seniority, on the recommendation of the Departmental/Central Promotion Committee, constituted for the purpose from time to time:
Provided that separate Selection Committees shall be constituted for the promotion of the persons of the rank of Assistant Registrar and above and for persons holding posts below Assistant Registrar.

SELECTION COMMITTEE

- (1) Following shall be the constitution of the Selection Committees:-

(a) Selection Committee for the Assistant Registrar and above:

1.	Vice-Chancellor/ Pro-Vice-Chancellor* (* in the absence of Vice-Chancellor) or nominee of the Vice Chancellor not below the rank of Professor	:	Chairman
2.	Two members from amongst the members of Executive Council to be nominated by the Executive Council	:	Member
3.	Two expert, not in service of the University, nominated by the Vice Chancellor	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidate representing these categories is	:	Member

	the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to that category.		
5.	The Head of Department concerned	:	Member
6.	Registrar	:	Member-Secretary

(b) Selection Committee for the **technical posts** below Assistant Registrar:

1.	Dean of the concerned School of Studies	:	Chairman
2.	One member of Executive Council to be nominated by the Executive Council	:	Member
3.	Two expert, not in service of the University, nominated by the Vice Chancellor	:	Member
4.	A representative of SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidate representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to that category.	:	Member
5.	The Head of the Department / Centre / Institution concerned	:	Member
6.	Registrar / Deputy Registrar* (*in the absence of Registrar, to be nominated by the Vice Chancellor)	:	Member-Secretary

(c) Selection Committee for **non-technical** posts below Assistant Registrar:

1.	Registrar	:	Chairman
2.	One member nominated by the Executive Council	:	Member
3.	Finance Officer or Controller of Examinations or Librarian, nominated by the Vice Chancellor	:	Member
4.	A representative of SC/ST/OBC/ Minority/ Women/ Differently-abled categories, if any of candidate representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.	:	Member
5.	Two Expert, not in the service of the University, nominated by the Vice-Chancellor,	:	Member
6.	Any one Deputy Registrar, nominated by the Vice Chancellor	:	Member-Secretary

- a) The candidates for the posts of Group A & B will be selected by Selection Committee through personal interview.

- b) University may conduct competitive written test/trade test/technical test for the selection of such posts as may be prescribed in the CRR.
 - c) The candidates will be picked up for interview on the basis of marks obtained in the written test, in order of merit, in the ratio of 10:1 of the vacancies to be filled-up.
1. The Chairman will be entitled to vote at the Selection Committee meeting and shall have a casting vote in case of a tie.
 2. The recommendations of the Selection Committee in respect of the posts of groups A & B will be submitted to the Executive Council and orders of appointments will be issued only after the approval of the Executive Council.
 3. The Vice-Chancellor may be authorized to make appointments on the basis of the recommendations of the Selection Committee to the posts of Groups C.
 4. The rules and procedures prescribed by the Govt. of India in respect of the Reserved categories shall be followed as provided in Section 7 of the Central Universities Act, 2009 and as prescribed by the GOI from time to time.
 5. The rules of Govt. of India in regard to Pay & Allowances, Leave, Pension and P.F. shall be followed subject to amendments if any, from time to time.
 6. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
 7. If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
 8. No recommendation should be made with a condition attached to it.
 9. The University will have the right to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases of all posts on the recommendations of the screening and Selection Committee.
 10. The relaxation in age, qualification etc., shall be applicable to the SC/ST, OBC, physically challenged etc. candidates as per rules of GOI.
 11. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age etc, it shall be so stated and recorded.
 12. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons therefor.

13. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
14. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number (10:1) on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
15. The in-service candidates should apply through proper channel. The conditions of age and experience will be relaxed for in-service candidates, on the recommendations of the Selection Committee.
16. Outstation candidates belong to SC/ST/PWD categories called for interview will be paid equivalent to return single second class railway fare towards journey expenses on production of proof.
17. The Chairman shall have the power to lay down the procedure in respect of any matter not mentioned in the Act/ Statute/ Ordinance.
18. Canvassing in any form on behalf of any candidate will disqualify such candidate.
19. The Selection Committee's recommendations, when approved shall remain valid for a period of one year from the date of such approval.
20. The application forms will be sold and the application fee collected as prescribed by the University from time to time. The SC/ST / PWD and in-service candidates of CURAJ need not pay application fee.
21. In cases of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Rajasthan **High Court Bench Jaipur**.
22. Subject to revision by the University as and when necessary, following shall be the details of qualifications, experience, age limit etc. for various posts other than faculty positions in the University:-

1. REGISTRAR

Pay Scale: Rs. 37400-67000 (Grade Pay Rs. 10,000/-)

Minimum Qualifications:

- a. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.
- AND
- b. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000

and above including as Associate Professor, alongwith experience in educational administration.

OR

Comparable experience in a research establishment and / or other institution of higher education

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

2. FINANCE OFFICER

Pay Scale: Rs. 37400-67000 (Grade Pay Rs. 10,000/-)

Minimum Qualifications:

- a. Master's Degree with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale.

AND

- b. 15 years of appropriate experience of financial management of which 8 years as Deputy Registrar/Deputy Finance Officer or an equivalent post of a University/affiliated college/public sector undertaking/autonomous organization/ multinational organization/ Government.

OR

Comparable experience in a research establishment and/or other institutions of higher education.

OR

15 years of administrative/ finance experience of which 8 years as Deputy Registrar / Deputy Finance Officer or an equivalent post.

3. LIBRARIAN

Pay Scale: Rs. 37400-67000 (Grade Pay Rs. 10,000/-)

Minimum Qualifications:

- a. Master's Degree in Library Science / Information Science/ Documentation with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale and consistently good academic record.

AND

- b. At least thirteen years' experience as Deputy Librarian in University Library or eighteen years' experience as a College Librarian.
- c. Evidence of innovative Library service and organization of published work.

Desirable: M. Phil / Ph. D Degree in Library Science / Information Science / Documentation / Archives and manuscript keeping.

4. CONTROLLER OF EXAMINATIONS

Pay Scale: Rs. 37400-67000 (Grade Pay Rs. 10,000/-)

Minimum Qualifications:

- a. Master's Degree with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale

AND

- b. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000 and above including as Associate Professor, alongwith experience in educational administration.

OR

Comparable experience in a research establishment and / or other institution of higher education

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

Desirable: Adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations.

5. DEPUTY REGISTRAR

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 7,600/-)

Minimum Qualifications:

- a. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale.

- b. Nine years of experience as Assistant Professor in AGP of Rs. 6000 and above with experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education

OR

5 years of administrative experience as Assistant Registrar or on an equivalent post.

Age: Not more than 55 years

6. DEPUTY FINANCE OFFICER

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 7,600/-)

Minimum Qualifications:

- a. Master's Degree with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale.

OR

Nine years of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education

OR

Five years of administrative experience as Assistant Registrar or in an equivalent post.

Desirable: Preference will be given to candidates with M.Com / MBA (Finance) / ICWA / CA / SAS

Age: Not more than 55 years

7. DEPUTY LIBRARIAN

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 8000/-)

Minimum Qualifications:

- a. A Master's Degree in Library Science / Information Science/ documentation with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale and a consistently good academic record.
- b. Five years experience as an Assistant University Librarian / College Librarian.
- c. Evidence of innovative Library services and organization of published work and professional commitment, computerization of library.

Desirable: A M. Phil / Ph.D. Degree in Library Science/ Information Science/ Documentation/ Archives and manuscript-keeping/ Computerization of Library.

Age: Not more than 55 years

8. DEPUTY CONTROLLER OF EXAMINATION

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 7,600/-)

Minimum Qualifications:

- a. Master's Degree with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale.

AND

- b. Nine years of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

5 years of administrative experience as Assistant Registrar or on an equivalent post.

Desirable: Adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations.

Age: Not more than 55 years

9. EXECUTIVE ENGINEER

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 6,600/-)

Minimum Qualifications:

- a. A Bachelors Degree in Civil Engineering with 10 years of experience in design and systems and construction of buildings, roads, sanitary and water supply systems including maintenance of the same

Desirable: Post-Graduate Degree in structures.

Age: Not more than 55 years

10. INTERNAL AUDIT OFFICER (On Deputation)

Pay Scale: 15600-39100 with a grade pay of Rs. 7600

Minimum Qualification:

- a. All India organised Audit and Accounts Services Officers holding analogous posts with at least 3 years experience in similar capacity.
- b. Officer qualified in SAS or its equivalent Accounts Service Examination of Central/State Government, holding analogous post and with 9 years' service in the immediate lower cadre.

OR

Officers with at least 9 years service in the cadre of Assistant Registrar/Accounts Officer with experience in Audit, Accounts and Works Departments of various organisations/Central Universities etc.

Age: Not more than 50 years

11. ASSISTANT REGISTRAR

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 5,400/-)

Minimum Qualifications:

- a. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale alongwith a good academic record.

Desirable: Three years of experience as a Section Officer / Superintendent in Central / State University offices.

OR

Five years of experience as Assistant Professor/Lecturer in a college or a University or an autonomous institution with experience in educational administration.

Age: Not more than 45 years

12. ASSISTANT FINANCE OFFICER

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 5,400/-)

Minimum Qualifications:

- a. Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale.
- b. Five years of experience as a Section Officer / Superintendent in Central / State University offices.

Desirable: Preference will be given to candidates with M.Com/M.B.A. (Finance)/ICWA/CA/SAS

Age: Not more than 45 years

13. ASSISTANT CONTROLLER OF EXAMINATION

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 5,400/-)

Minimum Qualifications:

- a. Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale.
- b. Five years of experience as a Section Officer / Superintendent in Central / State University offices.

Desirable: Adequate experience in the conduct of University examinations or some other comparable examinations.

Age: Not more than 45 years

14. PUBLIC RELATIONS OFFICER

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 5,400/-)

Minimum Qualifications:

- a. Master's Degree in Communication and Journalism in First or Higher IInd Class from any Indian University or Corresponding degree from a foreign University.

OR

Master's degree in any discipline with First Division and P.G. Diploma in Communication and Journalism

AND

- b. Six years of experience in the editorial Department / Centre of any established English / Hindi Newspapers accredited with ABC, National News Agencies, Radio or Television, Film media, reputed advertising agencies with excellent knowledge of speaking English and Hindi.

Desirable: Knowledge of Two or more Indian Languages

Age: Not more than 45 years

15. MEDICAL OFFICER

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 5,400/-)

Minimum Qualifications:

- a. Medical Graduate (Allopathic) with 5 years experience as General Duty Officer in a residential teaching institution or a hospital of repute.

Candidate with post-graduate qualifications will be preferred.

Age: Not more than 45 years

16. ASSISTANT LIBRARIAN

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 6,000/-)

Minimum Qualifications:

- a. Master's Degree in Library Science / Information Science /Documentation or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- b. Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.
- c. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants commission) Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian.

Age: Not more than 45 years

17. INFORMATION SCIENTIST

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 5,400/-)

Minimum Qualifications:

- a. B.E. (Computer Science)
OR
Master's Degree in Computer Application (MCA)
OR
Master's Degree in Library and Information Science (M. Lib or M. Lib. Sc.) and Post Graduate Diploma in Computer Application (PGDCA).
OR
Bachelor's Degree in Library and Information Science (B. Lib or B.Lib.Sc.) with at least three years experience in the field and Post Graduate Diploma in Computer Application (PGDCA).

All the Degrees / Diplomas shall be from a recognized University / Institution with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.

Age: Not more than 45 years

18. SYSTEM ADMINISTRATOR / SYSTEM ANALYST

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 5,400/-)

Minimum Qualifications:

- a. Any of the following qualifications with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale:
- B.Tech (Computer Science & Engineering)
 - B.Tech (Non- Computer Science & Engineering) with experience in Computing
 - M.Sc. (Physical Sciences) with 2 years experience in Computing
 - M.Sc.(Physical Sciences) with PGDCA
 - M.C.A.

Age: Not more than 45 years

19. SECTION OFFICER

Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4,600/-)

Minimum Qualifications:

- a. Graduate in any discipline.
- b. Knowledge of Computer Application.

- c. 5 years experience as Superintendent / Sr. Asst. in a State/ Central/ Deemed University/ Affiliated or Autonomous College/ Public Sector Undertaking/ Autonomous organisation/ Multinational organisation/ Government.

Age: Not more than 40 years

20. Nurse

Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4,200/-)

Minimum Qualifications:

- a. 10+2 in Science Stream from a recognised Board
b. Bachelor's Degree in Nursing

Or

Three-year Diploma in Nursing/GNM from a recognized Institution/ Authority with a minimum of 2 years experience in Nursing in a reputed Hospital or Clinic.

- c. Registration with Nursing Council of India/State

Age: Not more than 40 years

21. PERSONAL ASSISTANT

Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4,200/-)

Minimum Qualifications:

- a. Graduate in any discipline.
b. Typing speed, 40 wpm.
c. Proficiency in Stenography
d. A good knowledge of computers.
e. Experience as Stenographer of not less than 3 years in a State/Central/Deemed University/Affiliated or Autonomous College/ Public Sector Undertaking/ Autonomous organisation/ Multinational organisation/ Government.

Preference will be given to those qualified in the Stenographers examination held by a State / Central Board or its equivalent examination.

Age: Not more than 40 years

22. PRIVATE SECRETARY

Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4,600/-)

Minimum Qualifications:

- a. Graduate in any discipline.
- b. Typing speed, 40 wpm.
- c. Proficiency in Stenography
- d. A good knowledge of computers.
- e. Experience as Personal Assistant of not less than 3 years in a State/ Central/ Deemed University / Affiliated or Autonomous College/ Public Sector Undertaking/ Autonomous organisation/ Multinational organisation/ Government.

Age: Not more than 40 years

23. STATISTICAL OFFICER

Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4,200/-)

Minimum Qualifications:

- a. Graduate with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.
- b. 5 years of experience as Sr. Assistant / Assistant in a State / Central/ Deemed University/ Affiliated or Autonomous College/ Public Sector Undertaking/ Autonomous organisation/ Multinational organisation/ Government.

Age: Not more than 40 years

24. ASSISTANT ENGINEER

Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4600/-)

Minimum Qualifications:

- a. A degree in Civil Engineering with 5 years experience supervising Civil works in any State / Central/Deemed University/Affiliated or Autonomous College/Public Sector Undertaking/Autonomous Organisation/Multinational Organisation/Government or as a Govt. approved Contractor.

Age: Not more than 40 years

25. COMPUTER OPERATOR

Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4,200/-)

Minimum Qualifications:

- a. A Graduate in Sciences alongwith a Certificate course in Computer Operations.

OR

Diploma in Computer Programming with three years of experience as Computer/Data entry operator in a State / Central/Deemed University / Affiliated or Autonomous College/Public Sector Undertaking/ Autonomous Organisation/Multinational Organisation/Government.

Age: Not more than 40 years

26. ASSISTANT

Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4,200/-)

Minimum Qualifications:

- a. A Bachelor's Degree with atleast 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.
- b. 3 years Experience as UDC / in a State / Central / University /Affiliated College/Public Sector Undertaking /Autonomous organisation/Multinational organisation/Government.

Age: Not more than 40 years

27. JUNIOR ENGINEER

Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4,200/-)

Minimum Qualifications:

A Degree in Civil /Electrical Engineering with at least one year experience or a Diploma in Civil / Electrical Engineering with at least three years experience in supervision of erection / maintenance of Civil/Electrical works.

Age: Not more than 40 years

28. GUEST HOUSE MANAGER

Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4,200/-)

Minimum Qualifications:

- a. 10+2 or its equivalent with 5 years of experience of managing a Canteen or a Mess attached to a Students Hostel or Guest House of a University or Institution of higher learning.

Age: Not more than 40 years

29. TECHNICAL ASSISTANT

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 2,800/-)

Minimum Qualifications:

- a. Diploma in Laboratory Technology or its equivalent from a recognized institutions.
- b. Two years experience as Laboratory Technician with familiarity in handling sophisticated equipment.

Age: Not more than 35 years

30. STENOGRAPHER

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 2,400/-)

Minimum Qualifications:

- a. 12th Class pass or equivalent from a recognized Board or University
- b. Skill Test Norms:
Dictation: 10 mts @ 80 w.p.m.
Transcription: 65 mts. (Eng.), 75 mts. (Hindi) (On manual Typewriter)

OR

50 mts. (Eng.), 65 mts. (Hindi) (On computer)

Age: 18-27 years (Relaxable for Govt. servants upto 40 years in accordance with instructions or orders issued by the Central Govt.)

31. UPPER DIVISION CLERK

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 2,400/-)

Minimum Qualifications:

- a. A Graduate or its equivalent with at least 3 years experience as Lower Division Clerk or equivalent in a State / Central / University/Deemed Affiliated or Autonomous College/Public Sector Undertaking /Autonomous organisation/Multinational organisation/Government.

Age: Not more than 35 years

32. LIBRARY ASSISTANT

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 2,000/-)

Minimum Qualifications:

- a. B. Lib. Information Science.

Desirable: Experience and practice of Typing/Data Entry Operation or experience of working in a computerized library.

Age: Not more than 35 years

33. LAB ASSISTANT

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 2,000/-)

Minimum Qualifications:

- a. B.Sc. with Chemistry/Computer Science/relevant subject/BCA
OR
Diploma of 3 years in the relevant field.

Desirable: Certificate course in instrumentation or experience of handling sophisticated instruments or good knowledge of computer maintenance.

Age: Not more than 35 years

34. LOWER DIVISION CLERK

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 1,900/-)

Minimum Qualifications:

- a. 12th class pass or equivalent qualification from a recognized Board or University ;
- b. A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word)

Age: 18-27 years (Relaxable for Govt. servants upto 40 years in accordance with instructions or orders issued by the Central Govt.)

35. CARETAKER

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 1,900/-)

Minimum Qualifications:

- a. 10+2 or equivalent qualification from a recognised Board.

- b. Experience of maintenance including sanitation, upkeep & security.

Age: Not more than 35 years

36. DRIVER

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 1,900/-)
(Selection through Driving Test and Interview)

Minimum Qualifications:

- a. Secondary or equivalent examination from a recognised Board.
Valid Driving License for Light / Medium Vehicles
- b. Should have at least 3 years experience of driving and maintenance of vehicles.

Age: Not more than 35 years

37. ELECTRICIAN

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 2400/-)

Minimum Qualifications:

- a. Secondary or equivalent examination from a recognised Board alongwith Industrial Training Institute Certificate in Electrician Trade with at least 60% marks.
- b. Two years experience as Electrician in a reputed organization

Age: Not more than 35 years

38. COOK

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 1,900/-)

Minimum Qualifications:

- a. At least 10th standard pass
- b. At least 3 years experience in the Kitchen of a Hostel / Canteen / Guest House /Hotel.

Age: Not more than 35 years

39. Dresser/ Medical Attendant

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 1,800/-)

Minimum Qualifications:

- a. 10+2 with Science subjects or equivalent from a recognized Board/ University
 - b. Two years experience as a Dresser in a registered/ recognized hospital
- Age:** Not more than 35 years

40. LIBRARY ATTENDANT

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 1,800/-)

Minimum Qualifications:

- a. 10+2 or its equivalent examination from a recognised Board with certificate course in Library Science from a recognized Institution.

Age: Not more than 35 years

41. LAB ATTENDANT

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 1,800/-)

Minimum Qualifications:

- a. 10+2 or its equivalent examination with Science subjects from a recognised Board.

Desirable: Experience of working in a science laboratory

Age: Not more than 35 years

42. PEON/OFFICE ATTENDANT

Pay Scale: Rs. 5200-20200 with a Grade Pay of Rs. 1, 800/-

Minimum Qualifications:

- a. Matriculation or equivalent pass
OR
ITI pass

Age: Not more than 35 years

43. KITCHEN ATTENDANT / CLEANER

Pay Scale: Rs. 5200-20200 with a Grade Pay of Rs. 1,800/-

Minimum Qualifications:

- a. At least Matriculation or Equivalent exam pass with experience of working in a Hostels / Canteen/Hotel or any large eating – houses.

Age: Not more than 35 years

44. HOSTEL ATTENDANT

Pay Scale: Rs. 5200-20200 with a Grade Pay of Rs. 1, 800/-

Minimum Qualifications:

- a. At least 10th standard pass.

Age: Not more than 35 years

45. SEMI PROFESSIONAL ASSISTANT

Pay Scale: Rs.5200-20200 with a Grade Pay Rs. 2,800/-

Minimum Qualifications:

- a. B.Lib. Information Science
b. Good working knowledge of computer application

Desirable: M.Lib. Information Science, AIS/ ALIS PG Diploma in Library Automation and Networking or PGDCA.

Age: Not more than 35 years.

