

**THE JAMMU AND KASHMIR
BABA GHULAM SHAH BADSHAH UNIVERSITY ACT**

Act No. XVI of 2002

(Received the assent of the Governor on 21st April, 2002 and published in Government Gazette dated: 23rd April, 2002)

An Act to provide for the establishment of a residential and technical University in the State of Jammu and Kashmir to offer scientific and technical education as also to usefully utilize the surplus finance of Baba Ghulam Shah Trust for matter connected therewith.

Be it enacted by the Jammu and Kashmir State Legislature in the Fifty-third Year of the Republic of India as follows:-

1. Short title and commencement -

- (1) This Act may be called the Jammu and Kashmir Baba Ghulam Shah Badshah University Act, 2002.
- (2) It shall come into force on such date as the Government may, by notification in the Government Gazette, appoint.
- (3) Seat of the University shall be at Moradpur Rajouri or such other place as may be identified by the Government on the recommendations of State Wakaf Council.

2. Definitions - In this Act, unless the context otherwise requires -

- (a) "College" means a college maintained by the University;
- (b) "Council" means the State Wakaf Council established under section 7 of the Jammu and Kashmir Wakaf's Act, 2001;
- (c) "Hall" means a unit of residence, by whatever name called, for students of the University provided, maintained or recognized by it;
- (d) "prescribed" means prescribed by Statutes, Ordinances or Regulations;
- (e) "recognised institution" means an institution of higher learning maintained by the University or started by Council or Trust and recognized by, or associated with the University;
- (f) "State" means the State of Jammu and Kashmir;
- (g) "Statutes", "Ordinances" and "Regulations" means respectively, the Statutes, Ordinances and Regulations of the University made under this Act;
- (h) "Trust" means the Hazrat Baba Ghulam Shah Badshah Trust;
- (i) "University" means Baba Ghulam Shah Badshah University.

- 3. The University** - The First Chancellor and the first Vice-Chancellor of the University, the Executive Council and the Academic Council and all persons who may hereafter become such officers, so long as they continue to hold such offices are hereby constituted a body corporate by the name of "Baba Ghulam Shah Badshah University".
- 4. Objects** - The objects of the University shall be to disseminate and advance knowledge, wisdom and understanding, and to offer scientific and technical education of the highest standards by teaching and research and by the example and influence of its corporate life.
- 5. Powers of the University** - The University shall have the following powers, namely:-
- (1) to provide for instruction including the method of correspondence courses in such branches of learning as the University may from time to time determine, and to make provision for research, for the advancement and dissemination of knowledge and for offering scientific and technical education of the highest standards;
 - (2) to confer honorary degrees or other academic distinctions in the manner laid down in the Statutes;
 - (3) to create such teaching, administrative and other posts as the University may deem necessary, from time to time and to make appointments thereto;
 - (4) to appoint or recognize persons as Professors, Readers or Lecturers or otherwise as teachers of the University;
 - (5) to institute an award, Fellowships, Scholarships, Exhibitions and prizes;
 - (6) to establish and maintain Colleges and Halls, to recognize guide, supervise and control Halls started by Council or Trust and to withdraw any such recognition;
 - (7) to regulate and enforce discipline among students and employees of the University and to take such disciplinary measures in this regard as may be deemed necessary;
 - (8) to make arrangements for promoting health and general welfare of students and employees of the University;
 - (9) to determine and provide for examinations for admission into the University;
 - (10) to recognize for any purpose, either in whole or in part any institution started and maintained by Council on terms and conditions as may, from time to time, be prescribed and to withdraw such recognition;
 - (11) to co-operate with any other University, authority or association or any other public or private body having in view the promotion of purposes and objects similar to those for the University for such purposes as may be agreed upon on such terms and conditions, as may, from time to time, be prescribed;

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- (6) There shall be a Finance Officer, who shall be the Secretary of the Finance Committee and exercise such powers and perform such duties as may be prescribed by the Statutes.
- (7) There shall be such other officers as provided for in the Statutes.
9. **Authorities of the University** - The authorities of the University shall be the Council, Trust, the Executive Council, the Academic Council, the Schools of Studies, the Finance Committee and such other authorities as may be declared by the Statutes to be authorities of the University.

10. Council -

- (1) The Council shall be the supreme authority of the University.
- (2) The Council shall have the power to review the acts of the Executive Council and the Academic Council (save when these authorities have acted in accordance with the powers conferred upon them under this Act, the Statutes or the Ordinances) and shall exercise all the powers of the University not otherwise provided for by this Act or the Statutes.
11. **Trust** - The Trust shall, subject to direction, control and superintendence of the Council have the powers of the Council for purposes of carrying the objects of this Act.

12. The Executive Council -

- (1) The Executive Council shall consist of the following members, namely:-
- (i) the Vice-Chancellor of the University;
 - (ii) the Vice-Chancellor of the University of Jammu;
 - (iii) the Vice-Chancellor of the University of Kashmir;
 - (iv) the Dean of Students, ex-officio;
 - (v) not more than two Deans of Schools of Studies, by rotation according to seniority;
 - (vi) not more than two Principals of Colleges;
 - (vii) three persons, none of whom shall be an employee of the University or an institution recognized by, or associated with, the University, nominated by Chancellor.
- (2) The members of the Executive Council referred to in items (v) and (vi) shall hold office for a term of three years.
- (3) The members referred to in item (vii) shall hold office for a term of three years.
- (4) The term of office of the members of the Executive Council shall commence from the date of election, nomination or appointment, as the case may be.
- (5) Four members of the Executive Council shall form the quorum.
- (6) The Executive Council shall be the executive body of the University, and its constitution

and the terms of the office of its members, other than ex-officio members, shall be prescribed by the Statutes.

- (7) It shall be incharge of the general management and administration (including the revenue and property) of the University.

13. The Academic Council -

- (1) The Academic Council shall be the academic body of the University, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the Statutes.
- (2) The Academic Council shall, subject to the provisions of this Act, the Statutes and the Ordinances have the control and general regulation and be responsible for the maintenance of standards of instruction, education and examination within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

14. The Academic Advisory Committee -

- (1) There shall be constituted an Academic Advisory Committee of the University which shall advise generally on the planning and development of the University and keep under review the standard of education and research in the University.
- (2) The Committee shall consist of:-
- (a) not more than seven persons of high academic standing who shall be appointed in such manner as may be prescribed by the Statutes;
 - (b) the Vice-Chancellor;
 - (c) the Secretary to Government, Higher Education Department, ex-officio; and
 - (d) the Secretary to Government, Haj and Auqaf Affairs Department.
- (3) The Chancellor may determine a date with effect from which the Academic Advisory Committee shall stand dissolved.

15. Statutes - Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:-

- (a) the constitution, powers and duties of the authorities and other bodies of the University except Council and Trust, the qualifications and disqualifications for membership of such authorities and other bodies, appointment and removal of members thereof and other matters connected therewith;
- (b) the appointment, powers and duties of the officers of the University;

- (c) the appointment, powers and conditions of service and powers and duties of the employees of the University;
- (d) the terms and conditions under which institutions may be associated with the University;
- (e) the administration of the University, the establishment and abolition of the colleges, institutions and Halls, the grant and withdrawal of recognition to institutions, the institutions of Fellowships, Awards and the like, the conferment of degrees and other academic distinctions and the grant of diplomas and certificates;
- (f) the giving of religious instruction;
- (g) any other matter which is necessary for the proper and effective management and conduct of the affairs of the University and which by this Act is to be or may be provided by the Statutes.

16. Statutes how made -

- (1) The first Statutes are those set out in the schedule.
- (2) The Executive Council may, from time to time, make new or additional statutes or may amend or repeal the Statutes in the manner hereafter in this section:

Provided that Executive Council shall not make any Statute or any amendment of the Statute affecting the status, powers or constitution of any existing authority of the University until such authority has been given an opportunity of expressing an opinion on the proposal and any opinion so expressed shall be in writing and shall be considered by the Executive Council:

Provided further that no Statute shall be made by the Executive Council affecting the discipline of students and standards of instruction, education and examination except after consultation with the Academic Council.

17. Ordinances -

- (1) Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely:-
 - (a) the admission of the students, the course of study and the fees therefor, the qualifications pertaining to degrees, diplomas, certificates and other academic distinctions, the conditions for grant of Fellowships, Awards and the like;
 - (b) the conduct of examinations, including the terms of office and appointment of examiners and the conditions of residence of students and their general discipline;
 - (c) the management of colleges and institutions maintained by the University;
 - (d) any other matter which by this Act or the Statutes is to be or may be provided by the Ordinances.

- (2) The first Ordinances shall be made by the Vice-Chancellor with the previous approval of the Council and the Ordinances made may be amended, repealed, or added to at any time by the Executive Council in the manner prescribed by the Statutes.
- 18. Regulations** - The authorities of the University may make the Regulations for the conduct of their own business and that of the Committees appointed by them and not provided for by this Act, the Statutes, or the Ordinances in the manner prescribed by the Statutes.
- 19. Colleges** - The Colleges shall be such, as may, after the commencement of this Act, be started by the Council or Trust and recognized by the Executive Council in accordance with this Act.
- 20. Annual Report** -
- (1) The annual report of the University shall be prepared under the direction of the Executive Council and shall be submitted to Council on or before such date as may be prescribed by the Statutes and shall be considered by the Council at its budget meeting.
- (2) The Council may communicate its comments thereon to the Executive Council.
- 21. General Fund** - The University shall have a General Fund set up by Council in the name of the University and operated by the University to which shall be credited-
- (i) rupees fifteen crore as a one time capital grant to be made by the Trust for meeting the non-recurring cost of the University;
- (ii) rupees two crore to be annually contributed by Trust;
- (iii) its income relating the fee and endowments;
- (iv) contribution or grants which may be made by Government;
- (v) contributions or grants which may be made by Council; and
- (vi) other contributions or grants
- 22. Audit of Accounts** -
- (1) The Accounts of the University shall, once at least in every year and at intervals of not more than fifteen months be audited by the Chartered Accountants of the University.
- (2) A copy of the accounts when audited together with the audit report shall be submitted by the Registrar, to the Chancellor, to the Trust and to the Council.
- 23. Disputes as to constitution of University Authorities and Bodies** - If any question arises whether any person has been duly elected or appointed as, or is entitled to be a member of any authority or other body of the University, the matter shall be referred to the Chancellor whose decision thereon shall be final.
- 24. Constitution of Committees** - Where any authority, of the University is given power by this

Act or the Statutes to appoint Committees, such Committees shall, save as otherwise provided, consist of members of the authorities concerned and of such other persons (if any) as the authority in such case may think fit.

25. **Filling of Casual Vacancies** - All casual vacancies among the members (other than ex-officio members) of any authority or other body of the University shall be filled, as soon as conveniently may be, by the person or body who appointed, elected or co-opted the member whose place has become vacant and the person appointed, elected or co-opted to a casual vacancy shall be a member of such authority or body for the residue of the term for which the person whose place he fills would have been a member.
26. **Proceedings of the University Authorities and Bodies not invalidated by vacancies** - No act or proceedings of any authority or other body of the University shall be invalidated merely by reason of the existence of a vacancy or vacancies among its members.
27. **Removal of difficulties** - If any difficulty arises in giving effect to the provisions of this Act, Chancellor may, by order published in the Government Gazette, make such provisions not inconsistent with the purposes of this Act, as appear to it to be necessary or expedient for removing the difficulty:

Provided that no such order shall be made after the expiry of two years from the commencement of this Act.

28. **Transitional provisions** - Notwithstanding anything contained in this Act and the Statutes, the first Executive Council and the Academic Council shall be nominated by the Council and shall hold office for a term of three years:

Provided that the Vice-Chancellors of the University of Kashmir and the University of Jammu shall be ex-officio members of the Executive Council so nominated.

Amendment of Section 28

For the words "the first Executive Council" the words "the first Vice-Chancellor, Executive Council" shall be substituted.

Governor was pleased to promulgate the ordinance which appeared in Govt. Gazette dated: 28th Sept. 2004

Chapter - II

SCHEDULE

THE STATUTES OF THE UNIVERSITY

The Statutes listed hereunder being a part of the Baba Ghulam Shah Badshah University, Act have been called the First Statutes of the University.

1. Definition -

- (a) "Act" means, The Baba Ghulam Shah Badshah University Act, 2002.
- (b) All words and expressions used herein and defined in the Act shall have the meanings respectively assigned to them in the Act.

2. Vice-Chancellor -

- (1) The Vice-Chancellor shall be appointed by the Chancellor from a panel of not less than four persons who shall be recommended by a Committee consisting of four members:

Provided that, if the Chancellor does not approve any of the persons so recommended, he may call for fresh recommendations.

