

DRAFT

RAMA UNIVERSITY UTTAR PRADESH

NO. /RUK/2014

Dated, Kanpur,2014

In exercise of the powers conferred under sub-section (1) to section 29 of the Rama University Uttar Pradesh Act, 2013 (U.P. Act No. 1 of 2014), the Executive Council makes the following statutes with the approval of the Chancellor and the Rama Educational Society for carrying-out the purposes of the Rama University Uttar Pradesh, Kanpur -

STATUTES OF THE RAMA UNIVERSITY UTTAR PRADESH, KANPUR

CHAPTER I PRELIMINARY

Sec. 29(1) **1.01.** These statutes may be called the Rama University Uttar Pradesh Statutes, 2014.

Definitions **1.02.** In these statutes, unless the context otherwise requires –

- (a) 'Act' means the Rama University Uttar Pradesh Act, 2013 as amended from time to time;
- (b) 'Authority' means an authority or authorities mentioned in section 21 of the Act;
- (c) 'Clause' means a clause of the statute in which that expression occurs;
- (d) 'Employee' means a person duly appointed by the University on full-time and regular basis on the recommendation of Selection Committee, if any, and includes an Officer, a teacher and other staff of the University but does not include a contractor, supplier etc. or a person engaged on seasonal, part-time or *ad hoc* basis;
- (e) 'Government' means the Government of Uttar Pradesh;
- (f) 'Section' means a section of the Act;
- (g) 'Selection Committee' means a selection committee duly constituted under the provisions of the statutes and ordinances made thereunder.
- (h) 'University' includes its constituent colleges and other institutions established or run by the Society or the University;
- (i) 'Week' means a period of seven days beginning at mid-night on Sunday, i.e. ending on Sunday and starting on Monday;

(j) "Remunerative Office" includes the office of Warden, Superintendent or Provost of a Students' Hostel or Employees Accommodation, Proctor, Games or Works Superintendent, Placement Officer, Dean, Students' Welfare, Dean or Co-ordinator of Research and other posts specified as such by the Society.

(k) The words and expressions used and not defined in these statutes but defined in the Act and the Uttar Pradesh General Clauses Act, 1904 (U.P. Act No. 1 of 1904) shall have the same meanings respectively assigned to them in the Acts.

Sec. 29 & 34 **1.03.** In these statutes, all references to the age of an employee (excluding group "D" posts for which High School qualification is not required as a minimum qualification) shall be construed to be references to the age according to the date of birth mentioned in his High School Certificate or that of any other examination recognized as equivalent thereto.

1.04. (1) Save as otherwise provided in the statutes, every employee of existing organizations, established and run by the Society on the date immediately before the commencement of the Act, shall continue to work on the same terms and conditions and shall give an option within 30 days to the Registrar from the date of enforcement of the Act whether he wants to be an employee of the University or not.

(2) A Committee to be named as "**Screening Committee**" as constituted by the Chancellor, shall consider the cases mentioned in clause(1) and will finalize them preferably on the basis, as it thinks fit, e.g.- by interview, eligibility, minimum qualification, experience, efficiency, conduct and behaviour, vacancy in the cadre etc. required for the post(s). The committee shall indicate the designation, salary etc. in its report.

(3) The decisions of the Committee will be communicated in writing to the employee who will send his/her willingness to the Registrar on the prescribed *proforma*. The option once given shall be irrevocable.

(4) A person not satisfied with the decision of the committee, may appeal to the Vice-Chancellor within 15 days from the date, he/she receives the said communication. The decision of the Vice-Chancellor thereon shall be final.

1.05. (1) The age on the first day of July in the years in which the recruitment or promotion is made, shall be the age for the purpose of recruitment or promotion.

(2) The age of superannuation of an employee shall be Sixty-two years. An employee who has attained the age of Sixty-two years on or before the date of commencement of these statutes, shall be retired forthwith.

(3) In the interest of the University, a person may be engaged or re-employed on contract basis even after the age of Sixty-two years.

1.06. (1) It shall be the duty of the appointing authority to satisfy himself that the character of a candidate for employment by direct recruitment is such as to render him suitable in all respects for employment.

(2) Persons dismissed by the State Government or Union Government or any Indian University or a college affiliated or associated thereto or a local authority shall be deemed ineligible for any job in the University.

1.07. (1) No candidate shall be employed in the University unless he is in good mental and physical health and free from any physical defect likely to interfere with the efficient performance of his duties.

(2) Before a candidate is finally approved for appointment, he shall be required to produce a medical certificate of fitness from the Medical Board of Rama Hospital & Research Centre constituted for the purpose.

(3) Police Verification regarding his character shall also be made from concerned authorities as per rules & procedure of the State Government.

1.08. (1) Every employee shall maintain highest order of integrity with regard to his work and conduct alongwith required standards of physical and mental fitness.

(2) The employee shall comply with the orders or directions of the authorities and functionaries of the University.

1.09. (1) The Registrar will maintain the Character Roll of every employee in which the confidential reports about the work and conduct of the employees shall be recorded every (financial) year. Adverse entries or reports shall be communicated to the employee concerned within 30 days so that he may improve his work and conduct accordingly.

(2) An employee aggrieved by an adverse entry may appeal to the authority concerned through the proper channel for the expunction of the adverse entry.

1.10. A Service Book of every employee in prescribed format shall be maintained under the control of the Finance Officer.

Sec 29(o) **1.11.** Save as otherwise provided in the Act, where any powers are to be exercised or duties to be performed by an officer or authority of the University, such powers or duties may also be exercised or performed by an officer or authority superior to him or it in larger public interest.

1.12. Any provision made under this chapter shall have over-riding effect notwithstanding anything inconsistent therewith contained in any other chapter in these Statutes or the Ordinances or Regulations made thereunder or in any instrument relating to the management and control of the Society or the University or its property.

CHAPTER II
OFFICERS AND OTHER FUNCTIONARIES OF THE UNIVERSITY
THE CHANCELLOR

Sec.11 **2.01. (1)** The Chancellor shall be a person of the highest level of competence, integrity, morals and institutional commitment. The Society must give proper weightage to adequate experience in academic field, administration or educational governance.

(2) The Chancellor shall hold office for a term of five years from the date on which he enters upon his office and may be eligible for re-appointment:

Provided that the Chancellor may continue to hold office until his successor enters upon his office.

(3) The Chancellor shall be entitled to such an amount of honorarium and privileges as may be determined by the Society.

Sec.34(3) **2.02. (1)** It shall be the duty of the Vice-Chancellor or the Registrar to furnish such information or records relating to the affairs of the University as the Chancellor may call for.

(2) The Chancellor may while considering any matter referred to him under sections 13(3) and 34(3) or otherwise call for such documents or information from any officer of the University or parties concerned as he may deem necessary.

(3) Where the Chancellor calls for any document or information from the University under clause (2), it shall be the duty of the Registrar to ensure that such documents or information are promptly supplied to him.

(4) He shall have powers to decide appeals presented by an employee under section 34(3) of the Act.

(5) The Chancellor shall have such other powers as may be conferred upon him by or under the Act or the Statutes.

2.03. (1) If in the opinion of the Chancellor, the Vice-Chancellor willfully omits or refuses to carry out the provisions of the Act or the statutes or abuses the powers vested in him, or if it otherwise appears to the Chancellor that the continuance of the Vice-Chancellor in office is detrimental to the interest of the University, the Chancellor may, after making such inquiry as he deems proper, by order, remove the Vice-Chancellor.

(2) The Chancellor shall have power to suspend the Vice-Chancellor during the pendency or in contemplation of the inquiry.

(3) During the pendency or in contemplation of the inquiry, the Chancellor may order that till further orders –

(a) such Vice-Chancellor shall be refrained from performing the functions of the office of Vice-Chancellor, but shall continue to get the emoluments to which he was otherwise entitled;

(b) the functions of the office of the Vice-Chancellor shall be performed by the person specified in the order.

2.04. If any question arises whether any person has been duly elected or appointed as, or is entitled to be, member of any authority or other body of the University, or whether any decision of any authority or officer of the University is in conformity with this Act or the Statutes or the Ordinance made thereunder, the matter shall be referred to the Chancellor within 90 days, after the date when the question could have been raised for the first time, by the aggrieved person and the decision of the Chancellor thereon shall be final.

2.05. If any difficulty arises in respect of functioning of the University, or in implementation of the statutes, or otherwise, the Chancellor may at any time, before the constitution of the authorities of the University may, by order not inconsistent with the provisions of the Act and the Statutes, in consultation with the Vice-Chancellor make any appointment or perform any other functions with prior approval of the Society, which seems necessary or proper to him for the removal of the said difficulty or to give effect to any provisions made in the Act or the Statutes.

THE PRO- CHANCELLOR

Sec. 12 **2.06.** The Pro-Chancellor will be appointed by the Chancellor in consultation with the Society from amongst the persons of high level of competence, integrity, moral and institutional commitment having vast knowledge and experience in higher education systems.

2.07. The Pro-Chancellor may get such an amount of honorarium and privileges as determined by the Society.

2.08. The Pro-Chancellor shall exercise such powers as are assigned or delegated to him by the Society or the Chancellor.

THE VICE – CHANCELLOR

Sec. 13 **2.09.** The Vice-Chancellor will hold office for a term of three years from the date he enters upon his office or till he attains the age of Seventy years, whichever is earlier and may be eligible for another term upto the age not exceeding Seventy years.

2.10. (1) The selection of Vice-Chancellor shall be made through a Search Committee. The members of the Search Committee shall be persons of national eminence in the sphere of higher education. While preparing the panel, the Search Committee must give proper weightage to academic excellence, exposure to the higher education system in

the country and abroad and adequate experience in academic administrative governance, adopting a transparent process.

(2) The following shall be the constitution of the Search Committee :-

- | | |
|--|----------------|
| (a) A nominee of the Chancellor | - Chairperson. |
| (b) A nominee of the Society | - Member |
| (c) A nominee of the Executive Council | - Member |
- (An academician of repute nominated by the Chancellor, In case of first Vice-Chancellor)

The committee shall submit to the Chancellor a panel of the names of not less than three but not more than five persons but shall not indicate any order of preference. The Committee shall, while submitting the names, also forward to the Chancellor a concise statement showing the academic qualifications and other distinctions of each of the persons so recommended.

(3) The Chancellor shall appoint the Vice-Chancellor out of the panel of names recommended by the Search Committee.

2.11. The Vice-Chancellor shall –

- (i) ensure faithful observance of the provisions of the Act, the statutes and the ordinances and shall, without prejudice to the powers of the Chancellor, possess all such powers as may be necessary on that behalf;
- (ii) be responsible for the maintenance of discipline in the University;
- (iii) have the power to convene, or cause to be convened, meetings of the authorities and committees or bodies of which he is the Chairperson;
- (iv) have the right to attend and speak in the meetings of any other Authority or Body of the University but shall not be entitled to vote thereat unless he is the member of that Body;
- (v) delegate such powers as he deems necessary, to any other officer of the University; and
- (vi) exercise such other powers and perform such other functions as may be specified by the ordinances.

2.12. Where a vacancy in the office of Vice-Chancellor is likely to occur by reason of leave etc. or a vacancy occurs but cannot be conveniently and expeditiously filled, the Chancellor may appoint any suitable person to the office of Vice-Chancellor under *ad interim* arrangement for a term not exceeding six months, which may be extended for another term of six months in special circumstances.

2.13. The emoluments and other conditions of service of the Vice-Chancellor shall be determined by the Society, by general or special order, Keeping in view of the recommendations made by the University Grants Commission.

THE PRO-VICE - CHANCELLOR

Sec. 14 **2.14.(1)** The Pro-Vice-Chancellor(s) may be appointed by the Executive Council on the recommendation of the Vice-Chancellor from amongst the Whole-time Professors of the University and shall hold office for a period which is *co-terminus* with that of the Vice-Chancellor. However, it shall be the prerogative of the Vice-Chancellor to recommend the name(s) for a new Pro-Vice-Chancellor to the Executive Council, during his tenure.

(2) The Pro-Vice-Chancellor will get honorarium of an amount determined by the Society.

(3) 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 preside over the meeting of the University in absence of the Vice-Chancellor.

(4) He shall exercise such other powers and perform such other duties as may be assigned or delegated to him by the Vice-Chancellor or authorities concerned.

THE TREASURER

Sec. 15 **2.15.** The Treasurer shall be appointed on the recommendation of a committee comprising of the Secretary of the Society as its Chairperson, a Financial Expert and a member of the Executive Council.

2.16. The Treasurer shall, apart from advising the Society, the Chancellor or the Vice-Chancellor in the financial matters, have the duty-

- (i) to present Annual Financial Statement (Budget), ensure timely allocations of funds under various heads and monitor the utilization of funds;
- (ii) to ensure timely preparation of Annual Account and Balance-Sheet of the University and to get them audited;
- (iii) to advise the Finance Committee regarding various investments including Endowment Fund and their re-investment to optimize returns thereon; and
- (iv) to exercise such powers and perform such functions as may be specified or required by the authorities concerned from time to time.

THE REGISTRAR

Sec. 16 **2.17. (1)** The Registrar shall be a whole-time salaried officer of the University and shall be appointed for a term of three years or till attaining the age of Seventy years, whichever is earlier, by the Chancellor on the recommendation of a Selection Committee consisting of the following members-

- (a)** Vice-Chancellor, who shall be the Chairperson thereof;

(b) A person of academic repute nominated by the Society;

(c) A person nominated by the Chancellor; and

(d) A member of the Executive Council :

(2) The Registrar may be eligible for re- appointment upto the age not exceeding Seventy years.

(3) The Registrar will be assisted by an Additional Registrar, Deputy Registrars and Assistant Registrars whose strength shall be determined by the Society on the recommendation of Executive Council from time to time.

(4) The emoluments and other terms and conditions of service of the Registrar, Additional Registrar, Deputy Registrar and Assistant Registrar shall be such as may be approved by the Society.

2.18. (1) The Registrar shall have the powers to authenticate records on behalf of the University.

(2) 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 the Additional Registrar or by such person as the Vice -Chancellor appoints for the purpose.

2.19. (1) The Registrar shall have disciplinary control over all employees of the University, other than the following, namely-

(a) Officers of the University;

(b) Additional Registrar, Deputy Registrars and Assistant Registrars;

(c) Teachers of the University;

(2) The power to take disciplinary action under clause (1), shall include the power to order dismissal, removal, reduction in rank or reversion of an employee referred to in said clause and shall also include the power to suspend such employee during the pendency or in contemplation of an inquiry.

(3) No order other than the suspension of an employee, shall be made under clause (2) except after an inquiry, in which the employee has been informed of the charges against him and given a reasonable opportunity of being heard and to cross-examine the evidences in respect of those charges.

(4) An employee of the University, aggrieved by an order referred to in sub-clause(3), may prefer an appeal through the Registrar to the Chancellor within fifteen days from the date of service of such order on him. The decision of the Chancellor on such appeal shall be final.

2.20. (1) The Registrar shall be responsible for the due custody of the records, documents and the common seal of the University.

(2) He shall be *Ex-officio* Secretary of the Court, the Executive Council, the Academic Council and of every Selection Committee for appointment of teachers of the University without having any voting right.

(3) He shall be bound to place before the authorities all such information and documents as may be necessary for the transaction of their business.

2.21. (1) The Registrar shall also perform such other duties as required from time to time by the Executive Council and other authorities but he shall not, by virtue of this sub-section, be entitled to vote.

(2) The Registrar shall also -

- (i) be responsible for the proper custody of the Common Seal of the University;
- (ii) be the custodian of property of the University as entrusted;
- (iii) conduct the official correspondence on behalf of the authorities of the University;
- (iv) issue notice for convening meetings of the Authorities of the University and all Committees and Sub-Committees appointed by them;
- (v) keep the minutes of the meetings of all the Authorities of the University and all committees and sub- committees appointed by them;
- (vi) represent the University in disputes, law suits or proceedings by or against the University, sign powers of attorney;
- (vii) enter into agreement, sign documents and authenticate records on behalf of the University after due approval of the concerned authority; and
- (viii) perform other duties as may be required from time to time.

THE FINANCE OFFICER

Sec. 17 **2.22. (1)** The first Finance Officer shall be appointed by the Society.

(2) Further appointments to the post, shall be made by the Society through direct recruitment on the recommendation of a selection committee consisting of the following members -

- (a)** The Vice-Chancellor, who shall be the Chairperson thereof;
- (b)** The treasurer;
- (c)** A person nominated by the Society;
- (d)** A Financial Expert nominated by the Executive Council.

(3) The Finance Officer shall be a whole – time salaried officer of the University and

shall be appointed for a term of three years or till attaining the age of Sixty-five years whichever is earlier and may be eligible for re- appointment till he attains the age of Seventy.

(4) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be approved by the Society on the recommendation of the Executive Council.

(5) 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 Chancellor may appoint for the purpose.

2.23. The Finance Officer shall be responsible for preparing the budget (Annual Financial Statement) and the statement of accounts (including Annual Accounts and Balance Sheet) and also for drawing and disbursing funds on behalf of the University.

2.24. The Finance Officer shall be *Ex-Officio* Secretary of the Finance Committee and shall have the right to speak in and otherwise to take part in the proceeding of Executive Council but will not be entitled to vote.

2.25. The Finance Officer shall be responsible to the Treasurer and Executive Council as well and shall have the duty-

- (a) to ensure that no expenditure, not authorized in the budget, is incurred by the University (otherwise than by way of investment);
- (b) to bring in cognizance of the treasurer any proposed expenditure which may contravene the provisions of this Act or the terms of any Statutes or Ordinances;
- (c) to ensure that no other financial irregularity is committed and to take steps to set-right any irregularity pointed out during audit; and
- (d) to ensure that the property and investment of the University are duly preserved and managed.

2.26. (1) The Finance Officer shall have access to and may require the production of such records and documents of the University and the furnishing of such information pertaining to its affairs as in his opinion may be necessary for the discharge of his duty.

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

2.27. Subject to general control and superintendence of the Treasurer and the Executive Council, the Finance Officer shall –

- (a) hold and manage the property and investment of the University including endowed property;

- (b) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditures for a year are not exceeded and that all the 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 to the Executive Council;
- (d) keep a constant watch on the state of the cash, re-payment of loans and advances and bank balances and on the investments;
- (e) watch the process of the collection of revenue and advise on the methods of collection;
- (f) ensure that the registers of land, buildings, furniture, equipments and other stocks are maintained up-to-date and that stock –checking is conducted, of equipment and other consumable materials in all offices, hospitals, Departments, Constituent Colleges, Centres and specialized laboratories regularly;
- (g) bring to the notice of the Vice-Chancellor and the Treasurer, unauthorized expenditures and other financial irregularities and suggest disciplinary action against persons at fault; and
- (h) call for from any office, Department, Constituent College, Independent Centres, laboratories or user facilities maintained by the University, any information or return that he considers necessary for the performance of his duties.

THE CONTROLLER OF EXAMINATIONS

Sec. 18 **2.28. (1)** The first Controller of Examinations shall be appointed by the Chancellor.

(2) Further appointments shall be made by the Chancellor on the recommendation of a selection committee consisting of the following members –

- (a)** The Vice-Chancellor, who shall be Chairperson thereof;
- (b)** One person nominated by the Chancellor; and
- (c)** One member nominated by the Executive Council.

(3) The Controller of Examinations shall be appointed for a term of three years or till attaining the age of Sixty five years whichever is earlier and may be eligible for re- appointment.

(4) The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as may be approved by the Chancellor on the recommendation of the Executive Council.

2.29.(1) The Controller of Examinations shall be responsible for the due custody of the records pertaining to his work. He shall be *ex-officio* Secretary of the Examinations Committee and shall be bound to place before such Committee all such information and records as may be necessary for the smooth transaction of its business.

(2) He shall also perform such other duties as may be entrusted by the Vice-Chancellor but shall not be entitled to vote. He may require, from any office or department or institute of the University, the production of such return or the furnishing of such information as may be necessary for the discharge of his duties.

2.30. The Controller of Examinations shall have administrative control over the employees working under him and will exercise all the powers of Registrar in this regard. He may be assisted by the Deputy or Assistant Controller of examinations.

2.31. Subject to the superintendence of Examinations Committee, the Controller of Examinations shall conduct Examinations and make all other arrangements thereof and be responsible for the due execution of all process connected therewith.

2.32. When the Controller of Examinations, for any reason, is unable to act, or the office of Controller of Examinations is vacant, all the duties of the office shall be performed by a person not below the rank of an Associate Professor or Deputy Registrar, as may be appointed by the Vice-Chancellor.