46. Hindi Officer (हिन्दी अधिकारी)

वेतनमान: पे बैंड रुपये 15600—39100 एवं पे ग्रेड रुपये 5400

अनिवार्य शैक्षणिक अर्हताएं:

- (1) किसी मान्यता प्राप्त विश्वविद्यालय से हिन्दी विषय में स्नातकोत्तर की उपाधि/समतुल्य कम से कम 55 प्रतिशत अंकों के साथ, इसके अतिरिक्त डिग्री स्तर पर अंग्रेजी एक विषय के रूप में ली हो।

एवं

- (2) हिन्दी में पारिभाषिक कार्य और/अथवा अंग्रेजी से हिन्दी में और हिन्दी से अंग्रेजी में अनुवाद करने का 5 वर्ष का अनुभव, जिसमें तकनीकी अथवा वैज्ञानिक साहित्य कार्य को तरजीह दी जाएगी अथवा हिन्दी के शिक्षण अनुसंधान, लेखन अथवा पत्रकारिता का 5 वर्ष का अनुभव।

वांछनीय: संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो।

अनुभव: हिन्दी अध्यापन/अनुवादक के रूप में 2 वर्ष का अनुभव।

आयु सीमा: 40 वर्ष से अधिक नहीं।

केन्द्र सरकार/राज्य सरकार/विश्वविद्यालयों एवं स्वायत्त संस्थाओं के कर्मचारियों के लिए आयु सीमा में पाँच वर्ष की छूट। अनुसूचित जाति/अनुसूचित जनजाति एवं पिछड़े वर्ग के अभ्यर्थियों के लिए भारत सरकार के नियमानुसार छूट।

आयु सीमा निर्धारण के लिए वही तारीख निर्णायक होगी, जो आवेदन पत्र प्राप्त करने की अन्तिम तारीख होगी।

47. Hindi Translator (हिन्दी अनुवादक)

वेतनमान: पे बैंड रूपये 9300–34800 एवं पे ग्रेड रूपये 4200

अनिवार्य शैक्षणिक अर्हताएं:

- (1) किसी मान्यता प्राप्त विश्वविद्यालय से अंग्रेजी/हिन्दी विषय में स्नातकोत्तर की उपाधि और स्नातक स्तर पर अंग्रेजी/हिन्दी अनिवार्य/वैकल्पिक विषय के रूप में रही हो या परीक्षा का माध्यम रही हो।

एवं

- (2) हिन्दी से अंग्रेजी और अंग्रेजी से हिन्दी में अनुवाद में मान्यता प्राप्त डिप्लोमा/प्रमाण पत्र पाठ्यक्रम किया हो या केन्द्रीय/राज्य सरकार एवं स्वायत्त संस्थाओं के कार्यालयों में हिन्दी से अंग्रेजी और अंग्रेजी से हिन्दी में अनुवाद कार्य का 2 वर्ष का अनुभव हो।

वांछनीय: संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो।

अनुभव: हिन्दी अध्यापन/अनुवादक के रूप में 2 वर्ष का अनुभव।

आयु सीमा: 30 वर्ष से अधिक नहीं।

केन्द्र सरकार/राज्य सरकार/विश्वविद्यालयों एवं स्वायत्त संस्थाओं के कर्मचारियों के लिए आयु सीमा में पाँच वर्ष की छूट। अनुसूचित जाति/अनुसूचित जनजाति एवं पिछड़े वर्ग के अभ्यर्थियों के लिए भारत सरकार के नियमानुसार छूट।

आयु सीमा निर्धारण के लिए वही तारीख निर्णायक होगी, जो आवेदन पत्र प्राप्त करने की अन्तिम तारीख होगी।

48. Hindi Typist (हिन्दी टंकक)

वेतनमान: पे बैंड रूपये 5200–20200 एवं पे ग्रेड रूपये 1900

अनिवार्य शैक्षणिक अर्हताएं: (छठवें वेतन आयोग के अनुसार)

- (1) किसी मान्यता प्राप्त विद्यालय/बोर्ड से 12वीं परीक्षा उत्तीर्ण।
(2) हिन्दी में टंकण गति सीमा: 25 शब्द प्रति मिनट।

आयु सीमा: 25 वर्ष से अधिक नहीं।

केन्द्र सरकार/राज्य सरकार/विश्वविद्यालयों एवं स्वायत्त संस्थाओं के कर्मचारियों के लिए आयु सीमा में पाँच वर्ष की छूट। अनुसूचित जाति/अनुसूचित जनजाति एवं पिछड़े वर्ग के अभ्यर्थियों के लिए भारत सरकार के नियमानुसार छूट।

ORDINANCE 07

WRITTEN CONTRACT OF APPOINTMENTS

Every teacher and member of the academic staff of the University shall be appointed on a written contract, as stipulated under section 33 (1) read with statutes 22 (3) of Central Universities Act, 2009, the form of which is hereby prescribed and appended to this ordinance”.

*TO BE TYPED ON RS. 100/- NON-JUDICIAL STAMP PAPER
& SUBMIT ONE ORIGINAL AND TWO COPIES THEREOF.*

SERVICE CONTRACT

ARTICLES OF AGREEMENT EXECUTED on this _____ day of _____ the year Two Thousand _____ the _____ Year of the Republic of India between _____ S/O/D/O/W/O _____ aged _____ years, residing at _____ of the first part (hereinafter called ‘the party of the first part’) and the Central University of Rajasthan of the second part.

WHEREAS the Central University of Rajasthan (hereinafter referred to as “the University”) have engaged the party of the first part as _____ (Designation) and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained;

Now these present witness and the parties here to respectively agree as follows:

1. The party of the first part shall submit to the orders of the University and of the authorities under whom he may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty _____ (Date) subject to the terms and conditions herein contained.
2. The party of the first part shall devote his/her whole time and attention efficiently and diligently to his/her duties and at all time obey the rules including the University Servants Conduct Rules prescribed for the time being for the regulations of the branch of the University to which he may be attached and shall whenever required to perform such duties as may be assigned to him/her from time to time.
3. The party of the first part shall be of the Teacher’s/Officer’s rank and his/her status shall be that of _____ (Designation) in _____ (Department/Centre/Office) as on the date of appointment.
4. The party of the first part shall be from the date of coming into force of these presents, be granted Rs. _____ (Basic Pay including the Grade Pay of Rs. _____) in the pay scale of Rs. _____. He/she shall also be eligible for the usual allowance admissible under the rules of the University/Govt. of India in force.

ORDINANCE 08

FEES PAYABLE BY STUDENTS OF THE UNIVERSITY

1. The Executive Council on the recommendations of the Academic Council shall, from time to time, prescribe the fees payable by students.

2. Due date and mode of payment:

The students shall deposit fees as prescribed by the University from time to time on or before the date fixed by the University.

3. Delay or default in payment:

i. If a student does not pay fee on time, a fine shall be levied on the total fee payable as follows:

- a) 10% of the fees for the first 10 days
- b) 20% of the fees for the next 10 days
- c) 30% of the fees thereafter up to one month from the due date

ii. The Vice Chancellor, or on his/her behalf any other officer to whom this/her power has been delegated may on the recommendations of the Dean of the School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application stating the reasons for late payment of fee. Such applications should be submitted well ahead of the due dates, so that a decision may be taken.

iii. Names of the defaulters, which shall be put up on the Notice Board, shall be removed from the rolls of the University with effect from the first day of the following month.

iv. A student whose name has been struck off from rolls of the University may be re-admitted on the recommendations of the Dean of the School concerned and on payment of arrears of fees in full and other dues, together with a re-admission fee as fixed by the University. However, such re-admission shall be within the same semester and subject to the student fulfilling the minimum attendance criteria.

v. Whenever a student proposes to withdraw from the University, he shall submit an application to the Dean of the School concerned through the Head of the Department/Centre/Centre intimating the date of his/her withdrawal. If he/she fails to do so, his/her name shall continue to be kept on the rolls of the University for maximum period of one month following the month to which he has paid the fees. He/She shall also be required to pay all fees/charges that may fall due during his/her period.

4. Blind students exempted:

Blind students shall be exempted from payment of all the tuition fees.

5. Concession in fee:

- i. The University shall award freeships to the students as per the guidelines issued by the GoI/UGC from time to time.
- ii. Fees concession for SC/ST/Kashmiri migrant students and any other category as per Govt. of India directives shall be applicable.

6. Refund of fees, security deposit etc.:

The fee, security deposit etc. will be refunded as per the rules of the University from time to time.

7. The fees for the various Courses/Programmes, as decided by the University from time to time, shall be payable by the students.
8. Students shall not be issued Hall Tickets or allowed to appear at the Examinations unless they have cleared their dues and paid the examination fee.
9. Fees for re-checking Examination results:

The fees for re-checking examination results shall be fixed by the University.

Provided that the fees shall be refunded to the candidate if, on re-checking the results, any error or omission is discovered in the results notified by the University.

10. Fees for the supply of Statement of Marks:

1. Every candidate shall pay along with the examination fee, a fee as fixed by the University for the supply of statement of marks for each examination.
2. The statement of marks shall be sent to the candidates through the Head of the Department/Centre concerned.
3. Duplicate copies of Statement of Marks shall be supplied on payment of a fee as fixed by the University for each statement of marks.

11. Fees for issuing transfer, provisional and other certificates:

1. The fees for issuing the following documents, and for duplicate copies thereof, shall be as prescribed by the University:
 - a. Transfer Certificate
Duplicate copy of the Transfer Certificate

- b. Provisional Certificate of having passed an examination of the University
Duplicate copy of the above
 - c. Degree Certificate (In-person)
Degree Certificate (In-absentia)
Duplicate copy of Degree (on production of FIR)
 - d. Bonafide Certificate
 - e. Any other certificate
 - f. Duplicate copy of any other certificate
2. A student or candidate, who wishes to add or to alter his/her name as originally recorded in the University Registers shall pay a fees fixed for the purpose by the University. Such addition or alteration shall be made to his/her original name as alias in the University Enrollment Register after he has fulfilled the necessary formalities.
3. A student who applies for alteration of the record of his/her date of birth as entered in the University Registers shall pay fees fixed for the purpose by the University. No change in the date of birth shall be made unless approved by the competent authority.

ORDINANCE 09
DOCTOR OF PHILOSOPHY PROGRAMME
[See Section 28 (1) (b) of the Central Universities Act, 2009]

Admission and Eligibility

- (1) The University shall decide, on an annual basis, the maximum number of candidates to be admitted to the programme, which shall be announced in advance in a notification and on the website. Admission to the Ph.D. programme will be made twice a year, preferably in the beginning of each semester. The candidates with at least 55% marks, in aggregate, in their Master's Degree in the subject concerned / allied / cognate subjects shall appear for a written test conducted by the University to be followed by an interview to be conducted by the concerned Department.

After assessing the appropriateness of the subject in which the candidate has a master's degree to the field of proposed study, the candidates will be selected according to the merit as determined after giving suitable weightage to the following

- (a) Percentage of marks in qualifying Master's degree or equivalent (50% weightage); for every one percent of total marks over and above fifty five percent, 1.1 (one point one) weightage shall be awarded to a candidate.
- (b) Performance in the entrance test and interview (50% weightage- 30% for entrance test and 20% for interview). The Ph. D. entrance test in a subject shall consist of two papers of a total of 200 marks. Examination for Paper I, carrying 50 marks, will be conducted in the **FIRST** Session and Examination for Paper II, carrying 150 marks, will be conducted in the **SECOND** Session. The Vice-Chancellor shall constitute appropriate Committees, at the University and Departmental levels for conducting the Test and interview respectively. During the interview, the Departmental Committee may make a provisional allocation of selected applicants to the eligible supervisors.

The candidates who have qualified in any of the National Level Ph.D. eligibility test such as NET//GATE (PhD Level), or are Teacher Fellowship holders or have passed M. Phil programme with course work recognised by the U.G.C., shall be exempted from appearing for the written test. Such applicants will, however, be required to appear for the personal interview.

- Supervisor (2)** (a) The Department shall assign selected candidates to a supervisor taking into account the specialisation of the supervisors and the candidate's interests. The supervisor shall be a regular teacher of the University. A Professor or an Associate Professor shall *ipso-facto* be eligible to become

a Supervisor. **An Assistant Professor, or a researcher from a Research Organisation recognised for research by the University, can become a Research Supervisor if he/she has a Ph.D. degree, has published research work in refereed journals and has put in at least three years of teaching / research experience.**

(b) A Professor may supervise not more than six, an Associate Professor or an Assistant Professor four PhD scholars at any point of time, inclusive of joint supervision with the following provisions:

- (i) The number of scholars as specified in (b) above shall include the scholars being guided by him from this University and from other Educational Institutes as well, and
- (ii) No scholar shall be allotted to a teacher for supervision if he/she has less than one year to superannuate from the University service. He can however be a joint supervisor.

Joint

Supervisor (3)(a) A department may, with the approval of the School Board and the Academic Council, appoint one or two joint supervisors, from outside the department, in addition to the Supervisor in which case the Supervisor shall be in overall charge of the supervision. A Joint Supervisor need not necessarily be a teacher of the University but shall be a person recognised as Supervisor as per the University Regulations. A scholar may be assigned a Joint Supervisor only if his Supervisor so desires in view of inter-disciplinary nature of the problem or if the candidate carries out his work from another Institution.

- (b) The recognition of a Teacher from other Universities / Researcher from the recognised Research Organizations as a Ph.D. Supervisor will be accorded, taking into consideration the relevant Ordinances, on the basis of a written application through the Head of the Organization where he/she is working, along-with bio-data and other supporting documents. This application shall be submitted to the Dean of the concerned School. The concerned School Board shall forward the recommended names to the Academic Council, after obtaining approval of the concerned Board of Studies.

Course Work (4) There shall be a compulsory pre-Ph. D course work atleast one semester equivalent to 12 credits. A candidate must secure at least 55% marks (or a B+ grade) in the pre-PhD course work in order to become eligible for Ph. D registration. The course work will consist of a paper on research methodology with quantitative methods and computer applications, and the remaining two papers shall be as prescribed by the Research Progress Committee (see below). If the Departmental Committee so desires, the contents of Paper I may be replaced by core topics in the subject and made common to all candidates in the particular department, the syllabus for which could be prepared by the BoS of the respective department.

Provision for Exemption to Course work:

Candidates possessing an M. Phil. (or an equivalent degree like M.Tech.with course work and dissertation) may be exempted from the course work. This provision must be applied only if

- (i) The broad area of proposed research at the PhD level matches with the one chosen at the MPhil level, and
- (ii) The MPhil degree obtained by the candidate included course work as stipulated by the UGC regulations for PhD 2009.

The Dean of the concerned Faculty/School, based on the recommendation of the Research Progress Committee and the Head of the Department will decide on the exemption taking into account the above stipulations.

If found necessary course work may be carried out by doctoral candidate in sister Departments/ Institutes either within or outside the University for which due credit will be given to them

Recognition of Research Institutions / Laboratories

- (5) (a) Recognition to a Research Laboratory / Institution, as a Centre for pursuing research leading to the Ph.D. Degree of this University, may be granted on the basis of a written request by the Research Laboratory / Institution concerned and on the basis of a specific recommendation of a Regular Inspection Committee through the School Board concerned and acceptance by the Academic and Executive Council of the University.
- (b) While granting such recognition the Academic Council, if it considers desirable, may refer the matter to the concerned School Board/Boards for their considered opinion on the suitability of the research in the given field of study.

Admission of Persons working in Research Laboratories / Institutions to the Ph.D Programme

- (6) (a) Persons working in a research organization may be functionally classified into the following two categories for the purpose of admission to PhD programme:
 - (i) Employees engaged in active research; and
 - (ii) Supporting and administrative staff.

After completion of course work, the employees engaged in active research need not be full-time researchers ~~under~~ in the University.

However, such candidates, will be allowed to submit their Ph. D. thesis only after completion of three years from the date of registration.

The supporting and administrative staff of a research organization shall fulfill all requirements as laid down in this Ordinance.

- (b) The registration for Ph.D. of a scholar working in a Research Organizations shall be under the guidance of a Supervisor approved by the concerned University Department. However, such candidates may have a Joint Supervisor from the concerned Research Organizations. Those desirous of working exclusively under a faculty member of the University shall be registered as full-time scholars.

Ph. D.

- Registration** (7) (a) The application for registration for Ph.D. shall be made to the Department concerned in the prescribed proforma along with a detailed research proposal including the proposed title, introduction, scope of the study, review of literature, objectives, research methodology including sampling and design, wherever necessary, and references. The Department shall forward the research proposal to the School Board through the Board of Studies. The date on which the School Board accepts the proposal for registration shall be the date of registration of the scholar for the purpose of this Ordinance.
- (b) In case a candidate wishes to change the topic of research, he/she may be permitted to do so within one year from the date of his/her registration. The modified research proposal shall be submitted to the School Board through the concerned Board of Studies for its consideration and approval.

- Duration** (8) (a) A scholar shall not be permitted to submit the thesis for the Ph.D. degree unless he/she has pursued research at the University for not less than two years from the date on which his/her candidature has been registered.
- (b) The name of a scholar will be removed from the rolls of the University if he/she fails to submit his/her thesis within five years of the date of his/her registration.

Review of Progress

- (9) A **Research Progress Committee (RPC)** will be constituted for each scholar consisting of the Supervisor(s) and two other members (recognised as supervisors) to be appointed by the department taking into account the nature of the research problem and the recommendation of the Supervisor. This Committee shall regularly monitor the progress of the research work of the scholar. A Scholar shall submit 6-monthly progress reports to the RPC and also an annual seminar outlining his research work during the year. Non-submission of two consecutive reports or failure to give the

annual seminar can be basis for possible cancellation of registration. . If the RPC finds that the progress of the work is not satisfactory, a report to that effect shall be submitted to the School Board through the Department for appropriate action.

[An RPC will have the functions: (i) monitoring the scholar's progress (ii) conducting the annual seminar (iii) recommending change of title if necessary / holding pre-submission seminar (iv) issuing a letter permitting him to give the pre-submission seminar (v) assessing readiness of the scholar to submit the thesis and (vi) recommending a panel of examiners]

Modification of title (10)

If there is any need for modification of the title of research work, the candidate shall submit an application to his RPC which will forward it, with its recommendations to, the School Board through the Board of Studies at least 6 months before the date of submission of the thesis. A minor change that does not alter the meaning of the title, if suggested during the pre-submission seminar (see clause 11 below), may be permitted without the time restriction

Pre- Submission Seminar

- (11) (a) When the RPC is of the opinion that the thesis is in the final stage of completion, the scholar shall give a pre-submission presentation on his/her research findings at least two months prior to the submission. This presentation will be given in the presence of the RPC and one faculty member (a recognized supervisor) nominated by the Dean from an allied department in the School.
- (c) After the notification of the Dean's nominee, the RPC shall fix the date and time of the pre-submission seminar through mutual consent. The supervisor shall issue the notice of the seminar.
- (d) The pre-submission seminar shall be public and open to all the faculty members and students of the departments in the School concerned. However, any person other than the members of the committee shall participate in the discussion only after the members of the committee.
- (e) The unanimous recommendation shall be clearly and specifically recorded on a standard format in triplicate and shall be duly signed on each proforma by all members of the RPC, who are present at the seminar, and the Dean's nominee. However, this committee shall not recommend any modification in the registered title of the thesis. The candidate shall be required to suitably incorporate the recommendations of the Committee in his/her thesis.
- (f) Two copies of the report shall be forwarded to the Dean through the Head of the Department while one copy of the report shall be kept in the Department. The Dean of the School shall forward one copy of the report

to the Controller of Examinations of the University while one copy shall be retained for the record of the School Board.

Submission of thesis

- (12) (a) Before the submission of his/her thesis for evaluation and assessment, a Ph.D. candidate shall publish at least one research paper related to his research topic in a refereed Journal and produce evidence for the same in the form of a reprint or a letter of acceptance of the paper.
- (b) A scholar shall submit four soft-bound copies, typed on both sides of the page, of his/her thesis along with one in electronic form. The thesis must be prepared and bound as per the templates which will be available on the University's website.
- (c) A Ph.D. thesis must contain original contribution by the scholar; it may incorporate the text of any work which the candidate may have published on the subject. A scholar will not be allowed to submit in his/her thesis any work for which a Degree / Diploma has already been conferred on him/her by this or any other University.
- (d) The supervisor shall satisfy himself before submission of the thesis that it is a piece of research work characterised either by discovery of new facts or by fresh interpretation of facts or theories. In either case, it should provide evidence of the candidate's capacity for critical examination, original thinking and judgment. The thesis shall also be satisfactory in respect of clarity and correctness of language.
- (e) The thesis shall include a certificate from the Supervisor to the effect, *inter alia*, that the recommendations made by the evaluation committee have suitably been incorporated and a declaration that the thesis incorporates the student's *bonafide* research and that the findings have not been submitted for award of any degree / diploma in this or any other University or Institute of learning.
- (f) The application for submission of thesis shall be countersigned by the Head of the concerned Department. The Head of the Department will then forward the thesis to the Controller of Examinations for further necessary action.
- (g) In the case of a teacher or researcher in a Research Institute or a candidate who is not pursuing research on a full time basis, submission of the thesis shall be permitted only
- (i) If the candidate has stayed in the University for not less than 30 days in each year including vacation and participated in such academic programmes as may be decided by the Department for a total period of six months; and

- (ii) If the RPC has permitted the candidate to submit the thesis on satisfactory completion of all the requirements stated elsewhere in this ordinance.