- (2) The Committee shall consist of -

- (i) a member to be nominated by the Chancellor who shall be the Chairman of the Committee;
- (ii) a member to be nominated by the University Grants Commission; and
- (iii) two members, not being connected with the University or any institution recognised by, or associated with the University, to be nominated by the Executive Council.

- (3) The Vice-Chancellor shall be a whole time salaried officer of the University.

- (4) The Vice-Chancellor shall hold office for a minimum term of the three years extendible upto five years from the date on which he enters upon his office and shall on the expiration of his term of office, be ineligible for appointment to that office:

Provided that the Vice-Chancellor shall notwithstanding the expiration of his term, continue to hold his office until his successor is appointed and enters upon his office.

- (5) The emoluments and terms and conditions of service of the Vice-Chancellor shall be as follows:-

- (i) There shall be paid to the Vice-Chancellor such salary as is determined by the Chancellor at the time of his appointment and he shall be entitled, without payment of rent, to use a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence.

Provided further that, where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within 30 days from the date on which he receives notice of such action, an appeal to the Executive Council.

- (6) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Ordinances or the Regulations.

4. Dean of School of Studies -

- (1) Every Dean of a School of Studies shall be appointed by the Vice-Chancellor for a period of three years and he shall be eligible for reappointment:

Provided that, when the office of the Dean of a School of Studies is vacant or when the Dean is, by reasons of illness or absence or for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

- (2) The Dean shall be the Head of the School of Studies and shall be responsible for the conduct and standard of teaching and research in the School. He shall have such other functions as may be prescribed by the Ordinances.
- (3) The Dean shall have the right to be present and to speak at any meeting of a Board or Committee of the School, as the case may be, but not the right to vote thereat unless he is a member thereof.

5. Registrar -

- (1) The Registrar shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.
- (2) When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence or for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (3) The Registrar shall not, by reason only of his being Secretary of the Executive Council and the Academic Council, be deemed to be a member of any of these authorities.
- (4) The Registrar shall-
- (a) be the custodian of the records, the common seal and other properties of the University as the Executive Council shall commit to his charge;
 - (b) conduct the official correspondence of the Executive Council and the Academic Council;
 - (c) supply to the Chancellor copies of the agenda of meetings of the authorities of the University as soon as they are issued and the minutes of the meetings of the authorities

- (ii) The Vice-Chancellor shall not be entitled to the benefits of the University, Provident Fund or to any other allowance:

Provided that, where any employee of the University is appointed as Vice-Chancellor, he shall be allowed to continue to contribute to the Provident Fund and the contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor.

- (iii) The Vice-Chancellor shall be entitled to Dearness Allowance and Travelling Allowance at such rates as may be fixed by the Chancellor.
- (iv) The Vice-Chancellor shall be entitled to leave on full pay for one eleventh of the period spent by him on active service.
- (v) The Vice-Chancellor shall also be entitled, on medical grounds or otherwise than on medical grounds to leave without pay for a period not exceeding three months during the term of this office:

Provided that such leave may be converted into leave on full pay to the extent to which he will be entitled to leave under sub-clause (iv).

- (vi) If the office of the Vice-Chancellor becomes vacant, the functions of office, shall, until some person is appointed under clause (i) to the vacant office, be performed by such person as is designated by the Chancellor.

3. Powers and duties of Vice-Chancellor -

- (1) The Vice-Chancellor shall have a general responsibility for maintaining and promoting efficiency and good order of the University.
- (2) It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, these Statutes, Ordinances and the Regulations are duly observed and the decisions taken by the authorities of the University are implemented.
- (3) The Vice-Chancellor shall have power to convene meetings of the Executive Council and the Academic Council and shall perform all such acts as may be necessary to carry out the provisions of the Act, these Statutes and the Ordinances.
- (4) The Vice-Chancellor shall be entitled to be present at and to address any meeting of any authority or body or committee of the University and shall be entitled to vote thereat being deemed to be its Chairman by virtue of his office.
- (5) If, in the opinion of the Vice-Chancellor any emergency has arisen which requires immediate action to be taken, the Vice-Chancellor shall take such action as he deems necessary and shall report the same for approval at the next meeting to the authority which, in the ordinary course, would have dealt with the matter:

Provided that, if the action by the Vice-Chancellor is not approved by the Authority concerned, he may refer the matter to the Chancellor, whose decision thereon shall be final:

Provided further that, where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within 30 days from the date on which he receives notice of such action, an appeal to the Executive Council.

- (6) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Ordinances or the Regulations.

4. Dean of School of Studies -

- (1) Every Dean of a School of Studies shall be appointed by the Vice-Chancellor for a period of three years and he shall be eligible for reappointment:

Provided that, when the office of the Dean of a School of Studies is vacant or when the Dean is, by reasons of illness or absence or for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

- (2) The Dean shall be the Head of the School of Studies and shall be responsible for the conduct and standard of teaching and research in the School. He shall have such other functions as may be prescribed by the Ordinances.
- (3) The Dean shall have the right to be present and to speak at any meeting of a Board or Committee of the School, as the case may be, but not the right to vote thereat unless he is a member thereof.

5. Registrar -

- (1) The Registrar shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.
- (2) When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence or for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (3) The Registrar shall not, by reason only of his being Secretary of the Executive Council and the Academic Council, be deemed to be a member of any of these authorities.
- (4) The Registrar shall-
- (a) be the custodian of the records, the common seal and other properties of the University as the Executive Council shall commit to his charge;
 - (b) conduct the official correspondence of the Executive Council and the Academic Council;
 - (c) supply to the Chancellor copies of the agenda of meetings of the authorities of the University as soon as they are issued and the minutes of the meetings of the authorities

- ordinarily within a month of the holding of the meetings;
- (d) in an emergency, when the Vice-Chancellor is not able to act, call a meeting of the Executive Council forthwith and take its directions for carrying on the work of the University;
 - (e) represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
 - (f) perform such other duties as may be specified in the Statutes, or prescribed by the Ordinances or the Regulations or as may be required, from time to time by the Executive Council or the Vice-Chancellor.
- (g) (i) The Registrar shall have power to take disciplinary action against the employees belonging to the ministerial staff and to suspend them pending inquiry to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

- (ii) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing the penalty of the withholding of increment.
- (iii) In a case where the inquiry discloses that a punishment beyond the powers of the Registrar, is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations for such action as the Vice-Chancellor may deem fit;

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

6. Finance Officer -

- (1) The Finance Officer shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.
- (2) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness or absence or for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (3) The Finance Officer shall-
 - (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and

- (b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances;

Provided that the Finance Officer shall not incur any expenditure or make any investment, exceeding Rs. 25,000/- without the previous approval of the Vice-Chancellor.

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

- (a) hold and manage the property and investments including trust and endowed property for furthering any of the objects of the University;
- (b) see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
- (c) be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Executive Council;
- (d) keep a constant watch on the state of the cash and bank balances and on the state of investments;
- (e) watch the progress of collection of revenue, and advise on the methods of collection employed;
- (f) have the accounts of the University regularly audited by an internal audit party;
- (g) see that the registers of buildings, land, furniture and equipment are maintained upto date and that the stock checking is conducted of equipment and other consumable materials in all offices, special centres, specialised laboratories, colleges and institutions maintained by the University;
- (h) call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against the persons at fault; and
- (i) call for from any office or college or institution under the University any information or return that he may consider necessary to discharge his financial responsibilities.

- (5) The receipt of the Finance Officer or of the person/persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for the same.

7. Officers of the University -

- (1) The following shall also be the officers of the University, namely:-
 - (a) Dean of Students,
 - (b) Chief Proctor,
 - (c) Librarian

- (d) Controller of Examinations.
- (2) (a) The Dean of Students shall be appointed from amongst employees of the University, who are or who have been teachers of the University, not below the rank of Reader, by the Executive Council on the recommendation of the Vice-Chancellor. The Dean shall be a whole time employee of the University, who shall hold office for a term of three years and shall be eligible for re-appointment.
- (b) The person who is appointed as the Dean of Students shall continue to hold his lien on his substantive post.
- (c) When the office of the Dean of Students is vacant or when the Dean of Students is, by reason of illness or absence or for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (d) The duties and powers of the Dean of Students shall be prescribed by the Ordinances.
- (3) (a) The Chief Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among the students as may be assigned to him by the Vice-Chancellor.
- (b) The Chief Proctor shall hold office for a term of two years and shall be eligible for re-appointment.
- (4) (a) The Librarian shall be appointed by the Executive Council and shall be a whole time salaried officer of the University;
- (b) The duties and powers of the Librarian shall be regulated by the Ordinances.
8. **Powers of the Executive Council** - Subject to the provisions of the Act, these Statutes and the Ordinances, the Executive Council shall, in addition to any other powers vested in it, have the following powers, namely:-
- (i) to appoint such Professors, Readers, Lecturers and other members of the teaching staff as may be necessary, on the recommendations of the Selection Committees constituted for the purpose, and to provide for filling temporary vacancies therein, provided that no appointment of the rank of Reader and above shall be made without the prior approval of the Chancellor;
- (ii) to fix the emoluments and define the duties and conditions of service of Professors, Readers, Lecturers and other members of the teaching staff:
- Provided that no action shall be taken by the Executive Council in respect of the number, the qualifications and the emoluments of teachers otherwise than after consideration of the recommendations of the Academic Council;
- (iii) to create administrative, ministerial and other necessary posts and to make appointment thereto;

- (iv) to regulate and enforce discipline among the members of the teaching, administrative and ministerial staff of the University in accordance with these Statutes and the Ordinances;
- (v) to manage and regulate the finance, accounts, investments, property, business and all other administrative affairs of the University and, for that purpose, to appoint such agents as it may think fit;
- (vi) to accept on behalf of the University and trust, bequest, donation or transfer of any movable or immovable property to the University; and
- (vii) to provide the buildings, premises, furniture, apparatus and other means needed for carrying on the work of the University;
- (viii) to enter into, vary, carry out and cancel contracts on behalf of the University;
- (ix) to entertain, adjudicate upon, and if it thinks fit, to redress, any grievances of the salaried officers, the teaching staff and other employees of the University who may for any reasons feel aggrieved:

Provided that, in matters of discipline and punishment, where the final power has been vested in the Vice-Chancellor or any other officer of the University, no appeal shall lie to the Executive Council;

- (x) to appoint examiners and moderators and, if necessary, to remove them, and to fix their fees, emoluments and travelling and other allowances after consulting the Academic Council;
- (xi) to select a common seal for the University and provide for the custody and use of the seal;
- (xii) to institute fellowships, scholarships, statesmanship, medals and prizes;
- (xiii) to delegate any of its powers to the Vice-Chancellor, the Registrar or such other officer of the University or to a Committee appointed by it as it may deem fit.

9. Academic Council -

- (1) The Academic Council shall consist of the following members, namely:-
 - (i) The Vice-Chancellor;
 - (ii) The Deans of Schools of Studies;
 - (iii) The Dean of Students;
 - (iv) The Chief Proctor;
 - (v) The Librarian; and
 - (vi) Such number of other persons as may be nominated by the Executive Council out of the institutions recognised by or connected with the University.
- (2) All members of the Academic Council, other than ex-officio members shall hold office for a term of two years.

(3) Ten members of the Academic Council shall form the quorum.

10. Powers and duties of the Academic Council - Subject to the provisions of the Act and these Statutes, the Academic Council shall, in addition to all other powers vested in it, have the following powers, duties and functions, namely -

- (i) to report on any matter referred to it by the Chancellor or the Executive Council;
- (ii) to make proposals to the Executive Council for the establishment of Departments, Colleges, Institutions of higher learning, Special Centres, Specialised Laboratories, Libraries and Museums;
- (iii) to formulate, modify or revise schemes for the organisation of and assignment of subjects to Schools of Studies;
- (iv) to consider proposals submitted by the Schools of Studies;
- (v) to promote research within the University and to requisition from time to time reports on such research;
- (vi) to make recommendations to the Executive Council with regard to the creation and abolition of teaching posts and emoluments and duties attached thereto;
- (vii) to recognise diplomas and degrees of other Universities, institutions and to determine their equivalent diplomas and degrees of Baba Ghulam Shah Badshah University;
- (viii) to appoint Committees for admission to the University;
- (ix) to publish lists of prescribed or recommended text books and to publish the syllabi of prescribed courses of study;
- (x) to make such arrangements for the instruction and examination of persons, not being members of the University as may be necessary;
- (xi) to recommend to the Executive Council draft Ordinances regarding examinations of the University and the conditions on which students should be admitted to such examinations;
- (xii) to make recommendations to the Executive Council in regard to the appointment of examiners and, if necessary, their removal and the fixation of their fees, emoluments and travelling and other expenses;
- (xiii) to make arrangements for the conduct of examinations and to fix dates for holding them;
- (xiv) to declare the results of various University Examinations, or to appoint committees or officers to do so;
- (xv) to make recommendations for the conferment of honorary degrees and to confer or grant degrees, academic distinctions, honours, diplomas, licences, title and marks of honour;
- (xvi) to make proposals to the Executive Council for the institution of fellowships, scholarships, studentships, medals and prizes and to award the same;

(xvii) to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, these Statutes and the Ordinances;

(xviii) to promote the health and welfare of students and to constitute a Council of Students Affairs consisting of such number of teachers and students as may be prescribed by the Ordinances to advise the Academic Council on matters relating to the welfare of students of the University.

