

- ii) for undergoing non-peripheral sterilization upto 14 days.
- iii) Special casual leave can neither be accumulated nor combined with any other kind of leave except casual leave. It may, however, be granted in combination with holidays or vacation.

**17. Earned Leave:**

- i) Earned leave admissible to a teacher shall be -
  - (a) 15 days in a calendar year, plus
  - (b) 1/3<sup>rd</sup> of the vacation period during which he is required to perform duty.

Provided that the total leave earned under (a) and (b) shall not exceed 30 days in a calendar year.
- ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. However, earned leave exceeding 60 days, may be sanctioned for pursuing higher studies/undergoing training or on grounds of sickness supported by a medical certificate or when the entire leave or a portion thereof is spent outside India.

*Note:* For purpose of computation of the period of actual service, all periods of leave except casual leave and special casual leave shall be excluded.

**18. Half Pay Leave:**

Half pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on production of medical certificate from a Medical Officer in case of illness or for attending private affairs or for academic purposes.

*Note:* A completed year of service means continuous service of specified duration under the University and includes- casual leave, special casual leave and maternity leave periods but excluding all other kinds of leave periods.

**19. Leave not due:**

- i) Leave not due will be calculated in favour of a permanent teacher at the rate of 10 days for each completed year of service. However, the leave so granted, unless on medical grounds, shall not exceed half the duration of leave, as calculated above upto 90 days at a time and 180 days in all. Such leave shall be debited against the full-pay-leave that will be earned by the teacher subsequently.
- ii) 'Leave not due' shall not be granted unless the Vice-chancellor is satisfied that the teacher will resume duty at the expiry of the leave and earn the leave granted to him.
- iii) A teacher to whom 'Leave not due' is granted shall not be relieved from service even on his tendering resignation so long as the debit balance in his leave account is wiped off by active service, or he refunds the amount paid to him as pay and allowances for the period not so

earned. In case where retirement is unavoidable on account of ill health incapacitating the teacher for further service refund of leave salary for the period of leave still to be earned may be waived by the Executive Council:

Provided further that the Executive Council, in other exceptional cases for reason to be recorded, may also waive, the refund of leave salary for the period of leave still to be earned.

**20. Maternity Leave:**

- i) Maternity leave may be granted to a teacher on full pay twice in her entire service career upto 135 days each time.
- ii) Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the leave does not exceed 45 days in the entire service career and the application for leave is supported by a medical certificate from a competent authority.
- iii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave provided that it is supported and justified by medical certificate from the Competent Authority.

**21. Paternity leave:**

Paternity leave upto 15 days may be granted to a teacher twice in his entire service career when his wife is confined to bed in connection with her delivery.

**22. Study Leave/Leave for Academic Assignment**

- i) Study leave may be granted to a permanent teacher, having a minimum of three years continuous service in the University, to pursue a special line of study or undertake research directly related to his work in the University or to make a special study of the various aspects of University Management and methods of education.

The paid period of study leave shall be upto 3 years. In computing the length of service, probation period followed by regular service without any break will be reckoned.

- ii) Study leave for a period upto one year may be granted to a teacher thrice during the service career with a gap of not less than 5 years after his resumption of duties each time.
- iii) Study leave shall not be granted to a teacher due to retire within five years of the date on which he is expected to resume his duty after the expiry of study leave.
- iv) Study leave shall be granted on the recommendation of the concerned Head of Department and the Dean of the School.
- v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research approved for his pursuance without the prior permission of the Vice-chancellor.
- vi) The amount of scholarship/fellowship or other financial assistance awarded to a teacher on study leave will not preclude him from being granted study leave with pay and allowances but the scholarship/financial assistance etc., so received shall be taken into account in

determining the pay and allowances on which the study leave may be granted. The foreign scholarship/fellowship would also be offset against salary only if the fellowship exceeds a specified amount, to be determined from time to time, based on the cost of living of a family in the country in which the study is to be undertaken.

- vii) The study leave may be combined with earned leave, half pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed at the discretion of the teacher. A teacher selected to a higher post while on study leave will be placed in that position and get the higher scale only after joining the post.
- viii) A teacher granted study leave shall on his return and rejoining the service of the University be eligible to the benefit of the annual increment(s) which he would have earned in the course of time if he had not proceeded on study leave. No teacher shall, however, be eligible to receive arrears of increments.
- ix) Study leave shall count as service for pension/contributory provident fund, as the case may be, provided that the teacher joins the University on the expiry of his study leave.
- x) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed within 12 months of its sanction.

Provided that when study leave granted has been so cancelled, the teacher may apply again for such leave.

- xi) A teacher availing study leave shall undertake that he shall serve the University for a continuous period of at least three years to be calculated from the date of his resuming duty after the expiry of the study leave.
- xii) After the leave has been sanctioned, the teacher shall, before availing the leave, execute a bond in favour of the University, binding himself for the due fulfillment of the condition laid down in S.No.22.(xi) and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company.
- xiii) The teacher shall submit to the Registrar, six-monthly reports of progress on his studies from his supervisor or the Head of institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If two consecutive reports do not reach the Registrar within the specified time, the study leave is liable to be cancelled.

### **23. Extraordinary Leave:**

- i) A teacher may be granted extraordinary leave -
  - a) when no other kind of leave is admissible.
  - b) when other leave is admissible but the teacher concerned applies in writing for the grant of extraordinary leave.
- ii) Extraordinary leave shall always be without pay and allowances and it shall not be counted as service for increment or pay except in the following cases:-

- a) where it is taken on grounds of illness and is supported by Medical certificate,
  - b) where the Vice-chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or natural calamity provided the teacher had no other kind of leave to his credit,
  - c) where leave is taken for pursuance of higher studies,
  - d) where leave is taken to accept an invitation to a teaching post or fellowship or research-cum-teaching post or an assignment of important technical or academic work.
- iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of absence from duty on extraordinary leave without pay (including vacation period in conjunction with leave, if any,) shall not exceed three years.
- iv) The total duration of extraordinary leave granted to a teacher in his entire service career shall not exceed five years.

#### **24. Commuted Leave:**

Commuted leave not exceeding half of half pay leave due, may be granted to a permanent teacher on the basis of Medical certificate subject to the following conditions:-

- i) commuted leave during the entire service shall be limited to a maximum of 240 days;
- ii) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due; and
- iii) total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time provided that no commuted leave shall be granted under this Regulation unless the authority competent to sanction leave has reason to believe that the teacher will resume duty on expiry of the leave.

#### **25. Sabbatical Leave to Professors:**

- i) Permanent whole time Professors of the University who have completed five years of service, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing proficiency and usefulness to the University and higher education system.
- ii) A Professor who has availed study leave, would not be entitled to sabbatical leave provided that sabbatical leave may be granted after the expiry of seven years from the date of teachers's return from previous study leave or any kind of training programme.
- iii) A Professor on sabbatical leave shall not take up any regular appointment under another organisation in India or abroad. He may, however, be allowed to accept a fellowship or a research or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided

that in such cases the Vice-chancellor, may, if he so desires, sanction sabbatical leave on reduced pay and allowances.

- iv) The duration of leave shall not exceed one year at a time and two years in the entire service career.
- v) During the period of Sabbatical leave, the Professor shall be allowed to draw the normal increment on the due date. The period of leave shall also count as regular service for purposes of pension/contributory provident fund, as the case may be, provided that the teacher rejoins the University on the expiry of leave.

**Note:** a) The Programme to be followed during the Sabbatical leave shall be submitted to the University for approval of the Vice-chancellor alongwith the application for grant of leave.

b) On return from leave, the Professor shall report to the University, the nature of study, research or other work undertaken during the period of leave.

- vi) A Professor, shall be paid full pay and allowances during the period of sabbatical leave (subject to fulfillment of prescribed conditions) at the rates applicable to him immediately prior to his proceeding on Sabbatical leave. The University shall not, however, fill up his post.

## Chapter IX

### Appointment procedures and service conditions of employees

\* *Statute*

#### 1. Categorization of staff members

The staff comprising Management and supporting service shall be graded into four levels:-

##### i) Senior Level Management

Officials representing the top management cadre of the university, such as the Vice-chancellor, Registrar, Finance Officer and others who may be appointed from time to time in the pay scale starting with Rs. 16,400/- and above will constitute the senior level management.

##### ii) Middle Level Management

Officials in the pay scale of Rs. 8,000-13,500 to Rs. 12,000-18,500 including Deputy Registrars/ Deputy Finance Officers, Assistant Registrars or such other designations as are approved by the University shall belong to the middle level management cadre.

##### iii) Lower Middle Level Management

Employees working in the pay scale of Rs. 5,500-9,000/- - 6,500-10,500/- will comprise the lower middle level management.

##### iv) Lower Level Management

All posts carrying the pay scale below Rs. 5,500/- - 9,000/- shall fall in the lower management level.

- v) To the extent feasible, maintenance and housekeeping jobs such as security, sanitation, delivery of mail, drivers, attendants, gardeners and any other housekeeping assignment of the University Campus, its buildings and hostels, guest houses etc. will normally be given on contract for specified period to established Professional agencies with adequate expertise. Such agencies will be selected after open advertisements, on terms and conditions, which amongst other things will provide for periodic review and termination of contract, in case the service is found below expected standards.

#### 2. Qualifications prescribed for various levels/positions

##### i) Lower Level Management Staff

- a) Bachelor's Degree with 2nd division or equivalent grade point average
- b) Degree or Diploma in Computer Applications/Management Systems

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\* Section 15 (c) of the Act of the University

- c) Oral and written communication skills
- d) Experience of 1-3 years in management procedures and management techniques.

*Desirable:* Other things being equal, candidates possessing Master's degree shall be given preference.

**ii) Lower Middle Level Management Staff**

- a) Master's Degree with minimum 2<sup>nd</sup> class or equivalent grade point average.
- b) Degree/Diploma or Certificate in Computer Applications, Management Systems
- c) Communication skills both oral and written
- d) Experience in personnel administration, general administration, academic administration, financial procedures, budgeting, inventory control and allied aspects of administration.
- e) Ability to provide leadership and guidance to the staff working with him, and 2-3 years experience of managing, guiding and providing group leadership in a management organization of repute.

*Desirable:* Candidates holding experience of working in universities, academic institutions, IITs, IIMs etc. would be preferred.

**iii) Middle Level Management Staff**

- a) Postgraduate Degree with a minimum 2<sup>nd</sup> class or equivalent grade point average with adequate expertise in Computer application.
- b) Degree or Diploma in Management Systems, Computer applications
- c) Communication skills, both oral and written, in handling areas of personnel administration, general administration and financial administration in reputed organizations/ institutions
- d) Ability to guide, provide leadership and inculcate team spirit amongst the staff working with him.
- e) Atleast of 5 years working experience in middle level managerial position

*Desirable:* Candidates having worked in universities, other academic institutions, IITs, IIMs etc. will be preferred.

**iv) Senior Level Management Staff**

For senior level management positions, qualifications laid down in Statutes/University Act shall be required. In addition, the incumbent should possess capacity to provide leadership and direction to an academic institution committed to, breaking new frontiers in knowledge and committed to introduce new innovations in the whole lot of academic disciplines identified for instruction and research.

### 3. Age and Health

- i) No person shall be eligible for appointment in the University unless he has attained the age of 18 years and is medically fit and furnishes a certificate to this effect from the University Medical Officer or any other authorized Medical Officer not below the rank of an Assistant Surgeon Grade-I.
- ii) Age of retirement shall be 60 years, provided the employees who have contributed substantially and are in good health may be given contract appointment by the Executive Council on the recommendation of the Vice-chancellor for a period not exceeding three years.

### 4. Procedure for recruitment and promotion

- i) The power to make appointments in respect of different categories of employees shall vest with the following:

All posts falling in the middle level management and above -	Executive Council
All other posts	Vice-chancellor
- ii) Barring appointments desired to be made either by invitation, promotion or borrowing services on deputation or specified contract for defined period, all appointments to positions of various levels shall be made after inviting applications through advertisement on all India basis. In case of positions falling in higher and middle level management the appointments shall be made on the recommendations of a duly constituted Selection Committee as provided in the Statutes.
- iii) Recruitment to non-teaching posts at Middle Level and below shall be based on a test designed keeping in view the job description, and the requirement of computer application/ analytical ability, knowledge of rules and procedures, skill in drafting, disposition towards colleagues and potential for growth. The written test will be followed by interview by the Selection Committee.
- iv) The list of candidates, found suitable for appointment by the Selection Committee, shall ordinarily remain valid for a period not exceeding one year from the date it is approved by the appointing authority. Appointments shall be made out of the said list in order of merit.
- v) The appointment shall initially be made for a period of one year, which may be extended by another year, this shall be treated as period of probation.

If the work of the employee is not found satisfactory during the probation period his services shall be terminated with a notice of two months. An employee who completes the period of his probation satisfactorily shall be absorbed on permanent basis in that grade. In event of promotion to a pay scale of higher level, an employee may again be required to undergo probation.
- vi) a) The senior level management shall keep on exploring possibilities to enable staff working



at various levels to undergo orientation/training programmes with a view to help them to upgrade their management skills/techniques.

- b) They shall also continue to provide guidance to the staff members to enable them to overcome their deficiencies.
- vii) a) The selected candidates will normally be placed at the minimum of the pay scale unless approved otherwise by the Competent Authority. The Competent Authority may allow higher start on the basis of special qualifications and experience.
- b) Ordinarily an increment shall accrue after one year of satisfactory service in the pay scale held by an employee and shall be granted from the first of the month in which it falls due.
- c) Ordinarily, an increment shall be drawn as a matter of routine unless it is withheld if an employee's conduct has not been good and/or his work has not been satisfactory.
- d) In case the increment of an official is withheld, the withholding authority shall state the period for which it will remain withheld, and also mention whether it will have the effect of postponing the date of future increments.
- e) Where advance increment is sanctioned in favour of an employee, it shall come into force from the date his normal increment falls due.
- f) A full time University employee shall not engage himself in any trade, business or any other profession which may in any way interfere with his working in the University except with the specific permission of the Competent Authority.

## **5. Service**

The service of an official shall commence from the date on which he reports for duty. He shall be entitled to salary from the same date if he reports in the first half of the working day or from the next day if he reports in the second half of the day.

## **6. Self Appraisal Reports**

The University shall prescribe a Proforma, entitled 'Self Appraisal Report', which will be filled by each staff member providing inputs against each specified target as compatible to his job description by 30<sup>th</sup> April each year. After being commented upon by the immediate supervisors, the Self Appraisal Reports, will be reviewed by a Committee constituted by the Vice-chancellor. The Committee shall review the performance of the group to which the employee belongs ranking the staff members of the group on the basis of their performance for possible incentives in the shape of increments/movement to higher scale etc. The Committee may also make observations to be brought to the notice of the staff members with the sole objective to help them to make up their deficiency. The Review/Assessment Committee may, at its discretion, invite any staff member for seeking additional information.