DIRECTOR OR PRINCIPAL

Sec. 19 **2.33. (1)** The Director or Principal shall be appointed for a constituent college or an institute for three years and may be re-appointed for another term.

(2) The Selection Committee for the appointment of a Director or a Principal shall consist of the following members-

- (a) The Vice-Chancellor, who shall be the Chairperson thereof;
- (b) A nominee of the Society;
- (c) A nominee of the Executive Council; and
- (d) Two subject experts nominated by the Chancellor.

(3) The emoluments and other terms and conditions of service of Director or Principal shall be determined by the Executive Council on the recommendations of the Finance Committee.

2.34. All powers relating to disciplinary action in relation to students admitted in a Constituent College, shall vest in the Director or Principal, as the case may be.

THE CONTROLLER OF ADMISSIONS

Sec. 20 **2.35. (1)** The Controller of Admissions shall be appointed from amongst the Professors

of the University, by the Chancellor on the recommendation of the Vice-Chancellor for a term of two years and may be re-appointed:

Provided that the Controller of Admissions shall continue to hold office until his successor enters upon his office.

(2) The Controller of Admissions may be assisted by Assistant Controller of Admissions whose number shall be fixed by the Executive Council from time to time. The Assistant Controller of Admissions may be appointed for one year by the Vice - Chancellor in consultation with the Controller of Admissions.

(3) The Controller of Admissions and the Assistant Controller of Admissions may get such amount as honorarium as may be determined by the Chancellor on the recommendations of the Executive Council.

(4) The Controller or the Assistant Controller of Admissions may, on the recommendation of the Vice-Chancellor, be removed before the expiry of the said period.

THE DEANS OF FACULTIES

Sec. 20 **2.36.** Every Dean of a Faculty shall be appointed for three years by the Vice-Chancellor from amongst the Professors in the Faculty by rotation in the order of seniority:

Provided that in case, there is only one Professor or no Professor in a Faculty, the Dean shall be appointed, for the time being, from amongst the Professor, if any, and the Associate Professors in the Faculty by rotation in the order of seniority:

Provided further that in case of a Faculty comprising Constituent College(s), the Director or the Principal of such Constituent College, shall be the *ex-officio* Dean of the Faculty.

2.37. When the office of the Dean is vacant or when the Dean is, by any reason, unable to perform duties of his office, the duties of the office shall be performed by the seniormost teacher in the Faculty.

2.38. The Dean shall be the *ex-officio* Chairman of the Board of the Faculty and shall be responsible for conduct and maintenance of standards of the teaching and research in the Faculty and shall-

- (i) preside at all meetings of the Board of Faculty and shall ensure that the various decisions of the Board are implemented;
- (ii) be responsible for bringing the financial and other needs of the Faculty to the notice of the Vice-Chancellor;
- (iii) take necessary measures for the proper custody and maintenance of libraries, laboratories and other assets of the Departments comprised in the Faculty; and

- (iv) have the right to be present and speak in any meeting of the Board of Studies pertaining to his Faculty but shall not have right to vote thereat unless he is a member thereof.

THE DEAN OF STUDENTS' WELFARE

Sec. 20 **2.39.(1)** The Dean of Students' Welfare shall be appointed by the Executive Council from amongst the Professors on the recommendation of the Vice-Chancellor and shall perform his duties as Dean in addition to his own duties.

(2) He shall be *ex-officio* Chairperson of the Board of Students' Welfare.

(3) The term of office of the Dean of Students' Welfare shall be two years unless required earlier by the Executive Council.

(4) The Dean may be assisted by Additional/Assistant Deans of Students' Welfare to be appointed by the Vice-Chancellor on the recommendation of the Dean for a term of one year and may be re-appointed for another term.

(5) Atleast one of the Additional/Assistant Deans of Students' Welfare shall be appointed from amongst the lady teachers of the University who will look after the welfare of the girl students.

2.40. (1) Subject to the provisions contained in statute 3.56, it shall be duty of Dean of Students' Welfare and the Additional/Assistant Deans of Students Welfare to help and guide the students particularly in-

- (i) obtaining admission;
- (ii) choosing suitable course and hobbies;
- (iii) hiring accommodation;
- (iv) making mess arrangements;
- (v) obtaining medical advice and assistance;
- (vi) securing re-imburement of fees, scholarships, stipends, part-time employment and other pecuniary assistance;
- (vii) obtaining travel facilities (including rail concessions) for holidays and educational excursions;
- (viii) securing facilities for Job placement and further studies abroad;
- (ix) so conducting themselves in proper pursuit of academic studies as to maintain the traditions of the University; and
- (x) to organize periodical meetings of the Board of Students' Welfare and to implement recommendations thereof.

(2) The Dean of Student's Welfare may communicate with the guardian of a student in respect of any matter requiring his assistance, whenever necessary.

2.41. The Dean of Student's Welfare shall exercise general control over the Hostels, Sports Officer, Incharge of Cultural Activities and the University Medical Officer. He shall perform such other duties as may be assigned to him by the Executive Council or the Vice-Chancellor.

2.42. The Vice-Chancellor may consult the Dean of Students' Welfare before taking any action against a student on disciplinary grounds or ragging etc.

2.43. The Dean or Additional/Assistant Deans of Students Welfare may get such honorarium out of the funds of the University, as the Executive Council may fix, with prior approval of the Chancellor.

THE CHIEF PROCTOR

Sec. 20

2.44.(1) The Chief Proctor shall be appointed from amongst the teachers of the University by the Executive Council on the recommendation of the Vice-chancellor. The Chief Proctor shall assist the Vice-Chancellor in exercise of his disciplinary powers in respect of students and shall also exercise such powers and perform such functions in respect of discipline as may be assigned to him by the Vice-Chancellor.

(2) The Chief Proctor may be assisted by Proctors whose numbers shall be fixed by the Executive Council from time to time. Proctors shall be appointed by the Vice-Chancellor in consultation with the Chief Proctor. Atleast one lady teacher shall be appointed to look after the girl students.

(3) The Chief Proctor shall be one of the member of the Unfair Means Committee. Sufficient number of security staff shall be arranged to assist the proctorial staff.

(4) The Chief Proctor and the Proctors shall hold office for two years and shall be eligible for re-appointment :

Provided that for so long as his successor is not appointed, the Chief Proctor shall continue in office:

Provided further that The Executive Council may, on the recommendation of the Vice-chancellor, remove the Chief Proctor before the expiry of the said period.

Provided also that the Vice-Chancellor may remove a Proctor before the expiry of the said period.

(5) The Chief Proctor and the Proctors may be paid such honorarium out of the funds of the University, as may be fixed by the Vice-Chancellor with prior approval of the Chancellor.

OTHER OFFICERS AND FUNCTIONARIES

Sec. 10(n) & 20 **2.45.** The following shall be the other officers of the University –

- (1) the members of the Executive Council; and
- (2) the Medical Superintendent-in-charge.

HEAD OF DEPARTMENTS

Sec. 20 **2.46.(1)** The appointment of the Head of the Department shall be made by the Vice-Chancellor for a period of three years by rotation in order of seniority.

(2) The Head of the each Department shall exclusively be the Professor of the Department concerned. In case, there is only one Professor in a Department or a Professor does not possess eligibility to be appointed as Head of the Department, an Associate Professor may be appointed as Head of the Department and in case, no Professor or Associate Professor in a Department is eligible or available to be appointed as Head of the Department, the Dean of the Faculty concerned shall perform the duties of the Head of the Department concerned.

(3) If the Vice-Chancellor is of the opinion that no teacher of the department is capable of performing the functions of Head of the Department, he may, in the interest of the University, direct a Professor or an Associate Professor of any other department to perform the duties of the Head of Department.

THE LIBRARIAN

Sec. 20 **2.47. (1)** The Librarian shall be a whole-time officer of the University.

(2) The Librarian shall be appointed by the Executive Council on the recommendation of a Selection Committee.

Deputy Librarian and Assistant Librarian may be appointed to assist the Librarian and to manage Departmental Libraries against the sanctioned posts.

(3) Selection Committees for the posts of Librarian, Deputy Librarian and Assistant Librarian shall be the same as that of a Professor, Associate Professor, and Assistant Professor respectively, except that the concerned expert in Library / practicing Librarian shall be associated with the Selection Committee as one the subject experts.

(4) Until the Librarian appointed under clause (2) assumes charge of his office, the Executive Council may appoint an Honorary Librarian from amongst the Professors or Deputy Librarians for such terms as it thinks fit.

(5) it shall be the duty of the Librarian to maintain the Central Library of the University alongwith Departmental Libraries and other Libraries with Constituent Colleges and to organize its services in the manner most conducive to the interest of teaching and research.

(6) The Librarian shall be under the disciplinary control of the Vice Chancellor:

Provided that he shall have right to appeal to the Executive Council against any order of the Vice-Chancellor passed in the disciplinary proceeding against him.

CHAPTER III

AUTHORITIES OF THE UNIVERSITY

THE COURT

Sec. 22 **3.01. (1)** The Court shall consist of the following members, namely :-
29(2)(a)&(b)

(a) Ex-officio Members -

- (i) the Chancellor, who shall be President;
- (ii) the Pro-Chancellor;
- (iii) the Vice-Chancellor;
- (iv) the Pro-Vice-chancellor, if any;
- (v) the Treasurer;
- (vi) the Finance Officer;
- (vii) the Controller of Examinations;
- (viii) the Controller of Admissions;
- (ix) the Director / Principal;
- (x) the Deans of Faculties;
- (xi) the Dean, Student Welfare;
- (xii) the Chief Proctor;
- (xiii) Other members of the Executive Council;
- (xiv) Heads of the Departments;
- (xv) the Librarian;
- (xvi) Heads of institutions, as are not members under any other provisions of this sub-clause;
- (xviii) the Registrar who shall be the Secretary.

(b) Representatives of the staff

- (i) One Professor, one Associate Professor and one Assistant Professor from amongst the Departments and Constituent Colleges if they are not already represented) to be selected by rotation in order of seniority;
- (ii) One employee of Group–C, nominated by the Vice- Chancellor.

(c) Representatives of Students

One student from each Faculty who, having secured to highest marks in the Faculty at the preceding degree examinations of the University and is

pursuing a course of study for a Post-graduate degree in the same Faculty in the University .

(d) Nominees of the Society and the Chancellor

(i) Three persons representing learned professions including industry, commerce, labour, agriculture or public life to be nominated by the Society ;and

(ii) Two eminent educationists, to be nominated by the Chancellor.

(2) The term *of* office of the members of the Court other than the *Ex-officio* members, shall be two years.

(3) The Court shall meet once a year on a date to be fixed by the Chancellor and such meeting shall be called the annual meeting of the Court:

Provided that the Chancellor may , whenever he thinks fit, and shall upon a requisition in writing signed by not less than one- third of the total membership of the Court, convene a special meeting of the Court .

(4) One-third of the members of the Court including the Chairperson shall constitute *quorum* at a meeting.

THE EXECUTIVE COUNCIL

Sec. 23,
29(a)&(b)

3.02. (1) The Executive Council shall consist of the following members-

- (i) the Vice-Chancellor who shall be the Chairperson;
- (ii) the Pro-Vice-Chancellor, if any;
- (iii) the Treasurer;
- (iv) the Registrar -Secretary
- (v) the Finance Officer;
- (vi) the Controller of Examinations, if necessary;
- (vii) Two Directors / Principal in order of seniority by rotation;
- (viii) Two Deans, in order of seniority by rotation;
- (ix) Two Professors from Indian Universities nominated by the Executive Council;
- (x) Two experts in Educational Administration and Law nominated by the Society;
- (xi) Two academician nominated by the Chancellor;
- (xii) One Industrialist who has made valuable contribution in the field of Higher Education to be nominated by the Society:

Provided that in carrying out its functions, the Executive Council may consult such experts also who are not its members:

Provided also that no person shall continue to be a member of the Executive Council in more than one capacity.

(2) The term of office of a member, other than an *ex-officio* member shall be one year and no person other than an *ex-officio* member shall be a member of the Executive Council for more than two consecutive terms.

(3) Notwithstanding anything in preceding clauses, no person shall be nominated as a member unless he is a graduate.

(4) The Executive Council shall give due consideration to every resolution of the Court, and take such action thereon as it deems fit and report to the Court, the action taken or, as the case may be, the reasons for non – acceptance of the resolution.

(5) The Council shall meet at least once in every quarter of the year. One-half of the members of the Council shall constitute the quorum.

3.03. The Executive Council may, by resolution passed by a majority of its total membership, delegate such of its powers as it may deem fit, to an officer or authority of the University subject to such conditions as may be specified by the resolution.

3.04. The meeting of the Executive Council shall be called under the directions of the Vice-Chancellor.

3.05. The Executive Council shall obtain the opinion of the Finance Committee or the Finance Officer, as the case be, before considering any proposal involving financial implications.

3.06.(1) Executive Council shall have the powers of management and administration of the revenues and property of the University and the conduct of all administrative activities of the University otherwise provided for.

(2) Subject to the provisions of the Act, the Statutes and the Ordinances, the Executive Council shall, in addition to all other powers vested in it, have the following powers, namely:-

- (i) to hold and control the property and funds of the University;
- (ii) to acquire any movable or immovable property on behalf of the University ;
- (iii) to make, amend or repeal Statutes and Ordinances;
- (iv) to administer any fund placed at the disposal of the University for specific purposes;
- (v) to approve the budget of the University;
- (vi) to award stipends, scholarships, fellowships, bursaries, medals and other rewards in accordance with the statutes and ordinances;

- (vii) to appoint officers, teachers and other employees of the University and to define their duties and conditions of service;
- (viii) to fix the fees, emoluments, travelling and other allowances to the examiners;
- (ix) to arrange for or direct the inspection of an institute, or a constituent college, mess, hostels and other places of residence of students;
- (x) to prescribe forms and use of the common seal of the University;
- (xi) to regulate and enforce discipline among students, teaching, administrative and other staff of the University in accordance with the statutes and the ordinances;
- (xii) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for the purposes, to appoint such agents as it may think fit;
- (xiii) to invest any money belonging to the University (including any income from Society and endowed property) in such stocks, funds, share or securities as it shall from time to time think fit or in the purchase of immovable property with like powers of varying such investments from time to time;
- (xiv) to provide the building, premises, furniture and apparatus and other means needed for carrying on the work of the University;
- (xv) to enter into, vary, carry-out, and cancel contracts on behalf of the University;
- (xvi) to regulate and determine all other matters concerning the University as well as Institute, Constituent Colleges in accordance with the Act, the Statutes and the Ordinances.

(3) Notwithstanding anything contained in the Act, the Statutes or the Ordinances made thereunder-

- (i) no immovable property of the University shall, except with the prior approval of the Society be transferred except by way of letting from month to month in the ordinary course of management, by the Executive Council;
- (ii) no money shall be borrowed or advances shall be taken on the Security thereof except with the prior approval of the Society; and
- (iii) no post shall be created either in the University or in Constituent Colleges except with the prior approval of the Society.

(4) the pay and other allowances including remuneration, honoraria, fee, wages etc. to various categories of the employees (including teachers) shall be such as may be approved by the Society.

(5) the Executive Council shall not exceed the limits of recurring and non-recurring expenditure to be incurred in each financial year fixed by the Finance Committee.

(6) the Executive Council shall not take any action with regard to the number, qualification and emoluments of the employees and the fees payable to examiners, except after considering the advice of the Academic Council and the Board of Faculties concerned.

THE ACADEMIC COUNCIL

Sec. 24(2) **3.07. (1)** The Academic Council, in addition to all other powers vested in it –

- (a) shall have the control and be responsible for the maintenance of standard of instruction, education and research carried on or imparted in the University.
- (b) shall promote co-ordination between Faculties, Departments and independent centres, collaboration between the University and Constituent Colleges and establish such committees, boards or schools as may be deemed necessary for these purposes;
- (c) will consider matters of general academic interest either on its own initiative, or on a reference by a Faculty, Constituent College, Independent Centre and to take appropriate action thereon;
- (d) shall advise the Executive Council on all academic matters including:
 - (i) matters relating to the examination conducted by the University;
 - (ii) The qualification required to be possessed by persons imparting instructions in particular subjects for the degrees, diplomas and other distinction of the University; and
 - (iii) matters referred to it for advice by the Executive Council.

(2) The Academic Council shall have powers -

- (i) to consider and approve proposals submitted by the Boards of Studies through the Board of Faculties or by Constituent Colleges or independent Centres in respect of study and research degree programmes;
- (ii) to recommend for the consideration of the Executive Council the principles and criteria on which Examiners and Inspectors for various kinds of inspections of the University may be appointed; and
- (iii) to frame such regulations not inconsistent with the Statutes and the Ordinances regarding the academic functioning of the University discipline, residence, admissions, award of fellowships, scholarships, studentships, medals and prizes, fee concessions etc.

3.08. The Academic Council shall consist of the following members, namely-

- (i) the Vice-Chancellor who shall be the Chairperson;
- (ii) the Deans of all faculties;
- (iii) the Heads of Departments of the University;
- (iv) the Director / Principal of Constituent Colleges;
- (v) One Professor from each constituent college, by rotation in order of seniority;
- (vi) the Dean of Students' Welfare;
- (vii) the Dean, Research;
- (viii) the Librarian of the University;
- (ix) Two persons of academic eminence to be nominated by the Society from amongst the medical experts, educationist, technologists and engineers;
- (x) Two persons to be nominated by the Chancellor from outside the University;
- (xi) the Controller of Examinations;
- (xii) the Registrar as the Secretary.

3.09. (1) The term of office of members other than *ex-officio* members shall be two years.

(2) The Committee shall meet atleast twice in each Academic Session.

(3) One – third of the members shall constitute the quorum at a meeting.

THE PLANNING BOARD

Sec. 25

3.10. (1) There shall be a Planning Board in the University which shall be constituted by the Society. The Board shall consist of-

- (i) the Vice-Chancellor; -Chairperson
- (ii) A nominee of the Chancellor; - Member
- (iii) Three Heads from Departments/Constituent Colleges
/Schools/Centres by rotation in order of seniority; - Members
- (iv) Two representatives of the Society; and - Members
- (v) the Treasurer. - Member Secretary

(2) The powers and functions of the Planning Board shall be as follows -

- (i) to prepare perspective plan for development and growth of the University;
- (ii) to make an assessment of the academic support facilities and the infra-structure of the University to ensure that the University attains and sustains the highest possible academic standards;
- (iii) to suggest ways and means to generate resources and mobilize them for their optimal utilization; and

(iv) other functions as may be laid down by the Ordinances.

3.11. (1) The tenure of the members of the Board, other than *ex-officio* members, shall be two years.

(2) the Board shall meet atleast twice in a year.

(3) one –half of the members of the Board shall constitute the quorum.

THE FINANCE COMMITTEE

Sec. 26 **3.12. (1)** The Finance Committee shall consist of the following members, namely-

- (i) the Vice-Chancellor - Chairperson
- (ii) the Treasurer; - Vice-Chairperson
- (iii) One person to be nominated by the Society;
- (iv) One person having vast knowledge and experience of financial matters not related with the University to be nominated by the Executive Council;
- (v) One person nominated by the Chancellor;
- (vi) the Registrar; and
- (vii) the Finance Officer. - Secretary

(2) The tenure of the members of the Committee, other than *ex-officio* members, shall be two years.

(3) The Committee shall meet atleast twice in a year.

(4) One –half of the members of the committee shall constitute the quorum.

3.13. (1) The Finance Committee shall advise the Executive Council on matters relating to the administration of property and funds of the University. It shall having regard to the income and resources of the University, fix limits for total recurring and non-recurring expenditures for the ensuing financial year and may, for any special reasons, revise during the financial year the limits of expenditure so fixed and the limits, so fixed, shall be binding on the Executive Council.

(2) Unless a proposal having financial implications, has been recommended by the Finance Committee, the Executive Council shall not take a decision thereon, and if the Executive Council disagrees with the recommendation of the Finance Committee, it shall refer the proposal back to the Finance Committee, with reason to disagreements and if the Executive Council again disagrees with the recommendation of the Finance Committee, the matter shall be referred to the Chancellor whose decision thereon shall be final.

(3) The Finance Committee shall also –

- (i) prepare the annual estimates of income and expenditure of the University and propose allocation thereunder;

- (ii) consider the Annual Accounts of the University prepared under the direction of the Vice-Chancellor, and its recommendations thereon alongwith the annual budget, shall be put up to the Executive Council for its consideration and approval;
- (iii) make its recommendations to the Executive Council to accept bequests, and donations of property to the University on such terms as it deems proper;
- (iv) recommend mechanisms and ways and means to generate resources for the University;
- (v) consider any other matter referred to it by the Court and the Executive Council and make its recommendations thereon;
- (vi) advise the University on any question affecting its finances; and
- (vii) be responsible for the observance of regulations relating to the maintenance of accounts of the income and expenditure of the University.