11. The Academic Advisory Committee -

(1) The members and the Chairman of the Academic Advisory Committee shall be appointed by the Chancellor and shall hold office for such period as he may determine.

(2) The Academic Advisory Committee, shall, in addition to all other powers vested in it by the Act have the right to advise the Executive Council and the Academic Council on any academic matter.

12. Schools of Studies -

(1) The University shall have such schools of studies as may be specified in the Ordinances.

(2) (a) Every School of Studies (hereinafter referred to as the School) shall consist of such Departments as may be assigned to it by the Ordinances;

(b) Such Department shall consist of the following members, namely:-

- (i) teachers of the Department;
- (ii) persons appointed to conduct research in the Department;
- (iii) Honorary Professors, if any, attached to the Department;
- (iv) such other persons as may be members of the Department in accordance with the provisions of the Ordinances.

(c) Each Department shall have a Head who may be a Professor or, if there is no Professor, a Reader and whose duties and functions shall be prescribed by the Ordinances:

Provided that if there are more Professors or, as the case may be, Readers than one in any Department, the Executive Council shall appoint one of them as the Head of the Department.

(3) Every School shall have a Board consisting of the following members, namely:-

- (i) The Dean of the School;
- (ii) The Heads of the Departments in the School;
- (iii) The Professors in the Departments in the School;

- (iv) One Reader and one Lecturer, by rotation according to seniority, from each Department in the School;
 - (v) Five members nominated by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge;
 - (vi) Such other members, but not exceeding five, as may be specified in the Ordinance.
- (4) All members of a Board other than ex-officio members shall hold office for a term of three years and shall be eligible for reappointment. The first term of members shall commence from such date as may be notified by the University.
 - (5) Every Board shall have such powers and shall perform such duties as may be prescribed by the University.
 - (6) The conduct of the meetings of a Board and the quorum required shall be prescribed by the Ordinances.

13. Finance Committee -

- (1) The Finance Committee shall consist of the following members, namely:-
 - (i) the Vice-Chancellor;
 - (ii) three persons, nominated by the Chancellor;
 - (iii) three persons, who are not employees of the University or of any recognised institution nominated by the Executive Council.
- (2) The Finance Officer shall be the Secretary of the Finance Committee.
- (3) Three members of the Finance Committee shall form the quorum.
- (4) All members of the Finance Committee other than ex-officio members, shall hold office for a term of three years.
- (5) The Vice-Chancellor shall preside at the meetings of the Finance Committee.
- (6) The Finance Committee shall meet at least twice every year to examine accounts and scrutinise proposals for expenditure.
- (7) The annual accounts and financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Chancellor through the Executive Council for approval with or without amendments.

- 14. Committees -** The Executive Council or the Academic Council may appoint Boards or Committees consisting of members of the authority making such appointment and of such other persons (if any) as that authority in each case may think fit, and any such Board or Committee may deal with any subject assigned to it subject to subsequent confirmation by the authority which appointed it.

15. Elected Chairman to preside where no provision is made in the Statutes - Where, by the Statutes or the Ordinances, no provision is made for a Chairman to preside over a meeting of any University Authority, Council, Trust or Committee, or when the Chairman so provided for is absent, the members present shall elect one among themselves to preside at the meeting.

16. Resignation -

- (1) Any member other than an ex-officio member of the Executive Council, the Academic Council or any other authority of the University or Committee may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as letter is received by the Registrar.
- (2) Any officer of the University (whether salaried or otherwise) may resign his office by a letter addressed to the Registrar:

Provided that such resignation shall take effect only on the date from which the same is accepted by the Authority competent to fill the vacancy.

17. Disqualifications -

- (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 or is a deaf-mute;
 - (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 for not less than six months.
- (2) If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned in sub-section (1), the question shall be referred for the decision of the Chancellor and his decision shall be final, and no suit or other proceeding shall lie in any court of Law against such decision.

18. Honorary degrees - Any proposal for the conferment of honorary degrees shall be made by the Academic Council to the Executive Council, and the proposal, if accepted by the Executive Council, shall require the assent of the Chancellor before confirmation.

19. Withdrawal of degrees etc. - The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw any degree or academic distinction conferred on, or any certificate or diploma granted to, any person by the University for good and sufficient cause:

Provided that no such resolution shall be passed until, a notice in writing has been given to that person calling upon him to show cause within such time as may be specified in the notice why such resolution should not be passed and until his objections, if any, and any evidence he may produce in support of them have been considered by the Academic Council.

20. University's Teachers

(1) Teachers of the University shall be of two classes, namely -

- (i) Appointed teachers of the University;
- (ii) Recognised teachers of the University.

(2) Appointed teachers of the University shall be either -

- (a) employees of the University as Professors, Readers and Lecturers or otherwise of the University; or
- (b) persons appointed by the Chancellor as Honorary Professors, Emeritus Professors, Readers or Lecturers or otherwise as teachers of the University.

(3) Recognised teachers of the University shall be the members of the staff of a recognised institution other than an institution maintained by the University:

Provided that no such member of the staff shall be deemed to be a recognised teacher unless he is recognised by the Executive Council as a Professor, Reader or in any other capacity as a teacher of the University.

- (4) The qualifications of recognised teachers of the University shall be such as may be prescribed by the Ordinances.
- (5) All applications for the recognition of the teachers of the University shall be made in such a manner as may be laid down by the Regulations made by the Executive Council in that behalf.
- (6) The period of recognition of a teacher of the University as Professor or Reader shall be determined by Ordinances made in that behalf. A person in the service of a recognised institution other than an institution maintained by the University, recognised as a teacher of the University otherwise than as a Professor or Reader shall continue to be recognised so long as he is in the service of the institution.
- (7) The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw recognition from teacher:

Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him to show cause within such time as may be specified in the notice why such resolution should not be passed and until his objections, if any, and any evidence he may produce in support of them, have been considered by the Academic Council.

- (8) A person aggrieved by an order of withdrawal under clause (7) may, within three months from the communication to him of such order, appeal to the Executive Council who may pass such orders thereon as it thinks fit.

- (9) No person shall be appointed or recognised as a teacher of the University except on the recommendation of a Selection Committee constituted for the purpose.

21. Selection Committee -

- (1) There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professor, Reader, Lecturer, Registrar, Finance Officer and Librarian.
- (2) Every Selection Committee shall consist of the Vice-Chancellor who shall be the Chairman thereof, and a person nominated by the Chancellor and, in addition, the Selection Committee for making recommendations for appointment to a post specified in column 1 of the Table below shall have as its members the persons specified in the corresponding entry in column 2 of the said Table.

TABLE

1	2
Professor	(i) The Head of the Department concerned if he is a Professor; (ii) Three persons not connected with the University, or any other University of the State nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of or interest in the subject with which the Professor will be concerned.
Reader, Lecturer	(i) The Head of the Department concerned. (ii) Two persons not connected with the University, or any other University of the State nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of or interest in the subject with which the Reader or Lecturer will be concerned.
Registrar, Finance Officer	Three members of the Executive Council nominated by it.
Librarian	Three persons not connected with the University, or any other University of the State who have special knowledge of the subject of Library Science to be nominated by the Executive Council.

- (3) The recommendations of the Selection Committee will be subject to the regulations issued by the University Grants Commission from time to time with regard to appointment and promotion of Professors, Readers, Lecturers and Administrative posts of the University.
- (4) The procedure to be followed by a Selection Committee in making recommendations shall be laid down in the Ordinances.

- (5) If the Executive Council is unable to accept any recommendation made by the Selection Committee, it may remit the same to the Selection Committee for reconsideration and if the difference is not resolved, the Executive Council shall record its reasons and submit the case to the Chancellor.
- (6) The constitution of the Selection Committee for the purpose of recognising teachers shall be provided for by the Ordinances.

22. Special Mode of Appointment etc. - Notwithstanding anything contained in Statute 23, the Executive Council may invite a person of high academic distinction and professional attainment to accept a post of Professor or Reader in the University, as the case may be, on such terms and conditions as it deems fit, and on the person agreeing to do so, appoint him to the post.

23. Conditions of service of Officers etc. -

- (1) Every teacher and salaried officer and such other employees as are mentioned in the Statutes shall be appointed under a written contract which shall be lodged with the University, and a copy thereof shall be furnished to the officer or teacher or employee concerned.
- (2) Any dispute arising out of a contract between the University and those mentioned in clause (1) shall at the request of the teacher or officer or employee concerned, or at the instance of the University be referred to a Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the officer or teacher concerned and an umpire appointed by the Chancellor, and the decision of the Tribunal shall be final.

24. Removal of Teachers -

- (1) Where there is an allegation of misconduct against a teacher, the Vice-Chancellor may, if he thinks fit by order in writing, place the teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:

Provided that the Executive Council may, if it is of the opinion that the circumstances of the case do not warrant the suspension of the teacher, revoke that order.

- (2) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Executive Council shall be entitled to remove a teacher on the ground of misconduct.
- (3) Save as aforesaid, the Executive Council shall not be entitled to remove a teacher except for a good cause and after giving three months' notice in writing or payment of three months' salary in lieu of notice.
- (4) No teacher shall be removed under clause (2) or under clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (5) The removal of a teacher shall require a two-thirds majority of the members of the Executive Council present and voting.

- (6) The removal of a teacher shall take effect from the date on which the order of removal is made:

Provided that where a teacher is under suspension at the time of his removal, the removal shall take effect on the date on which he was placed under suspension.

- (7) Notwithstanding anything contained in these Statutes, the teacher shall be entitled to resign by giving three months notice in writing to the Executive Council.

25. Removal of employees other than a teacher -

- (1) Notwithstanding anything contained in the terms of his contract of service or of his appointment, an employee of the University, other than a teacher, may be removed by the Authority which is competent to appoint the employee-

- (a) if he is of unsound mind or is a deaf-mute;
- (b) if he is an undischarged insolvent;
- (c) if he has been convicted by a court of law of any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months;
- (d) if he is otherwise guilty of misconduct:

Provided that no officer of the University shall be removed from his office unless a resolution to that effect, is passed by the Executive Council by a majority of two-thirds of its members present and voting.

- (2) No such employee shall be removed under clause (1) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (3) Where the removal of such employee is for a reason other than specified in sub-clause (c) or sub-clause (d) of clause(1), he shall be given three months' notice in writing or paid three months' salary in lieu of notice.
- (4) Notwithstanding anything contained in these Statutes, an employee of the University, not being a teacher, shall be entitled to resign -
 - (i) in the case of permanent employee, only after giving three months' notice in writing to the appointing authority or paying to the University three months' salary in lieu thereof;
 - (ii) in any other case, only after giving one month's notice in writing to the appointing authority or paying to the University one month's salary in lieu thereof.

26. Maintenance of discipline among students of the University -

- (1) All powers relating to discipline and disciplinary action in relation to students shall vest in the Vice-Chancellor.
- (2) The Vice-Chancellor may delegate all or such of his powers as he deems proper to the Chief Proctor and to such other persons as he may specify in this behalf.

