

## 41 ORDINANCES OF IGNTU

zoro Rü0-33004/99 Che Gazette of EXTRAORDINARY PART III—section 4 PUBLISHED BY AUTHORITY REGD. NO. D. L.-33004 9 -3India o CAI•eo 117] No. 117] 1. 2. 3. 4. 5. 6. 7. 28, 2017+ 7, 1939 NEW DELHI, TUESDAY, MARCH 28, 2017/CHAITRA 7, 1939 25 2017 32 (1) (eng) ; 2 (5) (iii)] GRT NATH PANDEY ' Development -110001 Shastri Bhawan, 30 Vf t 1. 15 1739 GI/2017 2 THE GAZETTE OF : EXTRAORDINARY [PART III—SEC. 4] 300 I -aa-q 300 q. \$1 20 81Ä (Ruq) \*711 III-Aäu-g 4] 3 4. Q-Tifi 5. mofu 10. (+\*r Ng \*711 11. (UT\*t 12. I 13. Gg 32 (1) (31R) ; 4 1. 2. 4 3. 4. 5. 6. 7. 8

**9. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4]** %7äi) 3m? \* ä7V \* efr 3i.tr.€r./\*f ATé a:ßl \$1 Q-tT qi. 30 I 15 300 \$1 I 300 q. 20 QIN ft-F -Q I 5 300 I (truq) a I G. g. 3TR. [RäJA3-m/4/3RERUT/487/16] mmm GANDHI NATIONAL TRIBAL UNIVERSITY, AMAR-KANTAK (M.P.) No. IGNTU/2017[Reg/243. NOTIFICATION Amarkantak, the 25th March, 2017 —The following is published for general information.— ORDNANCE - 1 EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS AND FUNCTIONS OF THE VICE-CHANCELLOR [Section 32 (1) (r) of the Act; Statute 2(5) (iii)] SALARY 1. 2. 3. 4. 5. 6

**7. Pay: As notified by the University Grants Commission/Central Government from time to time.** Dearness and other Allowances: As notified by the Central Government from time to time other than House Rent Allowance. The Vice-Chancellor shall be entitled to such terminal benefits and allowances as fixed by the Central Government from time to time. The Vice-Chancellor shall be entitled to leave travel Concession, as approved by the University from time to time. Vice-Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself and his family members obtained from the Private OPD/ Private Wards of any approved Hospital / Nursing Home as approved by the University. Vice-Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from his home town to place of duty and back on his/her assuming office and relinquishing it on the expiry of his/her tenure. The Vice-Chancellor shall be entitled to receive Travelling Allowance at the rates fixed by the Executive Council. Leave: (a) The Vice-Chancellor shall, during the tenure of his office, be entitled to leave on Full Pay at the rate of 30 days 1. in the calendar year. The Leave shall be credited to his account in advance in two half yearly instalments of 15 days each on the first day of January and the first day of July every year. 6 (b) (c) (d) (e) 2. 3. 4. 5. 6

**7. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4]** Provided that if the Vice-Chancellor assumes or relinquishes the charge of the Office of the Vice-Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2 h days for each completed months of service. The Leave at the credit of the Vice-Chancellor at the close of the Previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days. The Vice-Chancellor, on relinquishing the charge of his/her office, shall be entitled for the number of days equivalent of the leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere. The Vice-Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of medical certificate, provided that when such commuted leave is availed of is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due. The Vice-Chancellor shall also be entitled to avail himself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of five year on medical grounds or otherwise. In case the Vice-Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term. During the period of such Leave, the Vice-Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities or services as may have been provided. In the case of any absence of the Vice-Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period, so spent shall be treated on Where an employee of the University is appointed as the Vice-Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Vice-Chancellor. Similarly, on his/her relinquishing the post of the Vice-

Chancellor and in event of his/her re-joining his/her old post, he/she shall be entitled to carry back the Leave at his/her credit to the new post. Further he/she may be allowed to contribute to any provident fund of which he/she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his/her appointment as Vice-Chancellor. If a person, employed in another institution, is appointed the Vice-Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior to his/ her appointment as the Vice-Chancellor and till he/she continues to hold his/ her lien on the post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she permanently employed, as admissible under the Rules. Amenities 1. The Vice-Chancellor shall be entitled to have water, power and rent free furnished residential accommodation with such furniture, as may be approved by the University. The premises of his/her lodging will be maintained by the University

**2. The Vice-Chancellor shall be entitled to the facility of a free official car.** He shall also be entitled to mobile phone and free telephone (with STD and ISD) service at his/her residence

**3. The Vice-Chancellor shall be entitled to one cook and two attendants at his/her residence.** POWER AND FUNCTIONS The Vice-Chancellor is the Chief Executive and Academic Head of the University and as such his/her power and duties include, among others, the following: I. 2

**3. To ensure that the provisions of the Act, Statutes, Ordinances and Regulations are fully observed.** To delegate his powers for day-to-day work to the Pro-Vice-Chancellor (s). Deans, Head of the Departments and other officers who should act on the basis of clear rules laid down in this regard. To ensure that the routine items regarding creation of temporary posts for short duration and sanction of leave etc. should not normally be referred to the Executive council. 4. 5. 6. 7. 8. 9. 7 To make appointments of Deans, Heads, Proctors, Dean of Students Welfare and Wardens etc. The appointment of the Pro-Vice-Chancellor (or Rector) and equivalent officers, however, may be made as per the provisions of the Act and Statutes. Power, not to act upon any decision of any authority, if he is of the opinion that it is ultravires of the provisions of the Act or Statutes or Ordinances or that such a decision is not in the best interests of the University. In both the cases he could ask the authority concerned to review the decision and if differences persist, the matter be referred immediately to the Visitor whose decision shall be final and binding on the Vice-Chancellor. As the chairman of the authorities, bodies and committees of the University he should be empowered to suspend a member from the meeting of the authority, body or. committee for persisting to obstruct or stall the proceedings or for indulging in behaviour unbecoming of a member. All the disciplinary powers in regard to students and employees shall vest with the Vice-Chancellor. He shall have the powers to suspend an employee and initiate disciplinary action against him. However, the Vice-Chancellor could delegate these powers to other officers. He shall be responsible for holding and conducting the University examinations properly at the scheduled time and for ensuring that results of such examinations are published expeditiously and that academic session of the University start and end on proper dates. In an emergent situation to take any action on behalf of any authority in which the power is vested and to report the action taken in the next meeting of the authority