## 7. Suspension

- i) The Vice-Chancellor or the appointing authority may place an employee under suspension pending an inquiry if they are satisfied that there is a prima facie case of-
  - a) insubordination;
  - b) intemperance;
  - c) misconduct;
  - d) non-performance;
  - e) non-compliance with any of the provisions of the conduct rules applicable to him;
  - f) disobedience of the orders of a superior;
  - g) moral turpitude;
  - h) any act prejudicial to the university or its property;
  - i) on his arrest for criminal offence.
- ii) Once an employee is placed under suspension, a charge sheet shall be served to him within 15 days of his suspension and the inquiry shall ordinarily be completed within 6 months of the date of suspension unless the Vice-chancellor extends the period for compelling reasons.
- iii) In case of suspension involving arrest and prosecution of an employee in connection with the criminal offence, the suspension shall remain in force till the final decision of the case against him.
- iv) Where, the order of suspension is made against an employee of upper/higher management, the matter shall be reported to the Executive Council by the Vice-chancellor. Such order of suspension shall remain in force till it is modified and revoked by the Vice-chancellor himself or by the Executive Council.
- v) An employee of the University shall be deemed to have been placed under suspension with effect from-
  - a) the date of his detention, if he is detained in custody for a period exceeding forty eight hours on a criminal charge or otherwise,
  - b) the date of his conviction, if he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired consequent upon such conviction.
- vi) During the period of suspension, the employee concerned shall, however, be entitled to a subsistence allowance as under:-
  - a) for first 6 months 50% of the emoluments last drawn including DA;

- b) after 6 months the allowance shall be raised by 25% of the emoluments in case delay in inquiry for reasons to be recorded in writing is not attributable to the employee concerned, it shall get reduced to 25% when the delay in inquiry is due to the non-cooperation of the employee concerned or for the reasons (to be recorded in writing) directly attributable to him;
- c) the rate of Dearness Allowance will be calculated on the increased or reduced amount of subsistence allowance as may be in force, from time to time, during the period of suspension;
- d) in addition to the subsistence allowance, the employee under suspension shall be entitled to compensatory allowance, if any, in the same proportion which he was in receipt of on the date of suspension;

Provided that the authority sanctioning the subsistence allowance is satisfied that the employee concerned continues to meet the expenditure for which compensatory allowance is granted;

- e) the subsistence allowance shall not be disbursed unless the employee concerned furnishes a certificate that he is not engaged in any other employment, business, profession or vocation;
  - f) during the period of suspension the employee concerned shall cease to discharge his official duties and functions and shall remain attached to an office or some other place as may be directed by the competent authority. He shall be available to the Inquiry Officer as and when required; and
  - g) no leave shall be granted to an employee under suspension.
- vii) When an employee under suspension is completely exonerated of the charges levelled against him or where the competent authority is satisfied that the suspension was wholly unjustified, he shall-
- a) be reinstated and will be entitled to all benefits which he may have earned had he not been suspended;
  - b) draw all emoluments minus the subsistence allowance already drawn for the entire period of his suspension;
  - c) be treated on duty for the period he remained under suspension;
  - d) be given such proportion of his emoluments as the Competent Authority may decide in case the charges framed against him are proved.

Provided that such proportion of pay and allowance shall not be less than the subsistence allowance granted under rules.

The period of suspension shall not be treated as duty and may be treated as leave of whatever kind due or otherwise.

#### **8. Penalties**

- i) Any of the following penalties may be imposed on an employee by the Competent Authority for good and sufficient reasons -
  - a) censure;
  - b) withholding of increment or promotion;
  - c) reduction to a lower post or time scale or to a lower stage in a time scale;
  - d) recovery from pay, the whole or part of the pecuniary loss to the University due to negligence or breach of orders by the employee concerned;
  - e) removal from service/dismissal.

#### **9. Appeal**

Notwithstanding anything contained in the Statutes/Regulations/Ordinances, an official on whom a penalty has been imposed by the Competent Authority may prefer an appeal to the next higher authority against such order within three months of the communication of the order to him.

#### **10. Service Record**

Service record of each employee of the University shall be maintained in such form as may be prescribed for the purpose.

#### **11. Resignation from service**

- i) A permanent employee shall not leave or discontinue his service without first giving prior notice to the Registrar/ Vice-chancellor, as the case may be, of his intention to leave or discontinue service.
- ii) The period of notice shall be-
  - a) three calendar months in case of Higher and Upper Level Management Staff; and
  - b) one calendar month in case of Middle and Lower Level Management Staff.However, in case of temporary employees, the notice period shall be one month.

- iii) If an employee fails to give such notice, the University shall be entitled to recover salary by which the notice period falls short of the requisite duration. The service of a University employee may be terminated after giving him due notice or payment of salary and allowances in lieu of that notice:

Provided that the notice of termination or resignation shall not be necessary in the case of

work charge staff or such employees who are appointed temporarily without any specific period or till further orders.

- iv) The pay to be forfeited or given in lieu of insufficient notice shall be the basic pay and allowances drawn by the employee at the time of termination of the employment.

#### **12. Voluntary Retirement**

A University employee is eligible to seek premature retirement, which the university may grant from the same date as the employee desires or from the date the university decides. The conditions of such retirement shall be the same as applicable to State Government employees.

#### **13. Abolition of Post**

Three months notice shall be given to a University employee in permanent service before his services are dispensed with on the abolition of his post. In case three months notice is not given and the employee concerned is not provided alternative employment, his emoluments for the period by which the notice period falls short of three months may be paid to him in addition to the retirement benefits to which he may be entitled.

#### **14. Power to interpret/relax the rules**

Power to interpret, change, add or relax the provisions of these Ordinances, shall vest with the Executive Council.

*Note: The procedure to be followed for conduct of Inquiries is given at Appendix to this Chapter.*

Notwithstanding anything contained above, wherever these Rules are silent, the Services/ Rules of the J&K State Government in vogue will apply.

## Appendix to Chapter IX

### Procedure to be followed for conduct of Inquiries

1. **Disciplinary Authority:** Appointing authority of the Inquiry Committee shall be the Disciplinary authority. Departmental proceedings can be initiated under the specific orders of the disciplinary authority.
2. **Penalties:** The penalties as indicated at para 8 of Chapter IX may, for good and sufficient reasons provided hereinafter, be imposed on a University employee.
3.
  - a) The order of reduction to a lower stage in the time-scale of pay for a specified period, shall indicate whether or not, the University employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the date of future increments in his pay;
  - b) Reduction to lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the University employee to the time-scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the University employee was reduced and his seniority and pay on such restoration to that grade, post or service.
4. **Procedure for holding inquiry:**

Before imposing penalty, the following disciplinary procedure shall be followed-

- i) issue of charge sheet;
- ii) consideration of the replies of the charged employee;
- iii) decision on initiating departmental proceedings;
- iv) appointment of Inquiry Officer;
- v) appointment of the Presenting Officer;
- vi) conducting enquiry by the Inquiry Officer;
- vii) submission of Inquiry report;
- viii) acceptance/rejection of the Inquiry report;
- ix) holding second Inquiry, if required;
- x) issue of Show cause notice to the employee;
- xi) imposition of penalty;
- xii) provision for filing Appeal by the employees;
- xiii) revision and review;

xiv) disciplinary proceedings against employees on deputation

5. **Issue of Charge Sheet:** In case there is a prima facie case of severe misconduct against an employee, the disciplinary authority may initiate and institute disciplinary proceedings against him for which charge sheet shall be served on the employee. The charge sheet shall normally be served under Registered AD post or through special messenger. In case of refusal of the concerned employee to accept the charge sheet the disciplinary authority may initiate disciplinary proceedings against the employee.
6. **Reply to the Charge Sheet:** In case the Disciplinary authority finds the reply received from the concerned employee unsatisfactory, it may order institution of inquiry against the charged employee.
7. **Institution of inquiry:** The decision to conduct inquiry shall be conveyed to the charged employee through formal order.
8. **Appointment of Inquiry Officer:**
  - i) An Inquiry Officer shall be appointed to conduct the inquiry. The official status of the Inquiry Officer who may be, from within the University or outside, should normally be higher than that of the charged employee. The disciplinary authority should take due care in choosing the Inquiry Officer, making sure that he holds necessary ability and experience.
  - ii) An office order should be issued on appointment of the Inquiry Officer and copy thereof should be sent to the charged employee by Registered AD mail.
9. **Presenting Officer:** There shall be a Presenting Officer who shall be an employee of the University.
10. **Conducting of Inquiry:** The Inquiry Officer shall submit his report and specifically mention if the charge/charges has/have been proved or not. The Inquiry Report shall be submitted to the Disciplinary Authority. A copy of the Inquiry Report shall also go to the charged employee.
11. **Disposal of the Inquiry Report:** If the Disciplinary Authority is satisfied with the Inquiry report, he may, in case the charge(s) has/have been proved, consider imposition of penalty.
12. **Show Cause Notice:** The charged employee shall be served with a Show Cause Notice as to why major penalty should not be imposed. Normally 15 days time should be given to the charged employee to send his reply.
13. **Imposition of Penalty:** On receipt of the employee's reply and after considering it if the disciplinary authority is satisfied that major penalty should be imposed as conveyed to the employee concerned, he may impose the major penalty by issuing an office order.
14. **Despatch of office order:** Office order imposing major penalty shall be issued to the charged employee by Registered AD mail or through special messenger.

- 15. Appeal:** The charged employee may submit an appeal to the higher authorities for waiving off or reducing the penalty. In that case, the higher authorities may consider the case and convey the decision to the charged employee. The appeal should be preferred within a period of 90 days from the date on which a copy of the order is delivered to the appellant. In exceptional circumstances, the period of appeal may be extended further. Appellate authority may confirm, enhance, reduce or set aside penalties imposed. But no order enhancing penalties can be passed by the Appealed Authority without giving reasonable opportunity to the employee to make representation against such enhancement.
- 16. Revision and Review:** When any new fact or material which has the effect of changing the nature of the case comes to the notice of the reviewing authority, such authority may of his own or otherwise review the case and pass such order as he may consider justified.
- 17. Second Inquiry:** If the disciplinary authority is not satisfied with the finding of the first inquiry conducted by the Inquiry Officer, he may decide on conducting second inquiry for which the above mentioned procedures shall have to be followed.
- 18. Disciplinary proceedings against officials on deputation from other organization:** In case of serious misconduct attracting major penalty, charge sheet along with replies should be sent to the parent organization of the employee for such action as may be considered necessary by the disciplinary authority in the parent department.



## Chapter X

### Code of Conduct of University Employees

#### 1. General

- i) Every employee holding a supervisory post shall take all possible steps to ensure integrity and devotion to duty of all employees working under his control and authority.
- ii) Every employee shall act strictly in accordance with rules and use his best judgement in the performance of his official duties or in the exercise of powers conferred on him.

#### 2. Involvement in Employees Association

- i) No employee shall join, or continue to be a member of an association the objects or activities of which are prejudicial to the interests of the University, public order, decency or morality.
- ii) No employee shall be a member of an employee's association, which is not recognised by the University.

#### 3. Demonstration and Strikes

- i) No employee shall engage himself or participate in any demonstration which is prejudicial to the interests of the University, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence.
- ii) No employee shall resort to or, in any way, abet any form of strike in connection with any matter pertaining to his service or the service of any other employee.

#### 4. Connection with Media

- i) No employee shall, except with the previous sanction of the Executive Council, own wholly or in part, conduct or participate in editing or managing any newspaper, periodical or non-periodical publication barring Academic/Research Journal.
- ii) No employee shall broadcast in any Radio or Television or publish any document anonymously or in his own name or in the name of any other person or make any communication to the press or issue statement of facts or opinions or make public utterance which -
  - a) has the effect of adverse criticism of any decision of his superior officer or of any current or recent policy or action of the University;
  - b) is likely to embarrass relations between the services of the various departments of the University provided that nothing in this rule shall apply to statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him;

c) involves personal attacks and/or insinuations against his superior officers or colleagues.

#### **5. Unauthorized Communication of Information**

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

#### **6. Subscription**

No employee shall, except with the previous sanction of the prescribed authority, ask for or accept contribution to, or otherwise associate himself with the raising of any funds or collections in cash or kind.

#### **7. Private Trade or Employment**

No employee shall, except with the previous sanction of the Vice-chancellor, engage directly or indirectly in any trade or business or undertake any other employment.

Provided that an employee may, without any sanction, undertake honorary work of social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake and shall discontinue to do such work if so directed by the Vice-chancellor.

#### **Explanation —**

- i) Canvassing by an employee in support of the business of insurance agency, commission agency etc., owned or managed by his wife or any other member of his family shall be deemed breach of this sub rule.
- ii) Every employee shall report to the Vice-chancellor if any member of his family is engaged in trade or business or owns or manages an insurance agency or commission agency.
- iii) No employee shall, without the previous sanction of the Vice-chancellor, except in the discharge of his official duties take part in the registration, promotion or management of any bank or company which is required to be registered under the Companies Act or any other law for the time being in force or any cooperative society for commercial purposes.

Provided that an employee may take part in the registration, promotion or management of a co-operative society formed for the benefit of the employees registered under the Co-operative Societies Act or any other law for the time being in force or a literary, scientific or charitable society registered under the Societies Registration Act or any other law in force.

- iv) No employee may accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.

#### **8. Vindication of Acts and Character of Employees**

- i) No employee shall, except with the previous sanction of the prescribed authority, take recourse to any court or press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
- ii) Nothing in this rule shall be deemed to prohibit any employee from vindicating his private character or any act committed by him in his private capacity and when any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.

#### **9. Use of Non-official or other influence**

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.

#### **10. Influencing Members of the Executive/Academic Council**

No employee shall approach any member of the Executive/Academic Council with a view to -

- a) have a question put or resolution or motion moved on a matter connected with his conditions of service or any disciplinary action against him; or
- b) further any object capable of embarrassing the University.

#### **11. Bigamous Marriage**

No employee who has a wife/husband living shall contract another marriage without first obtaining the permission of the prescribed authority, notwithstanding that such subsequent marriage is permissible under the personal law, for the time being applicable to him.

#### **12. Insolvency and Habitual Indebtedness**

- i) A University employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A University employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceeding to the competent authority.

**Note :** The burden of proving that the insolvency or indebtedness was the result of circumstances, which with the exercise of ordinary diligence, the University employee could not have foreseen, or over which he had no control, shall fall upon the University employee.

- ii) No University employee shall, except with the previous knowledge of Vice-chancellor, acquire or dispose off any movable property in the shape of shares, securities or debentures or any

immovable property by lease, mortgage, sale, gift or otherwise in his own name or in the name of any member of his family.

**Note:** The above rule shall apply only to cases in which the value of the movable or immovable property exceeds the amount equivalent to one year's salary of the University employee concerned.