- (3) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him appropriate, the Vice-Chancellor may in the exercise of his powers aforesaid, order or direct that any student or students be expelled from any college or institution maintained by the University, Department, Special Centre or Specialised Laboratory, or be fined a sum of rupees (that may be specified), or be debarred from taking an examination or examinations for one or more years or that the results of student or students concerned in the examination or examinations in which he has or they have appeared be cancelled.
- (4) The Principals or, as the case may be, the Heads of the Colleges, Institutions, Departments, Special Centres or Specialised Laboratories shall have the authority to exercise all such disciplinary powers over the students in their respective Colleges, Institutions, Departments, Special Centres or Specialised Laboratories as may be necessary for the proper conduct of such Colleges, Institutions, Departments, Special Centres or Specialised Laboratories.
- (5) Without prejudice to the powers of the Vice-Chancellor and the Chief Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. The Principals, or as the case may be, the Heads of the Colleges, Institutions, Departments, Special Centres or Specialised Laboratories may frame such supplementary rules as they deem necessary for the aforesaid purpose. Every student shall provide himself with a copy of these rules.
- 27. Membership of Students Organisation** - The membership of any Students Organisation shall be voluntary.
- 28. Ordinances** - Subject to the provisions of the Act and these Statutes, the Ordinances may provide for all or any of the following matters, namely:-
- (a) the fees to be charged for courses of study in the University and for admission to the examinations, Degrees and Diplomas of the University;
 - (b) the conditions of award of fellowships, scholarships, studentships, exhibitions, medals and prizes;
 - (c) the conduct of examination, including the terms of office and manner of appointment and the duties of examining bodies, examiners and moderators;
 - (d) the maintenance of discipline among the students of the University;
 - (e) the conditions of residence of students at the University;
 - (f) the special arrangements, if any, which may be made for the residence, discipline and teaching of women students and the prescribing for them of special courses of study;
 - (g) the giving of moral instructions;
 - (h) the numbers, qualifications, emoluments and the terms and conditions of service of the teachers of the University;

- (i) the management of Colleges, Institutions, Special Centres and Specialised Laboratories maintained by the University;
- (j) Supervision and inspection of Colleges, Recognised Institutions, Special Centres and Specialised Laboratories;
- (k) All other matters which by the Act or these Statutes are to be or may be provided for by the Ordinances.

29. Ordinances how made -

- (1) The first Ordinances shall be made by the Vice-Chancellor with the previous approval of the Chancellor.
- (2) The said Ordinances may be amended, repealed or added to at any time by the Executive Council provided that -
 - (a) no Ordinance shall be made affecting the conditions of residence or discipline of students, except after consultation with the Academic Council;
 - (b) No Ordinance shall be made -
 - (i) affecting the admission or enrolment of students or prescribing examinations to be recognised as equivalent to the University examinations, or
 - (ii) affecting the conditions, mode of appointment or duties of examiners or the conduct or standard of examination or any course of study, unless a draft of such Ordinance has been proposed by the Academic Council.
- (3) The Executive Council shall not have power to amend any draft proposed by the Academic Council under clause (2) but may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part, together with any amendments which the Executive Council may suggest.
- (4) Where the Executive Council has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may, within two months of the date of such rejection, appeal to Council and the Council may, by order, direct that the proposed Ordinance shall be laid before the next meeting of the Executive Council for its approval and that pending such approval, it shall have effect from such date as may be specified in the order.
- (5) All Ordinances made by the Executive Council shall be submitted as soon as may be to the Council for approval.

30. Regulations -

- (1) The authorities of the University may make Regulations consistent with this Act, the Statutes and the Ordinances-
 - (a) laying down the procedure to be observed at their meetings and the number of members required to form a quorum;

- (b) providing for all matters which by this Act, these Statutes or the Ordinances are to be prescribed by Regulations;
 - (c) providing for all other matters solely concerning such authorities or committees appointed by them and not provided for by this Act, these Statutes or the Ordinances.
- (2) Every authority of the University shall make Regulations providing for the giving of notice to the members of such authority of the dates of meetings and of the business to be considered at meetings and for the keeping of a record of the proceedings of meetings.
- (3) The Executive Council may direct the amendment, in such manner as it may specify, of any Regulation made under this Statute or the annulment of any such Regulation.

**OFFICERS OF THE
UNIVERSITY**

Chapter - III

The Chancellor

Act- Section 8:

- (1) The Chief Minister of the State shall by virtue of his office be the Chancellor of the University.
- (2) The Chancellor, shall, if present, preside at convocation of the University for conferring degrees.

Vice-Chancellor

Act- Section 8 (3)

There shall be a Vice-Chancellor appointed in the manner prescribed by the Statutes who shall be the Principal Executive and Academic Officer of the University and ex-officio Chairman, of the Executive Council, Academic Council and Finance Committee and he shall, in the absence of the Chancellor preside at any convocation for conferring degrees.

Statute -2 :

- (1) The Vice-Chancellor shall be appointed by the Chancellor from a panel of not less than four persons who shall be recommended by a Committee consisting of four members:

Provided that, if the Chancellor does not approve any of the persons so recommended, he may call for fresh recommendations.

- (2) The Committee shall consist of -

- (i) a member to be nominated by the Chancellor who shall be the Chairman of the Committee;
- (ii) a member to be nominated by the University Grants Commission; and
- (iii) two members, not being connected with the University or any institution recognised by, or associated with the University, to be nominated by the Executive Council.

- (3) The Vice-Chancellor shall be a whole time salaried officer of the University.

- (4) The Vice-Chancellor shall hold office for a minimum term of the three years extendable upto five years from the date on which he enters upon his office and shall on the expiration of his term of office, be ineligible for appointment to that office:

Provided that the Vice-Chancellor shall notwithstanding the expiration of his term, continue to hold his office until his successor is appointed and enters upon his office.

- (5) The emoluments and terms and conditions of service of the Vice-Chancellor shall be as follows:-

- (i) There shall be paid to the Vice-Chancellor such salary as is determined by the Chancellor at the time of his appointment and he shall be entitled, without payment of rent, to use a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence.
- (ii) The Vice-Chancellor shall not be entitled to the benefits of the University, Provident Fund or to any other allowance:

Provided that, where any employee of the University is appointed as Vice-Chancellor, he shall be allowed to continue to contribute to the Provident Fund and the contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor.

- (iii) The Vice-Chancellor shall be entitled to Dearness Allowance and Travelling Allowance at such rates as may be fixed by the Chancellor.
- (iv) The Vice-Chancellor shall be entitled to leave on full pay for one eleventh of the period spent by him on active service.
- (v) The Vice-Chancellor shall be entitled, on medical grounds or otherwise than on medical grounds to leave without pay for a period not exceeding three months during the term of this office:

Provided that such leave may be converted into leave on full pay to the extent to which he will be entitled to leave under subclause (iv).

- (vi) if the office of the Vice-Chancellor becomes vacant, the functions of office shall until some person is appointed under clause (i) to the vacant office, be performed by such person as is designated by the Chancellor.

3. Powers and duties of Vice-Chancellor -

- (1) The Vice-Chancellor shall have a general responsibility for maintaining and promoting efficiency and good order of the University.
- (2) It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, these Statutes, Ordinances and the Regulations are duly observed and the decisions taken by the authorities of the University are implemented.
- (3) The Vice-Chancellor shall have power to convene meetings of the Executive Council and the Academic Council and shall perform all such acts as may be necessary to carry out the provisions of the Act, these Statutes and the Ordinances.
- (4) The Vice-Chancellor shall be entitled to be present at and to address any meeting of any authority or body or committee of the University and shall be entitled to vote thereat being deemed to be its Chairman by virtue of his office.
- (5) If, in the opinion of the Vice-Chancellor any emergency has arisen which requires immediate action to be taken, the Vice-Chancellor shall take such action as he deems necessary and shall report the same for approval at the next meeting to the authority which, in the ordinary course, would have dealt with the matter:

Provided that, if the action by the Vice-Chancellor is not approved by the Authority concerned, he may refer the matter to the Chancellor, whose decision thereon shall be final:

Provided further that, where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within 30 days from the date on which he receives notice of such action, an appeal to the Executive Council.

- (6) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Ordinances or the Regulations.

** Ordinance:*

1. In addition to what is provided in the Act and Statutes, the Vice-chancellor shall also have the following powers:-

- (i) to make appointment of staff other than teachers and officers of the University.
- (ii) to grant promotions, increments, honoraria, overtime allowance etc., to the staff of the University,
- (iii) to sanction casual leave in favour of Deans of Schools and officers above the rank of Deputy Registrar in accordance with the prescribed Regulations,
- (iv) to sanction special casual leave in favour of the Deans of Schools, Heads of Departments and officers of the university,
- (v) to sanction leave of all kinds (except casual leave and special casual leave as mentioned at (S.No. (iii) and (iv) above) in favour of all eligible employees in accordance with the prescribed leave Regulations,
- (vi) to sanction crossing of efficiency bar,
- (vii) to sanction deputation of the University staff for University work,
- (viii) to sanction deputation of officers and teachers for attending meetings and conferences organised by different academic bodies,
- (ix) to enforce discipline among the teaching and administrative staff of the University in accordance with the Statutes and Ordinances,
- (x) to admit eligible students to degree in-absentia,
- (xi) to sanction late admission of students to various courses in the teaching Departments of the University on genuine grounds and in accordance with the relevant Statutes, Regulations/ Ordinances,
- (xii) to place under suspension an officer or a teacher, on grounds of misconduct, according to the procedure laid down in the Statutes/Regulations/Ordinances and report the matter to the Executive Council when it meets next,
- (xiii) to authorise temporary appointment of teachers for a period not exceeding six months and extending it till the end of the academic session in case regular appointment against the post could not be made,
- (xiv) to sign the certificates/degrees that the University awards,
- (xv) to sanction scholarships and fellowships to students in accordance with the prescribed regulations,
- (xvi) to write-off loss not exceeding Rs. 2000/- in any individual case subject to a maximum of Rs.10,000/- (book value) in a year,
- (xvii) to delegate any of his powers to any other officer/teacher of the University.

* Statute 3(6) of the First Statutes of the University

Dean of School of Studies

Act-Section 8 (4)

There shall be a Dean for each School of Study who shall be appointed in such manner and with such powers and duties as may be prescribed by the Statutes.

Statute - 4

- (1) Every Dean of a School of Studies shall be appointed by the Vice-Chancellor for a period of three years and he shall be eligible for reappointment:

Provided that, when the office of the Dean of a School of Studies is vacant or when the Dean is, by reasons of illness or absence or for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

- (2) The Dean shall be the Head of the School of Studies and shall be responsible for the conduct and standard of teaching and research in the School. He shall have such other functions as may be prescribed by the Ordinances.
- (3) The Dean shall have the right to be present and to speak at any meeting of a Board or Committee of the School, as the case may be, but not the right to vote thereat unless he is a member thereof.

** Ordinance:*

1. In addition to what is provided in the Act and Statutes, the Dean, School of Studies shall also have the following powers and duties:-

To,

- i) ensure proper functioning, due observance of statutes and regulations/ordinances and maintenance of discipline in the School,
- ii) ensure implementation of the decisions of the authorities of the University and the Vice-chancellor,
- iii) coordinate teaching and research in the School in consultation with Heads of the Departments,
- iv) arrange examinations of the students of the School in accordance with the statutes/regulations/ordinances in consultation with the Heads of the Departments in the School,
- v) ensure proper maintenance of record of attendance and sessional awards of students, and
- vi) to perform such other duties as may be assigned to him by the Vice-chancellor.

* Statute 4 (2) of the First Statutes of the University

Registrar

Act-Section 8(5)

There shall be a Registrar who shall act as Secretary of the Executive Council and the Academic Council and he shall be appointed in such manner and with such powers and duties as may be prescribed by the Statutes.

Statute-5

- (1) The Registrar shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.
- (2) When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence or for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (3) The Registrar shall not, by reason only of his being Secretary of the Executive Council and the Academic Council, be deemed to be a member of any of these authorities.
- (4) The Registrar shall-
 - (a) be the custodian of the records, the common seal and other properties of the University as the Executive Council shall commit to his charge;
 - (b) conduct the official correspondence of the Executive Council and the Academic Council;
 - (c) supply to the Chancellor copies of the agenda of meetings of the authorities of the University as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the meetings;
 - (d) in an emergency, when the Vice-Chancellor is not able to act, call a meeting of the Executive Council forthwith and take its directions for carrying on the work of the University;
 - (e) represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
 - (f) perform such other duties as may be specified in the Statutes, or prescribed by the Ordinances or the Regulations or as may be required, from time to time by the Executive Council or the Vice-Chancellor.
- (g) (i) The Registrar shall have power to take disciplinary action against the employees belonging to the ministerial staff and to suspend them pending inquiry to administer warnings to them or to impose on them the penalty of censure or the withholding of increment;

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

- (ii) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing the penalty of the withholding of increment.
- (iii) In a case where the inquiry discloses this a punishment beyond the powers of the Registrar, is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice-Chancellor alongwith his recommendations for such action as the Vice-Chancellor may deem fit:

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

Finance Officer

Act-Section 8(6)

There shall be a Finance Officer, who shall be the Secretary of the Finance Committee and exercise such powers and perform such duties as may be prescribed by the Statutes.

Statute -6

- (1) The Finance Officer shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.
- (2) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness or absence or for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (3) The Finance Officer shall-
 - (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
 - (b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances:

Provided that the Finance Officer shall not incur any expenditure or make any investment, exceeding Rs. 25,000/- without the previous approval of the Vice-Chancellor.