10. He shall be responsible to allocate responsibilities and to audit the performance of officers, faculty members, staff and students against the expected standards

11. Managing the people (including students and academic staff), in a manner whereby there is a positive impact on society at large and the actions are in accordance with the overall plans of development etc

**12. To exercise all administrative and financial powers as defined in Statutes/ Ordinance.** 13. He/ she shall pass such Orders and take such measures that are necessary to implement any of the above. ORDINANCE - 2 EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS AND FUNCTIONS OF THE PRO VICE-CHANCELLOR [Section 32 (1) (r) of the Act; Statute 4(3)] The Pro Vice-Chancellor shall receive a salary as follows: 1. 2. 3. 4. 5. 6. 7. 8

**9. Pay: As notified by the Central Government from time to time.** Dearness and other / Allowances: As fixed by the Central Government from time to time. Where an employee of this University or any other Institution [Government and its organisations is appointed as Pro Vice-Chancellor, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/Contributory Provident Fund/Pension/ Gratuity transfer TA) to which he was entitled prior to his appointment as Pro

Vice-Chancellor, and till he/she continues to hold his/her lien on that post. The Pro Vice-Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself/ herself and his/ her family members obtained from the Private OPD/Private Wards of any approved Hospital/Nursing Home as approved by the University. The Pro Vice-Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her assuring office and relinquishing it on the expiry of his/her tenure. The Pro Vice-Chancellor shall be entitled to receive Travelling Allowance at the rates fixed by the Executive Council. The Pro Vice-Chancellor shall be entitled to have water, power and rent free furnished residential accommodation. The premises of his/her lodging will be maintained by the University. The Pro Vice-Chancellor shall be entitled to the facility of a staff car for journey performed between Office and his/her Residence. He shall also be entitled to mobile phone and free telephone (with STD and ISD) service at his/her residence. The Pro Vice-Chancellor shall be entitled to an attendant at his/her residence. Leave: 8 a. b. c. d. e. f. g. h. i. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 41 The Pro Vice-Chancellor shall be entitled to leave on Full Pay at the rate of 30 days in the calendar year. The Leave shall be credited to his/her account in advance in two half yearly instalments of 15 days each on the first day of January and the first day of July every year. Provided that if the Pro Vice-Chancellor assumes or relinquishes the charge of the Office of the Pro Vice-Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2h days for each completed month of service. The Leave at the Credit of the Pro Vice-Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days. The Pro Vice-Chancellor, on relinquishing the charge of his/her office, shall be entitled to receive a sum equivalent of the Leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere. The Pro Vice-Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of Medical certificate, provided that when such commuted leave is availed of is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due. In case the Pro Vice-Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term. During the period of such Leave, the Pro Vice-Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities or services as may have been provided. In the case of any absence of the Pro Vice-Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period so spent shall be treated as on duty. Where an employee of the University is appointed as the Pro-Vice-Chancellor, he/ she shall be allowed to avail himself of any Leave at his credit before his/ her appointment as the Pro-Vice-Chancellor. Similarly, on his/ her relinquishing the post of the Pro-Vice-Chancellor and in event of his/her re-joining his/her old post, he/she shall be entitled to carry back the Leave at his/her credit to the new post. Further he/she may be allowed to contribute to any provident fund of which he/she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his/her appointment as Vice-Chancellor. If a person, employed in another institution, is appointed the Pro Vice-Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior the his/her appointment as the Pro Vice-Chancellor and till he/she continues to hold his/her line on this post. The University shall also pay Leave Salary, Provident Fund, and Pension Contributions to the Institution, where he/she permanently employed, as admissible under the Rules.

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

Dr. A.R. SUBRAMANIAN, [ADVT.-1W4/Exty./487/16] Uploaded by Dte. of Printing at Government of India Press, Ring Road, Mayapuri, New Delhi-110064 and Published by the Controller of Publications, Delhi-110054. Digitally signed ALOK by ALOK KUMAR Date:-2017.03.29 KUMAR +05130' g«o-33004/99 R a<L.-33004/99 Che Gazette of ZJ dia EXTRAORDINARY 4 PART III—section 4 PUBLISHED BY AUTHORITY 1571 No. 151] 1 2. 3. 4. 5. 6. 7. 8. 9. 2711 GI/2017 24, 20177a•vrra 4, 1939 NEW DELHI, MONDAY, APRIL 24, 2017NAISAKHA 4, 1939 Dr. NATH PANDEY Ministry of n

17 2017 Resources Development -110001 on-IIOOOI 16) 18 3-T@FT fQj--fluT i (l) 12 13 14 15, 16. 17. 18. 19. 20. 21. 22. 23. % 'PHE GAZETTE OF INDIA : frlfã 3iR.4 q; I 45 Q5 60 arca 2 1 IT. 60 fãAJ q. g. \$1. .3T\$TTN:FT FTR I QQ Pag qa-T I R@lé I -45T -a III—Evg 4) 3 24. 25. 27. 28. 29. 30. 31. 32. 33. 1. 2. 3. 4. 5. 6. 7. 8. A>Té \$1 a-ur -a-ur 31Tü y-äE.FT 32 (1) (31R); 6(3)) fri, -\$1 31@fÄ (62) I fr5 Q-fii) -\$1 fã-g i uT .3ftQ-e.TdT, -end-ait B-fÄ 1 2. 1. 2