THE EXAMINATIONS COMMITTEE

Sec. 27 **3.14. (1)** There shall be an Examination Committee in the University which shall consist of the following members, namely –

- (i) The Vice-Chancellor or the Pro-Vice- Chancellor - Chairperson
- (ii) A Dean of Faculty in order of seniority by rotation;
- (iii) A Director or Principal of a constituent college,
as and when necessary;
- (iv) A member of the Executive Council nominated
by the Chancellor; and
- (v) The Controller of Examinations - Secretary

(2) The Committee shall supervise generally all the examinations of the University including moderation and tabulation and perform the following other functions, namely-

- (a) To appoint examiners and moderators and if necessary, to remove them;
- (b) To review from time to time the result of examinations and submit report thereon to the Academic Council;
- (c) To make recommendations to the Academic Council for the improvement of the examination system;
- (d) To scrutinize the list of examiners proposed by the Board of Studies, finalise the same and declare the result of the University; and
- (e) Other functions, as directed by the Academic Council.

The Committee shall meet atleast twice in a year.

(3) The Examination Committee may appoint such number of sub-committees as it thinks fit, and in particular, may delegate to any one or more persons or sub-committees the power to deal with and decide cases relating to the use of unfair means by the examinees.

(4) It shall be lawful for an Examination Committee or as the case may be, for a sub-committee or any person to whom the Examination Committee has delegated its power in this behalf under sub-clause (3) to debar an examinee from future examinations of the University, if in its opinion, such examinee is guilty of using unfair means at any such examination.

THE ADMISSIONS COMMITTEE

Sec. 28 **3.15.(1)** The University shall have an Admissions Committee, which shall be chaired by the Vice-Chancellor and the Registrar shall be its Secretary.

(2) The Composition of other members, the powers and the functions of the Admissions Committee shall be laid down by the ordinances.

THE FACULTIES

Sec. 28 **3.16.** The University shall have the following Faculties, namely-

- (a) Faculty of Agricultural Sciences and Allied Industries;
- (b) Faculty of Allied Medical Sciences;
- (c) Faculty of Animal Husbandry, Dairying and Fisheries;
- (d) Faculty of AYUSH;
- (e) Faculty of Commerce and Management Sciences;
- (f) Faculty of Dental Sciences;
- (g) Faculty of Designs & Fashion Technology;
- (h) Faculty of Engineering and Technology;
- (i) Faculty of Education and Training;
- (j) Faculty of Health & Nutrition;
- (k) Faculty of Fine Arts and Visual sciences;
- (l) Faculty of Horticulture and Food Processing;
- (m) Faculty of Hotel Management and Catering Technology;
- (n) Faculty of Humanities and Social Sciences;
- (o) Faculty of Juridical Sciences;
- (p) Faculty of Medical Sciences;
- (q) Faculty of Non - Formal & Distance Education;

- (r) Faculty of Nursing and Para-Medical Sciences;
- (s) Faculty of Oceanology and Marine Sciences and Technology;
- (t) Faculty of Pharmaceutical Sciences;
- (u) Faculty of Professional Studies;
- (v) Faculty of Science;
- (w) Faculty of Women's Studies.

BOARD OF FACULTIES

Sec. 28

3.17. (1) The Board of each Faculty shall be constituted as follows:

- (i) The Dean of the Faculty who shall be the Chairperson;
- (ii) One senior-most teacher who shall either be a Director or Principal or a senior-most teacher of a Post-graduate department for each of the subjects comprised in the Faculty and recognized upto Post - graduate standard;
- (iii) One senior-most teacher who shall be a Director or Principal or senior most teacher of the Department for each of the subjects comprised in the faculty and recognized upto first degree standard only;
- (iv) Five senior-most teachers in the Faculty other than teachers mentioned in clauses (ii) and (iii) above :

Provided that no two such teachers shall represent the same subject. The teachers so passed over shall not lose their turn in rotation next time;
- (v) Five persons possessing expert knowledge of the subjects comprised in the Faculty or subjects allied to them, not in the service of the University or any of its Institutions to be nominated by the Chancellor from the following categories:-
 - (a) Professors in other Universities;
 - (b) Serving or retired Director or Principal of Post graduate colleges/Institutions;
 - (c) A Director of Research Institutes or Chief Medical Officer of Kanpur Nagar in the case of Medical faculty or District Judge in the case of Faculty of Juridical Sciences ; and
 - (d) Other persons as provided in by Ordinances :

Provided that atleast four of the above persons shall belong to category (a) and (c);

(2) The teacher under items (ii), (iii) and (iv) of clause (1) shall be chosen by rotation in order of seniority.

(3) The Board of each Faculty shall have the following powers, namely –

(i) to make recommendations to the Academic Council regarding the courses of study, after consulting the Board of Studies concerned;

(ii) to make recommendations to the Academic Council regarding the teaching and research work of the University in subjects assigned to the Faculty;

(iii) to consider and make recommendations to the Academic Council on any question, pertaining to its sphere of work which may appear to be necessary and on any matter referred to it by the Academic Council; and

(iv) to advise on the matters referred to it by the Board of Studies and Academic Council.

DEPARTMENTS IN THE FACULTIES

Sec. 29(n) **3.18.** The Faculty of Agricultural Sciences & Allied Industries shall consist of the following Departments, namely-

- (1) Agriculture Bio-chemistry;
- (2) Agriculture Botany;
- (3) Agriculture Chemistry and soil science;
- (4) Agriculture Engineering;
- (5) Agriculture Economics and Extension;
- (6) Agriculture Mathematics-cum Statistics;
- (7) Agri-Business & Marketing;
- (8) Agriculture Zoology;
- (9) Agronomy;
- (10) Forestry & Soil Conservation;
- (11) Plant Pathology;
- (12) Tissue Culture.

3.19. The Faculty of Allied Medical Sciences shall consist of the following departments, namely -

- (1) Diabetes;
- (2) Gastric Disorders;
- (3) Heart Diseases;
- (4) Hypertension;
- (5) Life Style Diseases;
- (6) Medical Genetics;
- (7) Rejuvenation Medicines;

- (8) Respiratory Disorders;
- (9) Sexual Disorders;
- (10) Thyroid.

3.20. The Faculty of Animal Husbandry, Dairying and Fisheries shall consist of the following departments, namely-

- (1) Animal Anatomy;
- (2) Animal Nutrition & Physiology;
- (3) Animal Surgery;
- (4) Apiculture and Sericulture;
- (5) Bacteriology, Pathology & Parasitology;
- (6) Cattle Genetics and Breeding;
- (7) Dairy Education, Research & Extension;
- (8) Dairy Technology;
- (9) Fisheries;
- (10) Live Stock Production & Management;
- (11) Obstetrics & Gynaecology;
- (12) Pharmacology;
- (13) Poultry Farming;
- (14) Veterinary Medicine.

3.21. The Faculty of AYUSH shall consist of the following Departments, namely-

- (1) Homoeopathy;
- (2) Indian Systems of Medicines;
- (3) Unani Systems of Medicine;
- (4) Yoga, Siddha & Naturopathy.

3.22. The Faculty of Commerce and Management Sciences shall consist of the following Departments, namely-

- (1) Actuarial (Insurance) Sciences;
- (2) Applied Economics;
- (3) Agri-Business Management;
- (4) Business Administration;
- (5) Commerce and Accountancy;
- (6) Corporate Governance;
- (7) Disaster Management;
- (8) E-Commerce;
- (9) Financial Management & Control;
- (10) Hospital Administration;
- (11) Human Resource and Industrial Relations;
- (12) Tourism and Travel Management;
- (13) Urban Management with Waste & Disposal.

3.23. The Faculty of Dental Sciences shall consist of the following Departments, namely-

- (1) Basic And Allied Sciences;
- (2) Conservative and Endodontics;
- (3) Oral & Maxillofacial Surgery;
- (4) Oral Medicine and Radiology;
- (5) Oral Pathology & Microbiology and Forensic Odontology;
- (6) Orthodontics & Dentofacial Orthopaedics;
- (7) Paediatric & Preventive Dentistry;
- (8) Periodontology;
- (9) Prosthodontics and Crown & Bridge;
- (10) Public Health Dentistry.

3.24. The Faculty of Designs and Fashion Technology shall consist of the following Departments, namely-

- (1) Designs;
- (2) Fashion Technology;
- (3) Interior Decoration.

3.25. The Faculty of Engineering and Technology shall consist of the following Departments, namely-

- (1) Aeronautical Engineering;
- (2) Applied Mechanics & Mechanical Engineering;
- (3) Architecture and Planning;
- (4) Basic And Allied Sciences;
- (5) Chemical Engineering & Oil Technology;
- (6) Civil Engineering;
- (7) Computer Application;
- (8) Computer Science and Engineering;
- (9) Electrical and Electronics;
- (10) Electrical Engineering;
- (11) Electronics and Communication;
- (12) Electronics and Instrumentation;
- (13) Information Technology;
- (14) Nano-Technology;
- (15) Robotics.

3.26. The Faculty of Education and Training shall consist of the following Departments, namely-

- (1) Education;
- (2) Educational Administration And Training;
- (3) Elementary Education;

- (4) Physical Education;
- (5) Special Education;

3.27. The Faculty of Fine Arts & Visual sciences shall consist of the following Departments, namely-

- (1) Applied Arts;
- (2) Drawings and Paintings;
- (3) Music and Performing Arts;
- (4) Sculpture;
- (5) Visual Arts.

3.28. The Faculty of Health & Nutrition shall consist of the following Departments, namely-

- (1) Health Sciences;
- (2) Nutritional Sciences;
- (3) Public Health & Sanitation.

3.29. The Faculty of Horticulture and Food Processing shall consist of the following Departments, namely –

- (1) Horticulture, and
- (2) Food Processing.

3.30. The Faculty of Hotel Management and Catering Technology shall consist of the following Departments, namely-

- (1) Hotel Management;
- (2) Catering Technology.

3.31. The Faculty of Humanities and Social Sciences shall consist of the following Departments, namely-

- (1) Ancient History, Culture and Archaeology;
- (2) Anthropology;
- (3) Applied Economics & Agri-Industries;
- (4) Composite History;
- (5) Earth Sciences, Cosmos and Astro-Physics;
- (6) Education;
- (7) English and European Languages and Linguistics;
- (8) Home Science & Food Processing;
- (9) Jyotirvigyan;
- (10) Mathematics;
- (11) Modern Indian languages and Linguistics;
- (12) Oriental and Classical Languages;

- (13) Philosophy and Meta-Physics;
- (14) Political Science and Public Administration;
- (15) Psychology and Behavioral Sciences;
- (16) Rural Economics, Co-Operation and Population Studies;
- (17) Sociology;
- (18) Social Works;
- (19) Statistics;
- (20) Urdu, Arabic & Persian.

3.32. The Faculty of Juridical Sciences shall consist of the following Departments, namely-

- (1) Law.

3.33. The Faculty of Medical sciences shall consist of the following Departments, namely-

- (1) Basic And Allied Sciences;
- (2) Biochemistry;
- (3) Community Medicine;
- (4) Dermatology, Venerology and Leprosy;
- (5) Emergency Medicines;
- (6) Forensic Medicine Including toxicology;
- (7) Medical Anatomy;
- (8) Medical Physiology;
- (9) Medical Physics & Nuclear Sciences;
- (10) Medicine;
- (11) Microbiology;
- (12) Obstetrics and Gynaecology;
- (13) Oncology;
- (14) Ophthalmology;
- (15) Orthopaedics;
- (16) Oto-Rhinolaryngology;
- (17) Paediatrics;
- (18) Pharmacology;
- (19) Pathology (including Blood Bank);
- (20) Psychiatry;
- (21) Radio-Diagnosis;
- (22) Radio-therapy;
- (23) Surgery;
- (24) Trauma Sciences & Management;
- (25) Tuberculosis and Respiratory Diseases.

3.34. The Faculty of Non-formal Education shall consist of the following Departments, namely-

- (1) Behavioural and Cognitive Sciences;
- (2) Distance & Continuing Education.

3.35. The Faculty of Nursing & Para-Medical Sciences shall consist of the following Departments, namely-

- (1) Community Health Nursing;
- (2) General Nursing and Midwifery;
- (3) Health, Hygiene & Sanitation;
- (4) Medical Lab Technique;
- (5) Medical Surgical Nursing;
- (6) Mental Health Nursing;
- (7) Obstetric and Gynaecological Nursing;
- (8) Paediatric Nursing;
- (9) Para-medical Sciences;
- (10) Physiotherapy.

3.36. The Faculty of Oceanology, Marine Sciences & Technology shall consist of the following Departments, namely-

- (1) Marine Sciences;
- (2) Oceanology.

3.37. The Faculty of Pharmaceutical Sciences shall consist of the following Departments, namely-

- (1)** Pharmacology.

3.38. The Faculty of Professional Studies shall consist of the following Departments, namely-

- (1) Information and Communication Science & Technology;
- (2) Journalism and Mass Communication;
- (3) Library and Information Sciences.
- (4) Mass Media;

3.39. The Faculty of Science shall consist of the following Departments, namely-

- (1) Animal Sciences;
- (2) Bio- Chemistry;
- (3) Bio – Physics;
- (4) Bio – Technology;
- (5) Energy Sciences;
- (6) Environmental Studies & Water Resource Management;
- (7) Environmental Toxicology;
- (8) Geology;
- (9) Mathematical Sciences & Computation;
- (10) Micro-Biology;
- (11) Nuclear Medicine;

- (12) Pharmaceutical Chemistry;
- (13) Physical and Chemical Sciences;
- (14) Plant Sciences.

3.40. The Faculty of Women’s Studies shall consist of the following Departments, namely-

- (1) Behavioral Sciences & Empowerment;
- (2) Child Development & Family Relationship;
- (3) Clothing and Textiles;
- (4) Family Management;
- (5) Food Sciences , Nutrition and Dietetics;
- (6) Gender Laws;
- (7) Home Science;
- (8) Interior Designs & Event management.

OTHER COMMITTEES AND BOARDS SELECTION COMMITTEES

Sec. 28
29(d),

3.41.(1) There shall be a separate Selection Committee for making recommendations to the Executive Council for appointment to vacant positions of employees in the University and its constituent colleges.

(2) The Selection Committee for appointment to the sanctioned posts specified in column I of the Table below shall consist of the Vice–Chancellor or his nominee as its Chairperson, the Registrar as Secretary, an academician nominated by the Society and the persons specified in the corresponding entry of column 2 of the table below :-

TABLE

1	2
Professor & Associate Professor	<ul style="list-style-type: none"> (i) The Dean of Faculty, (ii) The Head of Department, (iii) Three subject-experts in the concerned subject / field, to be nominated by the Chancellor, from out of the panel recommended by the Academic Council, and (iv) An academician representing SC/ST/and another representing OBC/ Differently–abled categories, if any of candidates 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.
Note:- Atleast 3 members including two outside subject experts, shall constitute the Quorum.	
Assistant Professor	<ul style="list-style-type: none"> (i) Head of the Department, (ii) The Dean, if applicable, (iii) Two subject-experts in the concerned subject / field, to be nominated by the Chancellor, out of the panel recommended by the Academic Council, and (iv) An academician representing SC /ST / and another

		representing OBC/ Differently– abled categories, if any of candidates 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.
Note:- Atleast 3 members including one outside subject expert, shall constitute the Quorum		
Registrar/Finance Officer	(i) (ii)	Two members of the Executive Council nominated by it, One person not in the service of the University or a Constituent College nominated by the Chancellor.
Librarian / Deputy Librarian /Assistant Librarian		Same as that of Professor, Associate Professor and Assistant Professor, respectively, except that the concerned expert, practicing Librarian shall be associated as one of the subject experts.
Director or Principal of a constituent college		Three experts in the concerned subject/field to be appointed by the Executive Council, out of the panel recommended by the Chancellor.
Dy. Registrar/ Asst. Registrar	(i) (ii)	One member of the Executive Council nominated by it, One person not in the service of the University or a Constituent College nominated by the Chancellor.
Other Posts		As laid down in the ordinances.

Note- (1) Where the selection is being made for an inter-disciplinary subject, the senior-most teacher of the subject shall be deemed to be the Head of the Department concerned.

(2) The procedure to be followed by the Selection Committee shall be laid down in the Ordinances.

3.42. If the Executive Council does not agree with the recommendations made by the Selection Committee, it shall record its reasons and submit the case to the Chancellor within sixty days from the selection, whose decision thereon shall be final:

Provided that if the Executive Council does not take a decision on the recommendations of the Selection Committee within a period of sixty days from the date of receiving of the proposal, then also matter shall stand referred to the Chancellor and his decision shall be final.

3.43. No recommendation made by a Selection Committee shall be considered to be valid unless atleast one of the experts has agreed to such selection.

3.44. Subject to the provisions of statute 3.43, the majority of the total membership of any Selection Committee shall form the quorum of such Committee :

Provided that in the case of a Professor or an Associate Professor, the persons present to form the quorum must include atleast two experts.

3.45. It shall be open to the Selection Committee to recommend one or more but not more than three names for each post.

3.46. Where the failure of the Executive Council to take a decision within the period specified in the proviso to clause 3.42 is not attributable to any fault of the Executive Council, the Chancellor may require the Executive Council to take a decision within such

time as the Chancellor may, from time to time, allow and may direct the Vice-Chancellor to call a meeting of the Executive Council for the purpose :

Provided that if the Executive Council does not agree with the recommendation made by the Selection Committee, the Executive Council shall refer the matter to the Chancellor alongwith the reasons of such disagreement and his decision shall be final;

Provided that if Executive Council does not take a decision within the time allowed by the Chancellor, the Chancellor shall decide the matter and his decision shall be final.

3.47. (1) No selection for any appointment under this Chapter shall be made except after advertisement of the vacancy in atleast three issues of two newspapers having adequate circulation in India.

(2) Advertisement with details shall also be published through University Website, other concerned Internet Websites, Notice Boards of Teaching Faculties and other electronic methodology of the present time to save the time and expenses as well as for global-reach of the candidates.

3.48. The Executive Council, with the prior approval of the Chancellor may appoint on deputation on the post of a teacher any government servant or other University teacher who possesses the qualifications prescribed for the post.

3.49. The advertisement of vacancy shall ordinarily allow the candidates atleast three weeks time from the date of the issue of newspapers in which the advertisement is published.

3.50. (a) Meetings of the Selection Committee for appointment of teaches in the University shall be convened under the orders of the Vice-Chancellor.

(b) The Selection Committee shall not consider the name of a person for appointment as teacher of the University unless he applies for it and appears before the Selection Committee for interview :

Provided that in the case of appointment of a Professor, the Committee may, with the approval of the Vice-Chancellor, consider the names of person who have not applied.

(c) A member of the Selection Committee shall withdraw from a meeting of the Committee or of the Executive Council, as the case may be, if the question of appointment of any of his relative of such member is being or is likely to be considered at such meeting.

3.51. The Selection Committee may recommend that no suitable candidate for appointment is available. In such a case, the post shall be re-advertised.

Sec.49(b) **3.52.** The recommendations of the Selection Committee and proceedings of the Executive Council pertaining thereto shall be treated as strictly confidential.

Sec.31 & 49(d) **3.53.** Member of the Selection Committee shall be given not less than two weeks' notice of the meeting reckoned from the date of dispatch of such notice. The notice

shall be served either personally or by speed-post and also by facsimile, e-mail and all other electronic methodology of the present time to ensure the quick delivery and to save the time, whichever possible.

Sec.31 &
49(d)

3.54. Atleast fifteen days' notice reckoned from the date of despatch shall be given to the candidates prior to the meeting of the Selection Committee. The Notice shall be served either personally or by speed-post and also by facsimile, e-mail or other electronic methodology of the present time to ensure the quick delivery to save the time, whichever possible.

BOARD OF STUDIES

Sec, 28
& 29(b)

3.55. (1) There shall be a Board of Studies in each department of teaching in the University to be constituted in the manner laid down in the ordinances.

(2) There may be a Board of Studies in each subject prescribed for a degree :

Provided that the Executive Council may, with the concurrence of the Academic Council, empower the same Board to deal with two or more subjects, whether assigned to the same Faculty or to different Faculties.