- (4) Subject to the control of the Executive Council, the Finance Officer shall -
 - (a) hold and manage the property and investments including trust and endowed property for furthering any of the objects of the University;
 - (b) see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;
 - (c) be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Executive Council;
 - (d) keep a constant watch on the state of the cash and bank balances and on the state of investments;
 - (e) watch the progress of collection of revenue, and advise on the methods of collection employed;
 - (f) have the accounts of the University regularly audited by an internal audit party;
 - (g) see that the registers of buildings, land, furniture and equipment are maintained upto

date and that the stock checking is conducted of equipment and other consumable materials in all offices, special centres, specialised laboratories, colleges and institutions maintained by the University;

- (h) call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against the persons at fault; and
 - (i) call for from any office or college or institution under the University any information or return that he may consider necessary to discharge his financial responsibilities.
- (5) The receipt of the Finance Officer or of the person/persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for the same.

Statutory Officers of the University

Act- Section 8(7)

There shall be such other officers as provided for in the Statutes.

Statute 7

(1) The following shall also be the officers of the University, namely:-

- (a) Dean of Students,
- (b) Chief Proctor,
- (c) Librarian
- (d) Controller of Examinations.

(2) (a) The Dean of Students shall be appointed from amongst employees of the University, who are or who have been teachers of the University, not below the rank of Reader, by the Executive Council on the recommendation of the Vice-Chancellor. The Dean shall be a whole time employee of the University, who shall hold office for a term of three years and shall be eligible for re-appointment.

(b) The person who is appointed as the Dean of Students shall continue to hold his lien on his substantive post.

(c) When the office of the Dean of Students is vacant or when the Dean of Students is, by reason of illness or absence or for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(d) The duties and powers of the Dean of Students shall be prescribed by the Ordinances.

Dean of Students

* Ordinance

1. The Dean of Students shall have the following powers and duties:-

- i) to coordinate the work of students' services and concerned agencies and motivate faculty participation in various Students' Welfare programmes,
- ii) to devise ways and means for promoting social and moral values of students and inculcating among them regard for great ideals like patriotism, devotion to duty, pursuit of truth, etc.,
- iii) to plan, organise and supervise the working of Halls, Hostels, Canteens, Cooperative Stores, Counselling/Placement Cell(s), Auditoria, Community Hall, etc.,
- iv) to plan, organise and conduct students' welfare programmes like cultural and literary activities, festivals and extension and special lectures.
- v) to ensure maintenance of discipline and deal with cases of students' indiscipline on the University Campus in accordance with the prescribed Regulations,
- vi) to provide Secretarial services to the Discipline Committee constituted in accordance with the relevant Regulations,
- vii) to prepare calender of Students' Welfare activities of the University every year in consultation with Heads of the teaching departments,
- viii) to prepare/review the reports of activities pursued during the year,
- ix) to recommend Railway and Airline concessions in favour of students going to, their homes during vacations, educational tours, participation in tournaments, debates etc,
- x) to exercise the powers of Chief Proctor in his absence,
- xi) to perform such other functions as the Vice-chancellor of the University may direct.

* Statute 7 (2)(d) of the First Statutes of the University

Chief Proctor

Statute 7(3)

- (a) The Chief Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among the students as may be assigned to him by the Vice-Chancellor.
- (b) The Chief Proctor shall hold office for a term of two years and shall be eligible for re-appointment.

Librarian

Statute 7(4)

- (a) The Librarian shall be appointed by the Executive Council and shall be a whole time salaried officer of the University;
- (b) The duties and powers of the Librarian shall be regulated by the Ordinances.

* *Ordinance:*

- I. The Librarian shall have the following powers and duties:-
 - i) to ensure maintenance of library facilities,
 - ii) to control the functioning of library staff,
 - iii) to conduct all official correspondence for the library,
 - iv) to sanction casual leave to the staff of the library,
 - v) to scrutinize lists of books recommended for purchase by the Departments of the University,
 - vi) to place orders for purchase of books, journals and all other requirements within the limits of the sanctioned budget allocation and in accordance with the regulations,
 - vii) to process and certify all bills after proper verification and attest accession and accounts registers maintained in the library,
 - viii) to write off books lost or damaged in the library upto the value of Rs. 500/- at a time and Rs. 2000/- in a year,
 - ix) to act as Member- Secretary of the Library Committee,
 - x) to perform such other functions as may become necessary for efficient functioning of the library or as the Library Committee/Vice-chancellor may direct, and
 - xi) to delegate any of his powers and duties to any other officer(s) of the library with the prior approval of the Vice-chancellor.

* Statute 7 (4)(b) of the First Statutes of the University

Controller of Examinations

Statute 7(1)

The following shall also be the officers of the University, namely:-

(d) Controller of Examinations.

The Controller of Examination shall perform such duties and discharge other responsibilities as are assigned to him by the Vice-chancellor.

Other Officers of the University

* *Statute*

1. In addition to the officers mentioned under Statute (7) of the First Statutes of the University, there shall be any of the following Officers, as may be decided by the Executive Council:-
 - i). Deputy Registrars
 - ii). Assistant Registrars
 - iii). Private Secretary to the Vice-Chancellor
 - iv). Deputy Librarian
 - v). Assistant Librarian
 - vi). Medical Officer
 - vii). Director Physical Education
 - viii). Executive Engineer
 - ix). Environmentalist/Scientists Incharge Biodiversity Project
 - x). Students' Counsellor/Placement Officer
 - xi). Cultural Officer
 - xii). Technical Officer
 - xiii). Security Officer
 - xiv). Public Relation Officer
2. The duties, powers and functions of the above Officers shall be prescribed by the Vice-chancellor in consultation with the Registrar/Finance Officer/ Controller of Examinations/ Librarian, etc.
3. The posts of Assistant Registrars shall be interchangeable with the Private Secretary to the Vice-Chancellor.

* Section 15 (g) and 16 (2) of the Act

AUTHORITIES OF THE UNIVERSITY

Chapter IV

Authorities of the University

Act-Section 9:

The authorities of the University shall be the Council, Trust, the Executive Council, the Academic Council, the Schools of Studies, the Finance Committee and such other authorities as may be declared by the Statutes to be authorities of the University.

Council

Act Section 10:

- (1) The Council shall be the supreme authority of the University.
- (2) The Council shall have the power to review the acts of the Executive Council and the Academic Council (save when these authorities have acted in accordance with the powers conferred upon them under this Act, the Statutes or the Ordinances) and shall exercise all the powers of the University not otherwise provided for by this Act or the Statutes.

Trust

Act Section 11:

The Trust shall, subject to direction, control and superintendence of the Council have the powers of the Council for purposes of carrying the objects of this Act.

The Executive Council

Act Section 12:

- (1) The Executive Council shall consist of the following members, namely:-
 - (i) the Vice-Chancellor of the University;
 - (ii) the Vice-Chancellor of the University of Jammu;
 - (iii) the Vice-Chancellor of the University of Kashmir;
 - (iv) the Dean of Students, ex-officio;
 - (v) not more than two Deans of Schools of Studies, by rotation according to seniority;
 - (vi) not more than two Principals of Colleges;
 - (vii) three persons, none of whom shall be an employee of the University or an institution recognized by, or associated with, the University, nominated by Chancellor.
- (2) The members of the Executive Council referred to in items (v) and (vi) shall hold office for a term of three years.
- (3) The members referred to in item (vii) shall hold office for a term of three years.
- (4) The term of office of the members of the Executive Council shall commence from the date of election, nomination or appointment, as the case may be.
- (5) Four members of the Executive Council shall form the quorum.
- (6) The Executive Council shall be the executive body of the University, and its constitution and the terms of the office of its members, other than ex-officio members, shall be prescribed by the Statutes.
- (7) It shall be in charge of the general management and administration (including the revenue and property) of the University.

Statute 8. Powers of the Executive Council -

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

- (i) to appoint such Professors, Readers, Lecturers and other members of the teaching staff as may be necessary, on the recommendations of the Selection Committees constituted for the purpose, and to provide for filling temporary vacancies therein, provided that no appointment of the rank of Reader and above shall be made without the prior approval of the Chancellor;
- (ii) to fix the emoluments and define the duties and conditions of service of Professors, Readers, Lecturers and other members of the teaching staff;

Provided that no action shall be taken by the Executive Council in respect of the number, the qualifications and the emoluments of teachers otherwise than after consideration of the recommendations of the Academic Council;

- (iii) to create administrative, ministerial and other necessary posts and to make appointment thereto;
- (iv) to regulate and enforce discipline among the members of the teaching, administrative and ministerial staff of the University in accordance with these Statutes and the Ordinances;
- (v) to manage and regulate the finance, accounts, investments, property, business and all other administrative affairs of the University and, for that purpose, to appoint such agents as it may think fit;
- (vi) to accept on behalf of the University and trust, bequest, donation or transfer of any movable or immovable property to the University; and
- (vii) to provide the buildings, premises, furniture, apparatus and other means needed for carrying on the work of the University;
- (viii) to enter into, vary, carry out and cancel contracts on behalf of the University;
- (ix) to entertain, adjudicate upon, and if it thinks fit, to redress, any grievances of the salaried officers, the teaching staff and other employees of the University who may for any reasons feel aggrieved;

Provided that, in matters of discipline and punishment, where the final power has been vested in the Vice-Chancellor or any other officer of the University, no appeal shall lie to the Executive Council;

- (x) to appoint examiners and moderators and, if necessary, to remove them, and to fix their fees, emoluments and travelling and other allowances after consulting the Academic Council;
- (xi) to select a common seal for the University and provide for the custody and use of the seal;
- (xii) to institute fellowships, scholarships, statesmanship, medals and prizes;
- (xiii) to delegate any of its powers to the Vice-Chancellor, the Registrar or such other officer of the University or to a Committee appointed by it as it may deem fit.

Academic Council

Act-Section 13:

- (1) The Academic Council shall be the academic body of the University, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the Statutes.
- (2) The Academic Council shall, subject to the provisions of this Act, the Statutes and the Ordinances have the control and general regulation and be responsible for the maintenance of standards of instruction, education and examination within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

Statute 9:

- (1) The Academic Council shall consist of the following members, namely:-
 - (i) The Vice-Chancellor;
 - (ii) The Deans of Schools of Studies;
 - (iii) The Dean of Students;
 - (iv) The Chief Proctor;
 - (v) The Librarian; and
 - (vi) Such number of other persons as may be nominated by the Executive Council out of the institutions recognised by or connected with the University.
- (2) All members of the Academic Council, other than ex-officio members shall hold office for a term of two years.
- (3) Ten members of the Academic Council shall form the quorum.

Statute 10. Powers and duties of the Academic Council -

Subject to the provisions of the Act and these Statutes, the Academic Council shall, in addition to all other powers vested in it, have the following powers, duties and functions, namely -

- (i) to report on any matter referred to it by the Chancellor /or the Executive Council;
- (ii) to make proposals to the Executive Council for the establishment of Departments, Colleges, Institutions of higher learning, Special Centres, Specialised Laboratories and Museums;
- (iii) to formulate, modify or revise schemes for the organisations and assignment of subjects to Schools of Studies;
- (iv) to consider proposals submitted by the Schools of Studies;

- (v) to promote research within the University and to requisition from time to time reports on such research;
- (vi) to make recommendations to the Executive Council with regard to the creation and abolition of teaching posts and emoluments and duties attached thereto;
- (vii) to recognise diplomas and degrees of other Universities, institutions and to determine their equivalent diplomas and degrees of Baba Ghulam Shah Badshah University;
- (viii) to appoint Committees for admission to the University;
- (ix) to publish lists of prescribed or recommended text books and to publish the syllabi of prescribed courses of study;
- (x) to make such arrangements for the instruction and examination of persons, not being members of the University as may be necessary;
- (xi) to recommend to the Executive Council draft Ordinances regarding examinations of the University and the conditions on which students should be admitted to such examinations;
- (xii) to make recommendations to the Executive Council in regard to the appointment of examiners and, if necessary, their removal and the fixation of their fees, emoluments and travelling and other expenses;
- (xiii) to make arrangements for the conduct of examinations and to fix dates for holding them;
- (xiv) to declare the results of various University Examinations, or to appoint committees or officers to do so;
- (xv) to make recommendations for the conferment of honorary degrees and to confer or grant degrees, academic distinctions, honours, diplomas, licences, title and marks of honour;
- (xvi) to make proposals to the Executive Council for the institution of fellowships, scholarships, studentships, medals and prizes and to award the same;
- (xvii) to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, these Statutes and the Ordinances;
- (xviii) to promote the health and welfare of students and to constitute a Council of Students Affairs consisting of such number of teachers and students as may be prescribed by the Ordinances to advise the Academic Council on matters relating to the welfare of students of the University.