**3. THE GAZETTE OF INDIA : EXTRAORDINARY aq (u) fhutfQe u) fhüff&-l aft 3fi-&-ui -a -\$ \$1 fief-VI I QI) \$1 49 non-fQ2if gINT xhfifäQii 32 (1) (3TR); 7(3)) 3ßfÄ gINT GT (62) \$1 I e-ft fãAJ III—Evg 4] 5 4. 5. 6. 7. 8. 9. 1. 2. 3. 1. 2. 31éwéT.) 34fÄqR[ v) TINT — 11 32 (1) (31R)) I -\$ q-e-å a-g 'RZIT2fi' 3 8 9 10. 11 12. 13**

**14. THE GAZETTE OF INDIA : EXTRAORDINARY •gfhfé-h fro-qi) h•-pq--a ii.I fi-zn-fäfrif I aft | iii. I Q, 3@fh 2, Ruhé I dB fãq 15. (frT 16. \$1 I 17. : — 13 32 (1) €1)) (34THN:i) III—ugg 4] 7 (3-FR#) 1. 2. 3. 2. 3. tr.gg.\* fi.g-g\* — 14 32 (1) (w) 39) 342Jfi-a e:-f2-q:-• &-hiu I ii. \$rq -,-fãfä-fÄ-äi ya-qifä---qs R\*-q-G y-h--ålfhfüs-u-ä IP. G AZETI"TE INDIA AR Y RTHI \$1 vil I 5. 1. 2. 1. 11. 111. VI. iii. iv. iii. 1-gQ5 : 31 (4 6) 16 5 (XXi)) tph, a-rf gINT fr5@T (goafl<) ur IO 5. 6**

**7. THE GAZETTE OF INDIA : (h.10 10 a. 10 20 30 \$1 qié fZT\H fcül Eke. : Qlfã(fl -d; fib lil. iii. vi. vii. ii. iii. iv. 31 \$1 e.2TFT GTIVTT: 7T. Rent; N.(T 30 t -\$ 3TFTI#f I g-ft-<T4, a-ique (i, RfÄ I QTä 15 III—7avg 4] 8-TITT : 11 8. 9. v. 1 5 // -å-a-T -2 -a (v) ii. (VT) (m) fifä g) Rfã (71) fifä (ÜIÄI@R) 10. \$1 gg: a-ft 11. 12. a-g YHTUT—ÄÄ / (vq-zi) •.3FQ4 -g-TRI "CHF, OF INDIA EX'FRAC)RDINARY c.bl 21 1 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 22 fh2i=ÅUl un-r 32 (1) (3TR)) (2009)" I - 24 Qh 5 (xiii) 32 (1) (Gft)) a-TTUIR \*TTT I fr5'4T 1 VT-a-fi I 3ßfÄ I 2007 -q-FT I 3Te--1A RT2.4T -\$ -qn-å GfIAJQTT I III—avg 4] 3-TqTt..IT(IJl 25 5 (xxv) 29 (1)) ff-;q-äö--r -qs-q•-å GTVTT• 13 1. 2. 3. 4. a-q-rq g-@-q-r €13, I iii. v. vi. vii. 15 e, I (15 1?Q) I ii. u-r I iii. I vili. I ix. I gINT xii. a-ft I xiil. \$1 xiv. q-å I 3E?TTF€FGT -Ö fã-q ii. OF INDIA : 5, 6 ii. iii. v. Udi 13(5; •ufih (ufr l) 3âr Gil 3i\R a, til \$qfä f?ptu 1 1 2007 39 40 I — 29 (1) (ga); (12) (2) (xiii)) 2- W<FT 091 341t.ITV I III—Gug 4] 15 1. 2. 3. 4. 5. 6. 1. 111. v. 30 (5) (ii). 32 (1) (€1)) \$1 .3ßfÄ €-h-afi (u: -Qi--€-q) I 2009 a-vqfä I 75% 3-üfh I 50/0 Q E I @pfi, i. / ..31E2TZFZl GIRT I ii. 2) 3-11ETTQ -a cox gINT THE GAZE'I"IAE OF INDIA : 1 ux qTk1 31 (32) (1) (3TF()); 32) ufQq-q gg qf{hq-q -o-,l mof-a -a Ufä qtr) I (71TF) 17 gINT -a-a --å -q-l-g-•frl I tTHia l. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. — 32 18(2) I \$1 'fifr-eg" gINT ,3fr ZT\$ I 12(2) (ii) 3-pæfä:tui I geng I 19(1) Q-TRä \$1 fäg I R•fäx ftQ.fr ZIT f\*-q-a 1 THE GAZE'F"TE OF INDIA : EXTRAORDINARY 16 19 20 21 22 23. 24. 25 1. 2. 3. 4. 5. 6. 7. 19 fãAJ 31fãfruH/Rifãfã/31€m-&Q1 I \$1 fifi.Ä Qh åu gh7TT I — 33 fãAJ / — 40 32(1) \$1 NQ-iN I '3q@e.T C q-ITTI 4] 19 5 (xxvi). 48 — 51 ff-q-\$1 1. 2. 3. 4. 5. 6. ii. iii. 3-TEA&-T GIRT -a -G-a-ra-q R-u-qä -ö I AYI. .20 No. IGN'liU/2017/336 GAZETTE OF INDIA : EXTRAORDINARY INDIRA GANDm kNATIONAL TRIBAL UNIVERSITY NOTIFICATION Anvarkanlak'. the 17th April. 11 ts pubii.shcd inf( DI RECTOR OF REGIONAL CEN"J'RE [Section 16 of the Act] "Fhe I)irector shall be the Academic and Administrative Head of the Regional Campus/Centre. The Director of the Regional Campus/Centre shall be lhe whole lime salaried officer appointed on the basis of direct recruit:nent on the reconlmdation of the selection cornrnittce, constituted as per the Statute 18', in such 3 4. 6. 8. 9. IO. 11. 12. 13. 14. 15. 16. 17. 18. pa\_v scale as reconwnended by U.G.C and adopted by the Executive Council Cron) time Io lime. 'l'hc Director shall retire at the age of sixty' five years, "l'he Director of the Recional Campus/Centre shall be non-vacational employee of the U niversitv. "l\*hc services of the I)irector shall be governed by the Act. Statutes. ()rdinances and regulations Universitv. The services of the Director Inay be utilized anywhere as per administrative cxioenctes of the University. He shall attend the rneeline.s of all the statutory bodies as prescribed by the Statutes. He shall exccute the acadenic calendar of the (Jniversity in the Regional Calnpus/Centre. of the 'l'he Director shall bc entitled to unfurnished residential accomlnodation for which he/she should pay prescribed licence fec. In case of non-availability of such accommodation he/she will be entitled to obtain HRA as per Central Government Rules. Mobile phone and free telephone service shall bc provided. The Director shall be entitled to such leaves, allowances, provident fund and other financial benefits as prescribed by the University from time to lime for its non-vacational staff. He shall be entitled to the facility of staff car between the office and his/her residence. The Director shall bc entitled to all the service benefits as applicable to other employees of the University. There shall be a Management Board for the development of Regional Campus/ Centre which shall be constituted as per the approval of the Executive Council. The Director shall be the chairman of the management board. Provided that the Vice-Chancellor shall preside, if present. The Director shall have the**