- iii) The Executive Council may at any time by general or special order require the employees to submit to the Vice-Chancellor within the period specified in the order, a full and complete statement of such movable and immovable property held or acquired by them or by any member of their family at the time of entering into University service, as may be specified in the order. Such statements shall include details of the means by which or the source from which such property was subsequently acquired.

### **13. Serious Misconduct**

Serious misconduct shall include:

- a) Violation of any provision.
- b) Participation in a strike, abetting, instigating or acting in furtherance of the same.
- c) Disobedience of any order, non-compliance of a rule or habitual neglect of work.
- d) Theft, fraud or dishonesty in connection with University property.
- e) Wilful damage to the University property.
- f) Wilful absence from duty after the expiry of leave.
- g) Refusal to accept a charge sheet, order or other communication.
- h) Conviction in a court of law.
- i) Misbehaviour, use of abusive language or insolence.
- j) An act involving "moral turpitude".

The expression "moral turpitude" generally implies an act of baseness, vileness or depravity in the private and social duties, which a man owes to his fellowmen or to society in general, contrary to the accepted and customary rule of right and duty between man and man. It has generally been taken to mean a conduct contrary to justice, honesty, modesty or good morals.

### **14. Interpretation**

Any question relating to the interpretation of these rules shall be decided by the Vice-Chancellor.

### **15. Delegation of Powers**

The Executive Council may, by general or special order direct that any power exercisable by it

under these rules (except the powers under rules 13) shall, subject to such conditions, if any, as may be specified in the order be exercisable also by such officer or authority as may be specified in the order.

**16. Evidence before a Committee or any other Authority**

- i) Save as provided in 16(iii) no employee shall, without the previous sanction of the prescribed authority give evidence in connection with any enquiry conducted by any person, committee or authority.
- ii) Where any sanction has been accorded under rule 16.(i) no such employee giving such evidence shall criticize the policy or any action of the University.
- iii) Nothing in this rule shall apply to:-
  - a) the evidence given at an enquiry before an authority appointed by the Vice-Chancellor,, Government, Parliament or State Legislature,
  - b) the evidence given in any judicial enquiry,
  - c) the evidence given in any departmental enquiry ordered by authorities subordinate to the Vice-chancellor

**17. The University employees should observe the following ethics:**

- a) **Loyalty** - To the institution should be at the top of their mind.
- b) **Treat Office** as a public Trust.
- c) **Rules and Regulations** - To be upheld and never be party to their evasion.
- d) **Full day labour** – They should put in full day’s labour for full day’s wages/pay by performing duties.
- e) **Economical** – They should apply utmost economy in expenditure as if spending from their own pocket.
- f) **Fairness** – They should never discriminate unfairly by showing special favours or privilege and never accept favours and benefits which are not due to them.
- g) **No Private promises** – They should make no private promises of any kind binding upon the duties of office.
- h) **Information for private gains** – Information gained confidentially from office should not be used as a means of making private profit.
- i) **Corrupt practices to be exposed** – Expose corruption wherever discovered.

## Chapter XI

### Leave Rules for non-teaching employees

#### I. Casual Leave

- a) Casual leave may be granted to all employees, by the immediate head of the office concerned for a period not exceeding 15 days in a year.
- b) An employee on casual leave shall not be treated as absent from duty and his pay is not intermitted.
- c) For purposes of determining entitlement to casual leave, a calendar year is taken as base. An employee joining service in between a calendar year, shall be entitled to casual leave for the period on pro-rata basis.
- d) Such of the employees who are expected to remain on duty even on holidays and sundays, shall be eligible to avail casual leave not exceeding 20 days in a year in aggregate.
- e) The casual leave shall not be granted for less than a half day.
- f) Half day's casual leave shall be debited to the leave account for each late attendance. Head of the office or the sanctioning authority may, however, condone late attendance up to an hour as a special case on not more than two occasions in a month if he is satisfied that the employee concerned could not attend office for reasons beyond his/her control.
- g) Casual leave sanctioned at any one time shall not exceed 10 days and in combination with the holidays, the total period of absence shall not exceed 12 days.
- h) Casual leave cannot be combined with vacations but when an employee enjoying regular vacations is forced by unavoidable circumstances to proceed on casual leave in combination with or in continuation of vacations, the Vice-Chancellor may sanction such leave in combination with such vacations.

#### 2. Special Casual Leave

- i) Special casual leave not exceeding 6 working days may be granted in favour of such employee as would undergo sterilisation operation (vasectomy or salping ectomy) under the Family Planning Programme.
- ii) Special casual leave not exceeding one day may be granted to women employees undergoing I.U.C.D insertions under the Family Planning Programme.
- iii) Special casual leave not exceeding 14 days shall be allowed to female employees for undergoing non-puerperal sterilization.
- iv) Special casual leave up to 7 days may be granted to a regular employee whose wife undergoes a non-puerperal tubectomy operation. This will be subject to the production of a medical certificate from the doctor who performed the operation to the effect that the presence of the employee is essential for the period of leave to look after his wife during her convalescence after operation.

### 3. Earned Leave

- i) An employee serving in a non-vacation department shall be entitled to 30 days earned leave in a calendar year.
- ii) Leave account of each employee shall be credited at the commencement of each calendar half-year at a uniform rate of 15 days on 1<sup>st</sup> of January and July every year. Such credit shall be reduced by 1/10<sup>th</sup> of the period of extraordinary leave availed of during the previous half year subject to a maximum of 30 days.
- iii) The leave at the credit of an employee at the close of the previous half-year shall be carried forward to the next half year subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days.
- iv) If an employee is on leave on the last day of any particular half of a calendar year he shall be entitled to earned leave credited on the first day of the succeeding half year provided authority competent to sanction leave has reasons to believe that the employee will return to duty on its expiry.
- v) The credit for half year in which an employee is due to retire or resign from the service shall be afforded at the rate  $2\frac{1}{2}$  days per completed calendar month up to the date of retirement or resignation. However, if an employee is removed or dismissed from the service or dies while in service the credit of leave shall be allowed at the rate of  $21\frac{1}{2}$  days for every completed calendar month up to the end of the month preceding the month in which he is removed or dismissed from service or dies in service. Similar calculation of earned leave shall be made in respect of an employee who is appointed during the course of a calendar half year. Fractions of the days shall be rounded off to the nearest day.

### 4. Half Pay Leave

- i) An employee shall be entitled to half pay leave of 20 days in respect of each completed year of service. The leave due may be granted on medical certificate or for private affairs. Provided that, in the case of temporary employee no half pay leave may be granted unless the authority competent to grant leaves certifies that the post from which the official proceeds on leave is likely to continue even beyond the date of his leave and there is reason to believe that the employee concerned will return to duty on the expiry of leave except in the case where he is declared completely and permanently incapacitated for further service by a medical authority.
- ii) If an employee is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having returned to duty.

### 5. Commuted Leave

- i) Commuted leave not exceeding half the amount of half pay leave may be granted on medical certificate to an employee subject to the condition that the authority competent to grant leave is satisfied that there is reasonable prospect of the employee concerned returning to duty on its expiry and records necessary certificate to this effect.

- ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
- iii) Half pay leave up to a maximum of 180 days shall be allowed to be commuted during the entire service where such leave is utilized for an approved course of study which is to be certified in the interest of the University by the leave sanctioning authority provided that no commutation shall be allowed to an employee who has been granted study leave for prosecuting a course of study.
- iv) Where an employee who has been granted commuted leave, resigns from service or is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered, provided that no recovery shall be made if the retirement is for reasons of ill health or in the event of his death.

#### **6. Leave Not Due**

Leave not due may be granted to an employee in permanent service subject to the following conditions;

- i) The authority competent to sanction leave is satisfied that there are reasonable prospects of the employee returning to duty on its expiry.
- ii) Leave not due shall be limited to the half pay leave that an employee is likely to earn thereafter.
- iii) Leave not due during the entire service shall be limited to a maximum of 360 days out of which not more than 90 days at a time and 180 days in all may be allowed, otherwise than on medical certificate.
- iv) Leave not due shall be debited against the half pay leave, which the employee concerned may earn subsequently.
- v) An employee whose period of suspension is treated as leave whatever kind due shall not be allowed the benefit of leave not due for the whole or part of period of suspension.
- vi) Where an employee who has been granted leave not due, resigns from service or at his request is permitted to retire voluntarily without returning to duty, the leave not due shall be cancelled and his resignation or retirement shall take effect from the date on which such leave had commenced and the leave salary shall be recovered.
- vii) No recovery shall, however, be made if the retirement is for reasons of ill health incapacitating him for further service or in the event of his death.

#### **7. Extraordinary Leave**

- i) Extraordinary leave may be granted to an employee in special circumstances:-
  - a) when no other leave is admissible,
  - b) when other leave is admissible but the employee concerned applies in writing for grant of extraordinary leave.



- ii) Unless the appointing authority in view of exceptional circumstances of the case, otherwise determines, no employee who is not in permanent service shall be granted extraordinary leave on any one occasion in excess of six months extendable up to 18 months on medical certificate where an employee has completed one year continuous service and he is undergoing treatment for cancer or any other life consuming disease certified by the concerned Head of Department of Medical College or Medical Superintendent of a hospital where he is getting the treatment.
- iii) A probationer shall be entitled to leave under these rules as if he has held his post in temporary capacity.
- iv) If for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him shall not extend:
  - a) Beyond the date on which the probationary period expires;
  - b) Beyond any earlier date on which his services are terminated under the order of an authority competent to appoint him.

Provided that where such an employee already holds a lien on a permanent post before his appointment on probation, he shall be entitled to leave under these rules as a permanent employee.

#### **8. Persons re-employed after retirement**

In the case of a person re-employed after retirement from the University or any other service, these rules shall apply as if the person re-employed has entered the University service for the first time on the date of his re-employment.

#### **9. Leave beyond the date of retirement**

Except as provided here under, no leave shall be admissible to an employee beyond:

- a) Date of his retirement.
- b) Date of his final cessation of duties.
- c) Date on which he retires by giving notice or he is retired by the University by giving him notice or pay or allowance in lieu of such notice.
- d) Date of his resignation from service.

#### **10. Cash in lieu of Leave Salary**

An employee may be paid cash equivalent to leave salary in respect of period of earned leave at his credit at the time of retirement or superannuation subject to the following conditions:

- i) The payment of cash shall be limited to maximum of 300 days of earned leave.
- ii) The cash shall become payable on retirement and will be paid in lump sum as a one time settlement.
- iii) The cash payment will be limited to leave salary admissible for earned leave and dearness allowance admissible as a part of leave salary.

- iv) Authority competent to grant leave shall automatically issue orders granting cash equivalent to earned leave at his credit on the date of his retirement.
- v) Authority competent to grant leave may withhold whole or part of cash equivalent to earned leave in the case of an employee who retires from service on attaining the age of superannuation while under suspension or while disciplinary or criminal proceedings are pending against him if in view of such authority, there is possibility of some money becoming recoverable from him on conclusion of proceedings against him. Such withheld amount after adjustment of dues if any shall become payable on the conclusion of proceedings.
- vi) The benefit of cash in lieu of earned leave shall also be admissible to such of the employees who may seek voluntary retirement subject to a maximum of 300 days.
- vii) The benefit of leave encashment shall be available to the employees enjoying vacations in respect of any amount of leave earned by them on full pay.
- viii. a) In the case of an employee who dies while in service, the cash equivalent to leave salary as may be due to the deceased employee shall be paid to his family on the date immediately following the death not exceeding the leave salary for three hundred days without any deduction on account of pension equivalent of death cum retirement gratuity or family pension.
- b) The leave salary shall include dearness allowance only.
- ix) The payment of leave salary in the case of deceased employee shall be made as under:
  - a) Widow or husband
  - b) Failing widow or husband, eldest surviving son or an adopted son.
  - c) Failing a) and b) to the eldest surviving unmarried daughter.
  - d) Failing a) to c) eldest surviving widowed daughter
  - e) Failing above to the father
  - f) Failing above to the mother
  - g) Failing above to the eldest surviving brother below the age of 18 years
  - h) Failing above to the eldest surviving unmarried sister and
  - i) Failing above to the eldest surviving sister.

#### **11. Leave Salary**

- i) An employee who proceeds on earned leave shall be entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.
- ii) An employee on half pay leave or leave not due or on commuted leave is entitled to leave salary equal to half the amount specified above.

#### **12. Maternity Leave**

- i) Female employees, whether temporary or permanent may be granted maternity leave by the

Competent Authority for a period up to 135 days from the date of its commencement. Salary for such leave shall be paid equal to the pay drawn immediately before proceeding on leave.

- ii) Maternity leave may also be granted in case of miscarriage subject to the condition that leave does not exceed six weeks and application for leave is supported by a medical certificate signed by authorized medical attendant of the status of an Assistant Surgeon or above.
- iii) Maternity leave may be combined with any other kind of leave. Such leave including commuted leave for a period not exceeding 60 days applied for in continuation of maternity leave may be granted without production of a medical certificate.
- iv) Leave may also be granted in case of illness of newly born baby subject to production of medical certificate to the effect that the condition of ailing baby requires mother's personal attention and that her presence at the baby's side is absolutely necessary.
- v) Maternity leave shall be admissible only twice in the whole career of service.
- vi) Maternity leave shall not be debited against leave account.

### **13. Special disability Leave**

- i) The authority competent to grant leave may sanction disability leave to an employee whether permanent or temporary who is disabled by injury intentionally inflicted or caused in consequence of the due performance of his official duties or in consequence of his official position.
- ii) Such leave shall not be granted unless the disability is manifested within three months of the occurrence to which it is attributed and the person disabled acts with due promptitude in bringing it to the notice of the Competent Authority.

Provided that the Competent Authority if satisfied may permit grant of leave even where disability is manifested more than three months after the occurrence of its cause.

- iii) The period of leave shall be as may be certified by the authorized medical attendant but shall not exceed 24 months.
- iv) Special disability leave may be combined with any other kind of leave.
- v) Special disability leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date subject to the limit of 24 months in consequence of any one disability.
- vi) Special disability leave shall be counted as duty and shall not be debited against the leave account.
  - a) Leave salary for first 120 days shall be paid equal to leave salary while on earned leave.
  - b) For the remaining period of any such leave, leave salary shall be equal to half pay leave.

## Chapter XII

### Admission of Students

#### \* Ordinance

Candidates shall seek admission to such programmes of studies as the University may conduct from time to time.

#### 1. Eligibility

- i) A candidate shall be eligible to seek admission to Bachelor's Degree Programmes on the basis of having passed the Senior School Certificate Examination (10+2) of a recognised Board of Secondary Education or an examination recognised as equivalent thereto by the University.
- ii) A candidate shall be eligible to seek admission to the first Semester of Master's Degree Programmes on the basis of having passed Bachelor's Degree examination of 10+2+3 pattern or any other examination recognised as equivalent thereto by the University.