The Academic Advisory Committee

Act - Section 14

- (1) There shall be constituted an Academic Advisory Committee of the University which shall advise generally on the planning and development of the University and keep under review the standard of education and research in the University.
- (2) The Committee shall consist of:
 - (a) not more than seven persons of high academic standing who shall be appointed in such manner as may be prescribed by the Statutes;
 - (b) the Vice-Chancellor;
 - (c) the Secretary to Government, Higher Education Department, ex-officio; and
 - (d) the Secretary to Government, Haj and Auqaf Affairs Department.
- (3) The Chancellor may determine a date with effect from which the Academic Advisory Committee shall stand dissolved.

Statute 11

- (1) The members and the Chairman of the Academic Advisory Committee shall be appointed by the Chancellor and shall hold office for such period as he may determine.
- (2) The Academic Advisory Committee, shall, in addition to all other powers vested in it by the Act have the right to advise the Executive Council and the Academic Council on any academic matter.

Schools of Studies

Statute 12:

- (1) The University shall have such schools of studies as may be specified in the Ordinances.
- (2) (a) Every School of Studies (hereinafter referred to as the School) shall consist of such Departments as may be assigned to it by the Ordinances,
 - (b) Such Department shall consist of the following members, namely-
 - (i) teachers of the Department,
 - (ii) persons appointed to conduct research in the Department,
 - (iii) Honorary Professors, if any, attached to the Department,
 - (iv) such other persons as may be members of the Department in accordance with the provisions of the Ordinances.

** Ordinance:*

- I. The following Schools shall be established in the University -
 - i) School of Mathematical Sciences and Engineering
 - ii) School of Management Studies
 - iii) School of Bio-sciences and Bio-technology
 - iv) School of Healthcare and Pharmacy
 - v) School of Material Sciences and Nano-technology
 - vi) School of Islamic Studies and
- such other Schools as may be approved by the Executive Council from time to time.

* Statute 12(1) of the First Statutes of the University

Board of Studies

Statute 12

- (3) Every School shall have a Board consisting of the following members, namely -
- i) The Dean of the School,
 - ii) The Heads of the Departments in the School,
 - iii) The Professors in the Departments in the School,
 - iv) One Reader and one Lecturer, by rotation according to seniority, from each Department in the School,
 - v) Five members nominated by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge,
 - vi) Such other members, but not exceeding five, as may be specified in the Ordinance.
- (4) All members of a Board other than ex-officio members shall hold office for a term of three years and shall be eligible for reappointment. The first term of members shall commence from such date as may be notified by the University.
- (5) Every Board shall have such powers and shall perform such duties as may be prescribed by the University.
- (6) The conduct of the meetings of a Board and the quorum required shall be prescribed by the Ordinances.

** Ordinance:*

1. Five persons having special knowledge of the subject taught in the Department, other than employees of the University, may be nominated by the Academic Council as members of the Board of Studies.

Provided that a person who is involved in publication of cheap notes, guides or help books by himself or by any person or body of persons for his benefits or on his account or he has any share or interest in a firm engaged in printing, publishing or selling books for the use of the University or for students of any of its courses, shall not be eligible to be a member of the Board of Studies.

2. Powers of the Board

- i). to frame the syllabi and courses of study,
- ii). to recommend introduction of new programmes,
- iii). to recommend combination of elective courses for various programmes,
- iv). to prepare panels of paper setters and examiners.

* Statute 12 (5) of the First Statutes of the University

- v). to recommend text and reference books for study,
- vi). to frame general instructions for assignment and evaluation of sessional work,
- vii). to discharge such other functions as may be assigned to it by the University authorities and the Vice-chancellor, and
- viii). to delegate to the Convener or any other member of the Board such powers, as it may decide.

** Ordinance*

1. Conduct of meetings of the Board

The Board shall meet at least once a year.

2. Notice of the Meetings

The Registrar shall, in consultation with the concerned Convener of the Board of Studies, fix the meeting and issue notice to the members regarding time, date and venue of the meeting along with agenda papers at least ten days in advance.

3. Chairman

The Head of the concerned Department and in his absence senior most teacher in the subject shall act as Chairman and Convener of the Board.

4. Secretary

The Registrar of the University or the person performing his duties shall be the Secretary of the Board who shall record the proceedings of the meetings and submit the same to the Chairman for approval. He shall also maintain the record of the approved proceedings.

5. Quorum

Majority of the members of the Board shall form the quorum.

* Statute 12(6) of the First Statutes of the University

Finance Committee

Statute 13

- (1) The Finance Committee shall consist of the following members, namely:-
 - (i) the Vice-Chancellor;
 - (ii) three persons, nominated by the Chancellor;
 - (iii) three persons, who are not employees of the University or of any recognised institution nominated by the Executive Council.
- (2) The Finance Officer shall be the Secretary of the Finance Committee.
- (3) Three members of the Finance Committee shall form the quorum.
- (4) All members of the Finance Committee other than ex-officio members, shall hold office for a term of three years.
- (5) The Vice-Chancellor shall preside at the meetings of the Finance Committee.
- (6) The Finance Committee shall meet at least twice every year to examine accounts and scrutinise proposals for expenditure.
- (7) The annual accounts and financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Chancellor through the Executive Council for approval with or without amendments.

Selection Committee

Statute 21:-

- (1) There shall be Selection Committee for making recommendations to the Executive Council for appointment to the posts of Professor, Reader, Lecturer, Registrar, Finance Officer and Librarian.
- (2) Every Selection Committee shall consist of the Vice-Chancellor who shall be the Chairman thereof, and a person nominated by the Chancellor and, in addition, the Selection Committee for making recommendations for appointment to a post specified in column 1 of the Table below shall have as its members the persons specified in corresponding entry in column 2 of the said Table.

TABLE

1	2
Professor	<ol style="list-style-type: none"> (i) The Head of the Department concerned if he is a Professor; (ii) Three persons not connected with the University, or any other University of the State nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of or interest in the subject with which the Professor will be concerned.
Reader, Lecturer	<ol style="list-style-type: none"> (i) The Head of the Department concerned. (ii) Two persons not connected with the University, or any other University of the State nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of or interest in the subject with which the Reader or Lecturer will be concerned.
Registrar/ Finance Officer	Three members of the Executive Council nominated by it.
Librarian	Three persons not connected with the University, or any other university of the State who have special knowledge of the subject of Library Science to be nominated by the Executive Council.

- (3) The recommendations of the Selection Committee will be subject to the Regulations issued by the University Grants Commission from time to time with regard to appointment and promotion of Professors, Readers, Lecturers and Administrative posts of the University.
- (4) The procedure to be followed by a Selection Committee making recommendations shall be laid down in the Ordinances.
- (5) If the Executive Council is unable to accept any recommendation made by the Selection Committee, it may remit the same to the Selection Committee for reconsideration and if the difference is not resolved, the Executive Council shall record its reasons and submit the case to the Chancellor.

- (6) The constitution of the Selection Committee for the purpose of recognising teachers shall be provided for by the Ordinances.

** Regulation:*

1. Meeting:

- i) The members of the Selection Committee nominated under Statute 21 shall hold office for a period of three years.
- ii) The meeting of the Selection Committee shall be held at such time as the Vice-chancellor may desire.

2. Notice of the meeting:

- i) The Registrar shall, at least 10 days before the meeting of the Committee, issue to each member a notice indicating the time, date and place of the meeting.

3. Secretary:

- i) The Registrar or the person performing his duties shall act as Secretary of the Selection Committee.
- ii) The proceedings shall be recorded in writing by the Secretary and submitted to the Chairman and other members of the Committee present at the meeting, for approval and signatures.
- iii) The proceedings shall remain confidential and in the personal custody of the Secretary.

4. Quorum:

- i) For selection of Professor the quorum shall be four, at least two of whom should be outside subject experts.
- ii) For selection of Reader/Lecturer/Librarian the quorum shall be three at least one of whom should be outside subject expert.
- iii) For selection of Registrar, Controller of Examination, Finance Officer and officers above the rank of Deputy Registrar majority of the members shall form the quorum.

5. Selection of Officers below the status of Registrar, Controller of Examination and Finance Officer

- i) For selection of officers below the rank of Registrar, Controller of Examination and Finance Officer, the Selection Committee shall comprise of the following:
 - i) Vice-chancellor;
 - ii) Three persons to be selected by the Vice-chancellor out of the panel approved by the Executive Council;
 - iii) Registrar, Member Secretary.

Majority of the members shall form the quorum.

* Statute 30(2) of the First Statutes of the University

Other Bodies

Planning and Monitoring Board

* *Statute*

1. Constitution

The Planning and Monitoring Board shall consist of the following:

- i) Vice-chancellor,
- ii) Deans of Schools,
- iii) A nominee of the Council,
- iv) A nominee of the Trust,
- v) Two nominees of the Executive Council,
- vi) Finance Officer
- vii) Registrar

Besides the members, the Vice-chancellor may co-opt two experts who he feels can help the Board.

2. Powers and Functions

The Board shall -

- i) formulate and priorities, perspective academic and development plans of the University in consonance with its objectives,
- ii) have powers for coordination, screening and monitoring the development proposals of various departments and units of the University for consideration of the Executive Council,
- iii) regularly monitor implementation of schemes approved by the UGC and other agencies and suggest methods for proper implementation, and
- iv) determine the areas of excellence of the University and identify the thrust areas for research.

3. Meetings:

The Board shall meet whenever the Vice-chancellor desires.

4. Chairman:

The Vice-chancellor shall preside over the meetings of the Board.

5. Quorum

Majority of the members shall form the quorum. All matters shall be decided by a majority of votes. In the event of equality of votes, the Chairman shall have the casting vote.

6. Secretary:

The Registrar shall be the ex-officio Secretary of the Board who shall record the proceedings and submit the same to the Chairman for approval. He shall also maintain the record of approved proceedings.

* Section 15(g) of the Act

University Works Committee

* Statute

1. Constitution

The Works Committee shall consist of the following:

- i) Vice-chancellor (Chairman)
- ii) Three persons to be nominated by the Vice-chancellor who should hold expertise in engineering, architecture, landscaping or horticulture.
- iii) Registrar
- iv) Finance Officer, and
- v) University Engineer

2. Powers and Functions

The Committee shall-

- i) formulate draft plans for development of the Campus for consideration of the Executive Council,
- ii) select agencies for execution/supervision of works and rendering advice in technical matters relating to construction works,
- iii) recommend proposals for administrative approval and financial sanctions,
- iv) undertake technical scrutiny of all proposals,
- v) undertake scrutiny, processing and approval of rates,
- vi) consider and approve any additional work which becomes necessary at the rates considered reasonable,
- vii) ensure maintenance and upkeep of the University buildings, and
- viii) exercise all such powers and perform functions as may be assigned to it by the Executive Council.

3. Meetings

The Committee will meet whenever the Vice-chancellor desires.

4. Quorum

- i) Majority of members shall form the quorum.
- ii) In the event of equality of votes, the Chairman will have the casting vote.

5. The University Engineer shall be the Secretary of the Committee who shall record the proceedings and submit the same to the Chairman for approval. He shall also maintain the record of approved proceedings.

* Section 15(g) of the Act

Library Committee

*** Statute**

1. Constitution

There shall be a Library Committee for effective control over the functioning of the library. The Committee shall consist of the following:

- i) Vice-chancellor;
- ii) Deans of Schools;
- iii) Registrar;
- iv) Dean of Students;
- v) one member each from amongst Professors, Readers and Lecturers of the university nominated by the Vice-chancellor from the faculty of the University;
- vi) two members other than employees of the University nominated by the Executive Council;
- vii) the Librarian (Member Secretary)

Nominated members of the Committee shall hold office for a period of two years.

2. Meetings

The Committee shall meet at least twice in a year or such other times as may be directed by the Chairman.

3. Chairman

The Vice-chancellor shall be the Chairman of the Committee

4. Secretary

The Librarian shall be the ex-officio Secretary. He shall record in writing the minutes of all the meetings of the Library Committee and shall submit the same to the Chairman of the Committee for approval. The Secretary shall issue to all members of the library a notice about the meeting along with the agenda at least 10 days before the meeting.

5. Quorum

One third of the total number of members shall form the quorum.

6. Powers and functions of the Library Committee

To,

- i) recommend and draft the annual budget proposal for the Library and forward the same for

* Section 15(g) of the Act

- ii) recommend/dispose off/write off such books which in its opinion have become, unserviceable provided the value of such books does not exceed Rs. 1000/- in a year;
- iii) recommend write off of books lost in the library on the recommendation of the Librarian, save as otherwise provided, the amount of loss shall not exceed Rs. 1,000/- in a year;
- iv) recommend to the appropriate authority all matters relating to the library which are not otherwise provided for in the Regulations; and
- v) delegate any of its powers to the Librarian.