power to recommend disciplinary action/ suspension pending inquiry to impose the penalty against the employees of the Regional Campus/ Centre to the management board of the Regional Campus/Centre. The University shall act as per rules. a) provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity to showing cause against the action proposed to be taken in regard to him/her. b) For non- teaching staff. except group A official, the decision of management board shall be forwarded to the Vice-Chancellor and appeal should lie within 60 days of the issue of the Order against which of the employee is aggrieved. The decision of the Vice-Chancellor shall be the final. c) The Group A and academic staff, not satisfied by the Order of the decision of management board, may appeal to the Executive Council within 60 days of the order. The decision of the Executive Council shall be final. The Director shall have power to sanction all kinds of leaves such as casual leave. half- pay leave, medical leave and earned leave to staff of the Regional Campus/Centre. The leave of the Director shall be sanctioned by the Vice-Chancellor of the University. He shall prepare and submit the proposals pertaining to the socio-economic development of the tribes of the Region and curriculum related activities of Regional Campus/Centre after the recommendation of management board to the University authority for approval and implementations. He shall forward/recommend the applications of the employees of the Regional Campus/ Centre for deputation/lien to the University for Outside Employment. 111-@TZ 4) 21 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32

**33. He shall approve the applications of the teachers for local and national seminars, workshops and training.** He shall forward/recommend the applications of the teachers to attend the international seminars, workshops, training etc. to the University for proper approval. The duty of the Director, Regional Campus/Centre shall be as follows: a) b) c) d) e) f) g) h) i) to organize and supervise the teaching and research activities of the Regional Campus/ Centre. to frame the time-table of Regional Campus/Centre in conformity with the allocation of the teaching work with the approval of management board. to maintain discipline in the Regional Campus/Centre as per the Ordinance of the University. to assign the teachers in the Regional Campus/ Centre such duties as may be necessary for proper functioning of the Regional Campus / Centre. to assign work and exercise to control over the teaching and non-teaching staff of the Regional Campus/Centre. to conduct the staff meeting of Regional Campus/ Centre and submit the report to the University. to maintain the minutes of all the meetings. For implementation if necessary he Shall] obtain the recommendation of the management board for approval of the Vice-Chancellor. The Director of the Regional campus/centre shall have the right to present and to speak at meetings of the committee of the faculty of the regional campus/centre and shall have the right to vote there at unless he is a member thereof. be the custodian of the record and such other property of the regional campus/centre on behalf of the Registrar of the University. The Director shall send a brief report about the working of the Regional Campus/ Centre for inclusion in the Annual Report of the University. If the Office of the Director of Regional Campus/ Centre become vacant due to death, resignation or otherwise, or if he is unable to perform his duties due to ill-health or any other cause. the duties of the office shall be performed by such person as the Vice- Chancellor may appoint for the purpose. The Director shall arrange and superintend the examination of Regional Campus/ Centre in the manner prescribed by the Ordinance. He shall organize the examination as per the direction of the University and shall pay honorarium and remuneration in consultation with the Controller of Examination. He shall prepare the budget of the Regional Campus/ Centre and submit it to the University through management board for inclusion in the University Budget for placing it in the Finance Committee. The Annual Accounts and balance sheet of the Regional Campus/ Centre shall be prepared by the Director under the direction of the Finance Officer after the approval of the management board. After the approval, matter shall be reported to Executive council. Accounts of Regional Campus/Centre shall be prepared under the direction of the Director concerned and submitted to respective AG of the State for audit after recommendation of the management board and Finance Committee and approval of the Vice-Chancellor. The Director shall submit a copy of the Annual Account together with the audit report thereon to the University for the approval of the court and Visitor along with the observation of the Executive Council. He shall be responsible and answerable to the expenditure of the Regional Campus/Centre and if there shall be any anomalies, University authority shall take appropriate action as deems fit. The Director shall be empowered to accept donation, institute chairs and distribute scholarship for the development of his/her campus/Centre from public/institution/organization. Any new proposal regarding financial and academic with regard to Regional Campus/Centre shall be forwarded to