2. Other conditions of eligibility shall be as mentioned in the ordinances governing the concerned Programme of study.

#### 3. One course at a time

No student shall be admitted at a time to more than one programme unless otherwise specified in the relevant ordinance.

#### 4. Medium of instruction and examination

The medium of instruction and examination shall be English unless otherwise specified in the ordinance of the concerned Programme of study.

#### 5. Duration of the Programme

- i) Bachelor's Degree Programme shall extend over a period ranging from 3 -  $5\frac{1}{2}$  years as mentioned in the syllabus of the concerned Programme of study.
- ii) Master's Degree Programme shall extend over a period ranging from 2-5 years as mentioned in the syllabus of the concerned Programme of study.
- iii) Semester system will be followed for instruction and examination unless otherwise specified in the syllabus of the concerned Programme of study.

#### 6. Conduct Certificate

- i) While applying for admission to a University Department a candidate shall submit with his application a certificate of good conduct signed by the Head of the Institution last attended.

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\* Section 17 (a) of the Act

- ii) A candidate who has not attended any institution as a regular student, shall furnish a certificate of good conduct signed by Magistrate First Class.

#### 7. Procedure for admission

- i) Applications for admission in the prescribed form, complete in all respects, alongwith relevant copies of the certificates, shall be submitted to the Department concerned within the stipulated period. No certificate/document shall be accepted after deposition of the application form for admission in the office.
- ii) Admission to various programmes of studies in the teaching Departments of the University shall be made by the Admission Committees constituted for the respective Departments on the basis of a competitive examination and/or merit in the qualifying examination, as the university may decide.
- iii) The Admission Committee of the Department may authorise late entertainment of an application upto a maximum of 5 days after the last date prescribed by the University on payment of such amount as may be prescribed by the Vice-chancellor.
- iv) Admission of students to a course shall start and end on the dates prescribed for the purpose. However, the Vice-chancellor may grant late admission upto 7 days on payment of such late fee as may be prescribed by the University.
- v) Date of admission and or schedule for entrance test shall be notified by the concerned Department with the approval of concerned Dean of School and the Vice-chancellor.
- vi) List of candidates selected for admission shall be finalised and displayed by the Department concerned on its Notice Board in accordance with the notified schedule. The list will also be published in at least one English daily newspaper of the State and publicised through internet.
- vii) No student from another University or another examining body shall be admitted to the University Department except on production of a certificate of eligibility that will be issued by the University after the student applies for the same on the prescribed form to the Registrar through the Head of the Department to which he is seeking admission and pays the fee prescribed for the purpose. The application for issue of eligibility certificate shall be supported by migration certificate and all qualification certificates in original. In case a student is not in a position to produce all the documents/certificates required for the issue of eligibility certificate, the Vice-chancellor on the recommendation of the Head of the Department, may authorise provisional admission at the risk and responsibility of the student, on production of some documentary evidence (in original) of his having passed the last examination on the basis of which admission is being sought. In such a case, an undertaking in writing in the following form duly attested by a Magistrate, Oath Commissioner or a Public Notary shall be obtained from the student.

I, \_\_\_\_\_ S/o/D/o \_\_\_\_\_  
R/o \_\_\_\_\_ do hereby

solemnly affirm and declare that I am seeking provisional admission to \_\_\_\_\_ Class of the \_\_\_\_\_ Programme in the Department of \_\_\_\_\_ of Baba Ghulam Shah Badshah University on the understanding that my admission to the class is provisional and is subject to confirmation on the issue of certificate of eligibility by the University. If for any reason, whatsoever, the University declines to issue the said certificate, my provisional admission will automatically stand cancelled.

#### **8. Benefit of courses already undertaken**

In case a candidate seeking admission to Bachelor's/Master's Degree Programme has already undertaken any such courses which also appear in the programme that he intends to pursue in the University, the Admission Committee or any other Appropriate Committee of the University may consider exempting him from repeating those or consider him for admission directly to next semester of the Programme.

#### **9. Working days**

Each semester will ordinarily have 90 working days excluding the days of examination.

#### **10. Selection of courses**

Selection of courses in a Programme shall be made by the student out of the approved courses ensuring fulfillment of the credit requirement prescribed for the degree.

#### **11. Minimum standard**

- i) The School, where the student seeks admission, shall appoint Advisor(s) for each student from within the members of its faculty to advise them about, among other things, the course(s) they may select keeping in view the facilities available in the School and the statutory requirements.
- ii) The nature, scope and content of courses, contact hours, number of credits, breakup of marks for the semester examination and sessional work and duration of examination of each course for a Programme of study shall be as approved by the Academic Council on the recommendation of the Board of Studies and the School concerned.
- iii) No student shall be allowed to pursue a Programme of study and claim entitlement to any credits unless he has been formally registered for it by the prescribed date.
- iv) Instruction in each course shall be in the form of lectures, tutorials, seminars, problem solving sessions, case studies, group discussions etc. to be determined by the Board of Studies concerned according to the needs of each course. In laboratory courses, instructions shall be in the form of practical work. Practicals include laboratory work, field work, project work, workshop practice, survey, extension work, map work etc., as prescribed in the concerned Syllabus.
- v) Candidates selected for admission to a Programme of study shall have to pursue studies, undertake academic work and appear in the Semester examinations in accordance with the

prescribed Regulations/ordinances.

- vi) A student who does not fulfill the minimum requirement of attendance in theory and/or practicals or whose deficiency in attendance is not condoned by the competent authority shall not be eligible to sit in the Semester examination in that course. Such a student will have to repeat the course when the classes in that course are held by the Department or opt a new course in that or any other Semester, in case facilities of instruction are available and the course in which he failed to fulfil the attendance requirement is not a compulsory course.
- vii) A student who fails to secure 40% marks separately in the University examination and internal assessment in one or more course(s) of a Semester examination, shall be permitted to continue his studies provisionally in the next Semester.

He shall then be required to secure the requisite pass percentage in the course(s) of the Semester examination in the immediate next available chance only. If he fails to secure 40% marks in the course(s) his provisional admission as well as result of the next Semester shall automatically stand cancelled. Such a student will neither be eligible to repeat the Semester which he could not qualify nor reappear in that Semester examination as a private candidate.

#### **12. Striking off from the rolls**

- i) The Head of the Department, with the permission of the concerned Dean, may remove the name of a student from the Programme of study after an opportunity has been given to him to explain as to why such action be not taken against him, if,
  - a) the student remains absent without the permission of the Head of the Department concerned continuously for a period of one month, or
  - b) fails to attend at least 60% of the total lectures delivered in the Semester.

#### **13. Registration of students**

- i) Every student joining a Department of the University as a regular student shall be required to get himself registered with the University and pay the prescribed registration fee.
- ii) No student shall be admitted to any examination of the University unless he has been registered as a student of the University.
- iii) No student shall be eligible to get himself registered for a Programme of study if he is already registered for any full time Programme of study in this or any other university/institution unless otherwise specified in the relevant ordinance.

#### **14. Register of Students**

The University shall maintain a register of all students registered in the University indicating under the name of each registered student, his parentage, permanent address, date of birth (based on the Matriculation/Secondary school examination certificate, or a certificate of any

examination recognised as equivalent thereto), dates of admission/readmission to a Programme in any University Department or recognised institution, migration, results of all public examinations taken along with marks obtained, awards earned and punishment imposed, if any.

#### **15. Registration Card**

- i) Every student of the University shall receive from the University a registration card bearing his registration number which he will quote in all his correspondence including application for admission to an examination of the University.
- ii) Duplicate copy of the registration card may be issued to a student on payment of prescribed fee.

#### **16. Copy of entries**

- i) Any registered student may apply for certified copy/copies of all the entries relating to him in the Register of students on payment of prescribed fee.
- ii) When a student is rusticated/ expelled or his name is struck off the rolls, such fact shall immediately be reported to the registration section for record in the register of students and the registration shall not be renewed till the order is revoked or its validity period expires.

#### **17. Registration Return**

Each Dean of the School/Head of the Department shall forward to the Registrar of the University within a period of one month from the last date of admission full particulars of the students admitted to the 1st, 3rd and 5th Semester as the case may be on the prescribed proforma along with the requisite fee. All relevant documents in original submitted by the students seeking registration with the University must be sent to the Registrar as early as possible after admission.

#### **18. Change in the entries of the Register of Students**

No change in the Register of Students shall be made except in genuine cases or clerical error. A student applying for change in his name or in the name of his father is required to pay the prescribed fee and submit an application duly supported by an affidavit sworn in before a Magistrate 1st Class/Public Notary and a clipping from the newspaper in which the proposed change of name has been publicised.

In case any other change is required to be made in any entry in the Register of Students, it shall be supported by documents to the satisfaction of the University authorities along with the prescribed fee.

#### **19. Inter-University Migration Certificate**

- i) If a student intends to join some other university or institution, he may be granted Migration Certificate on written request in the prescribed form and on payment of the prescribed fee.



In case of an applicant who is on the rolls of the University Department, such application shall be forwarded by the Head of the concerned Department.

#### **20. Duplicate Inter-University Migration Certificate**

If a student has not utilized the original certificate for admission to a programme of study or for appearing at an examination of any other university and has lost the same or the same has been destroyed, he shall submit an affidavit on the stamp paper of proper value required by law to this effect. Duplicate copy of the Inter-University Migration shall then be granted by the University on payment of prescribed fee.

#### **21. Lapse of membership**

- i) A student who takes Migration Certificate to join another University, shall lose his enrolment in the University till such time he may return with Migration Certificate from that University to take some other examination of this University.
- ii) A student who has been disqualified for a specific period for having used unfair means in any examination of the University shall not be permitted to appear in any examination before the expiry of that period. He shall also not be permitted to join any Department of the University during the period of his disqualification.

#### **22. Revival of Registration**

If any student of the University having migrated to another university rejoins, his registration in the University shall be revived on payment of prescribed fee.

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# STUDENTS AFFAIRS

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## Chapter XIII

### Student's Discipline

#### *Statute 26*

- (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.

#### *\* Ordinance:*

- 1) Discipline refers to the observance of good conduct and orderly behaviour by the students of the University. A student is required to maintain discipline and conduct himself within and outside the University in a manner befitting the student of a University of repute. He shall show due courtesy and consideration to the employees of the University. He shall pay due respect to the teachers of the University and Wardens of the Hostels and shall pay attention and courtesy to the visitors. He shall lead a life of earnest endeavour and cooperation.
- 2) Breach of discipline shall include-

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\* Section 17(b) of the Act & 28 (d) of the First Statutes

- i) misconduct or misbehaviour of any nature towards a teacher, employee or any visitor to the University,
  - ii) disobeying the instruction of teachers or the authorities; non-adherence to the rules and regulations of the hostel or act of indiscipline or misconduct in classroom/ laboratory/ playgrounds etc,
  - iii) causing damage, spoiling or disfiguring the university/ hostel property/ fellow students' belongings/ equipment of the University,
  - iv) misconduct or misbehaviour of any nature at the examination centre/ use of unfair means in tests/ examinations,
  - v) any other act of criminal nature or any other act unbecoming of a student,
  - vi) an activity likely to disrupt the orderly functioning of the university,
- 3) A student whose conduct has not been good may be temporarily or permanently debarred from continuing in the University.
  - 4) The students shall not convene any meeting in any part of the Campus and no person shall be invited to address any meeting or assemblage without prior permission of the Chief Proctor/Dean of Students.
  - 5) Students found guilty of breach of discipline shall be liable to punishment as prescribed below:
    - i) fine
    - ii) campus ban
    - iii) expulsion, or
    - iv) rustication

#### **6. Discipline Committee**

- i) There shall be a Discipline Committee constituted by the Vice-chancellor for the maintenance of discipline amongst the students of the University with Chief Proctor/Dean of Students as the ex-officio Member Secretary. Majority of the members of the Committee shall form the quorum.
- ii) The Committee shall have the powers to enquire and examine cases of students indiscipline.
- iii) No punishment shall be imposed on an erring student unless he is given an opportunity to defend his case.
- iv) The decision of the Discipline Committee shall be submitted to the Vice-chancellor for consideration and approval.

## Chapter XIV

### Conditions of Residence of Students

**\* Hostel Rules:**

- 1) The University shall be a residential institution and all willing/desirous students and research scholars engaged in research in the university shall be eligible to reside in the hostels subject to availability of accommodation. Such students who may not be provided hostel accommodation may reside with their parents/guardians or may make their own arrangement for residence.
- 2) The students shall reside in the rooms allotted to them by the Chief Proctor/Warden.
- 3) The students residing in the hostels shall pay such fees as may be prescribed from time to time.
- 4) The students shall be responsible for safe custody of the furniture, fittings, including ceiling fans and other articles provided to them in the room or in the premises of the hostel.
- 5) No student shall use either electric heater and electric press, cook food and prepare tea or coffee in the residential room allotted to him. Infringement shall render a student liable to fine and disciplinary action.
- 6) At the end of the academic year or while leaving the university, each student shall have to vacate the hostel and hand over the charge of the room, furniture and other articles of the hostel to the Warden. If a student is found to have locked the room, the Warden may break open the lock of the room in the presence of the Chief Proctor/Dean of Students and one more student/official.
- 7) No relative or friend of a student shall be allowed to stay in the hostel for the night or a longer period except with the permission of the Warden. Visitors shall be allowed to meet the boarders only during the specified hours notified by the Hostel authorities.
- 8) No student shall leave the station without prior permission of the warden.
- 9) No student shall keep with him or in the premises of the hostel any lethal weapon or firearm.
- 10) Use of alcoholic drinks or any kind of intoxicants is strictly prohibited.
- 11) The University shall not be responsible for loss of any cash or articles belonging to a boarder.
- 12) No student shall indulge in any act of violence or instigation in any sectarian or antisocial activity in the hostel. Infringement shall make a student liable for disciplinary action.
- 13) All matters relating to discipline and administration concerning the University hostels shall be decided by the 'Discipline Committee' which shall be constituted by the Vice-chancellor. The Committee, after careful consideration, may impose any of the following punishments:-
  - i) Reprimand/Warning
  - ii) Recovery/ cost of damaged property and/or fine.
  - iii) Rustication/ Expulsion from the University.

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\* Section 17(b) of the Act & 28 (e) of the First Statutes

14) Any point not covered by these rules shall be decided by the Discipline Committee.

**15) Warden:**

- i) Each hostel shall have warden(s) and other staff as may be determined by the University from time to time. The warden shall be appointed by the Vice-chancellor on the recommendation of the Chief Proctor.
- ii) The office of the Warden shall be held by a member of the teaching staff of the University.
- iii) The Warden shall be entitled to such allowances as may be decided by the Executive Council on the recommendations of the Vice-chancellor. He shall be entitled to rent free furnished accommodation corresponding to the type of quarter to which he is normally entitled as a teacher of the University.
- iv) On expiry of his term or on the termination of his appointment, the warden shall be required to vacate his accommodation.