Board of Sports and Youth Welfare

** Ordinance*

1. There shall be a Board of Sports and Youth Welfare in the University consisting of the following:

- i) Vice-chancellor
- ii) Registrar
- iii) Dean of Students
- iv) Director Physical Education
- v) Deans of Schools
- vi) Two persons to be nominated by the Executive Council, at least one of whom shall be a woman interested in sports and youth welfare activities not connected with the University.
- vii) Two nominees of the Council of Students Affairs at least one of whom shall be a girl student.

2. The Vice-chancellor shall be Chairman of the Board. In the absence of the Vice-chancellor the members present shall elect Chairman from among themselves.

3. Dean of Students shall be the Secretary and the Director Physical Education shall be the Joint Secretary of the Board.

4. The Board shall meet at least once in every six months or on such dates as may be necessary.

5. Majority of members shall form the quorum.

6. Aims and Objectives of the Board shall be-

To

- i) promote true spirit of Sportsmanship among the students,
- ii) promote and regulate Inter-University Competitions, festivals and cultural and literary activities,
- iii) promote co-curricular activities among students,
- iv) conduct annual tournaments in various games and sports and other Youth Welfare activities for the students of the University.

7. The Board shall perform following functions:

To

* Statute 28(k) of the First Statutes of the University

- i) organise, manage and supervise inter-departmental tournaments, festivals and activities relating to students welfare,
- ii) promote Inter-University fellowship by organising or participating in Inter-University contests,
- iii) frame rules for the organization, conduct and control of university sports tournaments,
- iv) undertake and implement National Schemes sponsored by the UGC and other national agencies such as National Service Scheme (NSS), National Integration Samiti (NIS) etc,
- v) select University teams and to appoint instructors of various games and officials to accompany the University teams,
- vi) prepare annual budget for sports and welfare activities and recommend the allocation for incorporation in the University budget,
- vii) interpret and enforce rules and give decisions and rulings on any point not covered by these rules,
- viii) frame by-laws to meet any emergency,
- ix) appoint Committees/Sub-Committees as and when necessary, and fix their terms and reference,
- x) prepare reviews and reports of the activities pursued during the year,
- xi) consider and adopt annual report and annual audited statements of accounts of the Sports and Student Welfare activities, and
- xii) To perform such other functions as the Executive Council or the Vice-chancellor may direct or as may be deemed necessary to promote Sports and Youth Welfare Programmes.

Chapter V

* University Crest and Seal

1. University Motto

The University Motto shall be "Steady onward march for Human Development through Science and Technology on one hand and our national ethos on the other"

2. University Crest

The University Crest shall be -



3. University Seal

- i. The Seal of the University shall always remain in the custody of the Registrar.
- ii. The seal shall be affixed to-
 - a) certificates issued in respect of Degree/Diploma or any other award conferred by the University
 - b) any document which the Executive Council and/or Vice-Chancellor directs,

4. Colours of Faculties

The colours of the various faculties shall be such as may be determined by the Academic Council.

5. University Flag

The colour and design of the University flag shall be selected by the Academic Council/Executive Council and if required got approved by the Association of Indian Universities.

* Statute 8(xi) of the First Statutes of the University

Chapter VI

*University Terms, Vacations and Holidays

1. The University shall have the following calendar of academic activities:

i) Commencement of admission process	-	July, first week
ii) Finalisation of admission	-	August, first week
iii) Commencement of odd Semester Class work	-	August, second week
iv) End of odd Semester class work	-	December 14th
v) Winter break/Preparatory holidays	-	December 15 - 31
vi) Odd Semester Examinations	-	January first week
vii) Commencement of even Semester Class work	-	January 3rd week
viii) End of even Semester class work	-	May 31st
ix) Summer vacation/preparatory holidays	-	June 1 to July 30
x) Even Semester examinations	-	July, third week
Assessment tests/ assignments	-	The Dean School of Studies may fix these dates in consultation with the concerned Heads of the Departments.
2. The University shall observe such holidays as may be approved by the Executive Council.
3. The teaching work shall be arranged in such a way that the students remain engaged for at least 90 days in a Semester excluding holidays, examinations and all other activities.
4. As far as possible, the timings for holding the meetings of the Departments and Committees shall be such that the teaching work does not suffer.
5. The progress of academic work shall be reviewed periodically by Deans of School/Vice-chancellor.

* Section 15(g) of the Act of the University

Chapter VII

*Library

1. Borrowing of Books

- i) The Library books shall be issued to the students, staff of the University, Research Scholars and any other person who may be authorised by the Librarian.
- ii) Reference books, volumes of periodicals, encyclopedias, dictionaries, theses and other rare books shall not be issued from the Library.
- iii) Not more than 2 books shall be issued at a time to a student and 5 books at a time to a staff member.
- iv) No book shall be kept by a student for more than 14 days and by the staff of the University for more than 30 days. Borrowers who keep books beyond the time prescribed shall be fined @ Rs. 5/- per day per book provided that in no case shall the overdue charges exceed the cost of the book/s plus 10%.
- v) The Librarian shall have the right to recall any book from any member at any time without assigning any reason thereof.

2. Purchase of books

- i) The indent for purchase of text books, reference books, research journals and books of general nature shall be prepared by the Heads of the different Departments in order of priority and books selected for purchase shall be recommended by a Committee consisting of the Librarian, Registrar and Finance Officer for approval of the Vice-chancellor.
- ii) The Librarian shall obtain rates, terms and conditions for supply of books, journals and other reading materials from various booksellers and publishers in the country and abroad. He shall prepare a comparative statement of the rates and terms offered and get these approved by the Vice-chancellor for use during the financial year.
- iii) As soon as the books are received, these shall immediately be accessioned and accession number recorded on each title.
- iv) Immediate steps shall also be taken to classify and catalogue the books.
- v) Before the bills are sent to the Accounts Section for pass and payment, a certificate shall be recorded under the signature of the Librarian that the books billed for have been received and accessioned at S.No _____ to _____ and the prices verified.

3. Identity Card

- i) Each borrower shall be issued an identity card. Such cards shall be nontransferable and will

* Section 15(g) of the Act

be presented by the borrower at the Library counter on each occasion when he borrows books.

- ii) A member who has lost his identity card must bring this fact in writing to the notice of Librarian and indicate the circumstances under which it was lost.
- iii) In case the card is not traced within one month, the member shall give an idemnity bond on the prescribed form for duplicate card.
- iv) After the receipt of the idemnity bond, duplicate card shall be issued on payment of a fee as prescribed from time to time.

4. Departmental Libraries

- i) The Library Committee may decide to have Departmental Libraries and prescribe rules and Regulations for the same.
- ii) Journals and periodicals of purely technical nature shall be maintained in the Departmental libraries.
- iii) Proper record of issue and return of books shall be maintained in each Departmental library.
- iv) Books shall not ordinarily be transferred to the Departmental library until they are properly classified and catalogued.
- v) Stock taking of books shall be done once a year preferably during vacations before which, all books issued must be returned to the library. The stock verification report shall be submitted to the concerned authority.

5. General Rules

- i) The users shall not be allowed to take their own books and other printed reading material inside the University library. They should leave their belongings at the counter before entering the library.
- ii) Readers desirous of using the library shall enter their names and addresses in a register maintained for the purpose.
- iii) Any reader who damages a book or defaces it or loses it shall replace the same. If any other property belonging to the library is damaged by a reader he shall pay the value thereof.
- iv) Silence shall be strictly observed in the library.
- v) Spiting and smoking inside the library are strictly prohibited.
- vi) Periodicals, publications and newspapers shall not be removed from the reading room.
- vii) Librarian has the right to withdraw library facilities from any member who violates the rules and regulations of the library.

Chapter VIII

University Teachers

Statute 20

- (1) Teachers of the University shall be of two classes, namely -
 - (i) Appointed teachers of the University;
 - (ii) Recognised teachers of the University.
- (2) Appointed teachers of the University shall be either -
 - (a) employees of the University as Professors, Readers and Lecturers or otherwise of the University; or
 - (b) persons appointed by the Chancellor as Honorary Professors, Emeritus Professors, Readers or Lecturers or otherwise as teachers of the University.
- (3) Recognised teachers of the University shall be the members of the staff of a recognised institution other than an institution maintained by the University:

Provided that no such member of the staff shall be deemed to be a recognised teacher unless he is recognised by the Executive Council as a Professor, Reader or in any other capacity as a teacher of the University.

- (4) The qualifications of recognised teachers of the University shall be such as may be prescribed by the Ordinances.
- (5) All applications for the recognition of the teachers of the University shall be made in such a manner as may be laid down by the Regulations made by the Executive Council in that behalf.
- (6) The period of recognition of a teacher of the University as Professor or Reader shall be determined by Ordinances made in that behalf. A person in the service of a recognised institution other than an institution maintained by the University, recognised as a teacher of the University otherwise than as a Professor or Reader shall continue to be recognised so long as he is in the service of the institution.
- (7) The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw recognition from teacher:

Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him to show cause within such time as may be specified in the notice why such resolution should not be passed and until his objections, if any, and

any evidence he may produce in support of them, have been considered by the Academic Council.

- (8) A person aggrieved by an order of withdrawal under clause (7) may, within three months from the communication to him of such order, appeal to the Executive Council who may pass such orders thereon as it thinks fit.
- (9) No person shall be appointed or recognised as a teacher of the University except on the recommendation of a Selection Committee constituted for the purpose.

Qualification and Conditions of Service

***Ordinance**

- 1. There shall be following categories of teachers in the University:-

- i) Professor
- ii) Reader
- iii) Lecturer

2. Qualifications

- i) The qualifications, pay scale and promotion policies of teachers appointed by the University shall be such as may be prescribed by the competent authority including U.G.C from time to time:

Provided that whenever there is a change in the nature of appointment or emoluments of the teacher, particulars of the change shall be recorded by a separate order and the terms and conditions embodied in the Statutes/regulations/ordinances shall apply mutatis mutandis to the new post read with the terms and conditions attached to that post.

- 3. A teacher shall be entitled to the following:-
 - i) Leave as may be prescribed by the Ordinance/Regulations
 - ii) Pension-cum-Gratuity/C.P Fund-cum-Gratuity as may be prescribed in the Ordinance/Regulations.
- 4. The duties of teachers shall be to teach and to engage in conducting and guiding research and to perform such other duties in accordance with the Act, Statutes, Regulations/Ordinances and directions of the Vice-chancellor.

5. Age of superannuation

Age of superannuation for teaching staff shall be 62 years, provided the teachers who have contributed substantially and are in good health may be given extension by the Executive Council on the recommendation of the Vice-chancellor for a period not exceeding three years.

6. Selection Procedure

- i) Every vacant post shall be advertised and applications invited before the same is filled.

* Statute 28(h) of the First Statutes of the University

Provided that the Vice-chancellor shall have the power to place before the Selection Committee the names of suitable persons for their consideration along with the applications received in response to the advertisement but such persons shall not be amongst those already in the service of the University.

- ii) All applications received in response to the advertisement shall be screened in the University office and the Vice-chancellor shall finally select candidates for interview by the Selection Committee.
- iii) Candidates selected for interview shall be entitled to second class return railway fare from candidate's nearest rail head to Jammu and bus fare from Jammu to the place of interview. In exceptional cases the Vice-chancellor may authorise T.A according to the incumbent's entitlement;

Or

Bus fare from candidate's place of residence to the place of interview and back.

Note: No other allowance shall be admissible to the candidates

- iv) After interviewing the candidates the Selection Committee shall submit its recommendations to the Executive Council.
- v) A suitable higher start may be recommended by the Committee for candidates with higher qualification.
- vi) The Selection Committee shall make categoric recommendation with regard to selected candidate(s). It shall indicate the order of preference, in case more than one candidate is recommended for appointment to a particular post.
- vii) The panel recommended for appointment by the Selection Committee shall remain valid for a period of one year from the date the same is approved by the Executive Council.
- viii) In order to attract talented faculty, the University may provide appropriate incentives such as Children's education allowance, free furnished accommodation, medical insurance, etc.

Notwithstanding anything contained in the Statutes, the Executive Council shall be competent to fill up any vacancy on the recommendation of an appropriate Committee of at least two experts that it may constitute for borrowing the services on deputation from other universities/institutions/organisations for such period as it may specify.