the Vice-Chancellor through the Management Board. Notwithstanding the above, the Director shall perform any additional duties as assigned to him/her by the Vice-Chancellor and Higher Authority of the University. THE GAZETTE OF INDIA : EXTRAORDINARY ORDINANCE- 5 • MEN'S, TERMS AND CONDITIONS OF SERVICE AND POWERS AND THE REGISTRAR [Section 32 (1) (r) of the Act; Statute 6(3)] whole officer appointed on the basis of direct recruitment 3. 4. 5. 6. 7. 8. recommendation of a Selection Committee constituted for the purpose for tenure of five years which can be renewed be placed in the scale of pay as by the a similar term by the Executive Council and shall have various Grants and adopted by the Executive Council from time to time. Provided that the Registrar shall retire on attaining the age of sixty-two years. His organisation is appointed as where an employee of this University or any other institution/Government, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/Contributory Provident Fund/Pension/Gratuity/Transfer Tax) to which he was entitled prior to his appointment as Registrar, and till he/she continues to hold his/her lien on that post. The terms and conditions of service of the Registrar shall be such as prescribed for other non-vacational employees of the University. When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose. If the services of the Registrar are borrowed from Government or any other organization/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India. A Registrar on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice-Chancellor. The Registrar shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also to mobile phone and free telephone (with STD and ISD) service at his/her residence. The Registrar shall be entitled to such Leave, Allowances, Provident Fund and other terminal benefits as prescribed by the University from time to time for its non-vacational staff. The Registrar shall be entitled to the facility of staff car between the office and his/her residence. RESPONSIBILITIES AND DUTIES 1. 2

**3. The Registrar shall have power to take disciplinary Action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending Inquiry, to administer warnings to them or to impose on them the penalty of censure or withholding of increment.** (a) Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the Action proposed to be taken in regard to him. (b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a). (c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations. Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty. The Registrar shall be ex officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of either of these authorities and he shall be ex officio Member-Secretary of the Court. It shall be the duty of the Registrar — (a) (b) To be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge. To issue all notices convening meetings of the court, the Executive Council, the Academic Council and of any Committees appointed by those authorities. (c) (d) (e) (f) (g) 23 To keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities. To conduct the official correspondences of the court, the Executive Council and the Academic Council. To supply to the visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings. To represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and To perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Executive Council or the Vice-Chancellor. ORDINANCE - 6 EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE FINANCE OFFICER [Section 32 (1) (r) of the Act; Statute 7(3)] 1. 2. 3. 4. 5. 6. 7. 8

**9. The Finance Officer shall be a whole time salaried officer appointed on the basis of direct recruitment on the recommendations of a Selection committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed**

**in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.** Provided that if the Finance Officer is appointed on deputation basis from an organization/Accounts/Audit service/cadre, his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs. Provided further that the Finance Officer shall retire on attaining the age of sixty-two years. Where an employee of this University or any other Institution/Government and its organisations is appointed as Finance Officer, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/Contributory Provident Fund/Pension/ Gratuity/Transfer T A) to which he was entitled prior to his appointment as Pro Vice-Chancellor, and till he/she continues to hold his/her lien on that post. When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose. The terms and conditions of service to the Finance Officer shall be such as prescribed of other non-vacational employees of the University. If the services of the Finance Officer are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India. A Finance Officer on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice-Chancellor. The Finance Officer shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee and also mobile phone and free telephone (with STD and ISD) service at his/her residence. The Finance Officer shall be entitled to such Leave, Allowances, provident Fund and other, terminal benefits as prescribed by the University from time to time for its non vocational staff. The Finance Officer shall be entitled to the facility of staff car between the Office and his/her residence.

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

1. The Finance Officer shall- a. b. exercise general supervision over the funds of the University and shall advise it as regards to its financial policy; and perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes of the Ordinances.
2. Subject to the control of the Executive Council, the Finance Officer shall hold and manage the property and investments of the University including trust and endowed property. ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure are not exceeded and that all income is expended on the purpose for which they are allotted.
3. He shall be responsible for the preparation of presentation to the Executive Council, accounts and University and keep a constant watch on the state of the cash and bank balances and on the state of investments: watch the progress of the collection of revenue and advise on the methods of collection employed: ensure that the register of buildings, lands, furniture and equipment are maintained up-to-date and that stock-checking is conducted of equipment and other consumable materials in all offices, Departments, Centres and Specialized Laboratories; bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action persons at fault; and call for from any office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.
- 3.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

**9. Any receipt given by the Finance Officer or the person or person duly authorized in this behalf by the Executive council for any money payable to the University shall be sufficient discharge for payment of such money.**

**ORDINANCE - 11 THE PROCTOR** [Section 32 (1) (r) of the Act] The Proctor shall be appointed by the Vice-Chancellor from amongst the teachers of the University not below the rank of Associate Professor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as may be delegated/assigned to him/her by the Vice-chancellor. "Students", referred to above, mean regular and ex-students of the University on the rolls of Faculty/Department/ Regional Campuses/Centres/Hostels. The Proctor shall hold office for a period of three years and shall be eligible for reappointment. The Proctor shall have all such powers delegated to him/her by the Vice-Chancellor. The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve from time to time. The Proctor shall be the Secretary of the Student Discipline Committee, and he/she shall convene the meetings of the Committee. The Proctor shall be assisted by Deputy Proctors and Assistant Proctors appointed by the Vice-chancellor for a term of three

years. The Deputy Proctors and Assistant Proctors shall be entitled to such allowances and amenities as the Executive Council may approve from time to time. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases. The Proctor shall in case any indiscipline in the hostel takes action in consultation of warden

**10. The Proctor shall: (1) monitor the disciplinary climate prevailing in the student community: (2) take preventive steps such as issue of notices, warnings, instructions regulating certain acts, arrangements for the purpose of forestalling acts of individual or collective indiscipline: and other** III—Rau-g 4] 25 (3) collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary the Proctor shall place the relevant information before the Vice-Chancellor or the Student Discipline Committee for their decision; and (4) issue all orders relating to disciplinary proceedings against students. I I. The Proctor shall make arrangement for the maintenance of Cycle/Scooter Stands in the Faculties

12. The Proctor shall maintain liaison with the local Administration in matters regarding the law and order situation in the University Campus

13. The Proctor shall have the power: (1) (2) (3) to suspend or institute proceedings in cases of breach of discipline referred to him/her by the Vice-chancellor or reported to him/her by any other person or noticed by himself/herself; to suspend or gate a student up to a maximum period of two weeks; and to impose a fine as prescribed from time to time

**14. In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Student Discipline Committee for suitable action-** 15. Foreign students' welfare (visa etc.) 16. VIP Security 17. Protection of University property The Proctor shall perform such other functions as the Vice-chancellor may direct from time to time.