**16) Powers and functions of Warden:**

- i) The warden of the hostels shall function under the overall control of Chief Proctor/Dean of Students and he shall -
  - a) ensure that the resident students in his charge observe the rules framed by the University relating to the maintenance of discipline and accommodation in the Hostel and shall report any infringement of these rules to the Chief Proctor;
  - b) be responsible for the health, hygiene, cleanliness and food of the resident students;
  - c) report to the Chief Proctor/Dean of Students all cases of misbehaviour, indiscipline and sickness of the student/students which come to his notice ;
  - d) supervise working of the employees of the hostel and ensure that they do their job properly;
  - e) report to the Chief Proctor names of such students as leave the hostel and of those who absent from the hostel with or without permission.
  - f) shall be responsible for the proper upkeep and maintenance of the property of the concerned hostel under his charge;
  - g) perform such other duties as the Chief Proctor/Vice-chancellor may assign to him from time to time.

**17) \* Special Rules for Women's Hostel**

- i) No women boarder without prior permission of their warden shall enter any men's hostel for attending any cultural programme or function organised by the hostels.
- ii) Male visitors may meet the boarder in the visitor's room during the timings prescribed by the Warden.
- iii) Lady visitors may visit the residents anytime during the day upto 8:00p.m.

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\* Statute 28(f) of the First Statutes of the University

## Chapter XV

### Council of Students Affairs

#### \* Ordinance

#### 1) Constitution of the Council

- i) At least one representative from each class shall be nominated to the Council by the Dean of the concerned School keeping in view his academic merit. Besides, one Ph.D. student from each Department of the School will also be nominated.
- ii) Chairman of the Council will nominate four students of the university who have excelled in cultural pursuits, drama and music and two students who are best sports men.
- iii) The students representatives will elect the Secretary who shall hold office for one year.
- iv) The Vice-Chancellor shall be the patron and the Dean of Students shall be the ex-officio Chairman of the Council.
- v) The Dean of Students shall preside over the meetings of the Council.
- vi) The Council shall be constituted as soon as admissions to various programmes are finalised.

#### 2) Functions of the Council

The Council of the Student Affairs shall assist in-

- i) organising cultural, academic and sports activities, and
  - ii) maintenance of healthy academic atmosphere.
- 3) The Chairman shall constitute the following Committees from amongst members of the Council-
    - i) Hostel Committee
    - ii) Cultural Committee
    - iii) Sports Committee
    - iv) Academic Affairs Committee
    - v) Editorial Committee
    - vi) Campus Improvement Committee
    - vii) Any other Committee the Vice-chancellor may approve from time to time
  4. The Chairman of each Committee shall be a teacher who shall be nominated by the Vice-chancellor.
  5. The meeting of the Council shall be held as and when necessary and at least once in a Semester.
  6. Majority of the members shall form the quorum.

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\* Statute 10(xviii) of the First Statutes of the University

## Chapter XVI

### \* Examinations

#### 1. Eligibility

- i) Eligibility for admission to the Bachelor's Degree examination requires a student to have-
  - a) attended not less than 75% of the total lectures delivered in each theory (including tutorial, seminars etc.) and performed 75% practicals wherever prescribed; and
  - b) earned the minimum requirement of internal assessment as prescribed in the concerned ordinance/syllabus.
- ii) Eligibility to sit in the end of semester examination of Master's Degree Programme shall be granted to a student who has,
  - a) been registered as a student in the University,
  - b) attended not less than 75% of the total lectures delivered in each theory course (including tutorial, seminars) and conducted 75% of the total practicals performed,
  - c) earned the required number of credits as prescribed in the ordinance/syllabi, and
  - d) earned the Internal Assessment requirement as laid in the Ordinance/Syllabi.
- iii) In case a candidate falls short of attendance, the Dean of the School, on the recommendation of the Head of the Department may condone, for reasons to be recorded, shortage of attendance of a student upto 3 lectures/practicals per course in a semester.

#### 2. Procedure for Admission to the University Examination

- i) Application for permission to appear in any examination conducted by the University shall be submitted on the prescribed form and forwarded to the Controller of Examinations through the Head of the Department.
- ii) The Head of the Department where the candidate has pursued the Programme shall forward the application and certify that,
  - a) the conduct of the candidate is satisfactory,
  - b) he has studied a regular course of study for the period prescribed and fulfills attendance, sessional and other requirements in each course (including laboratory course(s)) as provided in the Ordinance, and

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\* Statute 28(c) of the First Statutes of the University



- c) he has paid the prescribed fees.
- iii) A student who does not fulfil the minimum requirement of attendance, sessional and other criteria as provided in the Ordinance, or whose deficiency in lecturers/practicals is not condoned by the Competent Authority, shall not be eligible to sit in the semester examination of that course. Such a student shall have to repeat the course when classes in that course are held or opt for a new course in that or any other semester if facilities of instruction are available, and the course in which he failed to fulfil the requirement of attendance in lectures/practicals is not a compulsory course.

### **3. Credits, marks and attendance**

- i) In order to earn eligibility for award of Master's degree a candidate will be required to accumulate at least,
  - a) 96 Credits for M.Sc degree of 2 years duration,
  - b) 64 Credits for Master's degree of 2 years duration in disciplines other than Science.
- ii) In case of Programmes extending beyond 2 years the concerned Board of Studies and School shall workout and recommend the credit requirement for consideration and approval of the Academic Council.
- iii) A 4 credit non-laboratory course shall have 80 marks for semester examination and 20 marks for internal assessment. For laboratory courses the Semester examination and internal assessment shall carry 50 marks each.
- iv) A 2 credit non-laboratory course shall carry 40 marks for Semester examination and 10 marks for internal assessment. For laboratory course the Semester examination and internal assessment shall carry 25 marks each.

### **4. Sessional Assessment**

- i) Continuous sessional assessment, except in case of dissertation, shall be an essential part of the Semester programme. The break-up of marks between Semester examination and continuous sessional assessment in a Course shall be 80:20 for theory and 50:50 for practical.
- ii) The sessional assessment shall be awarded and record thereof maintained in the manner prescribed by the Academic Council.

### **5. Minimum Pass Marks**

- i) Minimum marks required to pass the semester examination shall be 40% in the university examination and internal assessment separately in each course.
- ii) A student who fails to secure 40% marks in the University examination and internal assessment separately in a course(s) shall be permitted to continue his studies provisionally in the next Semester. He shall then be required to secure the requisite pass percentage in the course(s) in the immediate next available chance only. If he again fails to secure the requisite pass percentage (40% marks) in the course(s), his provisional admission as well as result of the

next Semester shall automatically stand cancelled. Such a student will neither be eligible to repeat the Semester nor reappear in that examination as a private candidate.

**6. Classification of successful candidates**

- i) After a candidate has appeared and passed all the courses offered by him in all the Semesters and has earned the minimum credits required in accordance with the Ordinance, he shall be declared successful in the Programme and shall be classified as under:
  - a) First Division with distinction if he has obtained 75% or more of the aggregate marks in all the Courses of all the Semesters taken together;
  - b) First Division if he has obtained 60% or more of the aggregate marks but less than 75% marks;
  - c) Second Division if he has obtained 50% or more of the aggregate marks but less than 60% marks.
  - d) Third Division if he has obtained 40% or more of the aggregate marks but less than 50% marks.

## Chapter XVII

### Medals and Prizes

#### 1. \* Medals:

- i) Gold medals shall be awarded by the University each year to the candidates securing First class First position in the university examinations at the time of convocation.
- ii) The University may accept endowments for award of gold medals/scholarships in various schools. The amount of endowment shall be decided by the University but in no case shall it be less than 2 .00 lacs.
- iii) The regulations for award of gold medals/ scholarships in respect of each endowment shall be framed in consultation with the donor, and approved by the Executive Council.
- iv) The endowment money shall be placed in fixed deposit and interest accruing thereon shall be utilized for the award of gold medal/scholarship. Savings, if any, shall be added to the concerned endowment.

#### 2. Scholarships:

The University shall also institute scholarships in each programme of study. The value and number of such scholarships shall be decided by the Executive Council on the recommendations of the Academic Council. The scholarship shall be awarded to students from the date of their admission to the Semester upto the termination of Semester examination. Students having passed the qualifying examination with at least 60% marks in the first attempt shall be eligible for the award of university scholarship. There shall be a Selection Committee, headed by the Dean of School to assess the merit of applicants for the award of scholarship and making recommendation for consideration and approval of the Vice-chancellor. In case the progress or conduct of the scholarship holder is not satisfactory the Vice-chancellor may withhold or suspend the scholarship.

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\* Statute 28(b) of the First Statutes of the University.

## Research Scholarships

1. The University may introduce Research Scholarships to promote research in different disciplines, leading to Ph.D. degree. The Academic Council shall recommend the value of the scholarship and the contingent grant attached thereto from time to time.
2. Notification regarding availability of scholarships and application forms shall be issued by the concerned Department. On receipt of applications the Departmental Committee nominated by the Vice-chancellor shall scrutinise the forms and make recommendations for consideration and approval of the Vice-chancellor. The Registrar shall intimate to the Head of the Department/Dean of School the names of scholars approved by the Vice-chancellor for the award of the scholarships.

The Head of the Department/Dean of School shall communicate to the Registrar the date of joining of the scholar and also send a duly executed bond submitted by him in the proforma prescribed.
3. Each Scholarship shall ordinarily be tenable for a period of three years from the date the scholar joins the Department of the University. However, in exceptional cases the Vice-chancellor may extend the period by one year on the recommendation of the Head/Dean of the School.
4. The research scholar shall complete the full period of 3 years. In event of his discontinuing before the completion of the period without previous permission of the Vice-chancellor, he shall be liable to refund the entire amount received by him. If a scholar, due to compelling reasons, is not able to complete the full period of award, he should send his application for leaving the scheme through the Supervisor, Head/Dean of Schools and obtain the permission of the Vice-chancellor before relinquishing the award. If the Vice-chancellor considers that the reasons given are valid, the scholar may be relieved and the condition for the recovery of the scholarship paid to him may be waived.
5. The Scholar shall comply with all statutory requirements prescribed for registration for Ph.D. degree.
6. No Research Scholar shall hold or accept any appointment paid or otherwise during the tenure of the scholarship. However, he may with the approval of the Supervisor/Head of the Department and Dean of the School undertake academic load of 4-6 hours per week in the Department without accepting any additional remuneration.
7. A Scholar shall be eligible to get only one scholarship at a time. Before the scholarship is awarded, the scholar shall be required to submit an undertaking to the effect that he is not in receipt of any scholarship or stipend from the State, Central Govt., U.G.C or any other agency.

Scholars enjoying any other scholarship or stipend shall be required to surrender it forth with if selected for award of this scholarship.

8. A Research Scholar shall be entitled to enjoy one month's leave in a year to be sanctioned by the Dean of the School on the recommendations of the Supervisor and the Head of concerned Department. In extraordinary circumstances the Vice-chancellor may sanction leave of any other kind on the recommendation of the Dean, for reasons to be recorded unambiguously.
9. The contingent grant shall be released in two equal six monthly instalments. The Research Scholar shall have to declare on the prescribed proforma that the amount has been utilised for the purpose for which the same was sanctioned. The Research Scholar shall submit half yearly progress report about his work through the Supervisor and Head of the Department to the Dean of the School.
10. The Vice-chancellor shall be competent to suspend or withdraw a Scholarship if the progress or conduct of a Scholar is not found satisfactory.

## Chapter XVIII

### \* Convocation

#### 1. Date and Venue

- i) Convocation, including special convocation, for conferring degrees shall be held in the University Campus or any other place if the Vice-chancellor desires so, on such date as may be fixed by the Chancellor in consultation with the Vice-chancellor.
- ii) The Convocation shall consist of the body corporate of the University.

#### 2. Notice of the Convocation

- i) The Registrar of the University shall issue at least one month's notice for all the meetings related to the University convocation, and send to each member of the convocation a copy of the programme to be observed thereat.
- ii) All candidates who have passed their examinations in the year for which the convocation is held shall be eligible to be admitted to their degrees at the convocation.
- iii) Medals, prizes and certificates of merit shall be awarded to candidates entitled thereto at the convocation.
- iv) If a candidate, who was required to attend the University convocation fails to present himself for admission to the Degree as provided in the Statutes, he may apply on a prescribed form, to the Vice-chancellor through the Dean of the School concerned alongwith the prescribed fee for award of degree in absentia.
- v) In case the convocation is not held in a particular year, the Vice-chancellor shall be competent to authorise admission of successful candidates of that year to their respective degrees in absentia free of cost.
- vi) Candidates at the convocation shall wear the gown and hood appropriate to their academic degree as specified in the Statutes. No candidate shall be admitted to the convocation in case he is not in proper academic dress as prescribed by the University.

#### 3. Academic Dress of the University

The Chancellor, Chief Guest, Vice-chancellor, Registrar, Controller of Examinations and other

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

## Chapter XIX

### \* Regulations Governing Advances

1. Competent authority may sanction advances to the university employees or to any other person for performing University duty or undertaking any work connected with the University or rendering any service to the University, in the manner specified below.

#### **Types of Advances:**

2. Broadly the advances shall be of the following types:-
  - i) Permanent advances;
  - ii) Advances bearing interest;
  - iii) Advances not bearing interest; and
  - iv) Other advances

#### **Permanent Advance**

3. Permanent advance may be granted to the Department/School of Studies which may be required to make petty payments with regard to day-to-day functioning of the Department/School. The permanent advance shall be regulated according to the following norms:
  - i) The amount of advance shall be fixed by the Vice-chancellor in consultation with the Finance Officer, and the final approval shall be accorded by the Finance Committee.
  - ii) The permanent advance granted to an officer should meet the needs of every branch of his office. If he has subordinates who require petty sums, he should meet their requirements out of the advance with him against proper receipt rather than applying for separate advances for them.
  - iii) The holder of permanent advance shall be responsible for safe custody of the money placed at his disposal and he must at all times be ready to account for the total amount. In case of transfer of charge and at the end of every financial year i.e in the month of April, the officer holding permanent advance shall send an acknowledgment to the Finance Officer of the amount lying with him as permanent advance as on 31st March or date of handing over charge, as the case may be.
  - iv) Permanent advances shall be recoupable. Advances out of permanent advance for such purposes where the recoupment of advance is likely to be delayed should be avoided and for such purposes a temporary advance may be drawn.

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\* Section 18 of the Act and Statute 30 (1) of the First Statutes of the University

#### **Advances bearing interest**

4. The advances bearing interest such as those for house building and purchase of conveyance may be granted to the University employees in accordance with the Regulations framed by the University from time to time.

#### **Advances not bearing interest**

5. Festival advance to the University employees may be sanctioned by the Vice-chancellor or by any other officer to whom powers may be delegated by him in accordance with the norms which may be approved by the Executive Council.