**Panel of
Examiners
For Evaluation**

- (13) A Supervisor shall submit a panel of eight names of examiners from the concerned area of Research along with their specialisations (and lists of publications wherever possible) including his/her own name in the prescribed proforma to the School Board through the Head of the Department for approval and submission to the Controller of Examinations. At least four names in the panel shall be from outside the State. The School Board shall submit a copy of the panel of examiners to the Chairperson of the Academic Council. The Vice-Chancellor, while appointing three examiners may ensure that at least one examiner is from outside the State. The Third Examiner shall be the concerned Supervisor in both cases. The thesis shall, thus, be evaluated by three Examiners.

The Vice-Chancellor may ask the Dean of School for inclusion of Experts from outside the Country in the panel of Examiners.

Examiners'

- Reports** (14) (a) Each examiner shall, after carefully examining the thesis submit a report in the prescribed proforma to the University containing a clear recommendation that in his opinion the thesis (i) is recommended for the award of Ph.D. Degree (ii) should be modified / revised; or (iii) may be rejected.
- (b) On receipt of satisfactory evaluation reports, the candidate shall undergo a *viva-voce* Examination which shall also be openly defended. A Board consisting of the Supervisor and one of the External Examiners shall be constituted by the Vice-Chancellor for the *viva-voce* examination. The University shall ensure that as far as possible and practicable the *viva-voce* examination shall be held within a period of six months from the receipt of the examiners reports. The Convenor shall submit a report of *viva-voce* examination to the Controller of Examinations.
- (c) In case an examiner suggests some modification / improvement in the thesis on certain specific lines or points out certain lacunae in the thesis, the candidate shall be asked to reply or modify the thesis as suggested, within one year from the date of intimation of the requirement of modification by the University, and resubmit the thesis for forwardal to the concerned examiner. If the candidate decides not to accept the suggested modifications or reply to the queries, or when he replies to the points/observations raised by an examiner but the reply is not accepted by the examiner, the matter shall be further referred to the Committee of experts to be appointed by the Vice-Chancellor.

- (d) A thesis shall be accepted for the award of the Degree of Doctor of Philosophy on the unanimous recommendation of the examiners.

In case both the external examiners reject the thesis, no degree shall be awarded. If there is a difference of opinion between the external examiners, it shall be referred to a fourth examiner to be nominated by the Vice - Chancellor out of the panel already approved by the Academic Council. The opinion of the fourth examiner shall be final.

Re-submission of Thesis

- (15) (a) A candidate whose thesis has been referred back for revision shall re-submit it for the award of the Ph.D. Degree within one year of the intimation of the decision of the University.
- (b) A thesis which has been re-submitted shall be examined by the same external examiner(s). In case any examiner(s) is (are) unwilling to act as such, another examiner(s) may be appointed by the Vice -Chancellor from the approved panel of examiners.

Declaration of Result and Award of Degree

- (16) (a) On the basis of the reports of the examiners and the viva-voce the School Board shall recommend to the Executive Council through the Academic Council for the declaration of result and the award of the degree or otherwise. However, as the interim measure, the Vice-Chancellor may grant permission for the declaration of the result and the award of the degree.
- (b) Along with the award of the Degree, the University shall also issue a certificate stating that the Degree has been awarded in accordance with the provisions of the UGC (Minimum Standards and Procedure for the award of Ph. D. degree) Regulations, 2009.
- (c) After announcement of the award of the PhD degree, the University will submit an electronic copy of the PhD thesis to the UGC within a period of thirty days for uploading the thesis to INFLIBNET, accessible to all Universities/Institutes.
- (d) The date of receipt of the report of the *viva-voce* examination committee by the Controller of Examinations shall be deemed to be the date of award of the degree.

Copyrights

- (17) Central University of Rajasthan reserves the copyright in respect of all thesis based on which the University has awarded PhD degrees.

**Removal of
Difficulties**

- (18) Notwithstanding anything contained in this Ordinance the Vice-Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE 10

CONVOCATION

(Section 28(o) and Statute 29 of the Act)

Convocation

Convocation for the purpose of conferring Degrees shall be held on such date and place as may be fixed by the Chancellor.

Special Convocation

A special Convocation may be held at such time as may be decided by the Executive Council for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendation of the Academic Council.

The Convocation shall consist of the body corporate of the University.

The Chancellor shall preside over at the Convocations of the University held for conferring Degrees.

In the absence of the Chancellor, the Vice Chancellor shall fix the date and preside over the Convocations.

Notice

Not less than four weeks' notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.

The Officer concerned shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat.

The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.

Provided that in case the Convocation is not held in a particular year, the Vice Chancellor shall be competent to authorise admission of successful candidates in the year to their respective Degrees in absentia and issue the degrees on payment of prescribed fee.

Application

A candidate for the Degree must submit to the Officer concerned his/ her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee.

Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Chancellor and their Degrees shall be given by the Controller of Examinations on application and payment of the prescribed fee.

Fees

The fee for admission to the Degree at the Convocation in person and in absentia shall be fixed by the University.

Honorary Degree

Honorary Degree shall be conferred at Convocation / Special Convocation and may be taken in person or in absentia.

The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice Chancellor or by a person nominated by him.

Candidates at the Convocation shall wear Academic Dress (gowns) appropriate to their respective Degree as specified by the University. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University.

Academic Dress

The Academic Dress of the University for the Convocation shall be as follows:

(a) **For the Chancellor:** Gowns of pure hand spun hand woven of purple colour silk with Rajasthani Pattern lace (width 3”) on the front folds and round the neck with one University Crest fully interlined. Cap for the Chancellor in pure hand spun, hand woven silk with silver tassel and Mortar Band.

(b) **For Vice Chancellor:** Gown of Pure Hand spun hand woven of maroon colour silk with Rajasthani pattern lace (width 2”) on the front folds round the neck and around the sleeves with one University crest fully interlined. Cap of pure hand spun hand woven with silver tassel and Mortar Band

(c) **For Pro-Vice Chancellor:** Gown of Pure Hand spun Hand woven of maroon colour silk with Rajasthani pattern lace (width 1½”) on the front folds round the neck and around the sleeves with one University crest fully interlined. Cap of pure hand spun hand woven with silver tassel and Mortar Band.

(d) **For Chief Guest:** Gown of pure Hand spun Hand woven silk of dark royal blue colour with white silk facing round the neck and on the front fold and around the sleeves and one University crest fully interlinked. Cap of pure hand spun hand woven with Black tassel.

(e) **For Registrar:** Gown of pure hand spun hand woven Golden Colour silk with red facing and golden lace of Rajasthani pattern on the front folds round the neck and around the sleeves and one University crest fully interlined. Cap of pure hand spun hand woven with Black tassel.

(f) **For Controller of Examinations:** Gown of pure hand spun hand woven silk of sea green color with yellow facing round the neck and on the front fold and around the sleeves with Rajasthan Pattern lace and one University crest fully interlined. Cap of pure hand spun hand woven with Black tassel.

(g) **For Members of the University Authorities:** Superior black silk gown with facing of golden silk and with stripes on the arm and one University crest fully interlined. Cap of Black silk cloth with black tassel and mortal Band.

(h) **For Master of Arts:** Black silk gown and Hood - Maroon with black lining.

(i) **For Master of Science:** Black silk gown and Hood-golden with black lining.

(j) **For Master of Commerce and Business Administration:** Black silk gown and Hood-Red silk with black lining.

(k) **For Master of Technology and Master of Architecture:** Black silk gown and Hood-Red silk with green lining.

(l) **Master of Education:** Black silk gown and Hood-purple with black lining.

(m) **Master of Philosophy:** Black silk gown and Hood-violet with black lining.

(n) **Doctor of Philosophy in Arts and Doctor of Philosophy in Education:** White silk gown with maroon facing and with maroon band on the sleeves. Hood will be white silk with maroon lining.

(o) **Doctor of Philosophy in Technology and Doctor of Philosophy in Architecture:** White silk gown with red facing and with red band on the sleeves. Hood will be white silk with red lining.

(p) **Doctor of Philosophy in Commerce:** White silk gown with blue facing and with blue band on the sleeves. Hood will be white silk with blue lining.

(q) **Doctor of Philosophy in Science:** White silk gown with violet facing and with violet band on the sleeves. Hood-white silk with violet lining.

(r) **Doctor of Literature:** White silk gown with white silk green facing with blue band on the sleeves. Hood – white silk with green lining.

(s) **Doctor of Science:** White silk gown with white silk green facing with blue band on the sleeves. Hood – white silk with green lining.

(7) Procedure of Convocation:

(a) For the award of degree at the Convocation, candidates present shall be formally presented to the Chancellor or in his/her absence to the Vice Chancellor for admission to their respective degrees. The Deans of respective Schools of Studies will present the candidates for admission to the respective Post-Graduate degrees. Senior-most professor will present the candidates for admission to the doctoral degree. The Registrar or the person appointed for the purpose by the Vice Chancellor will present the candidates for degrees in absentia. The names of the recipients of medals and prizes shall be read out by the Registrar or the by the person appointed for the purpose.

(b) Degree/ Certificate shall be supplied to the candidates in a manner to be prescribed by the Vice Chancellor after the Convocation is over.

(c) The Chancellor, The Chief Guest, The Vice-Chancellor, the Pro-Vice-Chancellor, if any, the Registrar, the Controller of Examinations, the Finance Officer, the Deans of Schools and the members of the University Authorities shall wear their special convocation dress as prescribed by the University.

(d) The Chancellor, The Chief Guest, The Vice-Chancellor, the Pro-Vice Chancellor, the Registrar, the Controller of Examinations, the Finance Officer, the Deans, the members of the University Authorities shall assemble in the meeting room at the appointed hour and shall walk in procession in the following order to the Convocation Hall:

The Controller of Examination (with the Convocation Flag)

Members of the authorities

The Court

The Academic Council

The Executive Council

The Boards of Schools

The Deans of Faculties

The Finance Officer

The Registrar

The Pro-Vice Chancellor

The Chief Guest

The Vice Chancellor

The Chancellor

(e) When the procession enters the Convocation Hall, the candidates and the audience shall rise and remain standing until the members of the procession have taken their seats.

(f) The Chancellor, the Chief Guest, the Vice -Chancellor, the Pro Vice-Chancellor, the Registrar, the Controller of Examinations, the Deans, the Finance Officer, the members of University Authorities shall take their seats in places reserved for them.

(g) The Registrar will then obtain the permission of the Chancellor or in his/her absence the Vice Chancellor, to declare the Convocation open.

(h) The Vice Chancellor then will deliver a welcome speech.

(i) The Convocation address will be delivered by the appointed speaker.

(j) The Chancellor or in his/her absence the Vice Chancellor, shall then say, "Let the candidates be presented".

(k) The person appointed for the purpose of presentation of candidates for their admission to respective degrees shall be in the following form. The candidates when presented will rise in their seats.

"Sir/Madam..... Chancellor/Vice Chancellor, Sir, I present to you..... Candidates who have been examined and found qualified for the Degree of.....to which I pray that they may be now admitted".

(l) The Chancellor or in his/her absence the Vice Chancellor will admit the candidates to the degree in the following words:

"By virtue of the powers vested in me as the Chancellor/Vice-Chancellor of the Central University of Rajasthan, I admit you to the degree of.....and I charge you that ever in your life and conversation you show yourselves worthy of the same".

(m) The candidates will then take their respective seats.

(n) The Registrar or the person appointed for the purpose will then request the Chancellor or in her/his absence the Vice-Chancellor to admit the candidates in absentia to the various degrees in the following words:

"Chancellor/Vice - Chancellor Sir, on behalf of the other candidates who have been examined and found qualified for the Degree of.....and have been permitted to receive their degrees in absentia. I pray that they be admitted to their respective degrees".

The Chancellor or in her/his absence the Vice Chancellor will admit those candidates to their respective degrees in the following words:

"By virtue of the powers vested in me as the Chancellor/Vice-Chancellor of the Central University of Rajasthan, I admit those candidates to their respective degrees in absentia.

(o) The person designated for the purpose will then present the candidates for receiving Gold Medals that will be given to them by the Chief Guest or any other dignitary as decided by the Vice Chancellor.

(p) The person designated for the purpose will then present the candidates for receiving Prizes that will be given to them by the dignitary as decided by the Vice Chancellor.

(q) When all candidates have been admitted to their degrees, medals and prizes, the Registrar, when the Chancellor is present, shall propose a vote of thanks.

(r) After this the Registrar shall, with the permission of the Chancellor or in his/ her absence, the Vice Chancellor, declare the Convocation closed.

(s) The procession will then leave the Convocation Hall in the same order as that in which it entered, the graduates and the audience standing.

ORDINANCE 11**NORMS/REGULATIONS FOR PROMOTION THROUGH CAREER ADVANCEMENT
OF ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS, PROFESSORS AND
OTHER ACADEMIC STAFF**

The promotion through career advancement of Assistant Professors/Associate Professors/Professors/other Academic Staff in the university shall be governed by the Norms/Regulations prescribed by the University Grants Commission in vogue and as amended from time to time.

ORDINANCE 12

**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE
AND POWERS AND FUNCTIONS OF THE VICE CHANCELLOR
(Act Section 28(o), Statute 2(6))**

SALARY

- 1) Pay: As notified by the University Grants Commission / Central Government from time to time.
- 2) Dearness and other Allowances: As notified by the Central Government from time to time other than House Rent Allowance.
- 3) The Vice Chancellor shall be entitled to such terminal benefits and allowances as fixed by the Central Government from time to time.
- 4) The Vice Chancellor shall be entitled to leave travel concession; as approved by the University from time to time.
- 5) The Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself and his family members obtained from the Private OPD/Private Wards of any approved Hospital / Nursing Home as approved by the University.
- 6) The Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from his home town to place of duty and back on his/ her assuming office and relinquishing it on the expiry of his/her tenure.
- 7) The Vice Chancellor shall be entitled to receive Traveling Allowance at the rates fixed by the Executive Council.

Leave:

- 1 (a) The Vice Chancellor shall, during the tenure of his office, be entitled to leave on Full Pay at the rate of 30 days in a calendar year. The Leave shall be credited to his account in advance in two half yearly installments of 15 days each on the first day of January and the first day of July every year.

Provided that if the Vice Chancellor assumes or relinquishes the charge of the Office of the Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2 ½ days for each completed months of service.

- 1(b) The Leave at the credit of the Vice Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.

- 1 (c) The Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled to receive a sum equivalent of the Leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
 - 1 (d) The Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of medical certificate, provided that when such commuted leave is availed of is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
 - 1 (e) The Vice Chancellor shall also be entitled to avail himself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of five years on medical grounds or otherwise.
3. In case the Vice Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.
 4. During the period of such Leave, the Vice Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as may have been provided during normal course.
 5. In the case of any absence of the Vice Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period so spent shall be treated as on duty.
 6. Where an employee of the University is appointed as the Vice Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Vice Chancellor. Similarly, on his/her relinquishing the post of the Vice Chancellor and in event of his/her re-joining his/her old post, he /she shall be entitled to carry back the Leave at his/her credit to the new post.
 7. Further he / she may be allowed to contribute to any provident fund of which he / she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his / her appointment as Vice Chancellor.
 8. If a person, employed in another institution, is appointed the Vice Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior the his/her appointment as the Vice Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she permanently employed, as admissible under the Rules.(second Term, 70 years)
 9. As per D.O. Letter No. F.1-24/2006-Desk(U) Dated 30.03.2007 to enhance the age of superannuation of Vice-Chancellor of Central Universities from 65 years

to 70 years, subject to amendments in the respective statutes, with the approval of the competent authority (Visitor in the case of Central Universities).

Amenities

- 1) The Vice Chancellor shall be entitled to have water, power and rent free furnished residential accommodation with such furniture, as may be approved by the University. The premises of his/her lodging will be maintained by the University.
- 2) The Vice Chancellor shall be entitled to the facility of a free official car. He shall also be entitled **to mobile phone** and free telephone (with STD and ISD) service at his/her office and residence.
- 3) The Vice Chancellor shall be entitled to one cook and two attendants at his/her residence.

POWERS AND FUNCTIONS

The Vice-Chancellor is the Chief Executive and Academic Head of the University and as such his / her powers and duties include, among others, the following:-

1. To ensure that the provisions of the Act, Statutes, Ordinances and Regulations are fully observed;
2. To delegate his powers for day-to-day work to the Pro-Vice-Chancellor(s). Deans, Heads of the Departments and other offices who should act on the basis of clear rules laid down in this regard;
3. To ensure that the routine items regarding creation of temporary posts for short duration and sanction of leave etc. should not normally be referred to the Executive Council;
4. To make appointments of Deans, Heads, Dean of Students Welfare and Wardens etc. The appointment of the Pro-Vice Chancellor (or Rector) and equivalent officers, however, may be made as per the provisions of the Act and Statutes.
5. Power, not to act upon any decision of any authority, if he is of the opinion that it is *ultravires* of the provisions of the Act or Statutes or Ordinances or that such a decision is not in the best interests of the University. In both the cases he could ask the authority concerned to review the decision and if differences persist, the matter be referred immediately to the Visitor whose decision shall be final and binding on the Vice Chancellor.
6. As the Chairman of the authorities, bodies and committees of the University he shall have the powers to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behavior unbecoming of a member.

7. All the disciplinary powers in regard to students and employees shall vest with the Vice-Chancellor. He shall have the powers to suspend an employee and initiate disciplinary action against him. However, the Vice-Chancellor may delegate these powers to other officers.
8. He shall be responsible for holding and conducting the university examinations properly at the scheduled time and for ensuring that results of such examinations are published expeditiously and that academic sessions of the university start and end on proper dates as stipulated in the Academic Calendar of the University.
9. In an emergent situation to take any action on behalf of any authority in which the power is vested and to report the action taken in the next meeting of the authority.
10. He shall be responsible to allocate responsibilities and to audit the performance of officers, faculty members, staff and students against the expected standards.
11. Managing the people (including students and academic staff), in a manner whereby there is a positive impact on society at large and the actions are in accordance with the overall plans of development etc.
12. To exercise all administrative and financial powers as defined in Statutes/Ordinance.
13. He / she shall pass such orders and take such measures that are necessary to implement any of the above.

ORDINANCE 13

**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE
AND POWERS AND FUNCTIONS OF THE PRO-VICE CHANCELLOR
(Act Section 28(o); Statute 4(3))**

The Pro-Vice Chancellor shall receive a salary as follows:

- 1) Pay : As notified by the Central Government / UGC from time to time.
- 2) Dearness and other / Allowances : As fixed by the Central Government from time to time

Where an employee of this university or any other Institution / Government and its organizations is appointed as Pro-Vice Chancellor, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Pro Vice Chancellor, and till he/she continues to hold his/her lien on that post.

- 3) The Pro-Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself / herself and his / her family members obtained from the Private OPD/Private Wards of any approved Hospital / Nursing Home **as** approved by the University.
- 4) The Pro-Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from home town to post of duty and back on his / her assuming office and relinquishing it on the expiry of his/her tenure.
- 5) The Pro-Vice Chancellor shall be entitled to receive Traveling Allowance at the rates fixed by the Executive Council.
- 6) The Pro-Vice Chancellor shall be entitled to have water, power and rent free furnished residential accommodation. The premises of his/her lodging will be maintained by the University.
- 7) The Pro-Vice Chancellor shall be entitled to the facility of a staff car for journey performed between Office and his/her Residence. He shall also be entitled to mobile phone and free telephone (with STD and ISD) service at his/her residence.
- 8) The Pro-Vice Chancellor shall be entitled to an attendant at his/her residence.
- 9) Leave:
 - a. The Pro-Vice Chancellor shall be entitled to leave on Full Pay at the rate of 30 days in the calendar year. The Leave shall be credited to his/her account in advance in two half yearly installments of 15 days each on the first day of January and the first day of July every year.

Provided that if the Pro-Vice Chancellor assumes or relinquishes the charge of the Office of the Pro Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2 ½ days for each completed month of service.

- b. The Leave at the credit of the Pro-Vice Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.
- c. The Pro-Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled to receive a sum equivalent of the Leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
- d. The Pro-Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of Medical certificate, provided that when such commuted leave is availed of is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
- e. In case the Pro-Vice Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.
- f. During the period of such Leave, the Pro-Vice Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as may have been provided.
- g. In the case of any absence of the Pro-Vice Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period so spent shall be treated as on duty.
- h. Where an employee of the University is appointed as the Pro-Vice Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Pro-Vice Chancellor. Similarly, on his/her relinquishing the post of the Pro-Vice Chancellor and in event of his/her re-joining his/her old post, he /she shall be entitled to carry back the Leave at his/her credit to the new post.

Further he / she may be allowed to contribute to any provident fund of which he / she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his / her appointment as Vice Chancellor.

- i. If a person, employed in another institution, is appointed the Pro-Vice Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which

he/she was entitled prior the his/her appointment as the Pro Vice Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, and Pension Contributions to the Institution, where he/she permanently employed, as admissible under the Rules.

POWERS AND FUNCTIONS

The Pro-Vice Chancellor shall assist the Vice Chancellor in respect of such matters as may be specified by the Vice Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him / her by the Vice Chancellor.

ORDINANCE 14

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS AND FUNCTIONS OF THE REGISTRAR (Act Section 28(o); Statute 6(3))

1. The Registrar shall be a whole-time salaried officer appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that the Registrar shall retire on attaining the age of sixty-two years.

Where an employee of this university or any other Institution / Government and its organisations is appointed as Registrar, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Registrar, and till he/she continues to hold his/her lien on that post.