ORDINANCE - 13 COURSES OF STUDY [Section 32 (1) (b) of the Act] There shall be Courses of study in the University for the Degrees Diplomas and Certificates in various Faculties as under: The following shall be the Degrees conferred by the University: Name of the Degree Bachelor of Arts (Honours) Bachelor of Science (Honours) Bachelor of Commerce (Honours) Bachelor of Business Administration Bachelor of Computer Application Bachelor of Education Bachelor of Physical Education Bachelor of Journalism and Mass Communications Bachelor of Art in Law Bachelor of Pharmacy Bachelor of Social Work Master of Arts Master of Science Master of Commerce Master of Business Administration Master of Computer Science or Application Master of Education Master of Physical Education Abbreviation B.A. (Hons) B.Sc. (Hons) B.Com. (Hons) B.B.A. B.C.A. B.Pharm. \* B.S.W. M.A. M.Sc. M.Com, M.P.Ed.\* EXTRAORDINARY Masterl Master GAZETTE OF INDIA 01 Journalism and Mass Communication of Pharmacy of Social Work .Subject to approval trotn stat ulory bodies Regulations respec! of all !h'.• ( ) ur.ses listed above shall addition Io the above the Council shall ha vc pr« H' ramnuc on the ot the concernc(l Fhe percentape of mark.\ as "i ven in the nunirnun) cli oibility by the Acadelnic• Cou ncil fron) tinu: 'KO LI mc. M.J.M.C. bc frillliied by the Universit\ . Introduce, nu)dity or disconunuc a (he power to Board. requircnu-•nts and allotted seats shall be approved l'he as decided by the University in the Ininilnum eligibility conditions shall be Ironl those Universities/ Institutions/ Boards which have been reconunised by the Universitv. ORDINANCE - 14 REGIONAL CAMPUSES/CENTRES [Section 32 (I) (m.) of the Act; Statute 39] 'The University shall establish Regional C.ampuses/Centres in tribal populated arca in the states in accordance "'ith Indira Gandhi National Fl'ribal University Act and Statutes. All the Regional Campuses/ Centres shall be ooverned by Indira Gandhi National Tribal University, Amarkantak'. Each Regional Campus/Centre shall have a Director who shall be the Head of the Regional Campus/ Centre. 'The Regional Carnpuses/Centres shall have following and functions: 3 4. 11. 111. v. VI. Vil. "To provide avenues of education, especially higher education and research facilities primarily for the tribal population of the region. To disseminate and advance knowledge by providing instructional and research facilities in tribal art, tradition, culture, languaoe. medicinal systems. customs, flora, fauna, forest based economic activities and advancement in technologies relating to the natural resources of the region. To provide interdisciplinary research facilities in collaboration with other organizations, especially for undertaking cultural studies and research on tribal population of the region. To formulate tribal centric development models, publish reports and monographs

and to organize conferences and seminars on issues relating to tribes. To explore the appropriate measures for the promotion of the members of the tribal communities in accordance with their own needs by access higher education through regional campuses/centres. To take appropriate measures for improvement of social, educational and economic conditions of tribes of respective regions. The regional campuses/centres shall perform other innovative works for regional development by the competent authorities. viii. The regional campuses/centres shall perform all other functions as directed by the University from time to time. Management Committee: The Board shall consist of the following members:- 1. 11. ill. iv. Director Secretary/ Commissioner of Higher Education of the State Registrar of the nearest Central University At least one member being the member of the Executive Council and nominated by the Chairman of Executive council Chairman Member Member Member [ t-TITI 4] V. One educationist belonging to Scheduled Tribe community of the State in which the Regional Campus/Centre is located One Professor of Regional Campus/Centre nominated by Vice- Chancellor Dy. Registrar /Assistant Registrar of Regional Campus/ Centre 27 Member Member Secretary 5. 1. 2. 3. 4. 5