#### **Other Advances**

6. Temporary advances for the following purposes may be sanctioned by the competent authority according to the norms specified below:-
  - a). travelling;
  - b). for conduct of examinations and making seating arrangements in the Examination Halls;
  - c). for making purchases;
  - d). for participation in Inter-University Tournaments and Cultural Programmes;
  - e) for organising various functions/events;
  - f). to the Scholars/teachers against the grants sanctioned/released by various funding agencies;
  - g). for conduct of tours for Practical Training to various Industrial Organisations;
  - h). Miscellaneous

##### **a) Travelling**

Travelling may be sanctioned in favour of University employees going outside the headquarter on University duty where normally the expenditure is likely to exceed Rs. 200/- provided their deputation has been sanctioned by the competent authority. The advance shall not exceed the amount to be calculated as under:-

- i) To and fro fare plus D.A. for the days of halt.
- ii) The amount of incidental charges shall not be included in the advance T.A and shall be paid after the return journey is completed.

The officials drawing advance T.A shall be required to submit their T.A bills for adjustment immediately after the completion of journey but not later than 15 days from the date of the termination of journey.

##### **b) For conduct of examinations and making seating arrangements in the Examination Halls**

Advances for conduct of various examinations and making seating arrangements in the



Examination Halls shall be granted to the Superintendents in accordance with the norms as may be approved for the purpose. The Superintendents shall be required to submit their bills for adjustment of advance within 15 days from the date of termination of examination. Remuneration payable to the Superintendent/Assistant Superintendent shall not be paid till account of advance and certificate from the Controller of Examinations to the effect that unused stationery, unused answer books, continuation sheets etc., have been returned by them, is furnished alongwith the remuneration bill.

**C) For purchases**

The advance for purchases shall, as far as possible, be avoided. Where, however, the advance payment for purchase of certain goods is required to be made in pursuance of the terms and conditions of supply order placed with concerned firm, the same may be sanctioned by the competent authority. Such advance will be of the nature of payments which are made for release of documents like railway receipts, goods receipts and other similar documents. The account for such advances shall be rendered immediately, but in no case later than 15 days from the date of receipt of goods.

Advances may, however, be granted for local purchases to be made by the Purchase Committee constituted by the Vice-chancellor.

**d) For participation in Inter-University Tournaments and Cultural Programmes**

The advance may be sanctioned in accordance with the actual requirements, details of which should be recorded, for the conduct of Inter-University Tournaments and Cultural Programmes in favour of the Director, Physical Education/Dean, Students Welfare. The account shall be rendered immediately but not later than 15 days from the date of termination of event.

**e) For organising various Functions/Events**

Temporary advances may be given to the Incharge of the Programme and account for the same should be rendered within 15 days from the date of termination of the function/event. In case the event is organised in the month of February the account should be rendered by 1st March and in case the function is held after 15th March the account should be rendered by the 25th March positively. The account for the events/functions which are continued after 25th March shall be rendered after 31st March of the year.

**f) To Scholars/teachers against the grants sanctioned/released by various funding agencies**

Advances on account of fellowships and contingent grant may be sanctioned in favour scholars, to avoid hardship arising out of procedural delays in the release of grants sanctioned by various agencies in their favour.

In no case advance shall be sanctioned where the delay for the release of grants is attributed

to the Research Scholar or his guide or where the release order of grant from the concerned funding agency has not been received.

The advance on a particular date shall not however, exceed 50% of the amount due to a scholar on account of fellowship/contingency grant etc.

**g) For conduct of tours for Practical Training to various Industrial Organisations**

Advances for conduct of visits to various industrial organisations and institutions for practical training shall be granted as per Regulations to be framed for the purpose. The account shall be rendered through the Dean of School within 15 days from the date of completion of the visit. Before granting such advances, the sanctioning authority shall examine the details of anticipated expenditure.

**h) Miscellaneous**

7. Advances for any other purpose not mentioned in the foregoing paras may be sanctioned by the competent authority. The account for such advances shall be rendered within 15 days from the date of completion of the work.

The advances shall be applied for and drawn in the forms enclosed as 'A' and 'B'.

**8. General Conditions**

- i). In case the amount of advance drawn is not returned within the stipulated period of six months, the Vice-chancellor shall be competent to effect recovery in any way he deems fit including by means of deducting the amount advanced from the pay of official or any other claim that may become due to the advance holder from the University.
- ii). Advance drawn for a particular purpose shall not be appropriated for any other purpose and unspent balance out of the advance drawn shall immediately be refunded alongwith the account and verification in regard to the refund shall be obtained from the Cashier on the contingent bill form enclosed with the account. Fresh advance shall always be drawn for another purpose.
- iii). Head of the Department/Dean of School and other officers who draw advance for the purpose other than T.A shall maintain a separate account of advances drawn by them in the proforma enclosed as 'C' The amount received on account of advances shall be entered on the receipt side indicating the Cheque No, and date of the Cheque, under the signature of the Dean of School/Branch Officer. When the account for the same is rendered the date of sending the adjustment account together with the amount refunded in cash shall be entered in the appropriate column.
- iv). On receipt of adjustment account the Accounts Section after checking the account shall adjust the amount as may be admissible under rules against the advance and send intimation to this effect to the Department concerned. The Head of the Department/Dean of School shall record the reference No. and date of adjustment intimation in the register of advances under his signatures.

- v). The two sets of advance registers, one maintained in the Accounts Branch and the other maintained by the drawing officers, shall be reconciled in the month of April every year. No advances shall be granted to a Department which has not reconciled the account in the month of April every year.
- vi). Normally, second advance for the same purpose shall not be allowed to be drawn till previous advance has been liquidated in full or a proper account for the same has been rendered.
- vii). The Vice-Chancellor may, for reasons to be recorded, authorise payment of advance in relaxation of any of the conditions laid down under these Regulations.
- viii). Quarterly statement of outstanding advances shall be put up to the Finance Officer explaining reasons for delay in adjustment.

# Baba Ghulam Shah Badshah University, Rajouri

Annexure - "A"  
Referred to at para "6"

## APPLICATION FOR GRANT OF ADVANCE OTHER THAN T.A

1. Name/Designation of officer \_\_\_\_\_
2. Purpose of advance \_\_\_\_\_
3. Amount of advance applied for \_\_\_\_\_
4. No. & date of sanction to the purchase/expenditure \_\_\_\_\_
5. Head of account to which final account is to be charged \_\_\_\_\_
6. Approximate expenditure under the Head incurred/ committed so far including this advance \_\_\_\_\_
  - a) \_\_\_\_\_ Rs.
  - b) \_\_\_\_\_ Rs.
  - c) \_\_\_\_\_ Rs.
  - d) \_\_\_\_\_ Rs.
8. Details of previous advance outstanding, if any \_\_\_\_\_
9. Reasons for not rendering account for previous advance \_\_\_\_\_

Received Payment

Signature of the Officer

Address: \_\_\_\_\_

Signature

Payment of advance of Rs. \_\_\_\_\_ /- sanctioned

Sanctioning authority

Passed for Rs. \_\_\_\_\_

By debited to Advance

Asst. Registrar(Acctts.)

Dy. Registrar

Registrar

# Baba Ghulam Shah Badshah University, Rajouri

Annexure - "B"  
Referred to at para "6"

## APPLICATION FOR GRANT OF ADVANCE T.A

1. Name/Designation of officer \_\_\_\_\_
2. Basic pay \_\_\_\_\_
3. Purpose of journey \_\_\_\_\_
4. No. & date of sanction to the deputation \_\_\_\_\_
5. Proposed mode of travel \_\_\_\_\_
6. Approximate amount of T.A. due \_\_\_\_\_

Fare for both ways	Incidental Charge	Haltage	Total
Rs. _____	Rs. _____	Rs. _____	Rs. _____

7. Amount of advance applied for \_\_\_\_\_
8. Details of previous advance outstanding, if any \_\_\_\_\_
9. Reasons for not rendering account for previous advance \_\_\_\_\_

Received Payment

Signature of the Officer

Address:

Signature

Payment of advance of Rs. \_\_\_\_\_ /- sanctioned

Sanctioning authority

Passed for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

By debited to Advance

Asst. Registrar(Acctts.)

Dy. Registrar

Registrar

# Baba Ghulam Shah Badshah University, Rajouri

Annexure - "C"

Referred to at para 7(iii)

## ADVANCE REGISTER TO BE MAINTAINED BY THE DEPARTMENTS

Date	Purpose of Advance	Amount of advance received	Cheque No. & Date	Signature of H.O.D	Date of despatch of adjustment A/C refund	Amount	Reference to adjust- ment intimation	H.O.D. Signatures
1	2	3	4	5	6	7	8	9

## Chapter XX

### \*Maintenance and use of University Vehicles

#### Regulations

##### 1. The Controlling Authority

The Controlling Authority for the use of University vehicles shall be the Registrar or any other officer to whom the powers may be delegated in this behalf.

##### 2. Definition of official use

- i) Any work connected with the conduct of examinations, evaluation, declaration of results, meetings, tours, inspections, convocation, extension lectures, Selection Committee meetings, sports and tournaments (all extra curricular activities) or any other emergent use in the interest of the University which the Vice-chancellor or the Registrar may permit at their discretion.
- ii) Use of staff car on the following occasions shall also be treated as official:-
  - a) for attending an official reception where the officer is required to be present in official capacity.
  - b) for attending official meetings in the interest of the University.
  - c) for participation of senior faculty members belonging to sister Universities, Govt. agencies or non-officials in the University meetings.
  - d) for emergencies such as death, serious illness, accidents or similar other cases.

*Note:* The jeep/car may be used by the staff other than officers also for bonafide purposes with the prior approval of the Registrar.

##### 3. Maintenance and care of vehicles

- i). No University vehicle shall be garaged at the residence of any officer. The vehicles shall be kept in the garages of the University.
- ii). The driver of the University vehicle shall personally be responsible for the upkeep and maintenance of the vehicle. In case any defect is found or suspected in any part of the vehicle, the driver shall at once report the matter to the controlling authority for necessary action.
- iii). Servicing of the vehicle after covering a distance of 2000 kilometers shall be necessary.
- iv). General servicing and detailed check up after every 2000 kilometers shall include the following:-
  - a) removing and cleaning of air cleaner;
  - b) cleaning of carburettor, checking of flow and fuel;

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\* Section 18 of the Act and Statute 30(1) of the First Statutes of the University

- c) checking up of flush cooling system;
- d) draining of rear axle oil and gear box oil;
- e) tuning of engine;
- f) refilling of oil, and any other thing which the mechanic detects after check up;
- g) no special allowance shall be admissible to the Drivers for cleaning and washing the staff car or other vehicles which forms part of their duty;
- h) the Controlling authority shall be empowered to get the vehicle serviced or repaired upto the cost of Rs. 5,000/- .

#### **4. Log Book**

- i). Before a vehicle is put to any use a Committee constituted by the Vice-chancellor of which at least one member shall be expert in the field shall determine average mileage of the vehicle on the basis of which consumption of fuel shall be monitored and administered.
- ii). Every journey undertaken in the University car shall be entered in the logbook with details and purpose for which it has been used, and signed by none other than the concerned officer.
- iii). The entries shall be made as per mileage shown by the meter.
- iv). Entries in the logbook shall be made in ink or with ball point pen and not with pencil.
- v). Notwithstanding anything contained in Regulation 4(ii) when the Vice-chancellor uses the jeep/car his Private Secretary shall sign the logbook on his behalf. Similarly, for journeys indicated in sub-rules (b) and (c) of Rule 2(ii), the entries in the log book may be made by the Registrar or the concerned Branch Officer.
- vi). The Controlling Officer shall scrutinize the logbook at least once a month to ensure that all officers who used the staff car have signed the entries and ensure that the staff cars have not been misused. He shall record a certificate in the logbook to this effect.
- vii). The Log book of each staff car should be closed at the end of the month indicating the summary regarding journey performed on duty or otherwise during the month.
- viii). All logbooks may be preserved for a period of five years. No logbook shall be destroyed until all the audit objections relating to any entry therein are settled to the satisfaction of the audit.

#### **Use of Vehicles**

- i) The staff cars shall not be used for official journeys outside the State except with the permission of the Vice-chancellor or, when he is not in the headquarters with the prior permission in writing of the Registrar. This shall not, however, apply to the Vice-chancellor, Registrar, Controller of Examinations and such other senior officers of the University to whom the Vice-chancellor may depute for bonafide official works such as surprise inspection of institutions by the Statutory Boards, attending official meetings and similar other duties within the State.



- ii) Save in exceptional cases no officer shall use jeep/car outside the normal hours of duty of the driver.
- iii) The staff car/jeep shall not be used for private purposes, such as
  - a) going to cinemas, clubs, picnics, hotels etc.;
  - b) carrying families and house-hold goods; and
  - c) coming to and returning from office unless permitted by the competent authority.
- iv) A vehicle may be detained on duty at the requisition of a Head of the Department for official use provided it is otherwise available.
- v) In order to avoid misuse of jeeps/cars the Officer Incharge should check the jeep/car at any time and report the matter to the Registrar in case of any misuse.
- vi) Vigilance Committees under the direct control of the Registrar shall be constituted for reporting cases of misuse of University vehicles and infringement of instructions issued from time to time.

#### **6. Drivers**

- i) The working hours of the drivers shall be in accordance with the official timings as may be fixed from time to time.
- ii) Each driver shall be responsible for keeping his driving licence in order. He will also be responsible for safe custody of the Registration, Road Tax payment record and Insurance Certificates of the University Vehicle.

#### **7. General**

- i) The meter of the Vehicle should be sealed at the time of purchase. Under no circumstances should the vehicle be used if the meter is not functioning properly.
- ii) Each University vehicle should carry prominent plates in the front and at the rear, indicating the ownership of the University.
- iii) Old and unserviceable vehicles not fit for reasonable or economical use shall be disposed off under the orders of the Vice-chancellor by inviting sealed offers after proper assessment/survey of the vehicle.

#### **8. T.A Claims of Officers performing journey by staff car**

T.A claims, if any, of the officers using the jeep/car for official journeys shall be governed by the T.A rules in force. To facilitate checking of such claims, a copy of the order authorising use of University vehicle for the tour should be sent to the Accounts Section.

## Chapter XXI

### \* Regulations governing Purchase and Management of Stores

#### 1. Stores

The term 'Stores' shall apply to all articles and materials purchased or otherwise acquired for the use of the University including not only expendable and useable articles in use or accumulated for special purposes, but also articles of dead stock such as plant and machinery, instruments, furniture and equipment, fixtures, live stock (if any) and also the engineering stores.

#### 2. Division of Stores

The purchase of stores and machinery will be divided into two categories:

- i) articles of standard pattern/design commonly available in the market or those which can be manufactured locally according to given design and specifications;
- ii) articles of proprietary, special or unusual character.

#### 3. Procedure for Purchases

For procurement of articles of category (i) above, the following procedure shall be adopted:

##### i) Purchases upto the value of Rs. 1,000/-

After ascertaining rates from the market, the purchase should be effected at the lowest rates consistent with the quality and requirements. A certificate to the effect that the purchases have been made at the competitive rates shall always be recorded on the voucher submitted for payment.