ANTI- RAGGING COMMITTEE

Sec. 28,
29(m)

3.56. (1) The Committee shall consist of –

- | | |
|---|-------------------|
| (i) The Vice-Chancellor or Pro-Vice Chancellor nominated by the Vice-Chancellor | - Chairperson |
| (ii) Heads of Constituent Colleges | - Member |
| (iii) Proctor | -Member- Convener |
| (iv) Dean, Students' Welfare | -Member |
| (v) Representatives of Civil and Police administration | -Members |
| (vi) One Professor, One Associate Professor and one Assistant professor nominated by the Vice-Chancellor for a term of one year | -Members |
| (vii) One representative of Parents nominated by the Dean, Students' Welfare; | - Member |
| (viii) Representatives of students belonging to the freshers category as well as a senior student nominated by the Proctor | - Members |
| (ix) Warden one each of a Boys Hostel and Girls Hostel | - Member |
| (x) Head of the Security Staff. | - Member |

(2) Sufficient number of Anti-Ragging –Squads shall be constituted for maintaining vigil, over site and patrolling function and which shall remain mobile, alert and active at all times:

Provided that the anti-Ragging Squads shall have representations of various members of the campus community and shall have no outside representation. Sufficient number of lady teachers shall be associated for Girls Hostels.

(3) Other terms and conditions, powers and functions of the Committee and other Authorities shall be such as per direction of the Hon'ble Supreme Court, instructions issued by the University Grants Commission and other Central Regulatory Bodies from time to time and the Uttar Pradesh Prohibition of Ragging in Educational Institutions Act, 2010 and rules made thereunder.

DISCIPLINARY COMMITTEE

Sec. 28 **3.57. (1)** The Executive Council shall constitute a Disciplinary Committee or more than one Disciplinary Committee in the University which shall consist of the Vice- Chancellor and two other person nominated by him.

(2) No person, against whom any case involving disciplinary action is pending, shall serve as a member of the Disciplinary Committee dealing with the case.

(3) The Executive Council may at any stage transfer any case from one Disciplinary Committee to another Disciplinary Committee.

(4) The functions of the Disciplinary Committee are -

- (a) to decide any appeal preferred by an employee of group 'C' or 'D';
- (b) to hold inquiry into cases involving action against a teacher or the Librarian of the University;
- (c) to recommend suspension of an employee referred to in clause 13.03
- (d) to exercise such other powers and perform such other functions as may from time to time, be entrusted to it by the Executive Council.

(5) The Committee shall submit its report within the stipulated time but shall not recommend punishment in it. In case of difference of opinion among members of the Committee, the decision of the majority shall prevail but the difference of opinion shall be recorded.

(4) The decision or the report of the Disciplinary Committee shall be laid before the Executive Council in its ensuing meeting, to enable the Executive Council to take its decision in the matter after giving reasonable opportunity to the delinquent.

BOARD OF HOSPITAL MANAGEMENT

Sec. 28 & 29(2)(a) **3.58. (1)** There shall be a Board Of Hospital Management for improvement and better functioning of the Hospital(s) keeping in mind that adequate care is given to patients alongwith their attendants, the discipline and upholding the integrity and accountability in the system.

(2) The Board of Hospital Management shall consist of –
(i) President of the Society or his nominee

-Chairperson

(ii) Vice-Chancellor	-Vice-Chairperson
(iii) Principal, Rama Medical College	- Secretary
(iv) Principal, Rama Nursing College	- Member
(v) Medical Superintendent	-Member-Convener
(vi) Registrar or his nominee	-Member
(vii) Finance Officer or his nominee	- Member
(viii) Head, Anaesthesia & Radiology	-Member
(ix) Superintendent, Stores & Marketing	-Member
(x) A Hostel Warden (by rotation)	-Member
(xi) Deputy / Assistant Registrar dealing with Hospital	- Member
(xii) Incharge, House Keeping/Maintenance/ Transport /Security & Nursing etc., if necessary.	-Special Invitee

(3) The Board shall meet atleast once in every month and shall submit its report to the Society. The Chairperson may summon a meeting of the Board on short notice under special circumstances.

(4) The Board, if necessary, co-opt or invite any person having special knowledge of the concerned field.

BOARD OF STUDENTS' WELFARE

Sec. 28 **3.59. (1)** The Dean of Students' Welfare shall be *ex-officio* chairperson of the Board.

(2) The Board shall consist of the following members, namely -

- (i) The Dean, Students' Welfare, who shall be the Chairperson;
- (ii) All the Additional Deans, Students' Welfare;
- (iii) The Medical Superintendant;
- (iv) Sports Officer;
- (v) Deputy/Assistant Registrar dealing with the Scholarships, Freeships and other welfare schemes;
- (vi) Incharge, Cultural Activities;
- (vii) One Hostel Warden to be nominated by the Vice-Chancellor by rotation in order of seniority for one year;
- (viii) One student from each Faculty to be nominated by the Dean concerned for one year; and
- (ix) Engineer concerned, whenever necessary.

(3) For so long as the new Board is not constituted, the existing Board shall continue to function.

MEDICAL ETHICS COMMITTEE

3.60. (1) The Medical Ethics Committee shall consist of the following members -

- (I) Chairperson, from outside the Institution not below the rank of a Professor;
- (II) Two persons from basic medical science area;
- (III) Two clinicians from other Institutions;
- (IV) One legal expert or retired judge;
- (V) One Social Scientist/representative of non-governmental voluntary organisation;
- (VI) One philosopher/ethicist/theologian;
- (VII) A social worker;
- (VIII) Head of Pharmacology as *ex-officio* member & **member secretary**.

A minimum of five persons will be required to form the quorum.

(2) All the members (including the chairperson) shall be nominated by the Vice-Chancellor on the recommendation of the Dean, Faculty of Medical Sciences.

(3) The committee may have as its members, individuals from other institutions or communities with adequate representation of age and gender to safe guard the interests and welfare of all sections of the society. It is desirable to include a member from specific patient group in the committee.

(4) The terms of references should be specified in the Standard Operating Procedures in written form.

(5) The tenure of the committee shall be two years but the existing committee shall continue to function for so long as the new committee is not constituted.

(6) The powers and functions of the committee shall be in accordance with the guidelines framed by the Indian Council of Medical Research as amended from time to time.

(5) The Provisions of this statute are subject to the guidelines laid down by the Indian Council for Medical Research from time to time.

INTERNAL COMPLAINTS COMMITTEE

3.61 (1) A committee named as the **Internal Complaints Committee** shall be constituted to provide protection against sexual harassment of women (employees, students, trainees, patients and their attendants etc.) at workplace, hospital and other places in the campus for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto :

Provided that a independent committee may be constituted for an organization situated outside the Kanpur.

(2) The Internal Complaints Committee shall consist of the following members, namely –

(a) A Presiding Officer who shall be a woman employed at a senior level form amongst the employees to be nominated by the Vice-Chancellor on the recommendation of the Chancellor;

(b) One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment to be nominated by the Chancellor;

(c) One representative of the Professor, Associate Professor, Assistant Professor, Nurses and Non-teaching employees each to be nominated by the Vice-Chancellor :

Provided that atleast one-half of the total Members so nominated shall be women and minimum 4 members shall form the quorum.

(3) The Presiding Officer and other members shall hold office for such period, not exceeding three years from the date of their nomination.

(4) Any aggrieved woman may make, in writing, a complaint of sexual harassment to the Committee within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident :

Provided that where such complaint can not be made in writing, the Presiding Officer or any member of the Internal Complaints Committee shall render all reasonable assistance to the woman for making the complaint in writing :

Provided further that the committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(5) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, a complaint may be filed by her legal heir or her relative or friend, her co-worker or any person who has knowledge of the incident, with the written consent of the aggrieved woman or her legal heir, as the case may be.

(6) At the time of filing the complaint, the complainant shall submit to the complaints committee, six copies of the complaint alongwith supporting documents and the name and addresses of the witnesses.

(7) On the receipt of the complaints, the Complaints Committee shall send one of the copies received from the aggrieved woman to the respondent within a period of seven working days.

(6) The respondent shall file his reply alongwith his list of documents and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the complaint.

(7) The Committee may before initiating an inquiry and at the request of the aggrieved woman shall take all appropriate steps to settle the matter through conciliation :

Provided that no monetary settlement shall be made as a basis of conciliation.

Where a settlement has been arrived, the Committee shall record the settlement so arrived and forward the same to the Vice-Chancellor to take action as specified in the recommendation. The copy of the settlement as recorded shall be provided to the aggrieved woman and the respondent. No further inquiry shall be conducted by the Committee.

(8) The Complaints Committee shall make inquiry into the complaint in accordance with the principles of natural justice.

(9) Where the Complaints Committee, after proper inquiry, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the Vice-Chancellor to take any action including a written apology, warning, reprimand or censure, withholding of promotion or increments, terminating the respondent from service or undergoing a counseling session or carrying out community service.

(10) Where the committee arrives at the conclusion that the allegation is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or complainant has produced any forged or misleading documents, it may recommend to the employer to take action.

(11) Any person aggrieved from the order or recommendations made by the Internal Complaints Committee, may prefer an appeal to the Chancellor.

(12) Other provisions not provided in this statute shall be governed by the provisions of the SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 (No. 14 of 2013) and rules made thereunder.

STANDING COMMITTEES AND OTHER BODIES OF THE UNIVERSITY

3.62. For smooth and efficient functioning of the University, the Executive Council may constitute Standing Committees and other bodies as it thinks necessary from time to time, specifying their compositions, tenure, powers and functions.

ESTABLISHMENT OF SPECIAL UNIVERSITY UNITS

3.63. On the recommendations of the Academic Council, the Executive Council shall make provisions for establishment of Centres for Studies, Public Health Centres, Inter-disciplinary Studies and Special Studies, as well as specialised Laboratories. The Executive Council may also constitute special Board(s) of Studies and Committee(s) for providing guidance to these Units.

3.64. Nothing contained in this Chapter shall be construed to authorise the opening of any department of teaching in the University not in existence at the commencement of these Statutes unless prior approval of the Chancellor has been obtained and necessary financial arrangement for it has been made.

CHAPTER IV CONSTITUENT COLLEGES

Sec. 7(k)
& 29(n)

4.01.(1) The following shall be the Constituent Colleges of the University maintained by the Society, namely -

- (i) Rama Dental College, Hospital & Research Centre, Kanpur;
- (ii) Rama Medical College, Hospital & Research Centre, Kanpur;
- (iii) Rama College of Nursing & Para-medical, Kanpur;
- (iv) Rama Medical College, Hospital & Research Centre, Hapur;
- (v) Rama College of Nursing & Para-medical, Hapur.

(2) The Society or the University may establish one or more Institutes to organize and conduct teaching and research in any discipline.

(3) The functions and other related matters of constituent colleges shall be governed by the Ordinances as laid down by the Executive Council with the consent of the Society.

CHAPTER V QUALIFICATIONS AND APPOINTMENT OF TEACHERS

PART – I CLASSIFICATION OF TEACHERS

Sec. 29(d) **5.01.** The University teachers shall also be known as Faculty Members of the University.

5.02. There shall be following classes of teachers-

- (1) Professor;
- (2) Associate Professor; and
- (3) Assistant Professor.

5.03. Senior Resident, Junior Resident, Tutor, Demonstrator, Instructor, Research Assistant, Research Fellows etc. may be appointed or engaged by the Executive Council on such terms and conditions as may be provided for in the ordinances.

5.04. A teacher of the University shall be appointed on whole - time and regular basis and shall not be eligible for private coaching, tuition and Private Medical Practice:

Provided that tutors, instructors and demonstrators may be appointed as per norms of the Statutory Regulatory Bodies :

Provided also that Part-time Teachers may be appointed in subjects in which, in the opinion of the Academic Council, such teachers are required in the interest of teaching or for other reasons on the terms and conditions laid down by the ordinances.

5.05. A teacher shall also be a full-time consultant for students and indoor patients (already admitted) alongwith his/her responsibilities as a teacher.

5.06. CREATION AND FILLING UP OF TEACHING POSTS

(1) Teaching posts in Universities, as far as feasible, may be created in a pyramidal order, that is, for instance, for one post of Professor, there shall be two posts of Associate Professor and three or four posts of Assistant Professor, per department.

(2) All the sanctioned / approved posts in the University system shall be filled up on urgent basis strictly in accordance with the provisions of the Act and Statutes.

PART – II GENERAL PROVISIONS FOR RECRUITMENT

5.07. (1) For teachers in -

- (a) the Faculty of Agricultural Sciences and Allied Industries, the norms/regulations of the ICAR;
- (b) the Faculty of Animal Husbandry, Dairying and Fisheries, the norms/regulations of the ICVR;

- (c) the Faculty of AYUSH, the norms/regulations of the Central Council of Indian Medicines and the Central Council of Homoeopathy and Department of AYUSH, Ministry of Health and Family Welfare, Government of India;
- (d) the Faculty of Education and Training, the norms/regulations of the National Council of Teacher Education or the Rehabilitation Council of India as the case may be;
- (e) the Faculty of Engineering & Technology, Hotel Management & Catering Technology and Management Sciences, the norms/regulations formulated by All India Council for Technical Education or other regulatory body, as the case may be;
- (f) the Faculty of Medical Sciences and Dental Sciences, the norms/regulations of the MCI and DCI respectively;
- (g) the Faculty of Nursing and Para-medical Sciences, the norms/regulations of the Indian Nursing Council and U. P. Medical Council respectively;
- (h) the Faculty of Pharmaceutical Sciences, the norms/regulations of the Pharmacy Council of India;
- (i) Other faculties (e.g. Arts, Commerce, Fine Arts, Humanities & Social Sciences, Law, Science, Women's Studies etc.), regulations of University Grants Commission, on minimum qualifications as amended from time to time, shall apply.

(2) The Minimum requirements of “**good academic record**” shall be such as defined by the State Government from time to time.

5.08. Save as otherwise provided by the Central Regulatory Bodies and State Regulatory Bodies, **National Eligibility Test/ State Level Eligibility Test/ State Eligibility Test for Lecturers (NET/SLET/SET)** shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors and Assistant Librarian in the University:

Provided, however, that candidates, who are or who have been awarded a 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 Assistant Professor and Assistant Librarian.

5.09. NET/SLET/SET shall not be required for such Master Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.

5.10. A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's degree level with good academic record for those candidates to be recruited as teachers at any level from industry and research institution and at the entry level of Assistant Professor and Assistant Librarian subject to the provisions contained in statute 5.13 :

Provided that a relaxation of 5% may be provided, from 55% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19th September, 1991.

5.11. The minimum requirements of a good academic record- 50% at Graduate degree level, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's degree and qualifying in the National Eligibility Test (NET), or any other accredited test (State Level Eligibility Test – SLET/SET), shall remain for the appointment of Assistant Professor and Assistant Librarian subject to the provisions contained in statute 5.12.

5.12. A relaxation of 5% shall be provided at the graduate and master's degree level for the posts reserved for– Scheduled-Caste/Scheduled Tribe/Differently-abled (Physically and visually differently –abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions and assistant librarian. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedure.

5.13. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized University, shall also be considered eligible.

5.14. The Ph.D. Degree shall be a mandatory qualification for-

- (a) the appointment of Professor/Librarian and for promotion as a Professor /Librarian.
- (b) the candidates to be appointed as Associate Professor /Deputy Librarian through direct recruitment.

5.15. The period of time taken by candidates to acquire M. Phil. And /or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to teaching positions.

5.16. The Selection Committee specifications as prescribed in statute 3.38 are applicable to all direct recruitments and Career Advancement Promotions of faculty positions.

5.17. (1) A panel of six or more experts in each subject of study shall be drawn up by the Vice-Chancellor after consulting the corresponding Faculty in Indian Universities or such academic bodies or research institutions in or outside Uttar Pradesh as the Chancellor may consider necessary. Every expert to be nominated by the Chancellor shall be a person whose name is borne on such panel.

(2) The Board of each Faculty shall maintain a standing panel of twelve or more experts in each subject of study, and every expert to be nominated by the Vice-Chancellor shall be a person whose name is borne on the panel.

(3) A panel referred to in clause (1) or clause (2) shall normally be revised after every three years.

EXPLANATION I- A branch of subject in which a separate course of study is prescribed for a postgraduate degree or for Part I or Part II thereof shall be deemed to be a separate subject of study.

II- Where the post of teacher to be selected is common to more than one subject of study, the expert may belong to either of such subjects of study.

(4) The Chancellor or the Vice-Chancellor, as the case may be, may intimate in a specified order, a larger number of names of experts for serving as his nominees on the Selection Committee. In such case, on any person whose name appears higher in the specified order not being available for a meeting of the Selection Committee, a person whose name appears nearest lower in the specified order shall be requested to serve on the Committee.

PART – III

Direct Recruitment Of Teachers & Library Cadre

5.18. Save as otherwise provided in these statutes and subject to the general provisions contained in Part-II of this Chapter, the minimum eligibility criteria shall be governed by the provisions mentioned in ensuing statutes in this part.

5.18.01. General Eligibility Criteria for an Associate Professor/ Deputy Librarian -

- (a) Good academic record with a Ph.D. Degree in the concerned/allied/relevant discipline,
- (b) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed),
- (c) A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor/Lecturer/assistant Librarian in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications

as books and/or research/policy papers,

- (d) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students, and
- (e) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables of Appendix-C.

5.18.02. General Eligibility Criteria for a Professor / Librarian –

- (a) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers,
- (b) A minimum of ten years experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level,
- (c) Contribution to educational innovation, design of new curricula and courses, and technology–mediated teaching learning process,
- (d) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables of Appendix-C.

OR

An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

5.18.03. General Eligibility Criteria for a Principal/ Director –

- (a) Qualifications same as those prescribed for the post of Professor in the relevant discipline;
- (b) A Ph.D. Degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance;
- (c) Associate Professor (Reader)/Professor with a total experience of fifteen years of teaching/research/ administration in Universities, Colleges and/or other institutions of higher learning; and
- (d) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set-out in Tables of Appendix-C.

5.18.04. MINIMUM QUALIFICATIONS FOR -

(A) THE FACULTIES OF COMMERCE, HUMANITIES, JURIDICAL SCIENCES, NON-FORMAL EDUCATION, PROFESSIONAL STUDIES, SOCIAL SCIENCES, SCIENCES AND WOMEN'S STUDIES.

ASSISTANT PROFESSOR

- (a) Good academic record as defined by the State Government with atleast 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university,
- (b) Cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET :
Provided that the candidates, who are, or have been awarded a 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 Assistant Professor or equivalent positions :
Provided further that NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

ASSOCIATE PROFESSOR & PROFESSOR

As provided in clause 5.18.01 and 5.18.02

(B)- MUSIC AND DANCE DISCIPLINE

ASSISTANT PROFESSOR

- (a) Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University, and ;
- (b) Other qualifications as provided in clause 5.08 and 5.09.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should have:

- (a) studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned;
- (b) a high grade artist of All India Radio/Television ; and

- (c) ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

ASSOCIATE PROFESSOR

- (a) Good academic record with doctoral degree, with performing ability of high professional standard, and ;
- (b) Eight years of experience of teaching at the University, College level and/or research in University/national level institutions excluding the period spent for obtaining the research degree, and ;
- (c) Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications, and ;
- (d) Contribution to educational innovation such as designing of new courses, curricula and/or outstanding performing achievement in the field of specialization.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- (a) 'A' grade artist of All India Radio/Television ;
- (b) Eight years of outstanding performing achievements in the field of specialization;
- (c) Experience in designing of new courses and /or curricula;
- (d) Participation in seminars/conferences in reputed institutions; and
- (e) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

PROFESSOR

An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching in University/College and/or research at the University/National level institutions including experience of guiding research at doctoral level with outstanding performing achievements in the field of specialization.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- (a) 'A' grade artist of All India Radio/Television ;
- (b) twelve years of outstanding performing achievements in the field of specialization;
- (c) significant contributions in the field of specializations and ability to guide research;
- (d) participation in National/International Seminars/ Conferences/Workshops and/ or recipient of National/International Awards/Fellowships; and
- (e) ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

(C)- DRAMA DISCIPLINE :

ASSISTANT PROFESSOR

- (a) Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from a University, and ;
- (b) Other qualification as provided in clause 5.08 and 5.09.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- (a) a professional artist with first class degree/diploma from National School of Drama or any other such approved Institution in India or abroad;
- (b) five years of regular acclaimed performance in regional/national/international stage with evidence, and;
- (c) ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

ASSOCIATE PROFESSOR

- (a) Good academic record with doctoral degree, with performing ability of high professional standard as recommended by an expert committee constituted by the University concerned for the said purpose, and;
- (b) Eight years of experience of teaching in a University/ College and/or research in University/national level institutions excluding the period spent for obtaining the research degree, and ;
- (c) Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications, and ;
- (d) Contribution to educational innovation such as designing of new courses and/or curricula and/or outstanding performing achievement in the field of specialization.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- (a) A recognized artist of his/her own discipline;
- (b) Eight years of outstanding performing achievements in the field of specialization;
- (c) Experience in designing of new courses and /or curricula;
- (d) participation in Seminars/Conferences in reputed Institutions; and

- (e) ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

PROFESSOR

An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and /or research at the University/National level institutions including experience of guiding research in doctoral level, with outstanding performing achievements in the field of specialization.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- (a) twelve years of outstanding performing achievements in the field of specialization;
- (b) has made significant contributions in the field of specializations and has the ability to guide research;
- (c) participation in National/International Seminars/ Conferences/Workshops and/ or recipient of National/International Awards/Fellowships; and
- (d) ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

(D)- VISUAL (FINE) ARTS DISCIPLINE :

ASSISTANT PROFESSOR

- (a) Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University, and ;
- (b) Other qualification as provided in clause 5.08 and 5.09.