**6. More than 50% of the existing members shall form the quorum of the meeting.** Inspection of the Regional Campus/ Centre: Every Regional Campus/ Centre shall be inspected by the University as per the Statute 31 (4 to 6). ORDINANCE - 16 ADMISSION COMMITTEE [Section 5(xxi) of the Act] There shall be Admission Committee for all the Programmes in each Faculty/Department for regulating the admissions to all Courses offered in the University comprising the following: (i) (ii) (iii) (iv) The Dean of the Faculty concerned (in case of single discipline Faculty)/ Head of the Department One faculty member, not below the rank of an Associate Professor to be nominated by the Dean Three teachers, one each from amongst the Professors, Associate Professors and Assistant Professors by rotation One person each representing SC/ST/OBC/Women and Minority candidates from the teaching community preferably if not already represented by the above members Chairman Member Members Members The Committee shall: 1. ii. Ili. V. vi. scrutinize the Application Forms for admission of the candidates in accordance with the conditions of admission prescribed by the Academic Council from time to time; conduct the Admission Test(s) and/or Interview; or as otherwise provided. however in case of Common Entrance test, the performance in such test will form the basis for subsequent admission process. after the evaluation of the Admission test(s), a reasonable number of candidates from each category will be called for admission to the course concerned subject to their scoring the minimum cut-off marks in the entrance test for admission to different courses as prescribed by the Academic Council: prepare the merit list based on the marks obtained by the candidates in the Admission Test and/or Interview as decided by the Academic Council; prepare a list of the candidates selected for admission to be submitted by the Chairman of the Committee to the Dean of the Faculty concerned; vii. Suggest methods to improve reliability and standard of the entrance test(s). The members of the Committee other than ex-officio members shall hold office for a term of one academic year. In case of non-availability of any teacher from any of the aforesaid categories. the Head of the Department may appoint another teacher from the remaining categories of the teachers by rotation. The Chairman of Admission Committee may co-opt not more than three members of the Department]Centre representing different areas of specialisation under intimation to the Vice-chancellor. Not less than 50% of total number of members of the Conunittee shall form the quorum. THE GAZETITFA OF INDIA . ORDINANCE - 17 ENTRANCE EXAMINATION [Section 32 (l) (r) of the Act] for the technical, i'here shall be entrance exannnallon a nd other courses as decided by lthe Universit v 4. 5. 6. 2. 3. 4. the utndehnes of Cornpetent ft-onl to tune. the entrance exaniination shall be (ecided and approved hv the concerned Faculh cuidciincs ( A 'lhc Entrance Exanunauon shall be held at headquarters and other such places as specified and approved by the (-;niverslty or per the euidelines of Competent Authorities/GOI from time to tilne. Provided that (tn case the entrance exarnination orrganized by the University) the I leads of Departinents concerned shall prepare the question bank for the entrance examinations to be forwarded to the Controller of Exalnation.s lthrough the D)can the Faculty concerned. The Controller of Exalnation,s shall set the question paper from the question banks received in confidential Inanner and conduct the entrance exan)ination. Question papers of all examinations shall be set and answered as per • 'Medium of Instructions Ordinance. During an entrance examination the candidates shall be under the disciplinary control of the Chief Superintendent of the centre, who shall issue the necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisor v stuff or with any of the invigilators at the Centre. he/ she may be expelled from the

examination for that session. The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The Committee will make recommendations for disciplinary action as deemed fit to the Vice-Chancellor, whose decision shall be final.

**ORINANCE - 19 FEES PAYABLE BY STUDENTS OF THE UNIVERSITY**

The Executive Council on the recommendations of the Academic Council shall, from time to time prescribe the fees payable by students. Students admitted to various programmes of studies shall pay the fee as prescribed. Due date and mode of payment: i. The students shall deposit fees as prescribed by the University from time to time. ii. Fees shall be paid on or before the date fixed by the University. Delay or default in payment: (2) (3) (4) If a student does not pay fee on time, a fine shall be levied as follows: (a) 10% of the fees for the first 10 days (b) 20% of the fees for the next 10 days (c) 30% of the fees thereafter up to the last date of the month in which the fee is due. The Vice-Chancellor, on his/her behalf any other officer to whom his/her power has been delegated may on the recommendations of the Dean of the Faculty concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application setting forth the reasons for late payment of fee. Such applications should be submitted well ahead of the due dates, so that a decision may be taken. Names of the defaulters, which shall be put up on the Notice Board shall be removed from the rolls of the University with effect from the first day of the following month. A student whose name has been struck off from rolls of the University may be re-admitted on the recommendations of the Dean of the Faculty concerned and on payment of arrears of fees in full and other (5) 29 dues, together with a re-admission fee as fixed by the University and subject to the student fulfilling the minimum attendance criteria. Whenever a student proposes to withdraw from the University, he/she shall submit an application to the Dean of the Faculty concerned through the Head of the Department] Centre intimating the date of his/her withdrawal. If he fails to do so, his/her name shall continue to be kept on the rolls of the University for maximum period of one month following the month up to which he has paid the fees. He/ she shall also be required to pay all fees/charges that may fall due during his/her period. 5

**6. Students exempted from fee: Blind students/Dependent children of Leprosy affected persons shall be exempted from payment of all the tuition fees.**

Concession in fees: (2) (3) (4) The Dean of the Faculty, on the recommendations of a Committee consisting of the following, shall grant free-ships up to the percentage which may be prescribed by the University Grants Commission in his/her regard. (i) Dean—Chairman (ii) Three Heads of Department nominated by the Vice-Chancellor. (iii) Three students of the Department concerned nominated by the Vice-Chancellor. If the number of applicants for free-ships is more than the number of free ships available, the committee referred to in sub-clause (i) may recommend half free-ships to some of the applicants so that the total of free-ships does not exceed the prescribed percentage. Applications for concession in fees shall be submitted on the prescribed form to the Dean of the Faculty concerned through the Head of the Department by 31st August or by such other date as may be specified by the Dean. Applications received after that date shall not ordinarily be entertained. The following factors shall be taken into account while making recommendations on the applications of students for grant of free ships; (a) (b) (c) (d) Academic record of the student; His/her progress in studies in the case of renewal of free-ships; His/her financial condition and Any other factor, which shall also be recorded. The list of students, whom concessions have been awarded ordinarily shall be notified by 30th September. (5) Free-ships granted during the academic year shall not be renewed automatically in the following year. The students in need of such concession shall submit fresh applications every year, which shall be considered along with new applications received in the year. (6) A free ship granted to a student may be cancelled if his/her conduct or progress in studies is found to be unsatisfactory or if his/her financial condition improves and he/ she is no longer in need of fee concession. (7) Fees concession for SC/ST/Kashmiri migrant students and any other category as per Govt. of India directives shall be applicable. (7) Refund of fees, security deposit etc: (1) (2) Security deposit or caution money are refundable, on the application from the students on his/her leaving the University. after deducting all dues, fines and other claims against him/ her. If any student does not claim the refund of any amount lying to his/her credit within one calendar year of his/her leaving the University, it shall be considered to have been donated by him/her to the Students Aid Fund. Explanation : The period of one year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his/her name is struck off from the rolls of the University. THE GAZETTE, OF INDIA If, after having