##### ii) Purchases exceeding Rs. 1,000/- but not exceeding Rs. 10,000/-

Lowest rates shall be determined on the basis of 'Dasti' quotations obtained from at least four leading and reputed dealers in the trade and purchases made at the lowest rates consistent with the quality and requirements. A comparative statement of rates so obtained shall always be placed on record for purposes of audit or scrutiny.

##### iii) Purchases exceeding Rs. 10,000/- but not exceeding Rs. 25,000/-

Quotations will be invited from appropriate dealers/suppliers/manufacturers to be approved by the Purchase Committee. The purchases will be made after determining the competitive rates consistent with the quality and requirements.

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\* Section 18 of the Act and Statute 30(1) of the First Statutes of the University

**iv) Purchases exceeding the value of Rs. 25,000/-**

Regular tenders shall be invited by the officers authorised for the purpose for all purchases exceeding the value of Rs. 25,000/-, from the contractors/firms on approved list prepared by the Purchase Committee or by advertisement in the newspapers as may be considered proper depending on the nature of stores to be purchased.

**v) Articles of proprietary or special and unusual character**

A) The following shall be deemed as articles of proprietary nature:-

- a) Articles manufactured by only one concern in the country;
- b) Products which are marketed throughout the country at uniform prices fixed by the manufacturers.
- c) Such items which are on the rate lists as approved by the Director General Supplies and Disposals (DGS&D).

B) All such stores may be purchased either from the manufacturers or from the authorised dealers on the approved rates of the manufacturers less discount, if any. In case there are a number of firms dealing in the particular trade, the quality and price will be ascertained and after necessary comparison purchases shall be effected at the lowest rates, keeping in view the quality and suitability of articles required. For this purpose, price lists of approved firms shall be obtained and kept on record. Running rate lists of stores in respect of various firms on approved list of the Director, General Supplies and Disposals should also, as far as possible, be consulted.

- vi) The limits fixed in sub paras (3. i- 3.iv) refer to single article or a number of similar articles to be purchased at a time.
- vii) Notwithstanding anything contained in these Regulations the Vice-chancellor may constitute special Purchase Committee for purchase of such articles/equipment, the procurement of which is urgently required to be made in the interest of the University work/administration.

**4. Invitation of Tenders/Quotations**

The following points shall be kept in view while inviting tenders/quotations:

- i) The tender notice shall always be sent under registered AD post and/or delivered through a messenger against a proper receipt which should be maintained in record. All tenders shall be received in sealed cover.
- ii) The place of delivery of goods should invariably be specified in the notice calling for tenders/quotations.
- iii) The tender notice/quotation must mention the date and time by which the goods are required

to be delivered. Tenders/quotations received after the specified time should not normally be considered.

- iv) Except in emergent cases, the tenders/quotations should be invited sufficiently ahead of the actual date fixed for receipt of tenders to enable tenderers to quote rates after due consideration.
  - v) The articles required should be fully described giving designs and specifications wherever necessary or samples kept to ensure fair comparison.
  - vi) In the case of purchases of engineering stores, furniture, equipment etc., exceeding Rs. 25,000/- by open tender/quotations earnest money in cash/Bank Draft should invariably be demanded, which should amount to 5-10% of the estimated cost. In the event of failure to comply with the supply order, the earnest money should stand forfeited. The earnest money should be refunded after three months from the date of satisfactory completion of the supply. In the case of defective supply received or defects noticed within a specified period (say three months) the suppliers should be required to repair/replace the materials, furniture, equipment etc., at their cost failing which the material may be repaired/purchased from another agency and the cost incurred on repairing/purchasing from another dealer may be adjusted against the earnest money.
- Note:** The condition of furnishing call deposit may be relaxed by the Vice-Chancellor on the recommendations of Purchase Committee in such genuine cases where he feels satisfied that the supplier shall not back out.
- vii) In the notice calling for quotations/tenders it should be specifically stated that the concerned officer has the right to accept the rates of some or all the articles tendered for as may be decided by him. Therefore, contractors/suppliers shall be careful in quoting the rates for each article independent of other articles. The tenders/quotations received should be serially numbered by the concerned officer who should indicate the last tender/quotation as final under his initials.
  - viii) The quotations/tenders should be opened in presence of the members of Purchase Committee who should sign the tenders.
  - ix) Comparative statement of tenders containing rates quoted by various suppliers/manufacturers should be made out and signed by the members of the Purchase Committee. The Purchase Committee should record the rates approved on the comparative statement of tenders and specify them, in the supply order. The comparative statement of tenders and the rejected tenders should be kept on record for audit purposes.
  - x) All alterations/over-writings in the tenders/quotations noticed at the time of their opening should be initialled by the officers scrutinizing them.

- xi) If response to notice inviting tenders/quotations indicates that owing to inadequate publicity or for any other reasons, favourable rates have not been received, fresh tenders/quotations will be invited and measurers taken to give them wide publicity.
- xii) Where all other conditions are equal the lowest rates will be accepted for making the purchases. If for any reason, the lowest rates are considered unsuitable or unreasonable or the quality of material is found inferior by the Purchase Committee, the purchase may be effected at the rates other than the lowest with the permission of the Vice-chancellor. Reasons thereof shall be recorded on the comparative statement of tenders.
- xiii) While accepting tenders the competent authority shall take into consideration the financial status of the tenderer and his capacity to carry out the contract or execute the order.
- xiv) After the purchase rates have been determined and approved, a written supply order shall invariably be issued indicating the requirement of various articles, rates accepted, time by which supply is required to be completed and other conditions connected with the purchase. The original supply order should be sent in support of the bill after the purchase has been completed. For this purpose, two copies of the supply order should be sent to the supplier with a copy endorsed to the Finance Officer.
- xv) In the case of articles frequently required throughout the year viz. stationery etc., efforts should be made for entering into a running contract for a year or such smaller period as may be considered appropriate to avoid calling for tenders/quotations every now and then.
- xvi) As far as possible, it should be ensured that the requirements of various kinds of stores in each department are foreseen sufficiently in advance with a view to ensure economical purchase and avoid the need of making emergent purchases.
- xvii) Articles which are likely to depreciate or deteriorate during storage should neither be purchased in bulk nor long time before their anticipated use.

## **5. Purchase Committees**

- i) There shall be a Central Purchase Committee and Departmental Purchase Committees for recommending Purchase of Scientific equipment and other materials/articles. The Committees shall be constituted with the approval of the Vice-chancellor and shall exercise such powers as may be delegated to them by the Vice-chancellor.

### **ii) Central Purchase committee for Purchase of Scientific Equipment**

It shall consist of the following members-

- a) Registrar, Chairman
- b) All Deans of Schools associated with teaching of Science subjects;

- c) Finance Officer  
(with powers to co-opt).

**iii) Central Purchase Committee for Purchase of material other than Scientific Equipment**

It shall consist of the following members -

- a) Registrar, Chairman
- b) Three Deans of Schools (by rotation every year)
- c) Finance Officer  
(with powers to co-opt).

**iv) Departmental Purchase Committee**

It shall consist of the following members -

- a) Head of the Department, Chairman
- b) Three teachers of the Department by rotation every year.
- c) Nominee of the Finance Officer

**v) Purchase Committee for Purchase of Engineering Stores**

It shall consist of the following members-

- a) Registrar, Chairman
- b) One member of the Central Purchase Committee (to be nominated by the Vice-chancellor);
- c) Finance Officer;
- d) University Engineer (Member Secretary)  
(with powers to co-opt)

vi) For purchase of medical stores the Purchase Committee shall be constituted by the Vice-Chancellor from time to time.

vii) The authority for purchase shall vest with the Vice-Chancellor/Registrar or any other officer to whom the powers may be delegated in this behalf.

**6. Approval of Purchase**

All proposals for purchase of stores which require the approval of the Registrar/Vice-chancellor shall be initiated by the concerned School of Studies and submitted in the forms described below:-

**a) Form 'A'**

This form (*Annexure-I*) shall be used where tenders/quotations have been invited, and the purchase is proposed to be made on the basis of lowest quoted rates.

**b) Form 'B'**

This form (*Annexure-II*) shall be used for such proposals where quotations having been invited, the response is not satisfactory and the purchase of stores is proposed to be made on the basis of only two tenders. In this case the officer recommending the purchase shall certify that the rates on which the purchase is being recommended are reasonable and competitive. He will further indicate the reasons for not inviting fresh quotations.

**c) Form 'C'**

This form (*Annexure-III*) shall be used where the purchase of articles of proprietary or special and unusual character is proposed to be made on the basis of a single quotation either from the manufacturer of the particular brand or from the sole distributor.

**d)** For purchase of equipment costing more than Rs. 50,000/- an additional proforma 'D' (*Annexure-IV*) shall be filled in and enclosed with the proposal forms A, B or C, as the case may be.

**7. Receipt of Stores**

- i) On receipt of stores these will immediately be inspected by a responsible officer or a team of officers as may be decided by the Registrar/Head of the Department or Librarian. The Inspecting Officer shall include Dean of the School or any teacher nominated by him, or an officer not below the rank of an Assistant Registrar or Assistant Librarian. For Engineering stores an Officer not below the rank of an Assistant Engineer and for Health Centre, the Medical Officer Incharge of the Health Centre shall also be associated with inspection of the supplies. Articles for which specifications/tests have been prescribed by the competent authority shall be required to conform to such specifications/tests which should be carried out before these are accepted.
- ii) If the supplies are found in accordance with the specifications indicated in the supply order and samples, if any, these will be taken on stock register. All stores received, whether purchased or transferred from other Department shall also be accounted for in the stock registers.
- iii) The following certificate shall be recorded on the bills as if is received:

Certified that the stores mentioned in the bill have been received on \_\_\_\_\_ inspected and found to be in accordance with the supply order/samples. The goods received have been entered in the stock register at items \_\_\_\_\_ on page \_\_\_\_\_.

H.O.D./Officer

iv) All receipt entries in stock register will be attested by the officer incharge of the stores.

## **8. Issues**

### **i) Dead Stock**

The dead stock articles issued on loan or for use shall not be struck off from the ledgers. The receipts for issues shall be maintained in a separate file. Inventories of dead stock articles lying in all rooms shall be prepared (separately for each room) in duplicate. One copy duly signed by the Branch Officer/Incharge of the section shall be retained by the store-keeper in his file and another copy of inventory shall remain with the Section Incharge/Officer.

### **ii) Consumable Stores**

All stores will be issued to the extent actually required on the authority of issue slips duly signed by the Branch Officer or by any other person authorised to requisition stores. A consolidated account of issues (day book) will be maintained on the basis of individual indent slips and charged off from the main ledger indicating the reference to the Indent No. and date and balances worked out daily.

iii) All entries in the ledgers shall be attested by the officer/teacher incharge of the stores.

## **9. Stock Verification**

### **i) Periodical Checks**

All Heads of the Departments and officers shall ensure periodical checks of the stocks in their Department/Section.

ii) Complete verification of stores of each Department shall be carried out by the Head of the Department with the help of selected teachers atleast once in a year. In making physical verification the following points shall be kept in view:-

- a) Verification is not entrusted to a person who is the custodian, the ledger keeper or accountant of the stores to be verified or who is nominee of or is employed under the custodian, the ledger keeper or the accountant or who is not conversant with the classification, nomenclature and techniques of the particular classes of stores to be verified.
- b) Verification is not left to the subordinates below the rank of Officer and as far as possible is entrusted to a responsible officer who is independent of the subordinate authority incharge of stores.
- c) Verification shall always be made in the presence of the subordinate authority responsible for the custody of the stores or of a responsible person deputed by him.
- d) All discrepancies noticed shall be brought to account immediately to reflect the true state of stores.



- iii) There should be clear markings of identifications, guide letters and numbers on all items of stock and equipment to facilitate stock verification of every item.
- iv) Stock verification of scientific equipment, chemicals and various specimens in the Science Departments shall be carried out by the Head of the Department with the help of teachers of the Department not connected with the maintenance of stores.
- v) The stock of the Library books shall similarly be verified at least once in a year in the case of Departmental libraries and at least once in two years in the case of Central Library by a Committee constituted for the purpose by the Vice-chancellor.
- vi) The result of the physical verification shall be communicated to the Registrar in such proforma as may be prescribed together with the list of stores found short, obsolete or unserviceable, indicating the price of each article.
- vii) For all shortages in stores a detailed report explaining the circumstances leading to the deficiency shall be enclosed with the list.
- viii) The lists indicating shortages and unserviceable articles shall be considered by a Committee consisting of the following, which shall recommend the write off or recovery of the cost of articles found short depending upon the circumstances of each case:-
  - a) Registrar;
  - b) Head of the Department concerned;
  - c) Officer Incharge Stores;
  - d) Internal Audit Officer;
  - e) Officer Incharge Finance  
(with powers to co-opt)

The report of the Committee shall be placed before the Vice-chancellor or Executive Council for final orders.
- ix) The articles written off shall be charged off the stock ledgers indicating the reference to the orders issued in this behalf.
- x) The sale proceeds of the unserviceable articles, which are written off and are put to auction shall be deposited into the University account immediately.

#### **10. Internal Audit**

The internal Audit party while inspection shall examine the following arrangements:-

##### **i) Immediate Investigation of Large Discrepancies**

All large discrepancies found as a result of stock verification between the ledger or other

records and the actual count should be investigated on spot and a detailed report submitted thereon to the Registrar for further probe through Internal Audit Officer or any other responsible officer, without waiting for the completion of checking of other articles of stock.

**ii) Erroneous classification, unauthorised stocks and surplus stores**

Any wrong classification of stores or unauthorised stocks of stores held by any officer or subordinate, or any items of stores which are surplus to requirement or for which there has been no demand for over a year should be noted and included in the narrative report of verification to be submitted by the Internal Audit Officer.

**iii) Arrangements for custody and protection of stores**

The Internal Audit Officer should particularly examine and report, if proper arrangements exist for the safe custody and proper storage of material against deterioration from weather or any other cause.