2. The terms and conditions of service of the Registrar shall be such as prescribed for other non-vacational employees of the University.
3. When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
4. If the services of the Registrar are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
5. A Registrar on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
6. The Registrar shall be entitled to unfurnished residential accommodation, for which he shall pay prescribed license fee, as also to mobile phone and free telephone (with STD and ISD) service at his/her residence.
7. The Registrar shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non-vacational staff.
8. The Registrar shall be entitled to the facility of staff car between the Office and his/her residence.

RESPONSIBILITIES AND DUTIES

- (1) The Registrar shall have power to take disciplinary action against such employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:
 - (a) Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
 - (b) An appeal shall lie to the Vice-Chancellor against any order of the registrar imposing any of the penalties specified in sub-clause (a).
 - (c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

- (2) The Registrar shall be *ex-officio* Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of either of these authorities and he shall be *ex-officio* Member-Secretary of the Court.
- (3) It shall be the duty of the Registrar-
 - (a) To be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;
 - (b) To issue all notices convening meetings of the court, the Executive Council, the Academic Council and of any Committees appointed by those authorities.
 - (c) To keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by these authorities.
 - (d) To conduct the official correspondence of the Court, the Executive Council and the Academic Council;
 - (e) To supply to the Visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;
 - (f) To represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose;
 - (g) To ensure preparation of Annual Report of the University under the direction of Executive Council or the Vice Chancellor; and
 - (h) To perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Executives Council or the Vice-Chancellor.

ORDINANCE 15

**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE
OF THE FINANCE OFFICER
(Act Section 28(o); Statute 7)**

1. The Finance Officer shall be a whole-time salaried officer appointed by the Executive Council on the recommendations of a Selection committee constituted for the purpose for tenure of five years, which can be renewed for a similar term by the Executive Council, and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that if the Finance Officer is appointed on deputation basis from an organization / Accounts/ Audit service/cadre, his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.

Provided that the Finance Officer shall retire on attaining the age of sixty-two years.

2. Where an employee of this university or any other Institution / Government and its organizations is appointed as Finance Officer, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Finance Officer, and till he/she continues to hold his/her lien on that post.
3. When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
4. The terms and conditions of service of the Finance Officer shall be such as prescribed of other non-vacational employees of the University.
5. If the services of the Finance Officer are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
6. A Finance Officer on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
7. The Finance Officer shall be entitled to unfurnished residential accommodation, for which he/she shall pay prescribed license fee, as also mobile phone and free telephone (with STD and ISD) service at his/her residence.
8. The Finance Officer shall be entitled to such Leave, Allowances, Provident Fund and other terminal benefits as prescribed by the University from time to time for its non-vacational staff.

- 9 The Finance Officer shall be entitled to the facility of staff car between the Office and his/her residence.

RESPONSIBILITIES AND DUTIES

The Finance Officer shall be *ex officio* Secretary of the Finance committee, but shall not be deemed to be a member of such Committee.

1. The Finance Officer shall-

- (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
- (b) perform such other financial functions as may be assigned to him by the Executive Council or as any be prescribed by the Statutes or the Ordinances.

Subject to the control of the Executive Council, the Finance Officer shall-

- (a) hold and manage the property and investments of the University including trust and endowed property;
- (b) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted.
- (c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation of the Executive Council;
- (d) keep a constant watch on the state of the cash and bank balances and on the state of investments;
- (e) watch the progress of the collection of revenue and advise on the methods of collection employed;
- (f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialized Laboratories;
- (g) bring to the notice of the vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault;
- (h) call for from any Office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties;
- (i) issue notice convening meeting of the Finance Committee;
- (j) keep the minutes of the meeting of Finance Committee;
- (k) conduct the official correspondence of the Finance Committee; and

- (1) ensure preparation of annual account and balance sheet and audit by the CAG of India on time.
2. Any receipt given by the Finance Officer or the person or persons duly authorized in this behalf by the Executive council for any money payable to the University shall be sufficient discharge for payment of such money.

ORDINANCE 16

**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE
OF THE CONTROLLER OF EXAMINATIONS
(Act Section 28(o); Statute 8)**

1. The Controller of Examinations shall be a whole-time salaried officer appointed by the Executive Council on the recommendation of a Selection committee constituted for the purpose for tenure of five years, which can be renewed for a similar term by the Executive Council, and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that if the Controller of Examinations is appointed on deputation basis from any organization his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.

Provided that the Controller of Examinations shall retire on attaining the age of sixty two years.

2. Where an employee of this university or any other Institution/Government and its organizations is appointed as Controller of Examinations, he/she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/ Contributory Provident Fund/ Pension/Gratuity/ Transfer TA) to which he was entitled prior to his appointment as Controller of Examinations, and till he/she continues to hold his/her lien on that post.
3. The terms and conditions of service of the Controller of Examinations shall be such as prescribed for other non-vacational employees of the University.
4. If the services of the Controller of Examinations are borrowed from Government or any other organization/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
5. When the office of the controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or nay other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
6. A Controller of Examinations on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
7. The Controller of Examinations shall be entitled to unfurnished residential accommodation, for which she shall pay prescribed license fee, as also to mobile phone and free telephone (with STD and ISD) service at his/her residence.
8. The Controller of Examinations shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non-vacational staff.

9. The Controller of Examinations shall be entitled to the facility of staff car between the Office and his/her residence.

RESPONSIBILITIES AND DUTIES

Subject to the provision of the Act, Statutes and Ordinance, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of examinations and such duties and functions as may be assigned to him from time to time by the Executive Council/Vice-Chancellor.

ORDINANCE 17

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE LIBRARIAN

(Act Section 28(o); Statute 9 (2))

1. The Librarian shall be a whole-time salaried officer appointed by the Executive Council on the basis of direct recruitment on the recommendation of a Selection committee constituted for the purpose and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that if the Librarian is appointed on deputation basis from any organization his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.

Provided that the Librarian shall retire on attaining the age of sixty two years.

2. Where an employee of this university or any other Institution/Government and its organizations is appointed as Librarian, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/Contributory Provident Fund/Pension/Gratuity/Transfer TA) to which he was entitled prior to his appointment as Librarian, and till he/she continues to hold his/her lien on that post.
3. The terms and conditions of service of the Librarian shall be such as prescribed by the UGC or for other non-vacational employees of the University.
4. If the services of the Librarian are borrowed from Government or any other organization/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
5. When the office of the Librarian is vacant or when the Librarian is, by reason of illness, absence or nay other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
6. A Librarian on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
7. The Librarian shall be entitled to unfurnished residential accommodation, for which he shall pay prescribed license fee, as also a free telephone service (with STD facility) at his/her residence.
8. The Librarian shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non vocational staff.

RESPONSIBILITIES AND DUTIES

The Librarian shall exercise such powers and perform such duties as may be assigned to him/her by the Executive Council/Vice Chancellor.

ORDINANCE 18**ASSIGNMENT OF DEPARTMENTS TO SCHOOLS OF STUDIES****Statute 15(5)(a)**

The assignment of various Departments and Centre of Studies to various Schools of Studies shall be as under and determined by the concerned authorities of the University from time to time.

- I. School of Humanities and Languages
 - i. Department of English
 - ii. Department of Hindi

- II. School of Social Sciences
 - i. Department of Economics
 - ii. Department of Culture & Media Studies
 - iii. Department of Public Policy, Law and Governance
 - iv. Department of Social work

- III. School of Commerce and Management
 - i. Department of Management
 - ii. Department of Commerce

- IV. School of Chemical Sciences and Pharmacy
 - i. Department of Chemistry
 - ii. Department of Pharmacy

- V. School of Engineering and Technology
 - i. Department of Computer Science and Engineering

- VI. School of Mathematics, Statistics and Computational Sciences
 - i. Department of Computer Science
 - ii. Department of Statistics
 - iii. Department of Mathematics

- VII. School of Architecture
 - i. Department of Architecture

- VIII. School of Life Sciences
 - i. Department of Biotechnology
 - ii. Department of Biochemistry
 - iii. Department of Microbiology

- IX. School of Earth Science
 - i. Department of Environmental Science

- X. School of Physical Sciences
 - i. Department of Physics

ORDINANCE 19

CONSTITUTION OF THE BOARD OF STUDIES
AND TERM OF OFFICE OF ITS MEMBERS

(Act Sec. 23, Statute 16(2))

1. Each Department shall have a Board of Studies comprising the following members:
 - a. Head of the Department: Chairman & Convener.
 - b. All the Professors of the Department/Centre (*ex-officio* members).
 - c. The senior most Associate Professor and the senior most Assistant Professor by rotation, to be nominated by the Vice Chancellor.
 - d. Two faculty members nominated by the Vice Chancellor from amongst the faculty members belonging to allied/cognate subjects.
 - e. Two subject experts, not in the service of the university, to be appointed by the Vice chancellor on the recommendation of the Chairman.
 - f. Up to two experts, to be invited by the Chairman, in case need is felt for such persons for inputs in specialized area.
2. The appointment of members specified at c, d, and e shall be for a period of three years.
3. A teacher of the University Department/Centre shall cease to be a member if he/she ceases to be a teacher of the concerned Department/Centre.
4. Any casual vacancy may be filled for the un-expired period following the same procedure as provided for in above sub-clauses.
5. The Board of Studies shall ordinarily meet at least once a year and on such occasions as may be determined by the Vice-Chancellor.
6. The quorum for the Board of Studies Meetings shall be 50% of the members which shall include at least one outside expert.
7. In the absence of the Chairman, the senior-most member present shall act as Chairman for that meeting.
8. If in the opinion of the Head of the Department concerned, it is not necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he/she considers that a matter could be disposed off by circulation among the members of Board of Studies, he/she may issue necessary instructions to that effect.

ORDINANCE 20

DUTIES OF HEADS OF DEPARTMENT

(Act Section 28(1)(o))

The Head of a Department shall convene and preside over meetings of the Department which shall be held at least twice in a semester.

He/she shall, under the general supervision of the Dean, be responsible for the following:-

1. To organize and supervise the teaching and research activities in the Department;
2. To frame the time table in conformity with the allocation of the teaching work made by the Department;
3. To maintain discipline in the class room and laboratories through teachers;
4. To assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
5. To assign work and exercise control over the non-teaching staff in the Department;
and
6. To perform such other functions as may be assigned to him/her from time to time by the Dean, the Board of the School concerned, the Academic Council, the Executive Council and the Vice-Chancellor.

ORDINANCE 21

SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT (Act Section 28(n))

Gender equity, including protection from sexual harassment and right to work with dignity is universally recognized basic human right. Eradication of social evils has been the prime aim of Constitution of India. Article 15 of the Constitution of India prohibits discrimination on grounds of religion, race caste, sex, **or place of birth**. Article 42 makes provision for securing just and human conditions of work. Article 51-A(e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities; to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the “**Elimination** forms of discrimination against women.” Resultantly, the Central University of Rajasthan hereby introduces and enforces Ordinance titled “Sensitization, Prevention And Redressal of Sexual Harassment.”

Bodies of SPARSH:

SPARSH shall include the Apex Body of SPARSH (ABS) and the University Complaints Committee (UCC). The ABS shall aim to sensitize and work to prevent sexual harassment in the University. The UCC shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action.

Functions, Powers and Duties of ABS:

- i. To uphold the commitment of the Central University of Rajasthan to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.
- ii. To promote a social and psychological environment which will raise awareness about gender based discrimination and prevent sexual harassment and other acts of gender-based violence.
- iii. To generate awareness about gender-based discrimination, sexual harassment and other acts of gender based violence.

Functions, powers and Duties of UCC:

- i. To fulfill the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace.
- ii. To evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence.
- iii. To ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints.

Operational Definitions:

- ❖ **Sexual harassment:** This shall include such unwelcome sexual behaviour (whether directly or by implication) as:
 - a. Unwanted physical contact and advances
 - b. A demand or request for sexual favours
 - c. Sexually coloured remarks
 - d. Displaying pornography
 - e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
- ❖ **Academic staff:** This shall include any person on the staff of the University who is appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part time, visiting, honorary, or on special duty, or employees on a casual or project basis.
- ❖ **Campus:** This includes all the places vested, controlled and/or administered by the Central University of Rajasthan.
- ❖ **Non-governmental Organization (NGO):** This shall include any NGO registered under the Societies Registration Act or is a Public Charitable Trust. Such an NGO should be engaged in work connected with gender equality.
- ❖ **Counsellor:** This shall include any women from among the staff, who has expertise in social and personal counseling on matters arising out of incidents of sexual harassment.
- ❖ **Non-teaching staff:** This shall include any person on the staff of the university who is not appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part time, on daily wages, on honorary or on special duty, or deputation, and shall include employees on a casual or project basis.
- ❖ **Resident:** This shall include any person who is a temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by the Central University of Rajasthan.
- ❖ **Service provider:** This shall include any person who runs or manages commercial enterprises, or provides services on the campus.

Constitution of ABS:

The ABS committee shall consist of the following members, who will be nominated by the Vice-Chancellor:

- i. The chairperson, a women nominated by the Vice-Chancellor, Central University of Rajasthan from amongst the faculty members.
- ii. Five members representing various Schools/Departments/Centers of the University, of which at least three shall be women.
- iii. Two students representatives of which at least one be girl student (names to be proposed by Dean, Student Welfare for Vice-Chancellor's approval).
- iv. Two members from the non-teaching staff, of which at least one should be women.
- v. One woman NGO representative.
- vi. One woman counselor.

Constitution of UCC:

The Vice-Chancellor shall nominate the members of UCC from among the members of the Apex Committee. It shall comprise of the following.

- i. Five (at least three women) teacher representatives.
- ii. One non-teaching staff representative of the University.
- iii. One person, with known contribution to women's issues, to be co-opted from outside the University, who could be an NGO representative.
- iv. The Chairperson shall be elected from amongst the above-mentioned members who are full time employees of the University.
- v. One Member-Secretary shall also be elected from amongst the above-mentioned members who are full time employees of the University.

Term of Office of Chairperson and Members of ABS and UCC:

- i. The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office.
- ii. Provided that no chairperson or any member shall hold office for more than two terms.

Vacancy of the Office of Chairperson or Members of ABS/UCC:

If the office of the chairperson or any other members becomes vacant, or if either of them remains absent without written intimation for three consecutive meetings, or for two months, whichever is more, another member may be appointed to fill in the vacancy. The new chairperson/member shall be nominated by the Vice-Chancellor.

Procedures for Transaction of Business of ABS:

- i. The ABS will hold at least five meetings/programmes in an academic year, with not more than 2 months gap between the two meetings.
- ii. Proceedings of all the meetings shall be recorded, confirmed and adopted by ABS members.
- iii. Any member may request the chairperson to call an emergent meeting of the ABS for which at least 24 hours advance notice shall be given. The quorum for the meeting shall be one-third members of the ABS.

Procedure for Filing Complaints with the UCC:

- i. Wide publicity to be given for filing complaints.
- ii. Complaints to be registered in strict confidentiality.
- iii. Taking cognizance of complaints about sexual harassment, the UCC shall conduct enquiries, provide assistance and redressal to the victims and recommend penalties and other action to be taken.
- iv. Any student resident, service provider, outsider, faculty member or non-teaching staff may file a complaint of sexual harassment against a student, resident, service provider, outsiders, faculty members or non-teaching-staff.
- v. The party may lodge a complaint directly to the Vice-Chancellor, or to any member of the UCC.
- vi. The complaint may be oral or in writing. If it is oral, it shall be put into writing by the UCC.

- vii. The UCC may hear both the parties (complainant and the accused) in a manner as it may deem appropriate, and determine the course of action that the situation merits.
- viii. The UCC will be responsible for conducting a formal enquiry against the student/teacher/non-teaching staff member/service provider allegedly involved in a case on the basis of its findings during the preliminary enquiry.
- ix. The inquiry shall be conducted under the rules and procedure already laid down by the University and will be in conformity with the principles of natural justice.
- x. The formal inquiry shall commence within a week and shall be completed within two months from the date of its reference. If the UCC finds it impractical to dispose the case within the given time, it will be recorded in writing, and the period may be extended by the Vice-Chancellor.

Penalties:

These shall be awarded as per University rules for employees. In case of students/service providers, they could include

- ❖ Warning
- ❖ Debarring entry into hostel/campus
- ❖ Withholding results
- ❖ Expulsion from the University
- ❖ Denial of re-admission
- ❖ Written apology
- ❖ Bond of good behavior

Note: In case of harassment by an outsider, that is, a person unconnected with the University, the university authorities shall initiate action by making a complaint with the appropriate authorities.

ORDINANCE 22**Curbing the Menace of Ragging in Higher Educational Institutions**
(Act Section 28 (n))

Ragging is prohibited and punishable under the UGC Regulations on “Curbing the Menace of Ragging in Higher Educational Institutions (2009)” as issued and amended by the UGC from time to time.

ORDINANCE 23
(Section 28(o))
TRAVELING AND HALTING ALLOWANCE RULES

1. These Rules may be called the Traveling and Halting Allowance Rules of the Central University of Rajasthan.

For the purpose of Travelling/ halting Allowance, members of the staff will be categorized into five grades as follows:

Basic Pay + NPA + Stagnation Increment.

- i. Rs. 10000 and above and those in the pay scales of HAG+ pay scale and above
- ii. Rs. 7600 - 9000
- iii. Rs. 5400 - 8000
- iv. Rs. 4200 - 4800
- v. Below Rs. 4200

Grade pay (1)	Travel Entitlements (2)
Officers drawing grade pay of Rs. 10000/- and above and those in pay scale of HAG+ and above	Business/ Club class by air/ AC First class by train
Officers drawing grade pay of Rs. 7600, 8700, 8900 and 9000	Economy Class by air/ AC First class by train
Officers drawing grade pay of Rs. 5400, 6000, 6600, 7000, 8000	Economy Class by air/ AC II Tier by train
Officers drawing grade pay of Rs. 4200, 4600 and 4800	AC II Tier Class by train
Officers drawing grade pay Below Rs. 4200	Frist Class/ AC III Tier/ AC Chair car by train

2. They shall apply to :
- i. Members of the authorities of the University and members of the Committee(s) appointed by the authorities or by the Vice Chancellor
 - ii. Officers and employees (teaching and non-teaching) of the University.
3. Traveling and Halting Allowance shall be applicable as per the Government of India Rules to the following categories as below:
- a. Members of Authorities, Members of Committees appointed by the authorities.

The rates of road mileage will be on the basis of prevailing rates in the Metropolitan city of a particular State and, if no rates have been fixed, then the rules of neighboring States may be adopted. However, if no such rates have been prescribed, the following rates of road mileage allowance may be fixed subject to other conditions governing grant of Road

Mileage Allowance and regulations of T.A. claim as per the order issued on the subject from time to time.

- | | |
|---|----------|
| (i) For journeys performed in own car/taxi | Rs.16/km |
| (ii) For journeys performed by autorickshaw/
own scooter | Rs.8/km |
| (iii) Daily Allowance: (as per Annexure) | |

Provided that the Vice Chancellor may grant traveling and halting allowance at any other rate or rates in special cases, if necessary.

- b. Members of the authorities, other than the employees of the University who reside at Headquarters, shall be entitled to traveling allowance for attending meetings of authorities or Committees as per rules of Govt. of India.
- c. Vice Chancellor
- (i) Journey by Rail: Air conditioned or accommodation of the highest class provided by the Railway.
- (ii) Journey by Air: Executive/Business Class
- (iii) Rate of road mileage: Actual fare as per rules of Government of India.
- d. Other Employees of the University

The entitlements for traveling/halting allowances for the members of the staff will be applicable as per GoI rules with prior permission of the competent authority.

4. General

- i) A member of the staff will be paid traveling/halting allowance for travel in connection with official work or in connection with congresses, conferences or seminars when he/she is sent as a delegate by the University (and is not paid by the authorities organizing the congress etc) or when he/she is to proceed on field work or accompany students on educational tour/field work. Approval of the competent authority prescribed for the purpose shall, however, be taken before undertaking such journeys.

Note : In the case of congresses/conferences/seminars, approval of the Vice Chancellor shall be obtained. The Deans may sanction field work by teachers and other Research/Technical Staff of the University in respect of projects approved by the University and within the sanctioned provision.

- ii) The Finance Officer, Deans, COE and Registrar may approve the tour program in the case of staff working with them. In the case of Deans and Registrar the tour programme shall be got approved by the Vice Chancellor of the University.