OR

A Professional artist with highly commendable professional achievement in the concerned subject, who should have :

- (a) First class Diploma in Visual (Fine) arts discipline from the recognized Institution of India/abroad;
- (b) Five years of experience of holding regular regional/National exhibitions/Workshops with evidence; and
- (c) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

ASSOCIATE PROFESSOR

- (a) Good academic record with Ph.D. degree with performing ability of high professional standard, and;
- (b) Eight years of experience of teaching in a University/ College and/or research in University/national level institutions excluding the period spent for the research degree of M.Phil./Ph.D., and ;
- (c) Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications, and ;
- (d) Contribution to educational innovation such as designing of new courses and/or curricula and/or outstanding performing achievement in the field of specialization.

OR

A Professional artist with highly commendable professional achievement in the concerned subject, who should have:

- (a) A recognized artist of his/her own discipline;
- (b) Eight years of outstanding performing achievements in the field of specialization;
- (c) Experience in designing of new courses and /or curricula; participation in Seminars/Conferences in reputed Institutions; and
- (d) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

PROFESSOR

An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and /or research at the University/National level institutions including experience of guiding research in doctoral level, with outstanding performing achievements in the field of specialization.

OR

A Professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- (a) Twelve years of experience of holding regular regional/national exhibition/workshops with evidence;
- (b) Significant contributions in the field of specializations and has the ability to guide research;
- (c) Participation in National/International Seminars/ Conferences/Workshops and/ or recipient of National/International Awards/Fellowships; and
- (d) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

(E) PHYSIOTHERAPY

ASSISTANT PROFESSOR

- (a) Bachelor Degree in Physiotherapy (B.P.T./B. Th.P./B.P.Th.),
- (b) Master Degree in Physiotherapy (M.P.Th./M.Th.P/M.Sc. P.T./M.P.T.) with atleast 55% marks (or an equivalent grade in a point scale wherever grading system is followed from recognized University).

ASSOCIATE PROFESSOR

Master in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years experience as Assistant Professor.

Desirable : Higher Qualification like Ph. D. in any discipline in Physiotherapy recognized by U. G. C./ independent published work of higher standard.

PROFESSOR

- (a) Master Degree in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eleven years total experience including five years experience as Associate Professor (Physiotherapy), and
- (b) Higher Qualification like Ph. D. in any discipline in Physiotherapy recognized by U. G. C. or independent published work of higher standard.

(F) FACULTY OF MANAGEMENT/ BUSINESS ADMINISTRATION

ASSISTANT PROFESSOR

- (a) First Class Master's Degree in Business Management/Administration/in a relevant management related discipline or equivalent with good academic record, and
- (b) have cleared the NET/SET/SLET or similar test.

OR

First Class graduate and professionally qualified Chartered Accountant /Cost and Works Accountant/ Company Secretary of the concerned statutory authority.

Desirable:-

- (a) A minimum of two years relevant experience of teaching, research, industrial and/or professional experience in a reputed organization at managerial level.
- (b) Papers presented at Conferences and/or published in refereed journals.

ASSOCIATE PROFESSOR

- (a) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline.

or

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- (b) Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU, and;
- (c) A minimum of eight years' experience of teaching / industry / research /professional at managerial level excluding the period spent for obtaining the research degree.

OR

In the event the candidate is from industry and the profession, the following requirements shall constitute as essential requirements:

- (i) Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline.

or

First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory body,

AND

- (II) A minimum of ten years experience of teaching industry / research /profession, out of which five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national / international level as equivalent to Ph.D. and ten years managerial experience in industry /profession of which at least five years should be at the level comparable to that of lecturer / assistant professor.

Desirable:

- (a) Teaching, research industrial and / or professional experience in a reputed organization;
- (b) Published work, such as research papers, patents filed / obtained, books and / or technical reports; and
- (c) Experience of guiding the project work /dissertation of PG / Research Students or supervising R&D projects in industry.

PROFESSOR

- (a) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant discipline.

or

Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two year full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC.

or

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- (b) Ph. D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU, and ;
- (c) A minimum of ten years' experience of teaching / industry / research /professional out of which five years must be at the level of Reader/Associate Professor or equivalent excluding the period spent for obtaining the research degree.

OR

In the event, the candidate is from industry and the profession, the following shall constitute as essential :-

- (a) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline.

or

Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC.

or

First Class graduate and professionally qualified Chartered Accountant /Cost and works Accountant / Company Secretary of the concerned statutory body, and ;

- (b) The candidate should have professional work experience which is significant and can be recognized at national / International level as equivalent to Ph. D. and twelve years' managerial experience in industry /profession of which at least eight years should be at a level comparable to that of Reader/Associate

Professor.

Desirable:

- (i). Teaching, Teaching, research, and / or professional experience in a reputed organization;
- (ii). Published work, such as research papers, patents filed / obtained, books and / or technical reports;
- (iii). Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- (iv). Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities, and ;
- (v). Capacity to undertake / lead sponsored R&D consultancy and related activities.

(G) FACULTY OF ENGINEERING AND TECHNOLOGY

ASSISTANT PROFESSOR

B.E./B.Tech and M.E./M.Tech. in relevant branch with First Class or equivalent either in B.E./B.Tech. or M.E./M.Tech.

Desirable:-

- (i). Teaching, research industrial and/or professional experience in a reputed organization;
- (ii). Papers presented at Conferences and/or in refereed journals.

ASSOCIATE PROFESSOR

- (a) Qualifications as for an Assistant Professor;
- (b) Ph.D. Degree or equivalent in appropriate discipline;
- (c) Experience of minimum five years (of which two years post Ph.D. experience is desirable) in teaching/ research/ industry at the level of Lecturer/Assistant Professor or equivalent grade, excluding period spent on obtaining the research degree.

OR

In the event, the candidate is from industry and the profession, the following shall constitute as essential-

- (a) First Class Master's Degree in the appropriate branch of Engg., & Technology, and ;
- (b) Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Technology, and industrial / professional experience of minimum five years (of which two years post Ph.D. experience is desirable) in a position equivalent to the level of Lecturer/Assistant Professor.

Provided that the recognition for significant professional shall be valid only

if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

Highly Desirable:

- (a) Teaching, research, industrial and / or professional experience in a reputed organization;
- (b) Post Ph.D., Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- (c) Experience of guiding Ph.D. students, the project work /dissertation of PG / Research Students or supervising R&D projects in industry.

PROFESSOR

- (a) A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg. & Technology, and ;
- (b) Experience of minimum ten years in teaching, research and / or industry, out of which at least five years at the level of Associate Professor/Reader or equivalent grade or minimum experience of 13 years in teaching/ research/industry.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

- (a) First Class Master's Degree in the appropriate branch of Engg., & Technology, and ;
- (b) Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Technology, and industrial /professional experience of ten years out of which at least five years at a senior level of Associate Professor / Reader **or** minimum experience of 13 years in teaching/ research/industry.

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

- (c) In case of research experience, consistently good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the Selection Committee.
- (d) If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members of the Selection Committee.
- (e) In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

Highly desirable:

- (i). Teaching, research industrial and / or professional experience in a reputed organization;
- (ii). Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- (iii). Experience of guiding Ph.D. students, the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- (iv). Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
- (v). Capacity to undertake / lead sponsored R&D, consultancy and related activities.

(H) MASTER OF COMPUTER APPLICATION PROGRAMME

ASSISTANT PROFESSOR

BE/B.Tech and ME/M.tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.tech.

OR

BE/B.Tech and MCA with First Class or equivalent in either BE/B.Tech or MCA.

OR

MCA with first class or equivalent with two years relevant experience.

ASSOCIATE PROFESSOR

- (a) Qualifications as above i.e. for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline.
- (b) Post Ph.D. publications and guiding Ph.D. student is **highly desirable**.
- (c) Minimum of 5 years experience in teaching/research/industry of which 2 years post Ph.D. experience is **desirable**.

PROFESSOR

- (a) Qualifications as above i.e. for the post of Associate Professor, as applicable.
- (b) Post Ph.D. publications and guiding Ph.D. students.
- (c) Minimum of 10 years teaching/research/industrial experience of which at least 5 years should be at the level of Associate Professor.

OR

Minimum of 13 years experience in teaching and/or Research and/or Industry.

- (d) In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by

the expert members of the Selection Committee.

- (e) If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members of the Selection Committee.

(I) BIO- TECHNOLOGY (Engg. & Tech.) DISCIPLINE

ASSISTANT PROFESSOR

- (a) First Class Master's Degree in the appropriate branch of Engineering & Technology Bio-Technology;

OR

A Ph.D. Degree in Applied Biological Sciences such as, Micro-Biology, Bio-Chemistry, Genetics, Molecular Biology, Pharmacy and Bio-Physics;

OR

Good academic record with at least 55% marks (or an equivalent grade) at the Master's Degree level in the relevant subject or an equivalent degree from an Indian / Foreign University.

AND

- (b) Candidates should have cleared the National Eligibility Test (NET) it conducted by the UGC, CSIR or similar test accredited by the UGC.

(c) **Desirable:**

- (i). Teaching, research industrial and/or professional experience in a reputed organization;
(ii). Papers presented at Conferences and/or in referred journals;

ASSOCIATE PROFESSOR

(i). Essential:

(a) A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech./Applied Biological sciences, and experience of eight years in teaching, research and / or industry at the level of Lecturer/Assistant Professor or equivalent grade, excluding period spent on obtaining the research degree;

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

(a) First Class Master's Degree in the appropriate branch of Engg., & Tech./Applied Biological Sciences;

(b) Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial /professional experience of eight years in a position equivalent to the level of Lecturer/Assistant Professor,

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

(ii) Desirable:

(a) Teaching, research industrial and / or professional experience in a reputed organization;

(b) Published work, such as research papers, patents filed / obtained, books, and / or technical reports, and ;

(c) Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.

PROFESSOR

(i). Essential:

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech. / Applied Biological Sciences, and experience of ten years in teaching, research and / or industry, out of which at least five years teaching experience at P.G. level as Associate Professor /Reader or equivalent grade.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:-

(a) First Class Master's Degree in the appropriate branch of Engg., & Tech. /Applied Biological Sciences;

(b) Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech. / Applied Biological Sciences, and industrial / professional experience of ten years, out of which at least five years at a senior level of Associate Professor / Reader,

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of experts appointed by the Vice-Chancellor of the University.

(ii). Desirable:

- (a) Teaching, industrial research and / or professional experience in a reputed organization;
- (b) Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- (c) Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry;
- (d) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities, and ;
- (e) Capacity to undertake / lead sponsored R&D, consultancy and related activities.

DIRECTOR /DEAN

(For the Faculties of Business Administration, Engg. & Technology, Hotel Management & Catering)

- (a) Qualifications same as those prescribed for the post of Professor in the relevant discipline with a minimum of 15 years experience of post graduate teaching/industry/research out of which at least 5 years at the level of Professor **or** minimum experience of 15 years in teaching/ research/industry.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential-

- (a) Qualifications same as those prescribed for the post of Professor from Industry/Profession stream with 15 years experience of Post Graduate teaching/Research, out of which five years must be at the level of Professor in the relevant discipline,
- (b) Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate discipline, and industrial / professional experience of 15 years out of which at least five years at the level of Professor **or** minimum experience of 15 years in teaching/ research/industry.

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

- (c) In case of research experience, consistently good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the Selection Committee.
- (d) If the experience in industry is considered, the same shall be at administrative/managerial level equivalent to Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members of the Selection Committee.
- (e) Flair for Management and Leadership is essential.

Highly desirable:

- (a) Teaching, research industrial and/or professional experience in a reputed organization;
- (b) Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- (c) Experience of guiding Ph.D. students, the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- (d) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
- (e) Capacity to undertake / lead sponsored R&D, consultancy and related activities.

(J) FACULTY OF EDUCATION

(as prescribed by the National Council For Teacher Education from time to time)

(1)-For B.Ed. & M.Ed. Courses

ASSISTANT PROFESSOR

(A) Foundation Courses

- (a) A Master's Degree in Science / Humanities / Arts with 50% marks;
- (b) M. Ed. with atleast 55% marks or its equivalent grade; and
- (c) As prescribed in Part-II of CHAPTER – V to these statutes.

OR

- (a) M. A. in Education with a minimum of 55% marks or its equivalent grade;
- (b) B. Ed. with at least 55% marks or its equivalent; and
- (c) As prescribed in Part-II of CHAPTER – V to these statutes.

(B) Methodology Courses

- (a) A Master's Degree in a school subject with 50% marks or its equivalent grade;
- (b) M. Ed. Degree with atleast 55% marks or its equivalent; and
- (c) As prescribed in Part-II of CHAPTER – V to these statutes.
- (d) Any other stipulation prescribed by the UGC / University/ State Government, from time to time, shall be mandatory.

(C) Art Education (Fine Arts/Performing Art) - Part Time Master's degree in Fine Arts/Music with 55% marks.

(D) Part Time Lecturer in Physical Education-

Master's Degree in Physical Education with 55% marks.

Note- (1) Atleast one Assistant Professor should have specialization in ICT and another in the Special Education.

(2) It is desirable that one faculty member possesses master's degree in Psychology and another member in Philosophy/Sociology besides M.Ed.

ASSOCIATE PROFESSOR

(a) Master's Degree in Arts/ Humanities/ Sciences/Commerce and M.Ed. each with a minimum of fifty five percent marks or its equivalent grade

OR

M.A. (Education) and B.Ed each with a minimum of fifty five percent marks.

- (b) Ph.D. in Education ; and,
- (c) At least eight years of teaching experience in University department of education or College of Education of which a minimum of three years at the M.Ed. level and published work in his area of specialization.

Note:- It is desirable that one faculty member possesses Master's Degree in Psychology and another member in Philosophy/ Sociology besides M.Ed.

PROFESSOR / HEAD

(a) Master's Degree in Arts/Humanities/Sciences/Commerce and M.Ed. each with a minimum of fifty five percent marks.

OR

M.A. (Education) with fifty five percent marks and B.Ed each with a minimum of fifty five percent marks.

- (b) Ph.D. in Education; and,
- (c) Atleast ten years of teaching experience in University department of education or College of Education of which a minimum of five years at the M.Ed. level with published work in the area of his specialization.

Note:- In the event of non-availability of eligible and suitable candidates for appointment as Professor/HOD/Associate Professor as per above eligibility criteria, it would be permissible to appoint retired Professor/HOD/Associate Professor in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete seventy years of age.

(2)- For B.P.Ed. & M.P.Ed.

ASSISTANT PROFESSOR

- (a) Masters' degree in Physical Education with atleast 55 % marks or its equivalent grade; and,
- (b) Any other stipulation prescribed by UGC / University / State Government from time to time, shall be mandatory.

SPORTS TRAINERS

- (a) Bachelor degree in physical education (B.P.Ed., B.Sc. (Physical Education, Health Education & Sports) with specialization in atleast in one of the specified sport or game as an **essential** qualification.
- (b) Diploma in Coaching will be **Desirable**.

ASSOCIATE PROFESSOR

- (a) Masters degree in Physical Education or any relevant subject with fifty five percent marks or an equivalent grade.
- (b) Atleast eight years teaching/research experience in a department/ college of physical education out of which at least three years at the post graduate level
- (c) Ph.D in Physical Education Or equivalent published work.

PROFESSOR

- (a) Master's degree in Physical Education with fifty five percent marks or its equivalent grade.
- (b) Ph.D in Physical Education Or equivalent published work.
- (c) Atleast ten years teaching/research experience in a department/ college of physical education out of which at least five years in the post graduate institution/University department.

Note :- In the event of non-availability of eligible and suitable candidates for appointment as Professor/Associate Professor as per above eligibility criteria, it would be permissible to appoint retired Professor/ Associate Professor in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete 65 years of post-retirement contract service.

5.18.05. RECRUITMENT TO THE LIBRARY CADRE

LIBRARIAN

- (a) A Master's Degree in Library Science /Information Science/Documentation with atleast 55% marks or its equivalent grade of 'B' in the U.G.C. seven point's scale and consistently good academic record.
- (b) Atleast thirteen years as a Deputy Librarian in a 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/computerization of library.

DEPUTY LIBRARIAN

- (a) A Master's Degree in library science/information science/documentation with atleast 55% of the marks or its equivalent grade of 'B' in the U.G.C. 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 service and organization of published work and professional commitment, computerization of library.
- (d) **Desirable:** A M.Phil./Ph.D. Degree in Library Science/Information Science /Documentation/Archives and Manuscript-Keeping/computerization of library.

ASSISTANT LIBRARIAN

- (a) A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with atleast 55% 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 NET/SET/SLET conducted for the purpose by the U.G.C. or any other agency approved by the U.G.C. :

Provided that 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.

PART II

5.19. CAREER ADVANCEMENT SCHEME

5.19.01. Save as otherwise provided by the concerned Central Regulatory Bodies, this Career Advancement Scheme applies to the teachers and library cadre of the

University.

5.19.02. A teacher who wishes to be considered for promotion under CAS, may submit in writing to the university, with three months in advance of the due date, that he/she fulfils all the requirements under CAS and submit to the university the Performance Based Appraisal System Performa as evolved by the university duly supported by all credentials as per the API guidelines. In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the University should immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application.

5.19.03. Candidates who do not fulfill the minimum score requirement under the API Scoring System or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.

5.19.04. CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a “Screening cum Evaluation Committee” adhering to the criteria laid out as API score in PBAS.

5.19.05. The “**Screening cum Evaluation Committee**” for CAS promotion of Assistant Professors from one AGP to the other higher AGP shall consist of:

For teachers:

- (i). The Vice Chancellor as the Chairperson thereof;
- (ii). The Dean of the concerned Faculty;
- (iii). The Head of the Department ; and
- (iv). One subject expert in the concerned subject nominated by the Vice Chancellor from the panel of experts.

5.19.06. The quorum for these committees in both categories mentioned above shall be three including the one subject expert needs to be present.

5.19.07. The Screening cum Evaluation Committee on verification/evaluation of API score secured by the candidate through the ‘PBAS’ methodology designed by the university based on these statutes and as per the minimum requirement for each of the cadre of Assistant Professor shall recommend to the Executive Council.

5.19.08. All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring *proforma* and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.

5.19.09. CAS promotions being a personal promotion to the incumbent teacher

holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.

5.19.10. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date. In any event, the university concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.

5.19.11. In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.

5.19.12. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.

(b) If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.

(c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

5.19.13. Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the University or recruiting institution based on the recommendations of selection committee(s) while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit- specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor and Sports and to those who are entitled for grant of advance increments for having acquired Ph. D., M. Phil., M.Tech., etc. However, those entering service as Assistant Professor with post-doctoral teaching/research experience after Ph.D. and proven credentials may be eligible for discretionary award of advanced increments to be decided and recorded by the selection committee in its minutes.

Miscellaneous provisions for CAS.

5.19.14. Members of the Selection Committee shall be given not less than 15 days notice of the meetings reckoned from the date of dispatch of such notice. The notice shall be served either personally or by registered/speed post.

5.19.15. Atleast 15 days notice reckoned from the date of dispatch shall be given to the candidates prior to the meeting of the Selection Committee. The notice shall be served either personally or by speed post.

5.19.16. The work-load of Assistant Professor placed in Selection Grade or Promoted as Associate Professor or Professor under Career Advancement Scheme shall remain unchanged.

CHAPTER VI CONFERMENT AND WITHDRAWAL OF DEGREES, DIPLOMAS ETC.

Sec. 29(j),
(k) **6.01. (1)** The Degree of Doctor of letters (D.litt.), *Honoris Causa* may be conferred upon such persons as have contributed substantially to the advancement of Literature, Philosophy, Arts, Music, painting or any other subject assigned or for conspicuous services rendered by them to the cause of education.