*** Code of conduct for the University Teacher**

7. Every teacher shall -

- i) perform his academic duties of teaching, research assessment and invigilation conscientiously and with devotion,
- ii) be impartial in the assessment of students,
- iii) carry out decisions of the administrative authorities/bodies of the University,
- iv) devote his whole time to the service of the university and not, without the prior approval of the Vice-chancellor, accept any work or engage in trade or business likely to interfere with the due performance of his duties:

Provided that he may undertake the work relating to University examinations/Public Service Commissions and other literary activities on his own or as may be required by the Regulations of the University,

- v) not divulge any confidential information relating to the affairs of the University to any unauthorised person,
- vi) refrain from misuse of official facilities and privileges,
- vii) refrain from inciting students against students, colleagues or administration, and
- viii) refrain from raising questions of religion, caste, creed, race, sex, region or language in his relationship with his colleagues and also refrain from using these for improvement of his prospects.

* Statute 28(h) of the First Statutes of the University

Head of the Department

Statute 12(2)(c)

- (c) Each Department shall have a Head who may be a Professor or, if there is no Professor, a Reader and whose duties and functions shall be prescribed by the ordinances.

Provided that if there are more Professors or, as the case may be, Readers, than one in any Department, the Executive Council shall appoint one of them as the Head of the Department.

** Ordinance:*

1. The Vice-chancellor may, in anticipation of the approval of the Executive Council, nominate a teacher of the Department of Studies to act as Head of the Department for such period as he may deem fit.
2. The Head of the Department shall-
 - i) assign to the teaching and non-teaching staff such duties as may be necessary for proper functioning of the Department,
 - ii) ensure maintenance of discipline under the overall control of the Dean of School and Vice-chancellor,
 - iii) coordinate teaching and research in the Department,
 - iv) function as the academic Head of the Department and convene and preside over the Departmental meetings,
 - v) ensure proper maintenance of records, equipment and other infrastructure of the Department, and
 - vi) exercise powers and perform such other functions as may be assigned to him by the Vice chancellor/Dean of the School,
3. For such Departments which do not have a formal Head, the Dean of the School shall also exercise the powers and perform the duties of the Head in addition to his duties.

* Statute 12(2) (c) of the First Statutes of the University

*** Honorary Professor**

- 1 Any distinguished scholar who has been a Professor/Director/Head of a Section in a National/ State Laboratory or a person who has attained national/international recognition for his contribution in academics/research and whose association with the University would help in furtherance of academic activities of the University may be considered for appointment as Honorary Professor.
- 2 The Dean of School may propose to the Vice-chancellor the appointment of such a person as Honorary Professor and the Vice-chancellor after satisfying himself, may refer the matter to the Academic Council for consideration. Based on the recommendations of the Academic Council the Chancellor may take final decision in the matter.
- 3 An Honorary Professor will be expected to associate himself with academic activities of the Department to which he is attached.
- 4 The Honorary Professorship will carry with it no financial commitment of the University except travelling expenses and hospitality as may be determined by the Vice-chancellor.

* Statute 20 (2) (b) of the First Statutes of the University

*** Visiting Professor**

- I. The Executive Council, based on the recommendation of the Vice-chancellor may invite distinguished persons as visiting Professors or lecturers for such time and on such terms and conditions as indicated below:
 - i) The Vice-chancellor with the approval of the Executive Council may invite distinguished person from within the country or abroad having expertise in a field of study pursued in the University, to function as visiting Professor or Lecturer, as the case may be, in the University.
 - ii) Such visiting Professor or Lecturer will, according to arrangements entered into in each individual case, deliver a course of lectures or conduct seminars or participate in workshops in such manner as may be deemed appropriate in teaching and research programme of the University. In no case, however, shall a visiting Professor or Lecturer deliver less than a specified number of lectures/seminars.
 - iii) Executive Council shall prescribe the duration of appointment, honorarium, travelling expenses, hospitality and other terms and conditions of a visiting Professor/Lecturer.
 - iv) As far as possible, the University shall make arrangements for accommodating such visiting Professor/Lecturer within the Campus to provide for close interaction between him and teachers/students of the University.

* Statute 28(h) of the First Statutes of the University

*** Recognised Teachers**

1. The qualifications of recognised teachers of the University shall be the same as prescribed for the regular teachers of the University.
2. All applications for recognition of teachers shall be forwarded by the Dean of the respective School, giving detailed academic qualifications, teaching and research experience, specialization and other particulars in respect of each teacher recommended.
3. No person shall be recognised by the Executive Council as a teacher of the University except on the recommendation of the Selection Committee, constituted by the Executive Council for the purpose.
4. The meeting of the Selection Committee shall be convened by the Vice-chancellor as and when necessary.
5. The period of recognition of a person as Professor or Reader shall be such as may be prescribed by the Selection Committee, which may further be extended, after reviewing the academic work of the teacher.
6. The Selection Committee for the purpose of recognising the teachers shall be the same as prescribed for appointed teachers of the University with such modifications as the Executive Council may determine.

* Statute 20(4) and 21(6) of the First Statutes of the University

Part time Teachers

1. Based on the recommendation of the Dean of the School and Head of the Department concerned, the Vice-chancellor may authorise appointment of a part time teacher to teach a particular course or part thereof whenever considered necessary.
2. The strength of part time teachers shall not exceed 25% of the total strength of whole time teaching staff of the Department.
3. A part time teacher may be appointed for a period not exceeding one year. He shall, however, be eligible for reappointment.
4. A part time teacher shall be required to work for at least nine hours a week.
5. The monthly salary of the part time teacher shall be decided by the Executive Council on the recommendation of the Vice-chancellor.
6. The part time teacher shall be governed by such other conditions of service as may be decided by the Vice-chancellor.

Leave Regulations for Teachers

1. General Conditions

1. 'Right to leave

- i) Leave cannot be claimed as a matter of right. When exigencies of the University services so demand, leave of any description may be refused or revoked by the authority empowered to sanction leave.
- ii) The leave sanctioning authority shall be competent to change the date of commencement of leave to be availed by the teacher.

2. Application for leave:

- i) Leave shall always be applied for and sanctioned before it is availed except for compelling reasons and in cases of emergency.
- ii) Ordinarily, the application for leave (other than casual) shall be made in the prescribed form.
- iii) Unless otherwise specified in these Regulations and except in the case of casual leave and leave on medical grounds, all applications for leave should be made at least seven days before the date from which the leave applied for is to be availed. Normally, application in respect of long leave such as study leave, sabbatical leave, extraordinary leave etc. during the academic session, shall not be entertained.
- iv) No leave, other than casual leave shall be granted to an employee until a report regarding its admissibility is obtained from the concerned Department/Section maintaining the leave record.
- v) While proceeding on leave and on return from leave, an employee shall sign departure and joining report respectively which shall be sent to the concerned section for information and record on the basis of which entry shall be made in the leave account register under the signatures of the concerned officer.
- vi) An employee's claim to leave shall be determined by the Regulations in force at the time the leave is applied for and granted.

3. Commencement and Termination of Leave:

- i) Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which the charge is resumed. Sundays and other recognised holidays may be prefixed and/or suffixed to leave.
- ii) When the day, immediately preceding the day on which the leave begins or immediately following the day on which the leave expires, is a holiday or a series of holidays or vacation, the person proceeding on leave may hand over charge at the close of the day before or return to duty on the day following such holidays or series of holidays or the vacation, provided such earlier departure or delay in return does not involve the University in making any extra expenditure. When leave is prefixed and/or suffixed to holidays or vacations, the

consequential arrangements shall begin or end, as the case may be, from the date when the leave begins or expires.

4. Conversion of one kind of leave into another:

- i) At the request of a teacher, the University may convert any kind of leave retrospectively into a leave of different kind which may be admissible to him at the time the leave was originally taken, but he cannot claim such conversion as a matter of right.
- ii) If one kind of leave is converted into another, the leave salary and the allowances admissible shall be recalculated and the difference, if any, paid or the amount overdrawn recovered.

5. Temporary service followed by confirmation:

Continuous temporary service followed by permanent service without any break shall be treated as permanent service for the purpose of computation of leave.

6. Leave admissible to contractual employees

A teacher appointed on contract basis shall be granted leave in accordance with the terms of contract.

7. Leave admissible to part-time teachers:

Part-time teachers shall not be entitled to any leave except casual leave of 15 days in a calendar year. Casual leave will be granted in proportion to the length of service of the teacher subject to the maximum of 15 days in a year.

8. Leave Account:

Leave account shall be maintained for each teacher by the Department/Section concerned in such proforma as may be prescribed for the purpose.

9. Rejoining duty:

- i) Except with the permission of the authority granting leave, no person on leave shall return to duty before the expiry of the leave.
- ii) A teacher returning to duty on the expiry of leave shall report to the Head of the Department who shall forward the report to the Registrar through the Dean. In the case of Head of the Department the report shall be sent by the Dean to the Registrar. The Dean of School will send his own joining report to the Registrar.

10. Leave on medical grounds:

- i) A teacher applying for leave on medical grounds, shall support his application with a medical certificate from the University/Government doctor not below the rank of Medical Officer.
- ii) The medical certificate shall not in itself confer upon the teacher concerned any right to leave.
- iii) No University teacher who has been granted leave on Medical grounds will be allowed to

return to duty without his first producing a fitness certificate from the University/ Government Doctor on the prescribed proforma.

11. Employment during leave period:

While on leave no university teacher shall take up any service or accept any employment including setting up of private professional practice without obtaining prior sanction of the Vice-chancellor. In no case shall a teacher be allowed to draw emoluments from more than one source.

12. Overstay:

- i) If a teacher fails to return to his duty on the expiry of leave, the Head of the Department concerned shall, after waiting for 3 days, inform the Registrar and communicate with the person concerned asking for an explanation which shall be reported to the competent authority. Unless the competent authority considers the explanation satisfactory, the teacher concerned shall be deemed to have vacated his post without notice from the date of absence without leave.
- ii) A teacher who absents himself without leave or remains absent without leave after the expiry of the leave granted to him, shall, if he is permitted to rejoin duty, be entitled to no leave allowance or salary for the period of such absence, and such period will be debited against his leave account as leave without pay unless his leave is sanctioned/extended by the competent authority as the case may be.
- iii) No leave shall be granted beyond the date on which a teacher is due to retire or is permitted to retire, provided that a teacher who is re-employed in the interest of the University beyond the date of his retirement may be granted leave/cash equivalent to leave salary to the extent leave was due to him on the date of his retirement subject to a maximum of such number of days as are permitted under earned leave rules.
- iv) If any teacher resigns, he shall not be granted any leave due to him after submission of his resignation letter. However, if the University finds justification it may consider granting terminal leave prior to his resignation which may extend beyond the date on which the resignation becomes effective.
- v) In cases where the leave granted to a teacher extends beyond the date of his compulsory retirement, it will not be treated as extension of service.
- vi) A teacher who has been granted extension of service will be deemed to be in continuous service of the University.

13. Following kinds of leave shall be admissible:-

- i). Casual leave
- ii). Special Casual leave
- iii). Earned leave
- iv). Half pay leave

- v). Leave not due
- vi). Maternity leave
- vii). Extra-ordinary leave
- viii). Commuted leave
- ix). Study leave
- x). Sabbatical leave

The Executive Council may, in exceptional cases, for special reasons to be recorded, grant any other kind of leave subject to such terms and conditions as it may deem fit to impose.

14. Authority Competent to Sanction Leave:

- i) Casual leave in favour of a teacher shall be sanctioned by the Head of the Department. However, in case of Head of the Department casual leave shall be sanctioned by the concerned Dean of School and in the case of Dean of School, casual leave shall be sanctioned by the Vice-chancellor.
- ii) Special casual leave in favour of teachers and Heads of the Departments shall be sanctioned by the concerned Dean of School. However, special casual leave in favour of Deans of Schools shall be sanctioned by the Vice-chancellor.
- iii) All other kinds of leave mentioned at Regulation 13 (iii) to (x) in favour of all eligible teachers including Heads of Departments and Deans of Schools shall be sanctioned by the Vice-chancellor.
- iv) Except as otherwise provided herein any kind of leave under these Regulations may be granted in continuation with or in continuation of any other kind of leave.

15. Casual Leave:

- i) Casual leave granted to a teacher shall not exceed 15 days in one calendar year.
- ii) Casual leave shall not be combined with any other kind of leave except special casual leave or vacation in emergent cases. It may, however, be combined with holidays including Sundays provided the total period of absence at one time shall not exceed 10 days. Holidays falling within the period of casual leave shall not be counted as leave.
- iii) Casual leave not availed shall lapse at the close of calendar year.

16. Special Casual Leave:

- i) Special casual leave not exceeding 20 days in a calendar year may be granted to a teacher to attend various academic activities such as participation in Seminars, Conferences, outstation examinations, Selection Committee meetings, delivering lectures, etc.
- ii) In addition, special casual leave to the extent mentioned below may also be granted -
 - i) for undergoing vasectomy or salpingectomy under the Family Welfare Programme upto 6 days.