- iii) When a person combines tour with vacation/leave and does not return to headquarters immediately on completion of tour, he will be entitled to traveling/halting allowance for onward journey only.
- iv) When a member of the vacation staff is required to come to headquarters from outside to attend, during vacation meetings of the Registrar or other Statutory bodies and of Committees appointed by these bodies or meetings of examination committees etc. he will be entitled to travel grant for the journey from the place of stay outside to the place of the meeting and back but not to any halting allowance.
- v) A person compulsorily recalled to duty before the expiry of leave sanctioned to him will be entitled to draw travel grant from the place at which the communication reaches him provided the leave is curtailed by not less than a month. If the period by which the leave is curtailed is less than a month travel grant may be allowed at the discretion of the Vice Chancellor.
- vi)
 - a) A teacher attending conference/seminar/workshop etc. with the financial assistant under the scheme “Unassigned Grants” of University Grants Commission, rules of Unassigned Grants shall be followed.
 - b) In respect of teachers nominated/deputed to attend the conferences/seminar/workshop from out of the University funds other than unassigned grants the following cases of teachers shall be considered for approval by the competent authority.
 - i. A person who is nominated or elected as President or Chairman of the Conference/meeting/section etc.
 - ii. A person whose paper has been accepted for presentation at the Conference/Seminar.
 - iii. The traveling allowance shall not exceed the actual traveling expenses and halting allowance that they may be paid in special case to the participants shall be decided by the Vice Chancellor.
 - iv. On educational tour/field work trips, the railway fare will be allowed at the concessional rate; where such concession is permissible under the railway regulations, by the class to which the person is entitled according his grade.
 - v. The authority competent to permit a person to proceed on tour etc. may sanction an advance to cover his traveling expenses for a period not exceeding thirty days. A second advance is not permissible except under special sanction of the Vice Chancellor, until account has been given of the first advance.

- vi. The T.A. bills shall be submitted within a month of the completion of the tour. Balance out of the advance, if any, shall however be returned immediately. Unless permitted by the Vice Chancellor, the entitlement of a person to traveling and halting allowances is forfeited as deemed to have been relinquished if the claim is not preferred within six months from the date on which they become due.
- vii. Traveling and halting allowances once drawn and admitted shall not be revised in consequence of revision of TA regulations or increase in pay resultant on promotion/grant of advance increments with retrospective effect except for late authorization/drawl of increments.
- viii. The Deans, Registrar, Finance Officer and Controller of Examination shall be controlling officers in the case of the staff working with them. Vice Chancellor shall be the controlling officer for the officers of the University as per CU Act, 2009.
- ix. It is the duty of a Controlling Officer before signing or counter – signing a traveling allowance bill to:
 - a. To see that the halt has not been unnecessarily or unduly protracted;
 - b. To satisfy himself that traveling allowance for journey by Rail has been claimed for the class of accommodation actually used; and
 - c. To observe any other instructions which the Registrar or the Vice Chancellor may give for his guidance. The Controlling Officer may disallow any claim that, in his opinion, does not fulfill the above conditions.
- x. The Controlling Officer may permit a person to draw the actual cost of hiring a conveyance not exceeding the scales given below in connection with a journey performed in the University's interest within a radius of 8 kms. from his headquarters when a staff car /University conveyance is not made available and no traveling is admissible.

Rules in this regard shall be as prescribed as per Govt. of India rules issued and amended from time to time.

Note: The reimbursement of conveyance hired shall normally be the bus fare if the places to be visited are connected by the public conveyance. If on such routes any other conveyance is hired, the hiring charges may be reimbursed on the certificate of the Finance Officer, Deans and Registrar that in the interest of the University work or due to the urgency it was necessary to hire such a conveyance. If the places to be visited are not connected by public conveyance, scooter fare may be paid.

Note 1: Conveyance expenses will not be reimbursed in respect of a journey if the person concerned is granted any compensatory leave or otherwise receives any special remuneration, for the purpose of the duty which necessitated the journey. However, where the person is recalled to office from his residence the controlling officer may reimburse conveyance expenses in addition to the overtime allowance admissible to him.

Note 2: In the case of a person less than in rank to Assistant or equivalent, conveyance expenses may be paid if he/she is required to come to office outside the ordinary hours of duty and does not receive any special remuneration/overtime allowance.

Note 3 : When a person travels a class lower than that he is entitled, he shall be entitled to the reimbursement fare of the class actually used.

The entitlements for DA for the members of the staff will be applicable as per GoI rules with prior permission of the competent authority.

The entitlements for Daily Allowance (DA) for the members of the staff will be applicable as per GoI rules (as per given table) with prior permission of the competent authority:

Grade Pay (1)	Daily Allowance (2)
Officers drawing grade pay of Rs. 10000/- and above and those in pay scale of HAG+ and above	Reimbursement for Hotel accommodation / guest house of upto Rs. 5000/- per day / reimbursement of AC taxi charges of upto 50 kms per day for travel within the city and reimbursement of food bills not exceeding Rs. 500/- per day.
Officers drawing grade pay of Rs. 7600 to 9000	Reimbursement for Hotel accommodation / guest house of upto Rs. 3000/- per day / reimbursement of non-AC taxi charges of upto 50 kms per day for travel within the city and reimbursement of food bills not exceeding Rs. 300/- per day.
Officers drawing grade pay of Rs. 5400 to 7000	Reimbursement for Hotel accommodation / guest house of upto Rs. 1500/- per day / reimbursement of taxi charges of upto Rs. 150/- per day for travel within the city and reimbursement of food bills not exceeding Rs. 200/- per day.
Officers drawing grade pay of Rs. 4200 to 4800	Reimbursement for Hotel accommodation / guest house of upto Rs. 500/- per day / reimbursement of taxi charges of upto Rs. 100/- per day for travel within the city and reimbursement of food bills not exceeding Rs. 150/- per day.
Officers drawing grade pay Below Rs. 4200	Reimbursement for Hotel accommodation / guest house of upto Rs. 300/- per day / reimbursement of taxi charges of upto Rs. 50/- per day for travel within the city and reimbursement of food bills not exceeding Rs. 100/- per day.

Anything which is not contained in this ordinance may be dealt with as per rules of Government of India, as amended from time to time.

ORDINANCE 24

UNIVERSITY BUILDING COMMITTEE

(Act Section 28(j))

1. There shall be a Building Committee consisting of the following members, namely:
 - a. The Vice Chancellor (Chairperson)
 - b. A Representative of the CPWD/PWD not below the rank of Executive Engineer
 - c. A member of Planning Board nominated by Vice Chancellor
 - d. The Finance Officer
 - e. A Representative of User Department
 - f. Two teachers of the University not below the rank of Professor nominated by the Vice Chancellor
 - g. Head, Department of Civil Engineering, (where it exists),
 - h. Head, Department of Electrical Engineering, (where it exists) or
 - i. Principal of Engineering College in the University or from nearby University Engineering College.
 - j. The University Engineer, or the University Architect or a Government Architect.
 - k. The Registrar – Member Secretary

NOTE :The Dean of the Faculty/the Head of the Department/the Head of the Institution, who is the main user of the proposed Building, may be invited to attend the meeting in which the said project comes up for consideration.

2. The Committee shall...
 - a. be responsible for finalizing the Plans and Estimates of the various Building Projects approved by the UGC, or other funding Agencies, and for proper utilization of the Grants received from the UGC etc;
 - b. be responsible for the maintenance and upkeep of the University Buildings;
 - c. assess the cost of repairs, additions, alteration and demolition of the University Buildings annually and prepare the Budget for the same to be submitted for approval of the Executive Council.
 - d. exercise all such powers, as delegated to it by the Executive Council from time to time, and
 - e. Constitute one or more Sub-Committees to look after any of the functions and responsibilities assigned to it.
- 3) The Committee shall meet at least twice in a year, or as and when necessary.
- 4) One third members shall form the quorum.

- 5) The composition of the Building Committee should be intimated to the University Grants Commission immediately after it is constituted.
 - 1) The Building Committee shall be responsible for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds received from the University Grants Commission, the Government and from the University's own resources.

NOTE: The above mentioned composition and functions shall stand amended as per the notifications/instructions issued by the UGC from time to time.

ORDINANCE 25

PURCHASE COMMITTEE

(Act Section 28(j))

1. There shall be a Purchase Committee of the University for the purchase of goods consisting of the following members, namely :

- i. One of the Deans/ Senior most Professor to be nominated by Vice Chancellor (Chairman)
- ii. The Registrar or his representative
- iii. The Finance Officer or his representative
- iv. Head of the Department/Institution concerned;
- v. Officer in charge of Purchase & Procurement- (Secretary).

2. The above Committee shall be responsible for procurement of goods as defined hereunder:

The term "goods" includes all articles, material, commodities, live stock, furniture, fixtures, raw material, spares, instruments, machineries, equipments etc. purchased or otherwise acquired for the use of the University but excludes books, publications, periodicals etc. purchased for a library.

3. The procedure to be followed in making procurement for the university School /Department/Centre/Division/Sections should conform to the following yardsticks:

- (i) The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring School/Department/Centre/Division/Section.
- (ii) The specifications so worked out should meet the basic needs of the Department/Centre/Section without including superfluous and non-essential features, which may result in unwarranted expenditure.
- (iii) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs;
 - a. Offers should be invited following a fair, transparent and reasonable procedure;
 - b. The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects;
 - c. The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;
 - d. At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.

- e. School/Department/Centre/Division/Section may, with the approval of competent authority, procure the required goods from firms under DGS&D rates.
- (iv) The University may utilize the approved registered suppliers for procurement of goods through Limited Tender Enquiry. A Head of Department may also register suppliers of goods which are specifically required by the Department or Office.

4. Purchase of goods without quotation :

Purchase of goods upto the value of Rs.15,000/- (Rupees Fifteen Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

“I, _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price”.

5. Purchase of goods by Purchase Committee:

Purchase of goods costing above Rs.15,000/- (Rupees Fifteen Thousand) only and upto Rs.1,00,000/- (Rupees One Lakh) only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the competent authority. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

“Certified that we _____, members of the Purchase Committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.”

6. Purchase of goods directly under rate contract :

The University may directly procure goods under rate contract from DGS&D. The prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The Department/Centre/Division/Section shall make its own arrangement for inspection and testing of such goods where required.

A demand for goods should not be divided in to small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of competent authority required with reference to the estimated value of the total demand.

7. Purchase of goods through bids:

The University may follow the following standard method of obtaining bids in :

- (i) Advertised Tender Enquiry;
- (ii) Limited Tender Enquiry;
- (iii) Single Tender Enquiry.

Advertised Tender Enquiry :

- (i) Subject to exceptions incorporated under Rules as above, invitation to tenders by advertisement should be used for procurement of goods of estimated value Rs. 25 lakh (Rupees Twenty Five Lakh) and above. Advertisement in such case should be given in the Indian Trade Journal (ITJ), published by the Director General of Commercial Intelligence and Statistics, Kolkata and at least in one national daily having wide circulation.
- (ii) The University should also publish all its advertised tender enquiries on the website and provide a link with NIC website. It should also have its website address in the advertisements in Indian Trade Journal and Newspapers.
- (iii) The University should also host the complete bidding document on its website and permit perspective bidders to make use of documents downloaded from the website by payment of the amount specified, if priced.
- (iv) Where the University feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the Department/Centre/Section may send copies of the tender notice to the Indian embassies abroad as well as to the foreign embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries.
- (v) Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

Limited Tender Enquiry:

- (i) This method may be adopted when estimated value of the goods to be procured is up to Rupees Twenty-five Lakhs. Copies of the bidding document should be sent directly by speed post/registered post/courier/e-mail to firms which are borne on the list of registered suppliers for the goods in question as referred to above. The number of supplier firms in Limited Tender Enquiry should be more than three. Further, web based publicity should be given for limited tenders. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.
- (ii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty five lakhs, in the following circumstances.

- (a) The competent authority in the University certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The University should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.
- (b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through Advertised Tender enquiry.
- (c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped, is remote.
- (d) Sufficient time should be allowed for submission of bids.

Limited Tender Enquiry cases: Two bid system

For purchasing high value goods of a complex and technical nature, bids may be obtained in two parts as under:

- (a) Technical bid consisting of all technical details along with commercial terms and conditions; and
- (b) Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. The technical bids are to be opened and evaluated by the competent committee or authority. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

Late Bids:

In case of Advertised Tender Enquiry or Limited Tender Enquiry, late bids (bids received after specified date and time for receipt of bids) should not be considered.

Single Tender Enquiry:

Procurement from a single source may be resorted to in the following circumstances:

- (i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- (ii) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.

- (iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.

Contents of Bidding Document: All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the following headings:

- 1: Instruction to Bidders.
- 2: Conditions of Contract.
- 3: Schedule of Requirements.
- 4: Specifications and allied Technical Details
- 5: Price Schedule (to be utilized by the bidders for quoting their prices)
- 6: Contract Form.
- 7: Other Standard Forms, if any, to be utilized by the purchaser and the bidders.

Bid Security :

- (i) To safeguard against bidder's withdrawing or altering its bid during the bid validity period in case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders except those who are registered with the Central Purchase Organization, National Small Industries Corporation(NSIC). The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two to five percent of the estimated value of the good to be procured. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, safeguarding to purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final date validity period.
- (ii) Bids Securities of the unsuccessful bidders should be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 30th day of the award of the contract.

Advance payment to supplier:

Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or suppliers made. However, it may become necessary to make advance payments in the following types of cases :

- (i) Advances payment demanded by firms holding maintenance contracts for servicing of air-conditioners, computers, other costly equipment, etc.
- (ii) Advance payment demanded by firms against fabrication contracts, turn-key contracts etc.

Such advance payments should not exceed the following limits:

- (i) Thirty per cent of the contract value to private firms:
- (ii) Forty per cent of the contract value to a State or Central Government agency or a Public Sector Undertaking; or

- (iii) In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

University may relax, in consultation with the Finance Officer, the ceilings (including percentage laid down for advance payment for private firms) mentioned above. While making any advance payments as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm.

Part Payment to suppliers:

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after receiving proof of dispatch of goods from its premises in terms of the contract.

Transparency, competition, fairness and elimination of arbitrariness in the procurement process:

All conditions stipulated under Rule 160 of General Financial Rules, 2005 of Government of India issued by the Ministry of Finance Department of Expenditure shall be applicable.

8. The Officer in charge of Purchase & Procurement shall convene the meeting of the Purchase Committee within 4 weeks from the date of receipt of indent or as and when necessary.
9. The purchase committee shall approve the tenders of rates of the firms in different item requirements and the orders for the items approved by the aforesaid Committee shall be placed with these firms by university as and when necessary.
10. In case the rates of the approved firms go up/down subsequently, the Purchase Committee meeting shall be convened again to approve of the rates before purchase are made.
11. If the purchase of any item the rate which has not already been approved by the Committee should become necessary in exceptional circumstances and time does not permit the convening of a meeting of the Purchase Committee, the purchase of the item shall be approved by the competent authority and the same shall be placed before the next meeting of the Purchase Committee.
12. Similarly, in the event of a change in the rate already approved by the Purchase Committee and when time does not permit the convening of a meeting of the Purchase Committee, the purchase of the revised rates shall be approved by the competent authority and the same shall be placed before the next meeting of the Purchase Committee.
13. The Purchase Committee may appoint a Sub Committee consisting of at least three members, as and when required.
14. One third of the members shall form the quorum.
15. Anything not covered in the above rules will be governed by the GOI (GFR Rules 2005) as issued and amended from time to time.

ORDINANCE 26

AWARD OF UNDERGRADUATE/POSTGRADUATE DEGREES AND DIPLOMAS/AND CERTIFICATES OF THE UNIVERSITY

(For Regular on Campus Mode)

(Section 6(1) (ii) and 28(1)(d) of the Act)

1. All the Courses/Programmes of study leading to award of respective Degrees/ Diplomas/Certificates shall be conducted by the Schools/Departments/ Centres established by the University and its Colleges.

2. Duration of the Course/Programme

- I) The duration of the Course/Programme shall be five years for integrated programmes spread over ten semesters with exit option after three years (six semesters) leading to the award of the Undergraduate Degree.
- II) The duration of Post Graduate Course shall be two/three years (four/six semesters)
- III) M.Phil. and Ph.D. Programmes shall be governed as per UGC norms/Regulations (2009) as issued and amended from time to time.
- IV) The duration of the Certificate/Diploma Programmes shall be as decided by the University from time to time.
- V) A Student shall be required to attend at least 75% of the classes actually held in each subject to the satisfaction of the School/ Department/Centre and such seminars, sessional tests and practicals as may be prescribed.

3. Eligibility for Admission:

The eligibility criteria for admission to various Courses/Programmes offered by the University shall be as decided by the University from time to time:

4. Courses/Programmes of study and framing of the Syllabi

The Syllabi/Course structure for the Programme of study shall be as approved by the Academic Council on the recommendations of the School Board, Board of Studies of the Department /Centre concerned.

The Course in a subject of study shall be those approved by the Academic Council, on the recommendations of the School Board, Board of Studies of the Department/ Centre concerned.

5. Removal of Students from the Courses/Programmes

The Dean of the School on a reference from a Department or Centre may recommend to the Vice Chancellor for the removal of a student from a Course/Programme on the basis of unsatisfactory academic performance and /or misconduct (as defined in the Regulations / Rules).

6. Conferment of Honorary Degrees

The Executive Council may, on the recommendation of the Academic Council and by resolution passed by a majority of not less than two-thirds of the members present and voting, make proposals to the Visitor for the conferment of Honorary Degrees.

Provided that in case of emergency, the Executive Council may on its own, make such proposals.

The following Honorary Degrees may be conferred upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to learning or eminent services to the cause of Education or Society, a fit and proper person to receive such Degree(s):

Doctor of Laws	LL.D.
Doctor of Literature/ Doctor of Letters	D.Lit.
Doctor of Science	D.Sc.

Degrees, including Honorary Degrees, shall be conferred at convocation/special Convocation and may be taken in person or in absentia.

ORDINANCE 27**CONDITIONS OF RESIDENCE OF THE
STUDENTS OF THE UNIVERSITY**

(Section 28 (1) (h) of the Act)

The objectives of the Halls of Residence (Hostels) are to:

- (a) provide to the students of the University a congenial place to live so that they can devote themselves to pursuit of higher learning;
- (b) provide enlightened guardianship to the students during an impressionable age when they are living away from their parents/guardians;
- (c) ensure that students coming from different backgrounds have an opportunity to live together, imbibe a spirit of cooperation and goodwill and acquire broader societal frame;
- (d) provide opportunities for co-curricular and extra-curricular activities for all round development or individual personality and for giving expression to their artistic and creative talent; and
- (e) develop in the students the capacity to govern their own affairs.

Residence in Campus

- (a) The students residing in the Halls of Residence shall pay such fee as may be prescribed by the relevant Ordinance from time to time.
- (b) The University shall maintain such Halls of Residence as may be necessary to fulfill the objectives of residence.
- (c) Every Hall of Residence shall have a name as the University may assign to it.
- (d) A Hall of Residence may accommodate reasonable number of students preferably not accommodating more than two students in a room.
- (e) Each Hall of Residence shall be under the charge of a Warden.

Supervision and Control - Central Committee on Residence

- (a) The supervision and control of the Hall of Residence is vested in the Vice Chancellor. The Chief Warden will assist the Vice Chancellor in performing his function with the help of a Central Committee on Residence.
- (b) The Central Committee shall be appointed by the Vice Chancellor or by such person he may specify on his behalf and shall comprise the following:
 - (i) Dean, Students' Welfare;
 - (ii) Chief Warden;

- (iii) Director Sports; and
 - (iv) 3 Wardens of Halls of Residence maintained by the University by rotation.
- (c) The term of office of the Central Committee shall be two years in the first instance.
- (d) The functions of the Committee shall be as follows:
- i. Management, selection and admission of students to the University Halls of Residence.
 - ii. Supervision of the Halls of Residence and advice University on matters of policy, etc; relating to their management;
 - iii. Maintenance of discipline amongst the resident students;
 - iv. Transfer of a student from one Hall to another; and
 - v. Such other duties as may be assigned by the Vice Chancellor.
- (e) The Committee may admonish a student for misconduct, may impose a fine as fixed by the University on a student, or may remove a student from the Hall of Residence.
- (f) The Central Committee shall meet as often as necessary and at least twice in every semester. Meetings shall be convened and presided over by the DSW and 1/3 of its members shall form the quorum.
- (g) The DSW shall submit the decision of the Committee to the Vice Chancellor who will, wherever necessary, place it before the Executive Council for consideration and further action.

Warden, Prefect and Local Committee

- (a) The management of each Hall of Residence and the Mess attached to it shall vest in the Warden who will be assisted by the Prefect, appointed by the Warden, and a Local Committee which may consist of:
- (i) Warden – Chairperson;
 - (ii) Prefect; and
 - (iii) Three to five students of the Hall of Residence.
- (b) The Local Committee shall be appointed by the Warden and its term of office shall be one year.
- (c) One or more Prefects may be appointed by the Warden who shall assign him/her such duties as he may deem proper for the smooth functioning of the Hall of Residence.
- (d) The Prefect shall hold office for one year and shall be entitled to free accommodation in the Hall of Residence during the period of office.