With this object they should examine the existing arrangements to ensure that,

- a) the godown floors are pucca or cemented;
- b) items of common use are always kept under lock and key;
- c) proper arrangements exist for locking the godowns and keeping the keys in safe custody;
- d) adequate arrangements exist for fire protection i.e fire extinguishers are kept handy at easily accessible spots and that fire buckets are always full of water and/or sand where inflammable articles are stocked;
- e) in order to avoid deterioration of old stocks, issues are not made from fresh receipts as a matter of course but that articles first received are issued first and to ensure this, fresh receipts are not dumped on existing stock but are so arranged that their turn for issue will come only when the existing stocks are exhausted;
- f) in storing medicines and drugs, arrangements for their issues exist so that their expiry dates are kept in view and time-expired items are not allowed to remain in the stores;
- g) costly and precision scientific and laboratory equipment and their parts are kept with maximum possible care;
- h) the stocks of paper, publications and answer books etc. are kept safely and properly protected against risk of fire, white-ant etc.;
- i) the records relating to the stores, like consumable stock ledgers, non-consumable stock ledgers, register of assets, delivery challans, if any, and issue slips are maintained properly and upto date;
- j) the accounts of priced publications are kept upto date;

- k) a certificate of verification of stores with its results shall be recorded on the list, inventory or account as the case may be, where such verification is carried out by the Internal Audit.
- l) The Physical verification shall always be made in the presence of subordinate authority responsible for the custody of the stores.
- m) The discrepancies shall be brought on records immediately so that the stores account may represent the true state of stores.
- n) Shortages and damages as well as unserviceable stores shall be reported immediately to the authority competent to write off the loss.
- o) It shall also be seen that the stores held are not in excess of the requirement of a reasonable period or in excess of any prescribed maximum limit.
- p) That the periodical inspections of stores are made by the responsible officer from time to time.
- q) That the unused stores in stock for over a year are reported.

*Annexure -I*

Referred to in Regulation 6-(a)

**Baba Ghulam Shah Badshah University, Rajouri**

DEPARTMENT OF \_\_\_\_\_

PROPOSAL FORM 'A'

Notice inviting tenders for the following articles was issued. In all \_\_\_\_\_ tenders/quotations were received. From the comparative statement it has been observed that the rates of M/S \_\_\_\_\_ for the articles mentioned below are the lowest. It is recommended that order may be approved to be placed with them against the allocation made in the Budget under Head \_\_\_\_\_.

S.No.	Particulars	Specifications	Qty.	Rate	Total Cost
-------	-------------	----------------	------	------	------------

HOD/Branch Officer

1. It is certified that all formalities as required under rules for inviting tenders have been observed and the rates quoted are competitive and reasonable.
2. It is certified that the specifications of articles proposed to be purchased meet our requirement.

HOD/Branch Officer

## Recommendations of the Purchase Committee

Recommended/Not Recommended

1.

2.

3.

4.

Approved/Not Approved

Grant allocated _____
Expenditure including this proposal _____
Balance _____

Signature of the  
Competent authority

No: \_\_\_\_\_

Dated: \_\_\_\_\_

Forwarded in original to the \_\_\_\_\_, Baba Ghulam Shah  
Badshah University, Rajouri for further necessary action.

Referred to in Regulation 6-(b)

**Baba Ghulam Shah Badshah University, Rajouri**

DEPARTMENT OF \_\_\_\_\_ PROPOSAL FORM 'B'

For the following articles quotations were invited but only \_\_\_\_\_ tenders/ quotations were received. It is not possible to invite fresh quotations for the reasons given below. It is proposed that the purchase may be allowed to be made under store Purchase Regulations No. 6 (ii) against the allocation made in the budget under Head \_\_\_\_\_.

Brief reasons for not inviting quotations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

S.No.	Particulars	Specifications	Qty.	Rate	Total Cost
-------	-------------	----------------	------	------	------------

HOD/Branch Officer

1. It is certified that the rates at which purchase is recommended are reasonable and competitive.
2. It is certified that the specifications of articles proposed to be purchased meet our requirement.

HOD/Branch Officer

## Recommendations of the Purchase Committee

### Recommended/Not Recommended

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Approved/Not Approved

Grant allocated _____
Expenditure including this proposal _____
Balance _____

Signature of the  
Competent authority

No: \_\_\_\_\_

Dated: \_\_\_\_\_

Forwarded in original to the \_\_\_\_\_, Baba Ghulam Shah  
Badshah University, Rajouri for further necessary action.

Referred to in Regulation 6-(c)

**Baba Ghulam Shah Badshah University, Rajouri**

DEPARTMENT OF \_\_\_\_\_

PROPOSAL FORM 'C'

The following articles are proposed to be purchased from M/S \_\_\_\_\_ who are the sole distributors/sole manufacturers within the meaning of Regulation 3 (e) governing purchase of stores. No tenders have been invited. The purchase may be allowed under Regulation quoted above.

S.No.	Particulars	Specifications	Qty.	Rate	Total Cost
-------	-------------	----------------	------	------	------------

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HOD/Branch Officer

1. It is certified that the rates quoted are reasonable.
2. It is certified that the specifications meet our requirement.

HOD/Branch Officer





Referred to in Regulation 6- (d)

**Baba Ghulam Shah Badshah University, Rajouri**

DEPARTMENT OF \_\_\_\_\_

**PROPOSAL FORM 'D'**

Proposal for purchase of New Laboratory Equipment/Scientific Equipment costing over Rs. \_\_\_\_\_.

1. Description of Laboratory Equipment/Scientific Equipment.
2. Purpose for which proposed to be purchased.
3. Whether budget provision exists in the budget.
4. Ref. to Budget Head.
5. a/ Whether the Equipment proposed can be operated without employment of trained staff.  
b/ If not, whether the sanction of the competent authority obtained for creation of required posts.  
c/ Whether technical know how to operate the apparatus exists in the Department.  
d/ Whether space for installation of equipment is available with the Department.  
e/ Whether adequate electric load is available to commission the equipment? If not what alternate arrangements are proposed to be made.
6. Whether provision exists for additional recurring charges and maintenance contract etc.
7. Whether proper procedure as prescribed under rules has been followed for its purchase.
8. a/ Whether cheaper alternatives models of equipment are available in the market.  
b/ If so what are the grounds for ignoring cheaper models.
9. a/ Whether similar model is already available either in the Department or other Departments which may not be utilised upto its optimum capacity.  
b/ If so what is the justification for purchase of a similar equipment.
10. Whether apparatus would require air conditioner space. If so whether provision has been got made in the Budget.
11. What additional expenditure is involved for installation of equipment.
12. Whether the equipment proposed will be available as a Central Facility or not.

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DEAN OF THE SCHOOL

## Chapter XXII

### \* Reimbursement of Travelling Expenses

#### 1. General

- i) Travelling Allowance (TA) is an amount payable to an officer to cover his average actual expenses incurred in travelling in the interest of the University.
- ii) For the purpose of these regulations, a journey between the two stations shall be performed by the shortest of the two or more practicable routes or by the cheapest of such routes as may be equally short.
- iii) The Vice-chancellor may for special reasons permit TA to be calculated by route other than the shortest or cheapest provided that the journey is actually performed by that route.
- iv) When two or more University employees travel in a conveyance belonging to one of them, the owner of the vehicle may draw TA as if he travelled alone and the other University employee may draw daily allowance (DA) only.
- v) An employee travelling in University conveyance without any charge and returning to his headquarter on the same day shall be entitled to DA as admissible under rules to be calculated as under:-

- i) If the absence from the headquarter on the day of departure or arrival does not exceed 6 hours - 1/4 of daily allowance
- ii) if the absence exceeds 6 hours but does not exceed 12 hour - 1/2 of daily allowance
- iii) If the absence exceeds 12 hours - full daily allowance

*Note:* Day shall mean a calendar day beginning and ending at midnight.

- vi) Driver/Chauffer of an official motor car/vehicle shall be entitled to DA as per clause 1(v).
- vii) When actual expenses are claimed under these Regulations or under special orders of the Vice-chancellor, these should be supported by details sufficient to indicate their nature and supporting evidence.
- viii) When an official under the orders of the competent authority is required to cancel the railway/air seat already booked, he shall be entitled to claim the cancellation charges on furnishing a certificate from the concerned agency.
- ix) Ordinarily no TA shall be admissible for joining the first appointment unless otherwise allowed by the appointing authority.

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\* Section 15 (c) of the Act of the University

- x) Where the journey performed on a particular day does not exceed 15Kms, the official shall be paid only local conveyance charges. Where, however, the journey exceeds 15Kms, the official performing such journey shall be entitled to TA under rules.
- xi) No person shall be entitled to charge TA from a place farther than the one where he ordinarily resides. Where, however, Vice-chancellor is satisfied that in the interest of the University work, travel from a place other than the place he ordinarily resides is necessary, he may be allowed TA from such other place.

## 2. Classification of Employees

i) The employees of the University shall be divided into following categories for purpose of regulating their TA:-

Officer falling in Senior Level Management	- Category I	Rs. 16,400/- or above
Officer falling in Upper Level Management	- Category II	Rs. 8,000-13,500 to Rs.12,000-18,300
Officer falling in Middle Level Management	- Category III	Rs. 5,500-9,000 to Rs.6,500-10,500
Officer falling in Lower Level Management	- Category IV	Below Rs. 5500-9000

- ii) For purposes of TA for performing the University duty, the rank of part-time, honorary or non-official members or those who are remunerated partially by fees, shall be determined by the University with due regard to their status.
- iii) The status of superannuated persons re-employed in the University shall be same as they held before retirement for purpose of TA.

## 3. Travel by Rail

i) The TA on journey by Rail shall be admissible as under:

Category I	-	AC- 1st Class
Category II	-	AC-IIInd Class, two-tier sleeper
Category III	-	1st Class/IIInd AC, three-tier Sleeper/AC Chair Car
Category IV	-	2nd Sleeper

ii) Employees who are entitled to travel on tour/transfer by 1st Class/AC, three-tier sleeper/AC Chair Car may at their discretion, travel by IIInd AC, two-tier Sleeper where any of the trains connecting the originating and destination stations concerned, do not provide these three classes of accommodation.

iii) In case of travel by a lower class the TA shall be restricted to the actual amount spent.

iv) In addition, employees shall be entitled to incidental charges equivalent to one daily allowance for every 24hrs journey or part thereof.

#### 4. Journey by Road

- i) For journey by road, between the places which are linked by regular bus service or by rail, if journey is undertaken by regular bus service, the entitlement shall be regulated as under:-

Category I	Actual fare by public bus including AC bus or taxi when the journey is actually performed by taxi.
Category II & III	Same as above
Category IV	Actual fare by any type of public bus other than AC bus.

Provided that in addition to above entitlement, daily allowance on the day of travel to cover the incidental expenses shall be admissible as per para I.(v).

- ii) When an employee travels in his own conveyance, the mileage allowance shall be regulated as under:-

By motor car	Rs. 8/- per km	Category I & II.
By scooter/motor cycle/moped	Rs. 4/- per km	Category III & IV

#### 5. Travel by Air

- i) Officers in Category I shall be entitled to travel by air.
- ii) An officer eligible to travel by air shall be entitled to incidental charges equivalent to one daily allowance for the day of travel. The incidentals shall include charges for the surface travel from the place of residence to the airport and vice versa.
- iii) In addition to above, an employee shall also be entitled to daily allowance for the day of arrival and departure as per para I(v)

#### 6. Daily Allowance

- i) The rates of daily allowance shall be as under:-

Category	A1 Class Cities	A Class Cities	B1 & B2 Class Cities	Town other than 1,2 & 3
	(1)	(2)	(3)	(4)
<i>(Amount in Rupees)</i>				
I	500	400	300	200
II	400	300	250	175
III	300	250	200	150
IV	200	175	150	100

- ii) In addition to the above, where an employee stays in a hotel or other hired accommodation,

he shall be reimbursed the rental charges on production of cash vouchers subject to the maximum indicated below:-

<i>Category</i>	<i>A1 Class Cities</i>	<i>A Class Cities</i>	<i>B1 &amp; B2 Class Cities</i>	<i>Town other than 1,2 &amp; 3</i>
	<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>
<i>(Amount in Rupees)</i>				
I	1500	1000	800	600
II	1200	800	600	500
III	1000	650	500	400
IV	800	500	400	300

#### 7. Local Conveyance Charges

- i) An employee on tour outside the State may be allowed reimbursement of conveyance charges actually incurred up to the limit indicated below provided no free use of official conveyance is allowed:-

<i>Category</i>	<i>Towns</i>	
	<i>A1, A, B1 &amp; B2 Class Cities</i>	<i>Other towns</i>

<i>(Amount in Rupees)</i>		
I & II	300	200
III & IV	150	100

- ii) In case Category I & II officers have to attend official work at more than two places and the distance likely to be covered is not less than 50kms, they may engage a taxi for the whole day.

#### 8. TA when recalled from leave

An employee recalled to duty before the expiry of the leave shall be entitled to TA for the journey from the place at which the order of recall reaches him.

#### 9. Journey on transfer

- i) An employee on transfer may draw railway/bus fare for self as well as each member of his family for the class of accommodation admissible under TA rules to which his basic salary entitles him. Besides, the employee shall be entitled to transport charges for the carriage of his personnel effects according to the following scale:-

Category	Officers possessing no family	Officers possessing family
(Amount in Rupees)		
I & II	30 quintals	45 quintals
III	20 quintals	30 quintals
IV	15 quintals	20 quintals

- ii) Packing charges at the rate of Rs. 15/- per quintal may also be allowed.
- iii) In case a University employee carries his personal effects by road between stations connected by rail, he may draw actual expenses upto the limit of the amount which would have been admissible had he taken the same quantity by goods train.
- iv) The family members of the University employee when not travelling with him or within a period of six months shall not be entitled to TA.

10. Category I & II officers may be allowed actual expenses with the permission of the Vice-chancellor. However, the expenditure shall be admitted subject to production of details sufficient to indicate their nature and supporting evidence.

#### 11. TA for Examination and other duties

- i) Examiners, teachers and outside experts and scholars invited for examination work and outside experts and scholars invited for University work may be paid travel expenses as admissible to corresponding categories of staff of Baba Ghulam Shah Badshah University.
- ii) TA to officers whose services are borrowed on deputation basis and are governed by special TA rules, shall be entitled to charge TA as per the rates applicable to them.

#### 12. Cancellation Charges

The Registrar/ Controller of Examinations shall sanction cancellation charges of the berth in the interest of the University work.

#### 13. TA Claims

- i) The TA shall be claimed on a prescribed bill form indicating the name, designation, address of the employee, purpose of journey and the authority under which journey is performed, duly supported with travel documents.
- ii) The TA bill shall be countersigned by the competent authority as may be approved by the Vice-chancellor.

#### 14. Counter Signatures

- i) The TA claims shall require counter signature before the payment is made. The following shall be authorized to countersign the TA bills of various categories of staff:-

- a) Registrar in respect of the staff working under his control.
  - b) Controller of Examinations in respect of TA claims of the staff working under him and other teachers and officers invited for the conduct of examinations.
  - c) Deans of the Schools, for teachers attending conferences and other academic assignments connected with the affairs of their Schools.
  - d) Vice-Chancellor for his own TA bills and the TA bills of Registrar, Controller of Examinations, Deans of Schools and Dean of Students.
- ii) The officer authorized to countersign shall before countersigning a TA bill -
- a) scrutinize the bill with reference to the deputation order;
  - b) satisfy himself that mileage allowance for journey by rail etc. is in accordance to the class of accommodation to which he is entitled;
  - c) ensure that the claim for air travel is supported by air tickets;
  - d) exercise care that there is no breach of the fundamental principles of TA especially in the case of journeys performed by motor car.