(2) The Degree of Doctor of Science (D.Sc.), *Honoris Causa* may be conferred upon such persons as have contributed substantially to the advancement of any branch of Science and technology or to planning, organizing or developing scientific and technological institutions in the Country.

(3) The Degree of Doctor of Laws (LL.D.), *Honoris Causa* may be conferred upon persons, who are distinguished lawyers, Judges, Jurists, and Statesmen or have noteworthy contribution of the public good.

6.02. The Executive Council may, *suo moto* or on the recommendation of Academic Council by a resolution passed by a majority of its total membership and also of not less than two-third of the members present and voting, submit a proposal for conferment of honorary degree to the Chancellor for confirmation :

Provided that no such proposal shall be submitted in respect of a person who is member of any authority or body of the University.

6.03. The Court may, by a two – third majority of the members present and voting, may withdraw from any person, any degree, diploma or certificate conferred or granted by the University upon the ground that such person has been convicted of an offence which in the opinion of the court of law is an offence involving moral turpitude or he has been found guilty of scandalous conduct or has behaved in a manner unbecoming of a degree or diploma holder of the University.

6.04. Before taking any action under statute 6.03 for the withdrawal of any degree, diploma or certificate conferred or granted by the University, the person concerned shall be given an opportunity to explain the charges against him. The charges framed against him shall be communicated to him by the Registrar through the Speed Post and the person concerned shall be required to submit his/her explanation within a period of not less than thirty days of the receipt of the charges.

6.05. Every proposal for the withdrawal of an honorary degree shall require previous sanction of the Chancellor.

CHAPTER VII CONVOCATION

Sec.29(j) **7.01.(1)** A Convocation for conferring its degrees, diplomas and other academic distinctions may be held by the University once in a year on such date and at such time as the Chancellor may appoint.

(2) A special convocation may be held by the University in special circumstances with the prior approval of the Chancellor.

(3) The Convocation shall consist of the members of the Society, the Chancellor, the Vice Chancellor and the members of the Court, the Executive Council and the Academic Council for the time-being holding office as such in the University.

7.02. The procedure to be observed at the convocations referred to in this chapter and other matters connected therewith shall be such as may be laid down in the Ordinances.

7.03. Where the University, does not find it convenient to hold the convocation in accordance with the statute 7.01 and statute 7.02, the degrees, diplomas and other academic distinctions may be dispatched to the candidates concerned by the speed post:

Provided that in special circumstances and on the request by a student concerned, the Registrar may issue Provisional Certificate for that degree or diploma for the time being which will be valid upto the date of next convocation.

CHAPTER VIII CONDITIONS OF SERVICE OF TEACHERS

Part I- General

Sec. 29(d) **8.01. (1)** Teachers of the University shall be appointed on a written contract in the form
&34 set out in Appendix- A with its enclosures.

(2) A teacher of the University shall at all times maintain absolute integrity and devotion to duty and shall observe the Code of Conduct and the Code of Professional Ethics as set out respectively in enclosure-1 and enclosure-2 to APPENDIX- A, which shall form part of the agreement to be signed by the teacher at the time of appointment.

(3) A breach of any of the provisions of the Code of Conduct and Code of Professional Ethics as set out in enclosure-1 and enclosure-2 to APPENDIX – A shall be deemed to be a misconduct within the meaning of statute 8.03(1).

(4) The original contract of appointment referred to in Statute 8.01 shall be lodged with the Registrar for registration within three months from the date of joining. Such contract shall be executed on General Stamp Paper of the amount fixed by the Government.

8.02. No teacher of the University shall, at any time, hold more than one remunerative office carrying duties other than teaching or duties connected with any examination.

8.03.(1) A teacher of the University may be dismissed, removed or (his services) terminated on one or more of the following grounds -

- (a) Willful neglect of duty;
- (b) Misconduct;
- (c) Breach of any of the terms of contract of service;
- (d) Dishonestly connected with University Examination;
- (e) Scandalous conduct or conviction for an offence involving moral turpitude;
- (f) Physical or mental unfitness;
- (g) Incompetence, and
- (h) Abolition of the post.

(2) Not less than one month notice or where notice is given after the month of October then one month notice or notice ending with the close of the session, whichever is longer, shall be given on either side for terminating the contract or in lieu of such notice, salary for one month (or such longer period as aforesaid) shall be paid:

Provided that where the University dismisses or removes or terminates the services of a teacher of the University under clause (1), or when the teacher terminates the contract for breach of any of its terms laid down by the University, no such notice shall be necessary:

Provided further that the parties will be free to waive the condition of notice in whole or in part by mutual agreement.

8.04. (1) No order of dismissing, removing or terminating the services of a teacher of the University on any ground mentioned in clause(1) of statute 8.02 (except in the case of a conviction for an offence involving moral turpitude or of abolition of post), shall be

passed unless a charge has been framed against the teacher and communicated to him with a statement of the grounds on which it is proposed to take action and he has been given adequate opportunity-

- (a) of submitting a written statement of his defence;
- (b) of being heard in person, if he so chooses; and
- (c) of calling and cross-examining such witnesses in his defence as he may desire :

Provided that the Executive Council or an officer authorized by it to conduct the enquiry may, for sufficient reasons to be recorded in writing, refuse to call any witness.

(2) The Executive Council may, at any time preferably within two months from the date of the Inquiry Officer's report, pass a resolution dismissing or removing the teacher concerned from service or terminating his services mentioning the ground of such dismissal, removal or termination.

(3) The resolution shall forthwith be communicated to the teacher concerned.

(4) The Executive Council may, instead of dismissing removing or terminating the services of the teacher, pass a resolution inflicting a lesser punishment by reducing the pay of the teacher for a specified period not exceeding three years or by stopping increments of his salary for a specified period or may deprive the teacher of his pay during the period of his suspension, if any.

8.05. (1) The Disciplinary Committee may recommend the suspension of a teacher during the pendency or in contemplation of an inquiry into charges against him, on the grounds mentioned in Statute 8.03. The order of suspension, if passed in contemplation of an inquiry, shall cease at the end of 90 days of its operation unless the teacher has in the meantime been communicated the charge or charges on which the inquiry was contemplated.

(2) A teacher of the University shall be deemed to have been placed under suspension :

- (a) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed consequent to such conviction.
- (b) In any other case, for the duration of his detention if he is detained in custody, whether the detention is for any criminal charge or other wise.

Explanation :- The period of 48 hours referred to in sub-clause (a) of this clause, shall be computed from the commencement of the imprisonment or the detention and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

(3) Where the order of dismissal or removal from service of a teacher of the University is set aside or declared or rendered void in consequence of any proceedings

under the Act or these Statutes or otherwise, and the appropriate officer, authority or body of the University decides to hold a further inquiry against him, then if the teacher was under suspension immediately before such dismissal or removal, the suspension order shall be deemed to have continued in force on and from the date of the original order of dismissal or removal.

(4) During the period of his suspension, the teacher of the University shall be entitled to get subsistence allowance equal to the half pay and dearness allowance :

Provided that the amount of subsistence allowance may be reduced by a suitable amount not exceeding 50 percent of the subsistence allowance admissible during the period of the first three months, if, in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the suspended employee :

Provided also that no payment shall be made unless the suspended employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

8.06. The provisions of CHAPTER-XII shall *mutatis mutandis* apply in case of teachers including Principal, Director or other Heads of Institutions of the University.

Work Load

8.07. (1) The Work Load of the teachers in full-time employment should not be less than 40 hours (of 60 minutes) a week. It should be necessary for the teacher to be available for atleast six hours daily in the University. Workload by Direct Learning Process in a week should be as follows:

Assistant Professor	- 18 hours of 60 minutes each
Associate Professor and Professor	- 16 hours of 60 minutes each

(2) A relaxation of two hours in the weekly workload may, however, be given to Professor who is actively involved in administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

Teaching Days

8.08. (1) Subject to the guidelines/regulations laid down by the Central/State Regulatory Buddies, the University must adopt atleast 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a (6-day) week. Of the remaining period, 12 weeks may be devoted to admissions and examination activities, and non-instructional (including preparation of examination) days for co-curricular, sports, college day etc., six weeks for vacations and four weeks may be attributed to various public holidays :

The above is summarized as below-

Categorization	Number of weeks
Teaching and learning Process	30 (180 days)
Admissions including Process, awareness to candidates, satisfaction to quests etc.	04
Preparation for examination, if necessary	02
Examination	06
Vacation	06
Public Holidays (to increase and adjust teaching days accordingly)	04
Total	52

(2) The institution imparting education shall work for a minimum of 36 hours in a week, during which physical presence in the institution of all the teachers and student-teachers is necessary to ensure their availability for individual advice, guidance, dialogues and consultations etc. as and when needed :

Provided that where a teacher of the University is not so available because of the sessions of the Parliament or the State Legislature, he shall be treated on such leave, as may be due to him, and if no leave is due, then on leave without pay.

8.09. In lieu of curtailment of vacation by two weeks, the teachers may be credited with 1/3rd of the period of Earned Leave.

Part II- Leave Rules

8.10. Leaves can not be claimed as a matter of right. If the exigencies of the occasion demand, the sanctioning authority may refuse leave of any kind and may even cancel the leave already granted.

8.11. The authority competent to grant leave will be the Vice Chancellor, except in case of Casual Leave.

8.12. Leave shall be of the following categories:-

- (i) Casual Leave;
- (ii) Special Casual Leave;
- (iii) Earned Leave;
- (iv) Medical Leave;
- (v) Maternity Leave;
- (vi) Extra-ordinary Leave;
- (vii) Other Leaves.

8.13. Casual Leave

(1) Casual Leave may be granted to a teacher on full pay for not exceeding 08 days in an academic year.

(2) Casual Leave can not be combined with any other kind of leave except Special Casual Leave. However, such Casual Leave may be prefixed or suffixed combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

8.14. Special Casual Leave

(1) Special Casual Leave, not exceeding 10 days in an academic year, may be granted to a full-time and permanent teacher on full pay-

(a) to conduct examination of a university / Public Service Commission /Board of Examination or other similar bodies / institutions;

(b) to inspect academic institutions attached to a statutory board/council etc.;

(c) to attend a Continuing Medical Education, conference, congress, symposia, seminar or workshop etc. on behalf of the University;

(d) to participate a delegation or working in a committee appointed by the Government, UGC, MCI, DCI or other regulatory body;

(e) to undergo sterilization operation under family welfare programme :

Provided that the leave in this case will be restricted to six working days but in case of a female teacher who undergoes non-puerperal sterilization, the leave will be restricted to 14 days; and

(f) to perform any other duty for the University.

(2) Special casual Leave can not be accumulated, nor can it be combined with any other kind of leave except Casual Leave.

(3) Prior permission of the leave is a mandatory requirement.

8.15. Earned leave

(1) Earned leave admissible to a permanent teacher shall be –

(a) 1/30th of actual service including vacation; plus

(b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

Note – For purposes of computation of period of actual service, all periods of leave except casual and special Causal leave shall be excluded.

(2) Earned Leave at the credit of a teacher shall be on full pay and shall not be accumulated beyond 90 days. The maximum earned leave that may be sanctioned at a time shall not exceed 45 days. Earned Leave exceeding 45 days may, however, be sanctioned in the case of leave on medical certificate only.

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

8.16. Medical Leave

Medical leave, not exceeding ten days for each completed calendar year of service may be granted on full pay on the basis of medical certificate from a Registered Medical Practitioner and counter-signed by the Rama Hospital & Research Centre, to a permanent teacher subject to the following conditions –

(i) Medical leave shall be accumulated to a maximum of 30 days;

(ii) The total duration of medical leave shall not exceed 20 days at a time :

Provided that no medical leave shall be granted under these statutes unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

(iii) Medical leave shall be sanctioned by the Vice-Chancellor on the recommendation of the Dean concerned, as applicable.

8.17. Maternity leave

(i) Maternity leave on full pay may be granted to a permanent woman teacher, having experience of minimum three calendar years in the University, for a period not exceeding 90 days, to be availed of twice in the entire career.

(ii) Maternity leave for 30 days may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

(iii) Prior permission of the leave is a mandatory requirement. Proceeding on leave without seeking prior permission will be deemed as misconduct.

(iv) Maternity leave may be combined with earned leave if the request is supported by a medical certificate.

8.18. Extra-ordinary leave

(1) A permanent teacher, having experience of minimum three years in this University, may be granted extra-ordinary leave when -

(a) no other leave is admissible; or

(b) other leave is admissible but the teacher applies in writing for the grant of extra-ordinary leave.

(2) Extra-ordinary leave shall always be without pay and allowances. Extra-ordinary leave shall not count for increment.

(3) Extra-ordinary leave may be combined with any other leave except casual leave and special casual leave.

(4) The authority empowered to grant leave is the Vice-Chancellor who may commute retrospectively periods of absence without leave into extra-ordinary leave.

8.19. Other leaves

Other leaves may be provided by the Executive Council with the prior approval of the Chancellor subject to such terms and conditions as it may deem fit to impose.

Part III- Age of Superannuation

Sec. 34 **8.20.** The age of superannuation of a teacher of the University shall be Sixty-two years:

Provided that teachers may also be engaged on full-time or part-time basis beyond the age of Sixty-two years up to the age of Seventy years, subject to availability of vacant positions in class-room teaching keeping in view the physical and mental fitness. However, such re-employment shall be done selectively and purely on the basis of merit, experience, area of specialization without effecting selection or promotional prospects of eligible teachers.

8.21. The date of retirement of a teacher of the University shall be the date immediately preceding the 62nd birthday of such teacher.

Part IV- Other Provisions

8.22. (1) Every teacher of the University shall prepare, in duplicate his Annual Academic Performance Report in *proforma* set out in APPENDIX-B. The original Report shall be lodged with the Dean and a copy thereof shall be retained by the teacher himself.

(2) The original report, shall before being lodged with the Vice Chancellor, be countersigned in the case of teachers other than the Head of Department, by the Head of Department concerned.

(3) The Report in respect of an academic session, shall be lodged latest by the end of July following the said session, or with in one month from the close of session whichever is later.

8.23. (1) Every teacher of the University, shall be bound to comply with the directions of the officers and authorities of the University in connection with the examination conducted by the University.

(2) Where under the provisions of the Act or these Statutes or the Ordinances, a teacher is required to serve with any notice and such teacher is not in station, the notice will be sent to him by speed post at his last known address(es).

Sec. 29(2)(f) **8.24. CODE OF PROFESSIONAL ETHICS**

(1) Whoever adopts teaching as a profession assumes the obligation to conduct himself /herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

(2) Details of the Ethics are provided in APPENDIX-A as enclosure-2 which forms a part of the Agreement Deed to be furnished by the teacher as mentioned in Statute 8.01.

8.25. The other terms and conditions of service of teachers and other academic staff shall be such as may be provided in the ordinances.

CHAPTER IX SENIORITY OF EMPLOYEES

Sec. 34 & 29(g) **9.01. (1)** It shall be the duty of the Registrar to prepare and maintain, in respect of each category of regularly selected, full-time and permanent employees of the University, a complete and upto date cadrewise seniority list in accordance with the provisions hereinafter appearing.

PART-I SENIORITY OF TEACHERS

9.02. (1) The following parameters shall be followed in determining the seniority of permanent teachers, excluding those on deputation or engaged as part-time or visiting or on fellowship basis, of the University:-

- (a) A Principal or Director of a constituent college shall be deemed senior to every Professor in the Faculty,
- (b) A Professor shall be deemed senior to every Associate Professor, and
- (c) An Associate Professor shall be deemed senior to every Assistant Professor.
- (d) In the same cadre, *inter-se* seniority of teachers, appointed through Selection Committee by personal promotion/Career progression

Scheme or by direct recruitment, shall be determined according to length of their continuous service in such cadre in the University :

Provided that where more than one appointments have been made by direct recruitment at the same time and an order of preference of merit was indicated by the selection committee or by the Executive Council, as the case may be, the *inter-se* seniority of persons so appointed shall be governed by the order so indicated:

Provided further that where more than one appointments have been made by promotion at the same time, the *inter-se seniority* of the teachers so appointed shall be the same as it was in the post held by them in the respective Cadre at the time of promotion.

(2) Where more than one teacher are entitled to count the same length of continuous service in the cadre to which they belong, the relative seniority of such teachers shall be determined as below:

- (a) in the case of Professor, the length of substantive service as Associate Professor in the University shall be taken into consideration;
- (b) in the case of Professor whose length of service as Associate Professors is also identical, the length of service as Assistant Professor in the University shall be taken into consideration.
- (c) in the case of Associate Professor in the University, the length of substantive service as Assistant Professor shall be taken into consideration; and

(3) Where more than one teachers are entitled to count the same length of continuous service and their relative seniority cannot be determined in accordance with any of the foregoing provisions, then the seniority of such teachers shall be determined on the basis of seniority in age.

9.03. (1) Notwithstanding anything contained in any other statute, if the Executive Council :

- (a) agrees with the recommendation of the Selection Committee, and approves two or more persons for appointment as teachers in the same Department it shall, while recording such approval, determine the order of merit of such teachers.
- (b) does not agree with the recommendations of the Selection Committee and refers the matter to the Chancellor, the Chancellor shall, in cases where appointment of two or more teachers in the same Department is involved, determine the order of merit of such teachers at the time of deciding such reference.

(2) The order of merit in which two or more teachers are placed under clause (1), shall be communicated to the teacher.

9.04. (1) In case of teachers, the Vice-Chancellor shall, from time to time, constitute one or more Seniority Committees consisting of himself as Chairman and two Deans of Faculties to be nominated by the Chancellor:

Provided that the Dean of the Faculty to which the teachers (whose seniority is in dispute) belong, shall not be a member of the relative Seniority Committee.

(2) Every dispute about the seniority of a teacher of the University shall be referred to the Seniority Committee which shall decide the same giving reasons for the decision.

(3) Any teacher aggrieved with the decision of the Seniority Committee may prefer an appeal to the Executive Council within sixty days from the date of communication of such decision to the teacher concerned. If the Executive Council disagrees with the Committee, it shall give reasons for such disagreement.

PART-II

SENIORITY OF NON-TEACHING STAFF

9.05. Seniority where appointments by direct recruitment only - Where appointments are to be made only by the direct recruitment, the seniority *inter se* of the persons appointed on the results of any one selection, shall be the same as it is shown in the merit list prepared by the Committee :

Provided that a candidate recruited directly may lose his seniority, if he fails to join without valid reasons when vacancy is offered to him, the decision of the appointing authority as to the validity of reasons, shall be final:

Provided further that persons appointed on the results of a subsequent selection shall be junior to the persons appointed on the result of a previous selection.

Explanation – Where in the same year separate selections for regular and emergency recruitment, are made, the selection for regular recruitment shall be deemed to be the previous selection.

9.06. Seniority where appointments by promotions only from a single feeding cadre – Where appointments are to be made only by promotion from a single feeding cadre, the seniority *inter se* of persons so appointed shall be the same as it was in the feeding cadre.

Explanation – A persons senior in the feeding cadre shall, even though promoted after the promotion of a person junior to him in the feeding cadre shall, in the cadre to which they are promoted, regain the seniority as it was in the feeding cadre.

9.07. Seniority where appointments by promotion only from several feeding cadres –

Where appointments are to be made only by promotion from more than one feeding cadres, the seniority *inter se* of persons appointed on the result of any one selection shall be determined according to the date of the order of their substantive appointment in their respective feeding cadres.

9.08. Where the order of the substantive appointment in the feeding cadre specifies a particular back date with effect from which a person is substantively appointed, that date will be deemed to be the date of order of substantive appointment and, in other case it will meant the date of issuance of the order :

Provided that where the pay scales and grade pay of the feeding cadres are different, the persons promoted from the feeding cadre having higher pay scale and grade pay shall be senior to the persons promoted from the feeding cadre having lower pay scale and grade pay:

Provided further that the persons appointed on the result of a subsequent selection shall be junior to the persons appointed on the result of a previous selection.

**PART –III
SENIORITY LIST**

Preparation of seniority list

9.09. (1) The appointing authority shall prepare a tentative seniority list of the permanent employees in accordance with the provisions of these statutes.

(2) The tentative seniority list shall be circulated amongst the persons concerned inviting objections, by a notice of reasonable period, which shall not be less than fifteen days from the date of circulation of the tentative seniority list.

(3) No objections against the vires or validity of these statutes shall be entertainable.

(4) The appointing authority shall, after disposing of the objection by a reasoned order, issue a final seniority list.