ELIGIBILITY AND PROCEDURE

Admissions to Halls of Residence

- a. All students registered for full-time Programmes of study, and who are not employed anywhere, are eligible to apply for accommodation in the Halls of Residence of the University and will be given first preference.
 - i. As soon as a student ceases to satisfy any one of the conditions in (a) above, he will become ineligible for accommodation in the Hall of Residence.
 - ii. Students desirous of residing in University hall may apply in the prescribed form after admission to the Course in the Department.
 - iii. The Heads of Departments may forward all applications of selected candidates for admission to their respective departments to the Dean, Student's Welfare. The applications shall be scrutinized by the Central Committee which will allot a room in the Hall of Residence to each applicant.
 - iv. Students joining the University for the first time and those from distant places will be given preference for accommodation in the Hall of Residence.
 - v. The accommodation will be allotted for one academic year at a time. Every student shall submit a fresh application for admission to Hall of Residence in every subsequent year of study. The applications should reach the Warden of the Hall of Residence concerned at least 15 days before the commencement of the academic session each year. Re-admission will be permitted only after the resident is admitted to a Programme of study and after furnishing proof of having paid all Hall/tuition dues.
- b. Research personnel on projects sponsored by organizations like ICSSR, CSIR, UGC, ICAR. ICSSR in the University on a salary not exceeding the amount of UGC, ICAR and other recognized funding agencies will be accommodated in a Hall of Residence during the tenure of the project subject to availability.

Appointment, Powers and Functions of Wardens

Wardens of Halls of Residence shall be appointed by the Vice Chancellor for a period of two years and they shall be eligible for reappointment.

1. The Wardens of the Halls of Residence shall perform such duties as are assigned to them by the Vice Chancellor from time to time and they shall function in consultation with the Chief Warden.
2. Subject to the guidelines of the Central Committee the Warden shall allot rooms to the students and maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.

3. In addition to the specific duties assigned by the Vice Chancellor the Wardens shall perform the following duties:
 - (i) Welfare of and discipline amongst the residents in the Halls of Residence and to maintain daily record of the resident students such as students present each day, students absent from the Halls of Residence together with reasons for absence.
 - (ii) Oversee health, hygiene and general life of the students in the Halls of Residence and to ensure that the students observe the Regulations and discipline in accordance with the Rules framed thereof.
 - (iii) Report to the Chief Warden all cases of misbehavior, indiscipline and illness of students residing in his Hall of Residence.
 - (iv) Safe custody and maintenance of such properties of the concerned Hall of Residence as are entrusted for their repairs within the funds allotted and norms laid down by the University authorities for the same.
4. The Warden shall have the right to inspect rooms.
5. The Wardens shall have administrative control over the staff assigned to the Hall of Residence.
6. The Warden shall be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students.
7. The Warden shall be responsible for the proper upkeep and maintenance of such properties of the concerned Hall of Residence, as are under his/her charge.
8. The Warden shall allot and supervise Rooms and Guest Rooms.
9. The Warden shall check the Resident Student's Register and the Guest Room Register.
10. The Warden shall take disciplinary action against a resident student for keeping any unauthorized guest.
11. The Warden shall order double-locking of rooms of resident students and their re-opening, when required.
12. The Warden shall take action for the eviction of resident students in consultation with the Chief Warden.
13. The Warden shall periodically verify the furniture and fittings of the rooms with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
14. In case of misuse/damage of the property in the Hall of Residence by the students, the Warden shall impose necessary fines including withholding of the hostel deposit amount.

Unfurnished residential accommodation will be provided to a Warden on rent-free basis for the period of the Wardenship,

He/she shall be entitled to such allowance/special pay as the Executive Council may determine from time to time.

On the expiry of his/her term or on the termination of his/her appointment, the Warden shall be required to vacate his/her accommodation. The Warden shall also be required to vacate the room before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted special permission by the Vice Chancellor on the recommendation of the Chief Warden concerned for retaining the room.

Miscellaneous

- 6.1. All students of the University, residing on campus, shall be under the disciplinary control of the Vice Chancellor, and of the authorities of the University.
- 6.2. The conditions of admission, accommodation and the organisation of mess in the Hall of Residence maintained by Warden shall be in accordance with the Rules, which may be framed in this regard by the University.
- 6.3. The prior approval of the Chief Warden shall be necessary for a Warden to go on leave.

When a Warden is on leave his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.

ORDINANCE 28

EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEE

(Section 28(n) of the Act)

There shall be constituted a Mechanism for the redressal of the grievances of Employees and Students of the University.

Unless otherwise mentioned:

Student means all students who are registered for a Programme of study in any School / Centre / Department / College or Campus maintained by the University.

Employee means any person appointed by the University and includes teachers and other staff of the University.

The Grievances Committee shall observe the following general principles:

1. The Campus Community should be made fully aware of the grievance redressal mechanism;
2. Every grievance from the student/staff should be registered and acknowledged;
3. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
4. As a matter of general rule no grievances should be pending beyond the limit of three months;
5. The officer nominated by the Vice Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once a week at fixed timings; and
6. He/she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Vice Chancellor for a decision.

I. STUDENTS GRIEVANCE REDRESSAL COMMITTEE

Chairman – The Pro Vice-Chancellor or such other person to be nominated by the Vice-Chancellor.

Members:

- 3 Representatives of Students' Council.
- 3 Nominees of the Vice Chancellor.
- Dean of Students' welfare, Member-Secretary.
- Dean of the School concerned (special invitee)

POWERS AND FUNCTIONS

- (i) to entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities Academic Council and Executive Council for redressal or suitable action; and

- (iii) to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

II. TEACHERS' GRIEVANCES COMMITTEE

There shall be constituted a Committee by the Executive Council consisting of the following:

A representative of the Vice Chancellor Chairman
 Five representatives from the teachers community representing gender, minority, SC, ST, OBC.
 Vice Chancellor's nominee shall be the Secretary to the Committee.

POWERS AND FUNCTIONS

- (I) to entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group;
- (II) to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and
- (III) to recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

III. NON-TEACHING STAFF GRIEVANCES COMMITTEE

The Chairman - to be nominated by the Vice Chancellor.

Five representatives from the non-teaching community representing gender, minority, SC, ST, OBC.

The Registrar or his nominee shall be the Member- Secretary of the Committee.

POWERS AND FUNCTIONS

- (i) to accept and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and
- (iii) to recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

ORDINANCE 29**RULES FOR MEDICAL REIMBURSEMENT
(Act Section 6(xxiii), 28(o); Statute 12(xx))**

The employees of the University will be governed by the Authorised Medical Attendance Rules applicable to the Central Government Employees residing in areas not covered under CGHS scheme.

NOTE:

Employees mean regular / retired employees (both teaching and non teaching) of the University appointed by the Executive Council against a clear vacancy, including employees on deputation.

ORDINANCE 30**POWERS AND FUNCTIONS OF
HEADS OF DEPARTMENTS OF STUDIES**

(Section 28 (o))

The Head of the Department shall:

- (1) Be the Academic Head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies;
- (2) Maintain discipline in the Classroom and Laboratories through teachers of the Department;
- (3) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
- (4) Be responsible for the coordination and supervision of teaching and research in the Department;
- (5) Recommend leave application of the members of the teaching and non-teaching staff of the Department to the Dean of the School concerned according to the Rules framed for the purpose;
- (6) Be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library;
- (7) Operate the Budget of the Department; and
- (8) Shall be responsible for observance of the provisions of the Act / Statutes / Ordinances and Regulations relating to the Department; and
- (9) Perform such other academic duties as may be assigned to him/her by the Academic Council, the Executive Council or the Vice-Chancellor.

ORDINANCE 31**POWERS AND FUNCTIONS
OF THE DEANS OF SCHOOLS**

(Statute 5 (3) of the Act)

1. The Dean of the School shall:
 - (a) Co-ordinate and generally supervise the teaching and research works in the School through the Heads of the Departments;
 - (b) Maintain discipline in the classrooms through the Heads of the Departments;
 - (c) Keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials or seminars when these are prescribed;
 - (d) Arrange for the examinations of the University in respect of the students of the School in accordance with such directions as may be given by the Academic Council;
 - (e) Shall be responsible for observance of the provisions of the Act / Statutes / Ordinances and Regulations relating to the Departments and the School;
 - (f) Convene and preside over the meetings of the School Board and keep the minutes of the meetings of the Board; and
 - (f) Perform such other academic duties as may be assigned to him/her by the Academic Council, the Executive Council or the Vice-Chancellor.

ORDINANCE 32

SCHOOL BOARD
(Statute 15(3) of the Act)

The School Board shall consist of :

- (i) Dean of the School;
- (ii) All Professors in the School;
- (iii) Heads of the Departments assigned to the School who are not Professors
- (iv) One Associate Professor and one Assistant Professor from each Department in the School by rotation on the basis of seniority;
- (v) One representative each of the Boards of other Schools which have inter-disciplinary work with the School, to be nominated by the Vice - Chancellor on the recommendations of the School Board concerned;
- (vi) Not more than two teachers from Colleges, maintained, (wherever applicable) by the University, nominated by the Vice Chancellor on the recommendations of the Board of Studies; and
- (vii) Not more than five persons, not in the service of the University or of the College, maintained (wherever applicable), nominated by the Academic Council for their special knowledge and expertise in the subject concerned.

Provided that not more than one person per subject shall be nominated.

Provided further that ordinarily at least one person shall be from the State where the University is located.

Terms of Office

The term of office of members, other than that of the Dean and Professors, shall be three years.

Chairman

The Dean of the School shall be the Chairperson of the Board and shall convene and preside over the meetings of the Board.

Powers and Functions

The powers and functions of the Board shall be as follows:

- (a) To prescribe the qualifications for and procedures for admission of candidates to the various study Programmes in the Departments in the School;
- (b) To co-ordinate the teaching, evaluation and research work in the Departments in the School;

- (c) To approve subjects for research for various Degrees.
- (d) To constitute Committees to organise the teaching and research work in subjects or areas which do not fall within the sphere of any Department in the School and to supervise the work of such Committees;
- (e) To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Departments or Committees mentioned in Clause(d) above;
- (f) To consider Schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council;
- (g) To formulate arrangements for the School to participate in the work of the different Centres of Studies in the University;
- (h) To promote and review research within the School and to submit reports on research to the Academic Council;
- (i) To frame general Rules for continuous internal evaluation and end-semester examinations;
- (j) To recommend to the Academic Council, the panel of examiners for the evaluation of thesis after considering proposals received in this regard from BoS;
- (k) To recommend to the Academic Council, the award of research Degrees to candidates who have been found qualified and fit to receive such Degrees;
- (l) To consider and act on any proposal regarding the welfare of the students of the Schools;
- (m) To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice Chancellor; and
- (n) To delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from time to time.

Meetings

- (a) The Board shall hold at least two ordinary meetings in an Academic year, one in each semester;
- (b) The Dean may convene special meetings of the Board at his own initiative or at the suggestion of the Vice Chancellor or on a written request from at least one-fifth of the members of the Board.

Quorum

The quorum for the meeting of the Board shall be one-third of its total members.

Notice

Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meetings.

The Dean may convene emergency meeting of the Board at short notice.

Rules of Business

Rule of conduct of the meetings shall be as prescribed by the Regulations in this regards.

ORDINANCE 33**AWARD OF FELLOWSHIP, SCHOLARSHIPS, STUDENTSHIPS,
MEDALS AND PRIZES**

(Section 6 (1) (xii) and Section 28 (1) (f) of the Act)

1. In order to encourage meritorious and deserving students to pursue Courses/Programmes of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, Studentships and Free-ships, for financial help, and also provide for award of Medals and Prizes.
2. There shall be instituted Scholarships in every subject to be awarded to the students of the University/Affiliated Colleges (wherever applicable) subject to availability of funds. Rules for award of the same will be laid down in the Regulations.
3. There shall be fee concession in the form of half and full Free-ships of tuition fee in each School and teaching Departments as per norms of the UGC.
4. There shall also be a scheme of merit Scholarship, subject to availability of funds, where the first and second rank holders in every subject will be awarded Scholarship the quantum of which shall be decided by the University from time to time.
5. All types of Scholarships and Freeships shall be administered at the University level by a Committee to be constituted by the Vice-Chancellor.
6. There shall be Fellowships instituted in the University, subject to availability of funds, for studies or research as approved under the norms of UGC or other funding agencies from time to time.
7. There shall be a scheme to award medals/prizes to the meritorious students of the University and Affiliated Colleges/Institutions (wherever applicable) for their best performance in various University Examinations.
8. The University shall have power to institute endowments from time to time in accordance with the Central Universities Act 2009.
9. There shall also be a Committee constituted by the Vice Chancellor for administration of each endowment and to implement the objects of the endowment.
10. Detailed guidelines shall be framed from time to time by the Executive Council governing the administration of Scholarships, Free-ships, Fellowships, Medals and other such endowments created in the University.

ORDINANCE 34

BOARD OF RESEARCH STUDIES

(Section 28 (1) (l) and (o) of the Act)

1. There shall be constituted a Board of Research Studies comprising of the following:
 - (i) Vice Chancellor/PVC – Chairperson - Ex-officio
 - (ii) Deans of Schools of Studies - Members - Ex-officio
 - (iii) Heads of Departments - Members - Ex-officio
(not exceeding 5 by rotation)
 - (iv) Professors other than Deans of Schools and - Members - Ex-officio
Heads of Departments
(not exceeding 5 by rotation)
 - (v) Four Associate Professors to be nominated - Members
by the Vice-Chancellor representing different
disciplines in the University
 - (vi) Four external experts to be nominated by the - Members
Vice-Chancellor representing different
disciplines in the University
 - (vii) Registrar - Secretary - Ex-officio

2. Subject to the overall guidance of the Academic Council, the Board of Research Studies shall perform, *interalia*, the following functions:
 - (i) To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
 - (ii) To evaluate institutional research projects for funding by national / international agencies;
 - (iii) To review the current status of research in each department and critically examine the progress thereof from time to time;
 - (iv) To indicate the priority areas of research in the departments particularly with reference to the role and responsibility of the University under Section 6 (1) (i) and (xi) of University Act taking into account the facilities available in the University and also create facilities wherever necessary in keeping with the major thrust areas

- accepted for the concerned Departments and individual interest of the members of the faculty;
- (v) To evolve norms for consultancy and sharing of revenue between the Principal Investigator and the University for approval of the Executive Council; and
 - (vi) To perform such other functions as may be assigned to it by the Academic Council.
3. The Board of Research Studies shall meet regularly at least twice a year.
 4. The Board of Research Studies may determine its own procedures for working.
 5. The quorum of the Board shall be one-third of the total members;
 6. The term of Office of the members other than ex-officio members shall be for a period of three years.

ORDINANCE 35

FUNCTIONS AND DUTIES OF THE DEPARTMENTS IN THE SCHOOL *(Statute 15(5) (b) of the Act)*

Constitution of the Department

Each Department in a School shall consist of the members as given in the Statutes 15(5) (b) and also such other persons as are designated members of the Department by the School Board concerned on the recommendations of the Department concerned.

Duties of the Department

Duties of the Department shall be:

- (a) To admit students to the various Courses offered and to suggest the procedure for such admissions;
- (b) To suggest the pattern and the schedule of sessional evaluation for each Course offered by the Department;
- (c) To make proposal to the Academic Council, through the School Board, regarding the creation and abolition of teaching posts;
- (d) To propose research projects to be taken up by the members of the Department individually and in groups;
- (e) To propose and suggest the curriculum and reference and other reading materials for the programmes of study to the BoS.
- (f) To constitute Committees from its members and to assign to these Committees specific functions falling within its competence;
- (g) To appoint from amongst its teachers advisers to students;
- (h) To propose schemes for and help in the maintenance and improvement of the standards of various Programmes of study and research of the subject in the department; and
- (i) To perform such other functions as may be assigned to it by the concerned School or the Vice-Chancellor.

ORDINANCE 36**APPOINTMENT OF EXAMINERS**

[Act Section 28(1)(g), Statute 12(2)(xiv)] of the Act

I. FOR UNIVERSITY CONTINUOUS AND END SEMESTER EXAMINATIONS

The University continuous and end semester examinations shall be conducted by the faculty member concerned who will also decide the format of the examination after consultation and approval of the Head of the Department / Dean of School concerned.

II. FOR AWARD OF M.Phil. and Ph.D. DEGREE

Examiners for M.Phil. and Ph.D. shall be appointed by the Vice-Chancellor from amongst a panel of names recommended by the School Board and considered and approved by the Academic and Executive Councils.

FOR UNIVERSITY ENTRANCE EXAMINATIONS

The examiners for entrance examinations (if conducted by the University) for admission to various Programmes of the University shall be appointed by the Vice-Chancellor on the basis of the recommendations of the Deans of the Schools concerned who will also recommend the syllabus and format for the same.

However, wherever common entrance exam is conducted, the participating Universities will decide the norms of evaluation.

ORDINANCE 37

APPOINTMENT OF ADJUNCT FACULTY MEMBERS AND SCHOLARS-IN-RESIDENCE

(Section 6(1) (viii) and (xvi) and Section 28(1)(0) of the Act)

1. To encourage interdisciplinary collaboration in research and teaching, the Executive Council shall appoint adjunct faculty members, who preferably are relatively younger and mid-career professionals and specialists, from other Universities/reputed research institutions/organisations (AEC, ICSSR, CSIR, ICAR, etc).
2. Such faculty should possess postgraduate or doctoral qualifications and have academic and research credentials; will be eligible for appointment as Adjunct Faculty in a University Department and may also include professionals and specialists from PSUs and business corporations,
3. The adjunct faculty member will be appointed on a tenure appointment for one academic year, or for two semesters.
4. They will be offered a token honorarium of up to Rs.1500/- per teaching hour/session, subject to a maximum of Rs.30,000/- per month.
5. The host University will provide them suitable office-space to facilitate their working and interaction with students and peers.
6. There will not be more than 5 such members at any given time in the University.

SCHOLARS-IN-RESIDENCE

1. Senior professionals and specialists from research and professional organizations (for example AEC, ICSSR, CSIR, ICAR, etc.) and those with PSUs and business corporations, with postgraduate or doctoral qualifications and with academic and research credentials will be eligible for appointment as Scholar-in-Residence in a University Department.
2. NRI and PIO professionals and specialists, working in overseas organizations, will also be eligible for these positions. Similarly, these positions will be open to those overseas (non-Indian) professionals and specialists who have been dealing with India issues in their work.
3. The Scholar-in-residence will be appointed on a tenure appointment ranging between six and twenty-four months and will be offered a consolidated remuneration of up to Rs.80,000/- a month, and a contingency grant of Rs.1,00,000/- per annum.

4. Besides, the host University will provide them suitable office-space and residential accommodation.
7. There will not be more than 2 such members at any given time in the University.
8. The Vice-Chancellor after consulting the person concerned and the Heads of two concerned Department/Centre/Institute shall make his recommendation to the Executive Council for appointment as an adjunct faculty member / scholar in residence.
9. Anything not covered in the above rules will be governed by the UGC- ENCORE Scheme as issued and amended from time to time.

ORDINANCE 38

**EQUIVALENCE COMMITTEE FOR
RECOGNITION OF EXAMINATIONS/DEGREES**

(Section 28 I (0) of the Act)

Composition

There shall be an Equivalence Committee consisting of the following members:

- | | |
|---|------------------|
| (1) Pro-Vice-Chancellor
or Senior most Dean | Chairman |
| (2) Deans of the Schools | Members |
| (3) One person nominated by the
Academic Council from amongst its
members for a period of three years | Member |
| (4) Controller of Examinations | Member |
| (5) Registrar | Secretary/Member |

The Committee may invite a domain expert, wherever necessary to assist it in its functioning.

Functions

The functions of this Committee shall be:

1. to examine and recommend to the Academic Council equivalence of such examinations/degrees as may be referred to it from time to time including those of foreign Universities.
2. to examine and recommend to the Academic Council the withholding, suspension or cancellation/ recognition to any examination/degree for such reasons and such time as it may deem fit.
3. to report to the Academic Council on all matters, which are referred to it;
4. to consider requests for recognition of Examinations received from other Universities and Institutions and submit its recommendations to the Academic Council; and
5. to prepare a case of moving application for seeking recognition of Degrees/Diplomas and Certificates awarded by the University equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other institutions within and outside the country.

Not less than half the total number of members of the Committee shall constitute the quorum for a meeting of the Committee.

Rules of Business

The Committee shall frame the Rules of Business and lay down guidelines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, in this behalf, to the Equivalence Committee.

ORDINANCE 39

**POWERS AND FUNCTIONS OF
THE DEAN, STUDENTS' WELFARE**

(Section 28 (1) (l) and (o) of the Act)

1. The Dean of Students' Welfare (DSW) shall look after the general welfare of the students outside the classroom which contribute to the growth and development of their personality. The DSW shall endeavor to promote understanding among the students of fuller realisation of their objects through fruitful intellectual, social, cultural and corporate life in the University.
2. The DSW shall assist the Vice-Chancellor in all matters affecting, students generally and shall exercise such powers and perform such other duties as assigned to the DSW by the Vice-Chancellor.
3. In addition to all other duties, the DSW shall perform duties and functions in respect of the following matters in consultation and coordination with other relevant Officers and units of the University:
 - a. arrangement of facilities for educational tours and excursions and participation in sports activities outside the University;
 - b. organisation of social and cultural activities with student participation;
 - c. organisation of student bodies in the University and their functioning;
 - d. student-teacher relationship;
 - e. financial aid to needy students;
 - f. securing fellowships or scholarships for further studies in the country or abroad;
 - g. health and medical services;
 - h. student counseling;
 - i. special arrangement to be provided, if any, to women students, and differently abled students;
 - j. liaison between University administration and students;
 - k. student-information services;
 - l. alumni association; and
 - m. Issue of certificates as authorized and delegated by the Vice-Chancellor
4. The DSW shall maintain essential particulars of each student from the date of his enrollment in the University.
5. The DSW may communicate with the parents/ guardians of the students in respect of any matter requiring assistance and cooperation of the parents/guardians.
6. The DSW will function under the control of the Vice-Chancellor and will be a member of Discipline Committee and other Committees involving students and student's matters.
7. The DSW shall report to the Vice-Chancellor cases of students who require special attention or whose conduct and activities are not in the best interests of the University or who are not likely to profit by their continuance in the University.

ORDINANCE 40**FLOATING POSTS**

(Section 28(o) of the Act)

1. There shall be a few floating posts of Professors out of the posts sanctioned by the University Grants Commission from time to time and as approved by the Executive Council of the University.
2. These posts shall not be assigned to any particular Department but shall be made available to certain Departments which may be finding it difficult to fill up certain vacancies by the normal procedure.
3. Persons appointed against these posts will be eminent scholars including those who may have retired as Professors from this University or any other University or similar institutions of higher learning in India or abroad.
4. All appointments under floating posts will initially be made ordinarily for one year and efforts shall be continued for filling these posts in the normal course.

Provided that no floating appointment shall be renewed at the end of the year if the vacant post in the Department is filled up.

5. No appointment letters to persons appointed under the floating posts shall be issued unless the appointee enters into a contract with the University as per Proforma prescribed for 'Contract Appointment'.
6. Persons appointed under these posts shall be eligible to draw the pay last drawn or as fixed by the Executive Council in accordance with the U.G.C. guidelines in this regard.

ORDINANCE 41**TRANSFER OF STUDENTS**

(Section 28(o) of the Act)

Transfer of a student from one affiliated College/College maintained by the University to another (wherever applicable) during a particular Course of study shall be permitted only on the production of:

- (i) A transfer/no objection certificate issued by the Principal of the College from which the migration is sought;
- (ii) Certified copies of the report of attendance against his name in the register of students of the College concerned; and
- (iii) A certificate from the University / College testifying to the conduct of the student.

ORDINANCE 42**DEANS' COMMITTEE**

(Section 28 (1) (l) and (o) of the Act)

1. The University shall constitute a Committee of Deans of the University, to be known as the Deans' Committee.
2. The Deans' Committee shall comprise the following:

(i) The Vice-Chancellor	- Chairperson (Ex-Officio)
(ii) All Deans of Schools	- Members (Ex-Officio)
(iii) Registrar	- Secretary
3. The functions of this Committee will be as follows :
 - a. To recommend deputation of teachers for International Conferences;
 - b. To consider such matters as may be necessary arising from the conduct of examinations, standard of results, etc;
 - c. To consider general administrative matters relating to functioning of Schools and Departments; and
 - d. To consider such other matters as may be assigned to it by the Executive Council or may be referred to by the Vice-Chancellor.
4. The meetings of the Deans' Committee shall be convened by the Chairperson.
5. The quorum of the Committee shall be 1/3rd of the total number.
6. The rules of conduct of meetings shall be as may be prescribed by Regulations in this regard.

ORDINANCE 43

**CODE OF CONDUCT OF
THE EMPLOYEES OF THE UNIVERSITY**

(Under Section 6 (1) (xxi) of the Act)

PART-I

1. These Rules may be called the “Central University of Rajasthan (Conduct) Rules”.
2. Unless the context otherwise requires:
 - a. “Employee” means teaching and non-teaching employees of the University.
 - b. “Members of family” in relation to an employee includes:
 - (i) The wife or husband, as the case may be, of the employee whether residing with the employee or not, but does not include a wife or husband, as the case may be, separated from the employee by a decree or orders of a competent court.
 - (ii) Son or daughter or step-son or step-daughter of the employee wholly dependent on him but does not include a child or step child who is no longer in any way dependent on the employee, or of whose custody the employee has been deprived by or under any law:
 - (iii) Any other person related whether by blood or marriage to the employee or to the employee’s wife or husband, and wholly dependent on the employee.
 - c. “Prescribed Authority” means the Vice-Chancellor or the authority prescribed by the Executive Council for the purpose of these rules as a whole or for any particular rule.

PART-II

3. (1) Every employee shall at all times:
 - (i) Maintain absolute integrity:
 - (ii) Show devotion to duty and
 - (iii) Do nothing which is unbecoming of an employee of the University.
- (2) (i) Every employee, holding a supervisory post, shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority:
 - (ii) (a) No employee shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior.
 - (b) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.

- (c) An employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.
- (iii) Unless otherwise stated specifically in the terms of appointment and the contract, every whole time employee may be called upon to perform such duties as may be assigned to him by the competent authority beyond scheduled working hours and on closed holidays and Sundays.
- (iv) An employee shall observe the scheduled hours of working during which he must be present at the place of this duty.
- (v) Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. If an employee is absent from duty without permission for a continuous period of 90 days, he shall be treated as absconding from duty and his service shall be deemed as terminated.

Explanation: Nothing contained in clause (ii) of sub-rule 3.2 shall be construed as empowering an employee to evade his responsibilities, by seeking instructions from or approval of a superior officer or authority when such instructions are not necessary under the scheme of distributions of powers and responsibilities.

4. (i) No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm having official dealings with the University.
- (ii) No employee shall, in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any other member of his family is interested in such matter or contract in any other manner.
5. (1) No employee shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part, subscribe in aid of, or assist in any other manner, any political movement or activity.
- (2) It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be subversive of the Government or the University as by law established and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the University.
- (3) If any question arises whether a party is political party or whether any organisation takes part in or whether any movement or activity falls within the scope of sub-rule 5.2. the decision of the University thereon shall be final.
- (4) No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in, an election to any legislature or local authority:

Provided that:

(i) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted:

(ii) An employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation: The display of an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

6. No employee shall join or continue to be a member of an association, the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India, public order, decency or morality.

7. No employee shall-

(i) engage himself or participate in any demonstration or strike which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence; or

(ii) resort to or in any way abet in any form of strike or coercion or physical duress in connection with any matter pertaining to his services or the service of any other employee.

8. (i) No employee shall, except with the previous sanction of the University, own wholly or in part, or conduct, or participate in the editing or management of any newspaper or other periodical publication.

(ii) No employee shall, except with the previous sanction of the University, or of the prescribed authority or except in the bona fide discharge of his duties-

(a) publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles.

(b) Participate in a radio broadcast or contribute any article or write a letter to any newspaper or periodical either in his own name or anonymously or in the name of any other person:

Provided that no such sanction shall be required-

(i) If such publication is through a publisher and is of a purely literary, artistic or scientific character, or

(ii) Such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.

8. A. (i) Whenever an employee wishes to put forth any claim or to seek redress of any grievance or any wrong done to him, he must forward his case through proper channel and shall not forward any advance copies of his application to any higher authority. Unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

(ii) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

9. No employee shall, in any radio broadcast or in any document published in his own name or in anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact opinion—

(i) Which has the effect of an adverse criticism of any current or recent policy or action of the University or the University Grants Commission or the Government; or

(ii) Which is capable of embarrassing the relations between the University and the Commission or the Government:

Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

10. (1) Save as provided in sub-rule 10.3 below no employee shall except with the previous sanction of the University give evidence in connection with any enquiry conducted by any person, committee or authority.

(2) Where any sanction has been accorded under sub-rule 10.1 no such employee giving such evidence shall criticise the policy or any action of the University or Commission or the Government.

(3) Nothing in this rule shall apply to-

(a) The evidence given at an enquiry before an authority appointed by the University, Commission, Government, Parliament or any State Legislature; or

(b) The evidence given in any judicial enquiry; or

(c) The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice Chancellor.

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

12. No employee shall, except with the previous sanction of the University or of the prescribed authority, ask for or accept contribution to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.
13. Save as otherwise provided in these rules, no employee shall accept, or permit any member of his family or any other person acting on his behalf to accept any gift. In this connection, the GoI Conduct Rules shall be binding him/her.

Explanation: the expression "gift" shall include

The expression "gift" shall include free transport, board, Lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or a personal friend having no official dealings with the employee.

Note. 1. A casual meal. Lift or other special hospitality shall be deemed to be gift.

Note. 2. An shall avoid acceptance of lavish or frequent hospitality from any individual or firm having official dealings with him or from industrial or commercial firm.

(2) On occasions such as weddings, anniversaries, funerals or religious functions. when the making of gifts is in conformity with the prevailing religious or social practices, an employee of the Corporation may accept gifts from his near relatives but he shall make a report to the University if the value of the gift exceeds -

- (i) Rs. 500 in the case of an employee holding any Class I (Group A) or Class II (Group B) post;
- (ii) Rs. 200 in the case of an employee holding any Class III (Group C) post; and
- (iii) Rs. 100 in the case of an employee holding Class IV (Group C) post;

(3) On such occasions as are specified in sub-rule 13.2, an employee may accept gifts from his personal friends having no official dealings with him, but he shall make a report to the University if the value of any such gift exceeds

- (i) Rs. 200 in the case of an employee holding any Class I (Group A) or Class II (Group B) post;
- (ii) Rs. 100 in the case of an employee holding any Class III (Group C) post; and
- (iii) Rs. 50 in the case of an employee holding Class IV (Group C) post;

(4) In any other case, an employee shall not accept or permit any other member of his family or any other person acting on his behalf to accept any gifts without the sanction of the University, if the value there of exceeds -

- (i) Rs. 75 in the case of an employee holding any Class I (Group A) or Class II (Group B) post;
- (ii) Rs. 25 in the case of an employee holding any Class III (Group C) post; and

(5) Notwithstanding anything contained in sub-rules 13.2, 13.3 and 13.4 an employee may receive gifts of symbolic nature from foreign dignitaries and retain such gifts.

(6) Gifts from foreign dignitaries which are not of symbolic nature may be retained by an employee if the market value of the gift in the country of origin does not exceed Rs. 3,000.

(7) Where there is doubt whether gift received from a foreign dignitary is of symbolic nature or not, or where the market value of the gifts in the country of origin apparently

exceeds Rs. 3,000 or where there is any doubt about the actual market value of the gifts, the acceptance of such gifts and retention thereof by the employee shall be regulated by the instructions issued by the government/ University in this regard from time to time.

(8) An employee shall not accept any gift from any foreign firm which is either contracting with the University or is one with which the employee had/ has or is likely to have official dealings. Acceptance of gifts by an employee from any foreign firm shall be subject to the provision of sub-rule 13.4

13. A. No employee shall-

- I. give or take or abet the giving or taking of dowry; or
- II. demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

14. No employee shall except with the previous sanction of the Vice-Chancellor, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any other employee

Provided that nothing in this rule shall apply to –

- I. A farewell entertainment of a substantially private and informal character held in honour of an employee on the occasion of his retirement or transfer or any person who has recently the service of the University; or
- II. The acceptance of simple and inexpensive entertainment arranged by public bodies or institutions

Note : Exercise of pressure or influence of any sort on any employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character and the collection of subscriptions from Group ‘C’ employees under any circumstances for the entertainment of any employee not belonging to Group ‘C’ is forbidden.

15. (1) No employee shall except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment:

Provided that an employee may, without such sanction-

- I. Undertake honorary work of a social or charitable nature; or
- II. Undertake occasional work of a literary, artistic or scientific character; or
- III. Participate in sports activities as amateur subject to the condition that in all the cases his official duties do not thereby suffer. He shall not undertake or shall discontinue such work or activity, if so directed by the University.

Explanation: Canvassing by an employee in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family shall be deemed to be breach of this sub-rule.

(2) Every employee shall report to the University if any member, of his family is engaged in a trade or business or own or manages an insurance agency of commission agency.

(3) No employee shall, without the previous sanction of the University except in the discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purpose:

Provided that an employee may take part in the registration, promotion or management of:

- (i) A co-operative society substantially for the benefit of the employees registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force; or
- (ii) A literary, scientific or charitable society registered under the Societies Registration Act, 1960 (2 of 1960) or any other law for the time being in force.

(4) No employee may accept any fee for any work done by him for any private or public body or any private person without the sanction of the competent authority of the University,

16. (1) No employee shall speculate in any stock, share, or other investment.
Explanation: Frequent purchase or sale or both of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

(2) No employee shall make or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his official duties.

(3) If any question arises whether any transaction is of the nature referred to in sub-rule 16.2 the decision of the University thereon shall be final.

(4) (i) No employee shall, save in the ordinary course of business with a bank or a public limited company, either himself or through any member of his family or any other person acting on his behalf:

(a) Lend or borrow or deposit money, as a principal or an agent, to, or from, or with any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; or

(b) Lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that an employee may give to or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee:

Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by an employee with the previous sanction of the University.

(4) (ii) When an employee is appointed or transferred to a post of such nature as would involve him in the breach of any or the provisions of sub-rule 16.2 or sub-rule 16.4, he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

17. An employee shall so manage his private affairs so as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceedings is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forth with report the full facts of the legal proceedings to the University.

Note: The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the employee could not have foreseen or over which he had no control, and had not proceeded from extravagant or dissipated habits shall be upon the employee.

18. (1) Every employee shall on his first appointment to any University service or post submit a return of his assets and liabilities, in such form as may be prescribed by the University, giving the full particulars regarding-

(a) The immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in the name of any member of his family or in the name of any other person.

(b) Shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him.

(c) Other movable property inherited by him or similarly owned, acquired or held by him; and

(d) Debts and other liabilities incurred by him directly or indirectly.

Note 1: Sub-rule 18.1. shall not ordinarily apply to class IV (Group C) servants but the University may direct that it shall apply to any such employee or class (Group) of such employees.

Note 2: In all returns, the values of items of movable property worth less than Rs. 2,000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, book, etc need not be included in such return.

Note 3: (i) Where an employee already belonging to a service, or holding a post is appointed to any other civil service or post he shall not be required to submit a fresh return under this clause.

(ii) Every employee belonging to any service or holding any post included in Group A or Group B shall submit an annual return in such form as may be prescribed by the University in this regard giving full particulars regarding the immovable property inherited by him or

owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family, or in the name of any other person.

(2) No employee shall, except with the previous knowledge of the University, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family:

Provided that the previous sanction of the University shall be obtained by the employee if any such transaction is :-

With a person having official dealings with the employee.

(3) Where an employee enters into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall, within one month from the date of such transaction, report the same to the University, if the value of such property exceeds Rs.10,000/- in the case of an employee holding any Class I (Group A) or Class II (Group B) post or Rs.5,000/- in the case of an employee holding any Class III (Group C) or Class IV (Group D) post:

Provided that the previous sanction of the University shall be obtained if any such transaction :-

(i) With a person having official dealings with the employee.

(4) The University may, at any time by general or special order, require an employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall if so required by the University, include the details of the means by which, or the source from which, such property was acquired.

(5) The University may exempt any category of employee belonging to Class III (Group C) or Class IV (Group D) from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the Executive Council.

Explanation 1: For the purpose of sub-rule (1) the expression movable property includes :

- (a) Jewellery, insurance policies the annual premia of which exceeds Rs.2,000/- or one sixth of the total annual emoluments received from the University, whichever is less, shares, securities and debentures;
- (b) Loans advanced by such employees whether secured or not;
- (c) Motor cars, motor cycles, horses, or any other means of conveyance; and
- (d) Refrigerators, radios, radiograms and television sets.

Explanation 2: For the purpose of this rule, "lease" means, except where it is obtained from or granted to a person having official dealings with the employee, a lease of

immovable property from year to year or for any term exceeding one year of receiving a yearly rent.

18-A Restriction in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.

Notwithstanding anything contained in sub-rule 18.2, no employee shall, except with the previous sanction of the prescribed authority:

- (a) Acquire by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;
 - (b) Dispose of by sale, mortgage, gift, or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;
 - (c) Enter into any transaction with any foreigner, foreign Government, foreign organization or concern :-
 - (i) for the acquisition by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, or any immovable property.
 - (ii) For the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of, any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.
19. (1) No employee shall, except with the previous sanction of the University, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
- (1) Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the University regarding such action.
20. No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.
21. (1) No employee shall enter into or contract a marriage with a person having a spouse living; and
- (2) No employee having a spouse living shall enter into or contract a marriage with any person;

Provided that the University may permit an employee to enter into or contract any such marriage as is referred to in clause 1 or clause 2, if it is satisfied that:

- (a) Such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and
- (b) There are other grounds for so doing.
- (c) An employee who has married or marries a person other than of India Nationality shall forthwith intimate the fact to the University.

22. An employee shall :

- (a) Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- (b) Not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- (c) Refrain from consuming any intoxicating drink or drug in a public place;
- (d) Not appear in a public place in a state of intoxication;
- (e) Not use any intoxicating drink or drug, to excess.

Explanation : For the purpose of this rule, 'public place' means any place or premises (including a conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise.

- 23. If any question arises relating to the interpretation of these rules, it shall be referred to the Executive Council whose decision thereon shall be final.
- 24. Unless there is anything repugnant in the Central Universities Act, Statutes, Ordinances, any amendments to the Central Civil Services (Conduct) Rules, 1964 shall be deemed to be the amendments of the relevant provision of these rules or any order or administrative instruction already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government.

ORDINANCE 44**COURSES OF STUDY**

(Section 28 (b))

1. There shall be Courses/Programmes of study in the University for the Degrees, Diplomas and Certificates in various Schools as decided and approved by the University authorities from time to time:
2. The Regulations in respect of all the Courses/Programmes offered shall be framed by the University.

In addition to the above, the Academic Council shall have the power to introduce, modify or discontinue a programme on the recommendations of the concerned School Board.

3. The percentage of marks as given in the minimum eligibility requirements and allotted seats shall be approved by the Academic Council from time to time.
4. The Degrees/Diplomas/Certificates as decided by the University in the minimum eligibility conditions shall be from those Universities/ Institutions/ Boards which have been recognised by the University.

ORDINANCE 45

ADMISSION COMMITTEE

(Section 6(xviii))

There shall be Admission Committee for all the Programmes in each School/ Department for regulating the admissions to all Courses/Programmes offered in the University comprising the following:

- | | |
|---|----------|
| (i) The Dean of the School concerned (in case of single discipline Schools) / Head of the Department | Chairman |
| (ii) One faculty member, not below the rank of an Associate Professor to be nominated by the Dean | Member |
| (iii) Three teachers, one each from amongst the Professors, Associate Professors and Assistant Professor by rotation | Members |
| (iv) One person each representing SC / ST / OBC/ women and Minority candidates from the teaching community preferably if not already represented by the above members | Members |

2. The Committee shall

- i. scrutinize the Application Forms for admission of the candidates in accordance with the conditions of admission prescribed by the Academic Council from time to time;
- ii. conduct the Admission Test(s) and/or Interview; or as otherwise provided.
- iii. however in case of Common Entrance test, the performance in such test will form the basis for subsequent admission process.
- iv. after the evaluation of the Admission test(s), a reasonable number of candidates from each category will be called, on the basis of merit, for admission to the course/Programme concerned subject to their scoring the minimum cut-off marks in the entrance test for admission to different courses as prescribed by the Academic Council:
- v. prepare the merit list based on the marks obtained by the candidates in the Admission Test and/or Interview;
- vi. prepare a list of the candidates selected for admission to be submitted by the Chairman of the Committee to the Dean of the School concerned;
- vii. Suggest methods to improve reliability and standard of the entrance test(s).

2.1 The members of the Committee other than ex-officio members shall hold office for a term of one academic year.

2.2 In case of non-availability of any teacher from any of the aforesaid categories, the Head of the Department may appoint another teacher from the remaining categories of the teachers by rotation.

- 2.3 The Chairman of Admission Committee may co-opt not more than three members of the Department/Centre representing different areas of specialisation under intimation to the Vice-Chancellor.
- 2.4 Not less than 50% of total number of members of the Committee shall form the quorum.

ORDINANCE 46**RESERVATION OF SEATS AND OTHER SPECIAL
PROVISIONS FOR ADMISSION**

(Section 7)

1. Reservation of Seats

1.1 Reservation of seats shall be in accordance with the provisions of the Central Educational Institutions (Reservation in Admission) Act 2006 and Circulars of Government of India issued and amended in this regard from time to time.

1.2 The Application Form of a candidate in the reserved category must be submitted along with a Certificate of Verification issued by a competent authority.

1.3 The vacant seats of reserve category which could not be filled, due to non-availability of candidates belonging to respective category shall be filled as per GoI norms.

1.4 The special provisions for admission to outstanding players/ NCC/ NSS will as per GoI norms.

1.5 The 5% of seats over and above the normal intake in each programme shall be for the wards of the defence personals for admission to each programme subject to fulfillment the minimum eligibility conditions and other conditions for admission in the concerned programme as prescribed by the University from time to time.

Provided that the rules for order of preference for applicant of defence personal shall be as per the directives from UGC.

1.6 Foreign and NRI Students

- (a) The admission of foreign nationality/international students be admitted on merit without requiring to appear Entrance Test on the 10% seats over and above the normal intake.
- (b) In addition to the above provision the foreign candidates sponsored by the Government of India, may also be admitted as per the conditions provided in various schemes.
- (c) Every foreign student shall have to undergo a medical test (including test for AIDS) within a week from the date of admission.
- (d) Foreign students admitted to a programme shall produce student visa within one month after completion of the admission. In case of failure to produce such certificate within the stipulated period the admission shall stand cancelled.