(5) it shall not be necessary to prepare a seniority list of the cadre to which appointments are made only by promotions from a single feeding cadre.

(6) The seniority list shall be updated on the first of August every year after following the proper procedure.

CHAPTER X

CONFIRMATION OF EMPLOYEES

Sec. 34

10.01. (1) Confirmation of an employee shall be made only on the post on which he is substantively appointed (i) through direct recruitment or, (ii) by promotion, if direct recruitment is one of the sources of recruitment or, (iii) by promotion if the post belongs to a different Service/cadre.

(2) Such confirmation shall be made against a post, whether permanent or temporary, on which any other person does not hold a lien.

(3) Formal order shall be necessary to be issued by the appointing authority with regard to confirmation.

10.02. (1) Confirmation will not be necessary if an employee is promoted, on a regular basis, after following the prescribed procedure to a post in the cadre where promotion is the only source of recruitment.

(2) On promotion to a post referred to in clause (1), the employee will have all the benefits that a person confirmed in that grade would have if no probation had been prescribed.

(3) Where probation is prescribed, the appointing authority shall on completion of the prescribed period of probation, assess the work and conduct of the employee and in case the conclusion is that the employee is fit to hold the higher grade, he will issue an order declaring that the person concerned has successfully completed the probation. If the appointing authority considers that the work and conduct of the employee concerned has not been satisfactory or needs to be watched for some more time, he may revert him to the post or grade from which he is promoted, or extend the period of probation in the manner prescribed.

Right to hold a Lien

10.03 An employee who is confirmed on a post or who has been promoted to a higher post and declared as having completed the probation period or who has been promoted on a regular basis, to a higher post where no probation is prescribed, as the case may be, shall be deemed to hold a lien on that post.

10.04. The provisions of this Chapter shall not apply where appointments are made against the posts, which are created for definite and purely temporary periods such as Committees, projects etc.

CHAPTER XI

CONDITIONS OF SERVICE OF NON-TEACHING STAFF

Sec. 29(f) **11.01.(1)** The pay and other benefits to various categories of the employees of the University or of any Constituent College shall be such as may be approved by the Society from time to time on the recommendation of the Executive Council.

(2) Subject to the provisions provided in these statutes, all the employees of the University, other than the Academic staff, shall be governed by the terms and conditions of service as are laid down in the Ordinances.

CHAPTER XII

CONDUCT & BEHAVIOUR

Sec. 29(f) **12.01. GENERAL-**

(1) Every employee of the University shall at all times maintain absolute integrity, secrecy and devotion to duty and shall do nothing which is unbecoming of an employee or the institution. He shall devote himself fully to the work of institution unless permitted to do otherwise.

Explanation- An employee who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected of him, shall be deemed to be lacking devotion to duty.

(2) Every employee shall at all times conduct himself in accordance with the specified or implied orders of the University regulating behaviour and conduct which may be in force. He shall be present in the sphere of duties interested and attend to the duties sincerely and faithfully to the satisfaction of his superiors.

(3) Every employee shall be bound to deal with the property or fund of the University as a person of ordinary prudence would deal with such property if it were his own.

(4) Whole time of an employee, other than an employee engaged on part-time, casual or work-charge basis, is at the disposal of the University which pays him and he may be employed in any manner required by the proper authority without any claim for additional remuneration.

(5) Every employee shall attend the duty in proper and prescribed dress or uniform. He shall maintain proper decorum and decency of the job and also the peace and tranquility on the work-place.

(6) An employee shall abide by the Act, Statutes, regulations and orders of the University and show due respect to the authority in words and spirit.

12.02. Equal Treatment for All-

(1) Every employee shall accord equal treatment to people irrespective of his religion, race, caste, sex or place of birth.

(2) No employee shall practice untouchability in any form.

12.03. Absence from Duty-

(1) No employee shall leave the headquarter without prior permission of the competent authority.

(2) An employee shall be punctual in attendance and shall not absent himself from duty without previous permission except as provided under clause

(3) In case of absence due to sudden illness or some other unforeseen circumstances beyond his control, the employee shall give intimation thereof to the authority or the office concerned at the earliest possible and send application for leave in writing by speed post, E-mail or special messenger.

12.04. Promptness and Courtesy- No employee shall—

(a) in the performance of his official duties, act in a discourteous manner and;

(b) in his official dealing with the public or otherwise, adopt dilatory tactics or willfully cause delay in disposal of the work assigned to him.

12.05. Prohibition of Sexual Harassment of Students, Working Females or Patients-

(1) No employee or student shall indulge in any act of sexual harassment of any student, working female or patient including her/his attendants, inside or outside the University.

(2) Every employee who is in charge of a work-place, shall take appropriate steps to prevent sexual harassment to any student, working female or patient and their attendants.

Explanation— For the purpose of this rule, “sexual harassment” includes such unwelcome sexually determined behaviour whether directly or otherwise, as-

- (a) physical contact and advances;
- (b) demand or request for sexual favours;
- (c) sexually coloured remarks;
- (d) showing any pornography ; or
- (e) any other unwelcome physical, verbal or non-verbal, conduct of a sexual nature.

12.06. Prohibition Regarding Employment of Children Below 14 Years of Age-

No employee shall employ to work or engage a child below the age of fourteen years.

12.07. Consumption of Intoxicating Drinks and Drugs- An employee or a student shall-

(a) strictly abide by law relating in 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 or study and shall also take due care that the performance of his duty/study at any time is not affected in any way by the influence of such drink or drug;

(c) refrain from consuming any intoxicating drink and drug in the University or in a public place; and

(d) not appear in the University or in a public place in a state of intoxication.

Explanation— For the purpose of this statute, ‘public place’ means the University and any place or premise (including a conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise.

12.08. Consumption, Purchase or Sale of the Cigarettes and Other Tobacco Products-

(1) No employee or student shall, in any form, consume, purchase, sell or smoke cigarette or other tobacco products in any campus (including auditorium, classroom, canteen and restaurant, hospital building, laboratory, library, office, meeting and conference room/hall, wards, workshops, transport bus etc.) of the University as the institutions are defined and declared a public place under **“The Cigarette and other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply**

and Distribution) Act, 2003” (34 of 2003) and the rules and notification published thereunder from time to time.

Explanation- (1) For the purpose of this clause, “cigarette”, “smoking” and “tobacco products” have the same meaning as assigned to them or defined in said Act and the Schedule thereof which is reproduced below-

1. Cigarette
2. Cigar
3. Cheroot
- 4. Beedis**
5. Cigarette tobacco, pipe tobacco and **hookah** tobacco
6. Chewing tobacco
7. Snuff
8. **Pan masala** or any chewing material having tobacco as one of its ingredients (by whatever name called),
- 9. Gutkha/Gutka.**

(2) “Cigarette” includes any roll of tobacco wrapped in paper or in any other substance not containing tobacco and any roll of tobacco wrapped in any substance containing tobacco, which, by reason of its appearance, the type of tobacco used in the filter, or its packaging and labeling is likely to be offered to, or purchased by, consumer as cigarette;

(3) “Smoking” means smoking of tobacco in any form whether in the form of cigarette, cigar, *beedis* or otherwise with the aid of a pipe, wrapper or any other instruments.

12.09. Ban on the Use of Mobile Phones etc.-

No employee or student shall have mobile phone in classroom, laboratory, operation room, or in other places of the University as required by authorities.

12.10. Demonstration and Strike--- No employee or student shall -

(1) engage himself or participate in any demonstration which is prejudicial to the interest of the University or its Institutions, the security of the state, friendly relation with foreign countries, public order, decency or morality or which involve contempt of court, defamation or incitement to an offence, or

(2) resort to or in any way abet any form of strike in connection with any matter pertaining to his service or the service of any other employee.

12.11. Joining of Associations -

No employee or student shall join or continue to be a member of an association or union, the objects or activities of which are prejudicial to the interest of the Society and/or the Institution or public order or morality.

12.12. Criticism of University or Its Functionaries-

No employee or student shall in any radio or other electronic media broadcast or in any document publish anonymously or in his own name, 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 or option---

(i) which has the effect of any adverse criticism of any decision of his superior officer or of any policy or action of the University.

(ii) which is capable of embarrassing the relation between the University and the Central /State Government or other statutory bodies.

12.13. Unauthorised Communication of Information-

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

Explanation— Quotation by an employee in his representation to his official superior, or from the notes to any file shall amount to unauthorised communication of information within the meaning of this statute.

12.14. Vindication of Acts -

No employee or student shall have recourse to the press for the vindication of any institutional act which has been the subject-matter of adverse criticism or an attack of defamatory character.

12.15. Unauthorised Pecuniary Arrangements-

No employee shall enter any pecuniary arrangement with another employee or any other person or firm so as to afford any kind of advantage to either or both of them or to their family or relative in any unauthorised manner or against the specific or implied provisions of any rule, regulation or order etc. for the time being in force.

12.16. Collecting Subscription for Public Causes- No employee shall-

(1) without the permission of the University, circulate amongst other employees or persons connected with the business of the University, appeal for subscriptions for public cause or raise any subscription by exerting his official position or influence.

(2) assist any outsider to have access for such purposes to any place of the University or its offices.

12.17. Gifts-

No employee shall, except with the previous permission of the authority concerned, accept from any person directly or indirectly or permit any member of his family to accept, any gift from the person connected with the affairs of the University;

12.18. Proper Use of Amenities-

No employee shall misuse or carelessly use, amenities provided for him by the University to facilitate the discharge of his official duties.

12.19. Subletting and Vacation of Accommodation-

(1) No employee shall allow to or share with any other person, occupation of accommodation which has been allotted to him.

(2) An employee shall, after the cancellation of his allotment of accommodation, vacate the same within the time-limit prescribed by the allotting authority without any damage to the property.

12.20. Relation with Supplier and Medical Representative etc.-

(1) No employee shall have any business dealing with a supplier or medical representative nor shall save with the express permission of the competent authority or officers, share any residential accommodation with any such supplier or medical representative etc.:

Provided that an employee may accept an invitation from a supplier or medical representative etc. to a marriage party or ritual ceremony.

(2) The provisions of this statute shall apply notwithstanding that employee is related to the supplier or medical representative concerned.

12.21. Preventing or Acting Against Ragging-

It shall be the collective responsibility at all levels, units of authorities or functionaries in the University for prevention or action to root out ragging in accordance with the law for the time being in force.

12.22. Arrests on a Criminal Charge-

It shall be the duty of an employee who has been arrested on a criminal charge made or a proceeding taken against him in connection with his position as an employee or otherwise which is likely to embarrass him in the discharge of his duties or which involves moral turpitude, to intimate the fact of his arrest and the circumstances connected therewith, to the University promptly in writing even though he might have subsequently been released on bail.

Failure on the part of the employee concerned to so inform, will be regarded as suppression of material information and will render him liable to disciplinary action on this ground alone, apart from any action that may be taken against him on the conclusion of the case against him.

12.23. Compliance with the directions of the University-

Every employee or student shall be bound to comply with the directions of the functionaries and authorities of the University in connection with the examinations (including sessional test or examination, admission test etc.) conducted by the University.

12.24. Residuary Powers-

No provision in this Chapter shall be deemed to affect the power of the University to make such orders, from time to time, as it may deem fit in regard to all matters incidental or ancillary to these statutes not specifically provided.

CHAPTER XIII GENERAL DISCIPLINARY PROCEEDINGS

Sec, 29(2)(f) **13.01.** The following penalties may for good and sufficient reasons and as hereinafter provided, be imposed upon the employee :-

Minor Penalties –

- (i) Censure;
- (ii) Withholding of increments, if any, for a specified period;
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of rules or orders;

(iv) Fine in case of unskilled and semi-skilled employees :

Provided that the amount of such fine shall in no case exceed twenty-five percent of the month's pay of the employee.

Major Penalties-

- (i) Withholding of increments, if any, with cumulative effect;
- (ii) Reduction to a lower post or grade;
- (iii) Dismissal from the service.

Explanation :- The following shall not amount to penalty within the meaning of this statute, namely:

- (i) Reversion of a person appointed on probation to the service during or at the end of the period of probation in accordance with the terms of appointment or the rules and orders governing such probation;
- (ii) Termination of the service of a person appointed on probation during or at the end of the period of probation in accordance with the terms of the service or the rules and orders governing such probation.

13.02. Preliminary Inquiry –

(1) Whenever intimation is received about the commission of an offence by an employee, a preliminary inquiry will be conducted, not necessarily by the appropriate disciplinary authority. This will be held for the purpose of collection of facts in regard to the conduct and work of the employee concerned in which he may or he may not be associated. Such a preliminary inquiry may even be held *ex-parte*, for it is merely for the satisfaction of the concerned authority. At this inquiry, all available evidences and relevant documents should be collected and in important cases, evidences or witnesses be reduced to writing and got signed by them, if possible, in the presence of the employee concerned. During the course of such an inquiry, for the sake of fairness, the employee may normally be given an opportunity to say what he may have to say about the allegations against him to find out if he is in a position to give any satisfactory information or explanation which may render any further investigation unnecessary.

(2) The preliminary inquiry is in the nature of 'fact-finding inquiry' where there can be *ex-parte* examination or investigation and *ex-parte* reports.

The investigation report alongwith the preliminary evidences collected are then examined by the appropriate authority to come to a decision whether a *prima-facie* case exists for initiation of formal disciplinary proceeding. The officer responsible for the decision should take care not to express, as far as possible, any definite opinion on the merits of the final outcome of the case.

(3) The question to be decided at this stage is not whether an employee is guilty or not of an allegation. It is to be seen whether a *prima-facie* case exists of a certain offence/misconduct/ misbehavior/dereliction of duty etc. It is just to find out whether an offense has taken place and if so, whether the employee is *prima-facie* involved in it. If there is *prima-facie* evidence of commission of a criminal offence beyond reasonable doubts, initiation of criminal or/and departmental proceeding is to be considered. If, on the other hand, prima facie evidence is based only on preponderance of probability, then departmental proceedings may be appropriate.

13.03. Suspensions –

(1) An employee against whose conduct, an inquiry is contemplated may be placed under suspension pending the conclusion of the inquiry in the discretion of the Appointing Authority :

Provided that suspension should not be resorted to unless the allegations against the employee are so serious that in the event of their being established may ordinarily warrant major penalty :

Provided further that concerned Head of the Office/Department empowered by the University by an order in this behalf may place an employee under suspension under this statute.

(2) An employee in respect of, or against whom an investigation, inquiry or trial relating to a criminal charge, which is connected with his position as an employee or which is likely to embarrass him in the discharge of his duties or which involves moral turpitude, is pending, may, at the discretion of the Appointing Authority or the Authority to whom the power of suspension has been delegated under these statutes, be placed under suspension.

(3) (a) An employee shall be deemed to have been placed or, as the case may be, continued to be placed under suspension by an order of the Authority Competent to suspend, with effect from the date of his detention or

arrest, if he was detained in custody, whether the detention was on criminal charge or otherwise, for a period exceeding forty- eight hours.

(b) The aforesaid employee shall, after the release from the custody, inform in writing to the Competent Authority about his detention or arrest and may also make explanation/ representation against the deemed suspension. The Competent Authority shall, after considering the representation in the light of the facts and circumstances of the case as well as the provisions contained in this statute, pass appropriate order continuing the deemed suspension from the date of release from custody or revoke or modify it.

(4) Where a penalty of dismissal from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a Court of Law and the Appointing Authority, on a consideration of circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal was originally imposed, whether the allegations remain in their original form or are clarified or their particular better specified or any part thereof of a minor nature omitted –

(a) if he was under suspension immediately before the penalty was awarded to him, the order of his suspension shall, subject to any such directions as aforesaid, be deemed to have continued in force on and from the date of the original order of dismissal;

(b) if he was not under suspension, he shall, if so directed by the appellate or reviewing authority, be deemed to have placed under suspension by an order of the Appointing Authority on and from the date of the original order of dismissal.

(5) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the Authority Competent to place him under suspension, may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension till the termination of all or any of such proceedings.

(6) An employee placed under suspension or deemed to have been placed under suspension under this statute shall be entitled to a subsistence

allowance at an amount equal to the leave salary which the employee would have drawn if he had been on leave on half average pay or on half pay and in addition, dearness allowance and other allowances, as admissible on the basis of such leave salary :

Provided that no payment shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

13.04. Disciplinary Authority –

The Appointing Authority of an employee shall be his Disciplinary Authority who, subject to the provisions of these statutes, may impose any of the penalties specified in statute 13.01 on him:

Provided that no person shall be dismissed by an authority subordinate to that by which he was actually appointed.

13.05. Procedure for imposing major penalties-

Before imposing any major penalty on an employee, an inquiry shall be held in the following manner :

(i) The Disciplinary Authority may himself inquire into the charges or appoint an authority subordinate to him as Inquiry Officer to inquire into the charges.

(ii) The fact constituting the misconduct on which it is proposed to take action shall be reduced in the form of definite charge or charges to be called charge-sheet. The charge-sheet shall be approved by the Disciplinary Authority.

(iii) The Charges framed shall be so precise and clear as to give sufficient indication to the charged employee of the facts and circumstances against him. The proposed documentary evidences and name of witnesses proposed to prove the same alongwith oral evidences, if any, shall be mentioned in charge-sheet.

(iv) The charged employee shall be required to put in a written statement of his defence in person on a specified date which shall not be less than 15 days from the date of service of the charge- sheet and to state whether he desires to cross-examine witness mentioned in the charge-sheet and whether he desires to give or produce evidence in his defence. He shall also be

informed that in case he does not appear or file the written statement on the specified date, it will be presumed that he has none to furnish and Inquiry Officer shall proceed to complete the inquiry *ex-parte*.

(v) The charge-sheet, alongwith the copy of documentary evidences mentioned therein and list of witnesses and their statements, if any, shall be served on the charged employee personally or by registered post or speed post at the address last known or as mentioned in the official records. In case the charge-sheet in aforesaid manner could not be served, the charge-sheet shall be served by publication in a daily news paper having wide circulation in the area :

Provided that where the documentary evidence is voluminous, instead of furnishing its copy with charge-sheet, the charged employee shall be permitted to inspect the same in the presence of the Inquiry Officer.

(vi) Where the charged employee appears and admits the charges, the Inquiry Officer shall submit his report to the Disciplinary Authority on the basis of such admission.

(vii) Where the charged employee denies the charges, the Inquiry Officer shall proceed to call the witnesses proposed in the charge-sheet and record their oral evidence in presence of the charged employee who shall be given opportunity to cross-examine such witnesses. After recording the aforesaid evidences, the Inquiry Officer shall call and record the oral evidence which the charged employee desired in his written statement to be produced in his defence :

Provided that the Inquiry Officer may for reasons to be recorded in writing, refuse to call a witness.

(viii) The Inquiry Officer may summon any witness to give evidence or require any person to produce documents before him in accordance with the provisions of the Uttar Pradesh Departmental Inquiries (Enforcement of Attendance of Witnesses and Production of Documents) Act, 1976 (U.P. Act no. 18 of 1972).

(ix) The Inquiry Officer may ask any question he pleases, at any time of any witness or from person charged with a view to discover the truth or to obtain proper proof of facts relevant to charges.

(x) Where the charged employee does not appear on the date fixed in the inquiry or at any stage of the proceeding despite of the service of the notice on him or having knowledge of the date, the Inquiry Officer shall proceed with the inquiry *ex-parte*. In such a case the Inquiry Officer shall record the statement of witnesses mentioned in the charge-sheet in absence of the charged employee.

(xi) The employee may take the assistance of any other employee to present the case on his behalf but may not engage a legal practitioner for the purpose:

Provided that this statute shall not apply in following type of cases -

(i) Where any minor penalty is imposed on a person on the ground of conduct which has led to his conviction on a criminal charge; or

(ii) Where the Disciplinary Authority is satisfied that for reasons to be recorded by it in writing, it is not reasonably practicable to hold an inquiry in the manner provided in these statutes; or

(iii) Where the Executive Council is satisfied that, in the interest of the security of the University, it is not expedient to hold an inquiry in the manner provided in these statutes.

13.06. Submission of Inquiry Report –

When the inquiry is complete, the Inquiry Officer shall submit its report to the Disciplinary Authority alongwith all the records of the inquiry in original. The Inquiry Report shall contain a sufficient record of brief facts, the evidence and statement of the findings on each charge and the reasons thereof. **The Inquiry Officer shall not make any recommendation about the penalty.**

13.07. Action on Inquiry Report –

(1) (a) The Disciplinary Authority may, for reasons to be recorded in writing, remit the case for further inquiry to the same or any other inquiry Officer under intimation to the charged employee. The Inquiry Officer shall thereupon proceed to hold the inquiry from such stage as directed by the Disciplinary Authority according to the provisions of statute 13.05.