Application for admission should be submitted to the Dean/Head of the Department concerned.

ORDINANCE 47**STUDENTS DISCIPLINE**
(Section 6(xxii), Statute 28(1))

1. Discipline includes the observance of good conduct and orderly behaviour by the students of the University;
2. The following and such other Rules as framed by the University from time to time, shall strictly be observed by the students of the University;
 - 2.1 Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places;
 - 2.2 No student shall visit places or areas declared by the University as "Out of Bounds" for the students;
 - 2.3 Every student shall always carry on his/her Identity Card issued by the competent authority;
 - 2.4 Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the University;
 - 2.5 Any student found guilty of impersonation or of giving a false name shall be liable to disciplinary action;
 - 2.6 The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the competent authority; and
 - 2.7 If a student is found to be continuously absent from Classes without information for a period of 15 days in one or more Classes, his/her name shall be struck off the rolls. He/she may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee etc. He/she will not be readmitted beyond the prescribed period.
3. Indiscipline shall include:
 - 3.1 Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
 - 3.2 Causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc.;
 - 3.3 Disobeying the instructions of teachers or the authorities;
 - 3.4 Misconduct or misbehaviour of any nature at the time of elections to the student bodies or at meetings or during curricular or extra-curricular activities of the University;
 - 3.5 Misconduct or misbehaviour of any nature at the Examination Centre;
 - 3.6 Misconduct or misbehaviour of any nature towards a teacher or any employee of the

University or any visitor to the University;

3.7 Causing damage, spoiling or disfiguring to the property/equipment of the University;

3.8 Inciting others to do any of the aforesaid acts;

3.9 Giving publicity to misleading accounts or rumour amongst the students;

3.10 Mischief, misbehaviour and/or nuisance committed by the residents of the hostels;

3.11 Visiting places or areas declared as 'out of bounds' for the students;

3.12 Not carrying the Identity cards issued by the Proctor;

3.13 refusing to produce or surrender the Identity Card as and when required by - Proctorial and other Staff of the University;

3.14 Any act and form of sexual harassment, ragging or discrimination on the basis of caste, category, religion, race;

3.15 Engaging in unlawful activities that includes membership of banned organizations, organizing meetings and processions without due permission of the competent authorities; and

3.16 Any other conduct anywhere which is considered to be unbecoming of a student.

4. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:

(1) Fine;

(2) Campus Ban;

(3) Expulsion; and

(4) Rustication.

However, no such punishment shall be imposed on an erring student unless he / she is given a fair chance to defend himself/herself. This shall not preclude the Vice-Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him / her.

5. All powers relating to discipline and disciplinary action in relation to the student shall vest in the Vice-Chancellor. However, the Vice-Chancellor may delegate all or any of his powers as he deems proper to the competent authority or to the Discipline Committee as the case may be or any functionary of the University.

6. (i) Without prejudice to Section 11(5) and also Statute 28(1), there shall be a Discipline Committee comprising of the following members:

(1) Vice-Chancellor's nominee or Pro-Vice-Chancellor

- (2) Dean Students' Welfare
- (3) Deans of the Schools
- (4) Warden, who shall be invited, when the matter concerning his/her Hall of Residence is required to be placed before the Committee for consideration
- (5) Proctor (Member/Secretary)

(ii) Subject to any powers conferred by the Act and the Statute on the Vice-Chancellor, the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.

- (iii) The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other Orders under them shall be binding on all the students of the University.
- (iv) The recommendations of the Discipline Committee shall be submitted to the Vice-Chancellor whose decision will be final and binding. However, the Vice-Chancellor, if he is of the opinion that the case merits' review, may refer the case back to the Discipline Committee for reconsideration.
- (v) Appeal against the decision of the Vice-Chancellor will be dealt in accordance with the provisions of Section 34 of the Central Universities Act 2009.
- (vi) One-third of the total members shall constitute the quorum for a meeting of the said Committee.

ORDINANCE 48**VISITING PROFESSORS**

(Section 6(xvi), Statute 12(xviii))

1. A Visiting Professor should be an eminent scholar in his/her field. Generally a person who has held or is holding the post of Professor or a person who has achieved distinction outside the University sector, should be considered for appointment as Visiting Professor.
2. The maximum tenure of appointment of a Visiting Professor shall be two years and the minimum – not less than three months.
3. The University may appoint a person up to the age of 70 years as a Visiting Professor.
4. A Professor should not be appointed as a Visiting Professor in the same University in which he/she holds a post immediately before or after superannuation.
5. If a superannuated person is appointed as a Visiting Professor or a person from outside the country is appointed as a Visiting Professor, the honorarium shall be payable as per UGC norms as issued and amended from time to time.
6. In case a person serving in an Indian University is appointed as Visiting Professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance, if any) as per the rates of the parent University. The receiving University would also contribute towards pensionary benefits or CPF/GPF as per usual Rules.
7. It is expected that when a serving person is appointed as Visiting Professor, the parent University would give him/her duty leave without pay.
8. If a person working abroad on a permanent basis is invited as a Visiting Professor, the University may meet the cost of international air travel from its own resources. Visiting Professor appointed may be paid travel expenses within India in accordance with the Rules of the University.
9. Guest House accommodation will be provided free of charge by the host University, but food charges would be paid by the Visiting Professor.

ORDINANCE 49**GAMES AND SPORTS COMMITTEE**

(Section 28(1))

1. (a) There shall be a Games and Sports Committee consisting of the following members, namely:
 - (1) Chairman, appointed by the Vice-Chancellor
 - (2) Dean Students' welfare
 - (3) Presidents of various Games and Sports Clubs
 - (4) One Outstanding Sportsman from among the students on rolls, nominated by the Chairman for a period of one year
 - (5) Director of Physical Education, who shall be the Ex-Officio Secretary of the Games and Sports Committee
- (b) The Chairman of the Committee shall hold office for a term of two years.
2. The Committee shall :
 - (1) make arrangements and supervise the games and sports of the University and frame Regulations in this regard;
 - (2) frame the budget for games and sports;
 - (3) allocate finances to the various Clubs;
 - (4) maintain the play-grounds, gymnasia, swimming pools of the University;
 - (5) hold contests, competitions, tournaments, athletic meets etc.;
 - (6) recommend to the Vice-Chancellor the names of outstanding players and sportsmen to be nominated for admission
 - (7) perform such other functions, as may be assigned to it by the Academic Council from time to time; and
 - (8) take measures to attract the sports talent available in the University.

The Director, P/E will operate the budget under the supervision of DSW.

The Committee shall hold its meetings at least once in two months under the supervision of the DSW.

One-third of the total members shall form the quorum for a meeting of the Committee.

ORDINANCE 50**THE PROCTOR**

(Section 28(1) (o) of the Act)

1. The Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from amongst the teachers of the University not below the rank of Associate Professor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as may be delegated/assigned to him/her by the Vice-Chancellor

"Students", referred to above, mean regular, private/ex- students of the University on the rolls of Departments of Studies/Hostels/Centres/Schools.

2. The Proctor shall hold office for a period of three years and shall be eligible for reappointment.
3. The Proctor shall have all such powers delegated to him/her by the Vice-Chancellor.
4. The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
5. The Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee.
6. The Proctor shall be assisted by Deputy Proctors and Assistant Proctors appointed by the Vice-Chancellor for a term of three years.
7. The Deputy Proctors and Assistant Proctors shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
8. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
9. The Proctor shall :
 - (1) monitor the disciplinary climate prevailing in the student community;
 - (2) take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
 - (3) collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and
 - (4) issue all orders relating to disciplinary proceedings against students.

10. The Proctor shall make arrangement for the maintenance of Cycle/Scooter Stands in the Schools.
11. The Proctor shall maintain liaison with the Local Administration in matters regarding the law and order situation in the University Campus.
12. The Proctor shall have the power:
 - (1) to suspend or institute proceedings in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself;
 - (2) to suspend or gate a student up to a maximum period of two weeks; and
 - (3) to impose a fine as prescribed from time to time.
13. In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.
14. Foreign students welfare (visa etc.)
15. VIP Security
16. Protection of University property

The Proctor shall perform such other functions as the Vice-Chancellor may direct from time to time.

ORDINANCE 51

Transfer of Credit

Under Section 6(2) (iv) of the Central Universities Act 2009

This Ordinance is aimed at providing a framework for promoting and facilitating the Inter-university transfer and mobility of students across different Universities of India and abroad can work well. A fully evolved credit transfer scheme involves (a) transfer of credits by students of the University to other Universities/ educational institutions; and (b) acceptance of credits earned by a students from other Universities.

In the absence of a national qualification framework and credit transfer scheme, Central University of Rajasthan can create a facilitative mechanism for transfer of credit to other Universities/educational institution by prescribing a procedure for the issue of transcript to students seeking transfer of credit.

As regards acceptance of credit transfer from other Universities, an individual University can, even in the absence of a national policy, put in place a framework and procedure for accepting transfer of credits earned by their students from other Universities. However, due safeguards will have to be put in place to ensure that the credit transfer does not lead to dilution in the quality.

This Ordinance is aimed at prescribing:

- (a) procedure for facilitating and promoting transfer of credits earned by the students of the University to other Universities/educational institutions; and
- (b) policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/educational institutions.

Facilitation for Transfer of Credits to other Universities/educational institutions

- 1) The University shall facilitate transfer of credits earned by its students to other Universities/educational institutions.
- 2) A student of the University seeking transfer of credit to other Universities/educational institutions shall submit a written request, along with the fee as prescribed by the Academic Council from time to time, to the Controller of Examination.
- 3) The Controller of Examination, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University and shall forward the application of the students to the University/educational institution concerned.

Policy and Procedure for accepting Credit Transfer from other Universities

- 4) The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/educational institutions/research institutions:
 - a) Universities recognised under Section 12(b) of the UGC Act.
 - b) Universities that are members of the Association of Indian Universities.

- c) Such foreign University, the Courses/Programmes of which are recognised as equivalent to those of Indian Universities by the Association of Indian Universities.
 - d) Indian Institutes of Technology (IIT)
 - e) Indian Institutes of Management (IIM)
 - i) National Institutes of Technology (NIT)
 - f) Indian Institutes of Science Education and Research (IISER)
 - g) Indian Institutes of Information Technology (IIIT)
 - h) Schools of Planning and Architecture (SPA)
 - i) All India Institute of Medical Sciences (AIIMS)
 - j) Such Indian or Foreign University/educational institution/research institution with which the University has signed an MOU for students and faculty exchange.
 - k) Any other University/ educational institution/ research institution that has been recognised and approved for the purpose of credit transfer by the Academic Council of the University.
- 5) Request for acceptance of transfer of credits shall:
- a) be entertained only if received from such candidates who have been duly selected for admission in a Programme of study, as per the Rules and regulations governing admission in a the University;
 - b) have to be made by the student concerned within 10 days from the date of his/her admission in the University.
 - c) have to made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time.
 - d) have to be supported by such documents as may be prescribed by the Academic Council.
- 6) Dean of the School concerned shall be the Nodal Office for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean may constitute a comprising a senior faculty as chairman and two to three faculty members to process and finalise the request for acceptance of credit.
- 7) The maximum credits that can be accepted for transfer shall not exceed 20% of the total credits required for the completion of the Programme of study in which a student has been admitted. Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least B grade or GPA of 2 or 50% marks, as the case may be. In case if a student has earned more credits from other Universities/educational institutions/research institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the School concerned in this regard shall be considered as final.
- 8) The credit equivalence for accepting credit transfer shall be determined as under:
- a) for credit earned by students from Universities that have the credit system in place, a Course work requiring 10 hours of contact hours shall be considered as equivalent to 1 credit of the University; and

- b) for Courses completed from Universities/educational institutions/research institutions that do not follow credit system but have semester system in place, a course work requiring a minimum 30 lecture hours per semester shall be considered as equivalent to 3 credits of the University; and
 - c) for Courses completed from Universities/educational institutions/research institutions that neither follow the credit system nor have the semester system, a Course work requiring formal classroom instruction/lab work of at least 3 hours per week it shall be considered as equivalent to 3 credits of the University.
- 9) The University may also permit its students to accumulate certain credits from other Universities/educational institutions/research institutions in full or partial fulfilment of the required Course work. In such cases:
- a) the student shall be required to obtain prior approval of the Dean of the School;
 - b) the Courses can be undertaken only in the institutions specified in para 4 above; and
 - c) the maximum number of credits that can be accumulated by a student from other institutions shall not exceed 20% of the total credits prescribed for the successful completion of the programme of study.

ORDINANCE 52**VISITING FELLOW**

(Section 6(xvi) Statute 12(xviii))

1. A Visiting Fellow should be a scholar of eminence in his/her subject.
2. Superannuated persons up to the age of 70 years may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and maximum – up to three months.
3. The Visiting Fellow may be paid daily allowance not exceeding Rs.600/- per day for visits up to one month. For visits beyond one month, the rate may be as in the case of Visiting Professor.
4. Travel expenses may be met in accordance with the Rules of the University.
5. The parent institution will grant academic leave with pay and usual allowance for the duration of the appointment as Visiting Fellow.
6. The host University would provide accommodation to the Visiting Fellow in the University Guest House free of charge, but food charges would be paid by the Visiting Fellow.

The same person may not be invited as Visiting Fellow more than once in a year in the same University, but the period of 3 months can be split up as desired by the University within the period of one year.

ORDINANCE 53

Under Section 28 (1) (0) of the Act

**APPOINTMENT OF FACULTY AGAINST SANCTIONED POSTS
UNDER EXIGENT SITUATIONS**

1. Since selection of Faculty against sanctioned position on regular basis takes time, especially in the case of the newly established Central Universities, the University may devise its own mechanism to appoint faculty on such terms and conditions as decided by the Executive Council.
2. Subject to fulfillment of qualifications and experience as prescribed and amended by the UGC from time to time, the University may identify faculty from other Universities and higher education institutions for such appointments.
3. The faculty so appointed may be taken for short / medium term engagement on the basis of deputation / lien and will not exceed a maximum of three years.
4. Such appointment shall be made against sanctioned positions and till such time that regular selections are made.
5. The emoluments and terms of service of such appointments shall be such as decided by the Executive Council.

ORDINANCE 54

CONDUCT OF EXAMINATIONS

(Section 28(1) (g) of the Act)

1. Examinations of the University, other than the doctorate examination shall be open to regular and eligible students, i.e. such students who have undergone a regular course of study in the University for a period specified for that course of study after fulfilling the minimum attendance and credit requirements as laid down by the University.
2. All examinations of the University (except entrance examinations) shall be conducted at headquarters i.e. Bandar Sindri campus or at Kishangarh campus, District Ajmer (place of Central University of Rajasthan) through internal assessment by the faculty members concerned. The format and timing of continuous internal assessment shall be decided by the concerned faculty member and the format and timing of the end-semester examinations shall be decided by the School Board. Provided however that all end – semester examinations for different Departments / Centres in a School shall normally be conducted in a commonly agreed time frame within the semester.
 - i. The format of the entrance examination, if conducted by the University, shall be decided by the Schools concerned and same approved at the School Board. The Entrance Examination shall be held at headquarters and other such places as specified and approved by the university from time to time.
 - ii. Provided further that the Heads of Departments concerned shall prepare the question bank for the entrance examinations to be forwarded to the Controller of Examinations through the Dean of the School concerned. The Controller of Examinations shall set the question paper from the question banks received in confidential manner and conduct the entrance examination.
3. Question papers of all examinations shall be set and answered in English language subject to the following conditions:
 - i. Question papers of all examinations in languages shall be set and answered in the respective languages.
 - ii. Provided that candidates appearing at an examination in languages other than English may be permitted to answer a part of the question paper in English and the rest in the language concerned.

However, if the Entrance Examination is conducted by participating in Central Universities Common Entrance Test (CUCET), the format and the question paper setting shall be as decided by the participating universities.

DISCIPLINE AMONG STUDENTS IN UNIVERSITY EXAMINATIONS

I. UNIVERSITY END SEMESTER EXAMINATIONS

1. The end-semester examinations shall be held under the general supervision of the Head of Department by the faculty member concerned. He / she shall be responsible for the fair and orderly conduct of the examination.
2. In case of detection of unfair means (as specified in clause 1 of General Guidelines below), the same shall be brought to the notice of the Head of department concerned who shall submit a full report of the same to the Dean concerned for further action specified under clause 5 of the General Guidelines below.

II. ENTRANCE EXAMINATIONS

1. During an entrance examination the candidates shall be under the disciplinary control of the Chief Superintendent of the centre who shall issue the necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination for that session.
2. The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee in terms of clause 4 of General Guidelines below. The Committee will make recommendations for disciplinary action as it may deem fit to the Vice-Chancellor as provided under Clause 7.
3. Everyday, before an examination begins, the invigilators shall call upon all the candidates to search their persons, tables, desks, etc. and ask them to hand over all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a late-comer is admitted this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his / her identification card and hall ticket with him/her.

III. GENERAL GUIDELINES

1. Use of Unfair means:
A candidate shall not use unfair means in connection with any examination. The following shall be deemed to be unfair means:
 - a. Found in possession of incriminating material related / unrelated to the subject of the examination concerned.
 - b. Found copying either from the possessed material or from a neighbour.
 - c. Inter-changing of answer scripts.
 - d. Change of seat for copying.
 - e. Trying to help other candidates.
 - f. Found consulting neighbours

- g. Exchange of answer sheets or relevant materials.
- h. Writing some other candidate's register number in the main answer paper.
- i. Insertion of pre- written answer sheets (Main sheets or Additional Sheets)
- j. Threatening the invigilator or insubordinate behaviour as reported by the Chief Superintendent and / or Hall Superintendent.
- k. Consulting the invigilator for answering the questions in the examination.
- l. Cases of impersonation.
- m. Mass copying.
- n. Using electronic devices for the purpose of malpractice.

The Executive Council may declare any other act of omission or commission to be unfair means in respect of any or all the examination.

2. If the Vice-Chancellor is satisfied that there has been mass-scale copying or use of unfair means on a mass-scale at particular center(s), he may cancel the examination of all the candidates concerned and order re-examination.
3. Where the invigilator incharge is satisfied that one third (1/3) or more students were involved in using unfair-means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying.
 - a) The Chief Superintendent of the examination centre shall report to the Controller of Examinations without delay and on the day of the occurrence if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.
 - b) A candidate shall not be forced to give a statement but the fact of his /her having refused to make a statement shall be recorded by the Chief Superintendent and shall be got attested by two other members of the supervisory staff on duty at the time of occurrence of the incident.
 - c) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer-book. The answer-book in which the use of unfair means is suspected shall be seized by the Chief Superintendent, who shall send both the answer-books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.
 - d) All cases of use of unfair means shall be reported immediately to the Controller of Examinations by the Centre Superintendent, examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examination as the

case may be, with all the relevant material

4. Examination Discipline Committee

- a) All the cases of alleged use of unfair means shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor.
- b) The Committee shall consist of five members drawn from amongst the teachers and officers of the University. One member will be nominated as Chairman from amongst them by the Vice Chancellor.
- c) A member shall be appointed for a term of two years, and shall be eligible for re-appointment.
- d) Three members present shall constitute the quorum.
- e) Ordinarily, all decisions shall be taken by the Committee by simple majority. If the members cannot reach a consensus, the case shall be referred to the Vice-Chancellor, whose decision shall be final.
- f) All decisions taken by the Examination Discipline Committee will be placed before the Vice-Chancellor for approval.
- g) A candidate, within one month of the receipt of the decision of the University, may appeal to the Vice-Chancellor, in writing for a review of the case. If the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.

5. The Examination Discipline Committee may recommend one of the following punishments for cases of unfair means.

Nature of unfair means	Scale of Punishment
If the candidate has used unfair means specified in sub-Clause (a) to (g) of Clause 3	Cancel all the University Examinations registered by the candidate in that session.
If the candidate has repeated the unfair means shown at 3(a) to (g) a second time.	Cancel the University Examination of all subjects registered by the candidate in that session and debar him/her for the next examination session (i.e. all University Examinations in the subsequent session)
If the candidates has repeated the unfair means shown at 3(a) to (g) third time.	Cancel the University Examination of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University Examination.
If the candidate used unfair means in sub Clause (h) of Clause	Cancel the University Examinations of all subjects registered by the candidate during that semester only.
If the candidates used unfair means in sub Clause (i) of Clause	Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two subsequent examination sessions.

If the candidates use unfair means in sub Clause (j) of Clause 3.	Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University Examination.
If the candidates used unfair means in sub Clause (k) of Clause	Cancel the examination of all subjects registered by the candidate for that session.
If the candidates used unfair means in sub clause (l) of Clause	Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the examination sessions. Moreover, relevant legal action shall be initiated if an outsider is involved.
If the candidates used unfair means in sub Clause (m) of Clause 3.	<p>ix) a) In the Single Hall : Cancel the relevant examination taken by the students of that Hall. Debar the concerned Hall Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation, etc. for the next six examination sessions.</p> <p>b) In a Centre: Cancel the relevant examination taken by the students of the center. Debar the Hall Superintendents and the Chief Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation etc., for the next six examination sessions and cancel the examination center for two years.</p>