(b) The Disciplinary Authority shall, if it disagrees with the findings of the Inquiry Officer on any charge, record its own findings thereon for reasons to be recorded.

(c) In case the charges are not proved, the charged employee shall be exonerated by the Disciplinary Authority of the charges by passing detailed, reasoned and speaking order and inform him accordingly.

(d) If the Disciplinary Authority, having regard to its findings on all or any of charges, is of the opinion that any penalty specified in statute 13.01 should be imposed on the charged employee, he shall give a copy of the inquiry report and the findings recorded under sub-clause (b) to the charged employee and require him to submit his representation/show-cause if he so desires, within a reasonable specified time. The Disciplinary Authority shall having regard to all the relevant records relating to the inquiry and representation of the charged employee, if any, pass a reasoned order imposing one or more penalties mentioned in statute 13.01 and communicate the same to the charged employee.

(2) The pay and allowances of the employee who is dismissed from service shall cease from the date of such dismissal.

13.08. Procedure for imposing minor penalties –

(a) Where the Disciplinary Authority is satisfied that good and sufficient reasons exist for adopting such a course, he may impose one or more of the minor penalties mentioned in statute 13.01.

(b) The charged employee shall be informed of the substance of the imputations against him and called upon to submit his explanation within a reasonable time. The Disciplinary Authority shall, after considering the said explanation, if any, and the relevant records, pass such orders as he considers proper and where a penalty is imposed, reason thereof shall be given. The order shall be communicated to the concerned employee.

Sec. 29(2)(l) **13.09. Appeal –**

(1) An appeal shall lie to the Chancellor from the order passed by Disciplinary Authority.

(2) The appeal shall be addressed and submitted to the Appellate Authority. An employee preferring an appeal shall do so in his own name. The

appeal shall contain all material statements and arguments relied upon by the appellant.

(3) The appeal shall not contain any intemperate language. Any appeal, which contains such language, may be liable to be summarily dismissed.

(4) An appeal shall be filed within 30 days from the date of receipt of the impugned order. An appeal filed after the said period shall be dismissed summarily.

13.10. Consideration on Appeal –

The Appellate Authority shall pass such order, in the appeal as he thinks proper after considering :

(a) whether the facts on which the order was based have been established ;

(b) whether the facts established afford sufficient ground for taking action; and

(c) whether the penalty is excessive, adequate or inadequate.

13.11. Review –

The Chancellor may at any time, either on its own motion or on representation of the concerned employee, review any order passed by it under these statutes, if it has brought to its notice that any new material or evidence which could not be produced or was not available at the time of passing the impugned order or any material error of law accrued which has the effect of changing the nature of the case.

13.12. Opportunity before imposing or enhancing penalty –

No order under statute 13.10 or 13.11 imposing or enhancing any penalty, shall be made unless employee concerned has been given a reasonable opportunity of showing cause and hearing against the proposed imposition or enhancement, as the case may be.

**CHAPTER XIV
MISCELLANEOUS**

14.01. (1) Any authority of the University may appoint or constitute as many standing or special committees, which include Board, sub-committee also, as it may deem necessary, and may appoint to such committees persons who are not members of such authorities.

(2) Any Committee appointed or constituted under sub-clause (1) may deal with the subject delegated to it subject to subsequent confirmation by the authority appointing it.

(3) Where no provision is made for a President or Chairperson to preside over a meeting of any authority of the University or any Committee of such authority or when the President or Chairperson so provided for, is absent, the members present shall elect one from amongst themselves to preside at such meeting.

(4) Any member, other than an *ex-officio* member of the Court, the Executive Council, the Academic Council or any other authority of the University or any Committee of such authority may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as such letter is received by the Registrar.

Sec. 29(2)(l) **14.02.** The University may institute and award scholarships, fellowships, studentships, medals and prizes in accordance with the provisions laid down in the Ordinances.

Sec. 29(2)(o) **14.03. Delegation of Powers**

Subject to the provisions of the Act and the Statutes, any officer or authority of the University may delegate any of his or its powers to any other officer or authority or person under his or its respective control and subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority delegating such powers.

Sec. 29(2)(b) **14.04. Membership of Authorities By Virtue of Membership of Other Bodies**

Notwithstanding anything contained in these statutes, a person who holds any post in the University or is a member of any authority or body of the University in his capacity as a member of a particular authority or body or as the holder of a particular appointment shall hold such office or membership only for so long as he continues to be a member of that particular authority or body or the holder of the particular appointment, as the case may be.

14.05. Disqualification for membership

(1) A person shall be disqualified for being chosen as, and for being, a member of any of the authorities of the University:-

- (a) If he is of unsound mind;
- (b) If he is an undischarged insolvent;
- (c) If he has been convicted by a court of law of an offence involving moral turpitude and sentenced in respect thereof to imprisonment.

(2) If any question arises as to whether a person is or had been subjected to any of the disqualification mentioned in clause (1), the question shall be referred to the Chancellor and his decision thereon shall be final and no suit or other proceedings shall lie in any Civil Court against such decision.

14.06. Except as expressly provided in the Act or the Statutes, members of authorities of the University shall, so far as may be possible, will be appointed by rotation in order of seniority for one year.

14.07. (1) The provisions of-

(a) The Uttar Pradesh Universities (Provisions Regarding Conduct of Examinations) Act, 1965 (U.P. Act no. XXIV of 1965),

(b) The Uttar Pradesh Public Examination (Prevention of Unfair Means) Act, 1998 (U.P. Act no. 13 of 1998),

(c) The Uttar Pradesh Public Services (Reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes) Act, 1994 (U.P. Act no. 20 of 1994),

(d) The Uttar Pradesh State Universities (Reservation in Admission for Scheduled Caste, Scheduled Tribes and Other Backward Classes) Order, 1994 (U.P. Gazette, Extraordinary, Part-4 (Kha) No. 2638/XV-X-94-15(66)-89, Dated 20 July, 1994)

(e) The Uttar Pradesh Prohibition of Ragging Act, 2010 (U.P. Act no. 14 of 2010),

(f) The U. P. Medicare Service Persons And Medicare Service Institutions (Prevention of Violence And Damage to Property Act, 2013 (U.P. Act no. 16 of 2013),

(g) The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013),

shall apply in connection with the affairs of the University.

(2) The provisions regarding prevention of the dissipation of assets of the University, including its constituent colleges, shall be governed and regulated by **The Uttar Pradesh Educational Institutions (Prevention of Dissipation of Assets) Act, 1974** (U.P. Act no. 3 of 1975).

14.08. If any question arises to the meaning or interpretation of provisions made in the statutes and ordinances made thereunder, the decision of the Executive Council thereon, shall be final.

CO-OPERATION AND COLLABORATIONS

14.09. (1) The University may co-operate and collaborate with other Universities, Institutions and other learned bodies on mutually agreed terms in the areas, including the following :

(a) Joint research programmes

(b) Sharing of library, laboratory and other academic resources

- (c) Jointly arranged –
 - (i) Conferences
 - (ii) Training Programmes
 - (III) Refresher courses, etc.
- (d) Expert lectures of faculty
- (e) Conduct courses/ clauses
- (f) Any other activities of mutual benefit

(2) The University shall identify and actively seek co-operation and collaborations with Centres of Excellence in India and abroad in activities including the following :

- (a) Joint research projects funded by national and international agencies
- (b) Twinning / Articulation of syllabi/course contents of academic programmes for exchange of students at Bachelors and Masters levels
- (c) Exchange of faculty for teaching, research and training
- (d) Sharing of course and instruction materials
- (e) Jointly establishing Centres
- (f) Jointly developing e-courses for interactive and interactive-integrative learning

(3) The scope, terms and conditions of co-operation and collaboration shall be determined by the Executive Council on the recommendation of the Academic Council.

AGREEMENT

(with a teacher other than a Principal)
(see statute 8.01)

RAMA UNIVERSITY UTTAR PRADESH, KANPUR.

AGREEMENT made thisth day of, 201.....

BETWEEN

Sri/Ms/Dr.son/daughter of Sri.....
(hereinafter referred to as ‘the Teacher’) of the first part.

AND

The Rama University Uttar Pradesh, Kanpur through its Registrar/Principal/Director (hereinafter referred to as ‘the University’) of the other part.

WHEREAS, the University has engaged ‘the Teacher’ to serve the University as..... in the Faculty of....., Department of on the terms and conditions hereinafter contained,

NOW, THIS AGREEMENT witnesseth that ‘the Teacher’ and ‘the University’ hereby contract and agree as follows :-

1. That the engagement shall be from theth day of....., 201 and shall be determinable as hereinafter provided.
2. That the Teacher is employed in the first instance on probation for a period of one year and shall be paid a monthly salary of Rs. The period of probation may be extended for a period not exceeding one year.
3. That the Teacher shall not make any representation to the Central or State Authorities or the University or to any member of any authority of the University, except through the proper channel.
5. That the Teacher shall in addition to the routine duties, perform such duties as may be entrusted to him by the University or an authorized person of the University in connection with examination, administration, extra/co-curricular activities etc. of the University.
6. The teacher shall assume the obligation to conduct himself /herself in accordance with the ideal of the profession for which a declaration to follow the salient provisions of the Code

of Conduct (statutes 12.01 to 12.25) and the Code of Professional Ethics are enclosed herewith as enclosure – 1 & 2 respectively.

7. In all other respects, the mutual rights and obligations of the parties hereto shall be governed by the statutory provisions made by the Central Regulatory Bodies, the State Government and the University, as the case may be.

IN WITNESS WHEREOF, the Parties hereto, have caused this AGREEMENT to be signed in their respective names as of the day and year written hereinabove.

On behalf of the University
(Second Part)

Signature :

Name :

Designation :

Address :

.....
(Seal)

In presence of -

Witness (1)

Signature :

Name :

Designation :

Address :

.....

By the Teacher
(First Part)

Signature :

Name :

Designation :

Address :

.....

In presence of -

Witness (2)

Signature :

Name :

Designation :

Address :

.....

AGREEMENT

(with a Principal or Director of a Constituent College)
(see statute 8.01)

RAMA UNIVERSITY UTTAR PRADESH, KANPUR.

THIS AGREEMENT made this day of, 201.....

BETWEEN

Sri/Ms/Dr.son/daughter of Sri.....

- FIRST PARTY

AND

The RAMA UNIVERSITY, UTTAR PRADESH, KANPUR through its Registrar

(hereinafter referred to as the University)

- SECOND PARTY

WHEREAS, the University has engaged the First Party to serve the University as Director/Principal to the Rama..... College, Kanpur/Hapur, a Constituent Colleges of the University, subject to the terms and conditions hereinafter contained,

NOW, THIS AGREEMENT witnesseth that the Principal/Director and the University hereby contract and agree as follows :

1. THAT the contract of service shall commence on theth day of, 201..... and shall be determinable as hereinafter provided.
2. That the First Party is employed as the Principal / Director in Rama..... College, Kanpur/Hapur, a Constituent College of the University, on probation for a period of one year and shall be paid a consolidated salary of Rs. p.m. The period of probation may be extended by another year at the discretion of the University.
3. That on confirmation after the period of probation, the University shall pay the salary to the First Party at the stage of Rs. (Rupeesonly) per month in the scale of Rs. 37,400 – 3% - 67,000 with Grade Pay of Rs. 10,000=00 and a special pay of Rs. 3,000/- with other allowances as admissible to University employees.
4. That the said monthly salary will become due on the 1st day of the month following that for which it is earned.
5. (1)- That First Party shall perform all such duties as prescribed and shall be responsible for due discharge of such duties. The First Party shall be solely responsible for the internal management and discipline of the College including such matters as- the selection of text-books in consultation with the senior faculty members of the Department and authorities concerned, time-table, the allocation of duties to staff, periodical monitoring of the performance of Wardens, Proctors, Games Superintendents, Medical Superintendent etc.,

the grant of leave to the staff, the appointment, promotion, control and removal of the inferior staff, the granting of freeship and half freeship to students within the number sanctioned by the University, control of the College or hostels through the Warden, the admission, discipline and punishment of students and the organization of games and other activities.

(2)- He shall administer all student funds, such as- games fund, magazine Fund, Union Fund, Reading Room fund, Recreation Fund, Examination Fund etc., with the help of Committees appointed by him and in accordance with the directions received by him from time to time from the University and subject to audit and scrutiny of accounts by qualified accountants appointed by the University.

(3)- The accountant's fee will be the legitimate charge on the student funds of the College.

(4)- He shall also have all powers necessary for the purpose including powers in an emergency to suspend members of the staff, including teachers or staff pending report to any decision by the University in the spheres of his sole responsibility.

(5)- He shall follow the directions received from the University or Government in connection with the administration of the College.

(6)- In financial and other matters, for which he is not solely responsible, the First Party shall follow the directions of the University as issued to him from time to time in writing through the Registrar.

(7)- All instructions by the University to the member of the staff shall be issued through the Principal/Director and no member of the staff shall have a direct approach to any member of any authority of the University.

(8)- The Principal/Director shall have all necessary powers of control and discipline with regard to the Group 'C' and 'D' staff. All appointments in the Principal's/Director's office shall be made with his concurrence.

6. The date of birth of the First Party is in proof of which he has produced the High School Certificate/Certificate of examination which is recognised as equivalent to High School Examination and has submitted certified copy thereof.

7. In other respects, the mutual rights and obligations of the parties hereto shall be governed by the Act and Statutes of the University as amended from time to time.

IN WITNESS WHEREOF, the Parties hereto, have caused this AGREEMENT to be signed in their respective names as of the day and year written hereinabove.

On behalf of the University
(Second Party)

Signature :.....

Name :

Designation :

Address :

.....
(Seal)

In presence of -

Witness (1)

Signature :.....

Name :

Designation :

Address :

.....

By the Principal/Director
(First Party)

Signature :

Name :

Designation :

Address :

.....

In presence of -

Witness (2)

Signature :

Name :

Designation :

Address :

.....

ENCLOSURE - 1 TO APPENDIX-'A'

CODE OF CONDUCT FOR TEACHERS

(see statute 8.01 & Chapter-XII)

WHEREAS, a teacher, conscious of his responsibilities and trust placed to him to mould the character of the youth, to render services to patients and to advance knowledge, intellectual freedom and social progress, is expected to realize that he can fulfill the role of moral leadership more by example than by precept through a spirit of dedication, moral integrity and purity in thought, word and deed;

NOW, THEREFORE, in keeping with the dignity of his calling, this Code of Conduct is hereby laid down in compliance with the provisions contained in Chapter-XII to be truly and faithfully observed :

1. Every teacher shall perform his academic duties with absolute integrity and devotion.
2. No teacher shall show any partiality or bias in the assessment of the students or shall not practice victimization against them.
3. No teacher shall incite one student against another or against his colleagues or the *alma matter*.
4. No teacher shall discriminate against any pupil or patient on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such tendencies, amongst his colleagues, subordinates and students, and shall not try to use the above consideration for the improvement of his own prospects.
5. No teacher shall refuse to carry out of the decisions of the appropriate bodies and functionaries of the University or its institutions as the case may be.
6. No teacher shall divulge any confidential information relating to the affairs of the University to any person not authorized in respect thereof.
7. No teacher shall run any other business or private practice, Part-time home teaching (tuition) and coaching classes.
8. The teacher shall remain available to the students and patients for necessary assistance and guidance even after the classes or regular duties without any remuneration.
9. With a view to completing the educational programme, a teacher shall take leave only in unavoidable circumstances with the prior permission.
10. The teacher shall remain engaged in developing his/her academic achievements by a continuous study, research and training.

11. Every teacher shall provide assistance to the University including hospital in educational and clinical responsibilities e.g. in admission, helping and counseling to students and patients, conducting of examination, invigilation, supervision, evaluation of answer books, teaching and other co-curricular activities of the University.
12. As per the ideals of democracy, patriotism and peace, the teacher shall create the feeling of respect among students towards scientific temperament and physical labour.
13. The teacher shall not leave his residential head-quarter without obtaining prior permission of competent authority.

AFFIRMATION

I shall observe and abide by above Code of Conduct.

Counter-signed by

(Principal/Director/Registrar)

Signature-

Date –

(Seal)

Signature (by teacher) –

Name –

Date -

Designation -

Department -

ENCLOSURE - 2 TO APPENDIX-‘A’
CODE OF PROFESSIONAL ETHICS

(see statute 8.01 & 8.24)

(1) TEACHERS AND THEIR RESPONSIBILITIES:

Teachers should:

- (i) adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) seek to make professional growth continuous through study and research;
- (iv) express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) perform their duties in the form of teaching, tutorial, practical, practical teaching, seminar, symposium, workshop and research work conscientiously and with dedication;
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation; and
- (viii) participate in extension, co-curricular and extra-curricular activities including community service.

(2) TEACHERS AND THE STUDENTS

Teachers should:

- (i) respect the right and dignity of the student in expressing his/her opinion;
- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) pay attention to only the attainment of the student in the assessment of merit;
- (viii) make themselves available to the students even beyond their

class hours and help and guide students without any remuneration or reward;

(ix) aid students to develop an understanding of our national heritage and national goals; and

(x) refrain from inciting students against other students, colleagues or administration.

(3) TEACHERS AND COLLEAGUES

Teachers should:

(i) treat other members of the profession in the same manner as they themselves wish to be treated;

(ii) speak respectfully of other teachers and render assistance for professional betterment;

(iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and

(iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

(4) TEACHERS AND AUTHORITIES:

Teachers should:

(i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

(ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes;

(iii) co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand;

(iv) co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession;

(v) should adhere to the conditions of contract;

(vi) give and expect due notice before a change of position is made; and

(vii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(5) TEACHERS AND NON-TEACHING STAFF:

(a) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the University; and

(b) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

(6) TEACHERS AND GUARDIANS

Teachers should:

try to see through teachers' bodies and organizations, that institution maintains contact with the guardians, their students, sends reports of their performance to the guardians whenever necessary and meets the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

(7) TEACHERS AND SOCIETY

Teachers should:

- (a) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (b) work to improve education in the community and strengthen the community's moral and intellectual life ;
- (c) beware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (d) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (e) refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

AFFIRMATION

I shall observe and abide by above Code of Professional Ethics.

Counter-signed by

(Principal/Director/Registrar)

Signature-

Date –

Signature (by teacher) –

Name –

Date -

Designation -

Department -

(Seal)

ANNUAL ACADEMIC PERFORMANCE REPORT

(For Teachers and Library Cadre)

Academic Session -

(see statute 8.22)

1. Name of the teacher
2. Designation
3. DepartmentFaculty/College
4. Academic qualifications or distinctions achieved during the session -
.....
5. Details of publications or research work performed by the teacher and or papers read
in any national or international conference /seminar /symposium etc.
.....
.....
6. Number of Research Students under his guidance during the session and whether any
of them has been conferred a research degree –
.....
7. Number of lectures (excluding tutorial classes) delivered in the University during the
session -
8. Remarks -

I hereby declare that the contents of this Academic Performance Report are true to my personal knowledge and belief.

Countersigned

.....
(Signature of the teacher)

H.O.D./Dean/Principal/Director

Date -
Designation-
Department-

APPENDIX – ‘C’

SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF TEACHERS.

Category I: Teaching, LEARNING AND EVALUATION Related ACTIVITIES-

S. No.	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	50
2	Lectures or other teaching duties in excess of the UGC norms	10
3	Preparation and Imparting of knowledge /instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
	Total Score	125
	Minimum API Score Required	75

Brief Explanation

- (1) Based on the teacher's self-assessment, API scores are proposed for-
- (a) teaching related activities;
 - (b) domain knowledge;
 - (c) participation in examination and evaluation;
 - (d) contribution to innovative teaching, new courses etc.

The minimum API score required by teachers from this category is 75. The self assessment score shall be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee. At the University level, it will be required to detail the activities and in case, institutional specialties require, adjust the weightages, without changing the minimum total API scores required under this category.

- (2) Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80%, for 1 and 5 above, below which no scores may be assigned in these sub-categories.

Category II: Co-curricular, Extension And Professional Development Related Activities

S. No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

Brief Explanation:

(1) Based on the teacher's self-assessment, these scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee. The model table above gives groups of activities and API scores. University may detail the activities or, in case institutional specialties require, adjust the weightages, without changing the minimum total API scores required under this category.

(2) The model table proposes API scores and the mode for awarding these scores for various parameters of Category II of PBAS.

(3) Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the time-table or the actual number of hours spent in that activity in the previous academic year. The University can verify these from the official Time-Table and the record of students' attendance.