paid the fees, a candidate desirous of his/her admission to be cancelled, he shall be refunded all fees and deposits except Tuition fee for one month. Admission Fee and Enrollment fee, provided his/her application for withdrawal is received by the Registrar at least five clear days before the commencement of the academic session concerned or within five clear days after the completion of admission. After having paid his/her fees, a candidate does not sit, only the sports fee and Deposit shall be refunded to the applicant for withdrawal received after the expiry of 15 days from the commencement of the academic session would entitle a student for the refund of Security Deposit/Caution Money only. If a student owes any money to the University on account of any (income) he/she may have caused to the University property, it shall be along with outstanding Tuition Fee and fines, if any deducted from the Security Deposit due to him/her. (8) The fees and its structure for the various University courses shall be decided by the Academic Council from time to time under the following heads: (1) (11) Administrative process fee (a) Application Form Fee (with Brochure & Examination Fee) (b) Enrollment Fee Extra Curricular Activities Fee (a) Sports Fee (b) Cultural Activities Fee (c) Students Welfare Fee (d) Medical Fee Course Fees (a) Tuition Fee (b) Laboratory Fee (c) Library Fee Deposits (Refundable) (a) Caution Money (Laboratory) (b) Caution Money (Library) (c) Caution Money (Hostel) (9) (10) (11) The fee under these heads shall be charged from time to time as per the recommendations of the Academic Council. Students shall not be issued Hall Ticket or allowed to appear at the Examinations unless they have cleared their dues and paid the examination fee. Fees for rechecking: The fees for rechecking shall be fixed by the University. Provided that the fees shall be refunded to the candidate if, on re-checking the results, any error or omission is discovered in the results notified by the University. Fees for the supply of Statement of Marks: (2) Every candidate shall pay along with the examination fee, a fee as fixed by the University for the supply of statement of marks for each examination. The candidate shall collect the statement of marks through the Head of the Department/Centre concerned. III—Ev 4] 31 (3) Duplicate copies of Statement of Marks shall be supplied on payment of a fee as fixed by the University for each statement of marks. (12) Fees for issuing transfer, provisional and other certificates: (I) The following shall be the fees for issuing Transfer/Provisional and other Certificates and for duplicate copies thereof: a b c d e f Transfer Certificate/ Migration Certificate Duplicate copy of the Transfer Certificate Provisional Certificate of having passed an examination of the University Duplicate copy of the above Degree Certificate ( In-Person) Degree Certificate ( In-absentia) Duplicate copy of Degree ( on production of FIR) Bonafide Certificate Any other Certificate Duplicate copy of any other certificate as fixed by the University (2) A student or candidate, who wishes to add or to alter his/her name as originally recorded in the University Register shall pay a fee fixed for the purpose by the University. Such addition or alteration shall be made to his/her original name as alias in the University Enrollment Register after he has fulfilled the necessary formalities. ORDINANCE - 21 MEDIUM OF INSTRUCTIONS [Section 32 (1) (c) of the Act] English and Hindi shall be the languages of instruction and examination for under-graduate classes and English shall be the medium of instruction and examination in post-graduate classes. Provided that in the subjects of literature and language the medium of instruction and examination shall be the language and script of the respective literature and language. ORDINANCE - 22 CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS [Section 32 (1) (r) of the Act] Ragging is prohibited and punishable under the UGC Regulations on "Curbing the Menace of Ragging in Higher Educational Institutions (2009)" as issued and amended by the UGC from time to time. I. ORDINANCE - 24 AWARD OF FELLOWSHIP, SCHOLARSHIPS, STUDENTSHIPS, MEDALS AND PRIZES [Section 5 (xiii) and 32 (1) (g) of the Act] In order to encourage meritorious and deserving students to pursue Courses of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, Studentships and Free-ships, for financial help, and also provide for award of Medals and Prizes. There shall be instituted Scholarships in every subject to be awarded to the students of the University/ Regional THE GAZETTE OF INDIA • Catnpus/Centres subject to availability of funds. Rules for award of the same will be laid down in the Regulations. There shall be fee concession in the form of full Free-ships of tuition fee in each School and Department as per norms of the UGC to students. The first and second rank holder shall be decided by the University. There shall be administered at the University level by a Committee to be formed consisting of the Vice-Chancellor. 78910. 11

**3. There shall be Fellowships Instituted in the University, subject to availability of funds.** for studies or research as approved under the norms of UGC or other funding Agencies from time to time. There shall be a scheme to award Medals/prizes to the meritorious students of the University and Regional Centres/ Institutes for their best performance in various University Examinations. The University shall have power to Institute endowments from time to time in accordance with the Indira Gandhi National University, Amarkantak Act 20(7). There shall also be a Committee constituted by the Vice-Chancellor for administration of each endowment and to implement the objects of the endowment. Detailed guidelines shall be framed from time to time by the Executive Council governing the administration of Scholarships, Free-ships, Fellowships, Medals and other such endowments created in the University. The University shall have the power to accept donations from individuals intended for the award of Fellowships, Scholarships, Medals and prizes for the students to be governed by regulations.

**ORDINANCE - 25 STUDENTS DISCIPLINE** [Section 5 (xxv) of the Act; Statute Discipline includes the observance of good conduct and orderly behaviour by the students of the University; The following and such other Rules as framed by the University from time to time, shall strictly be observed by the students of the University; i. 11. iii. iv. VI. vii. Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places; No student shall visit places or areas declared by the University as "trespass/prohibited areas" for the students: Every student shall always carry on his/her Identity Card issued by the competent authority; Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the University; Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action; The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the competent authority; and If a student is found to be continuously absent from Classes without information for a period of 15 days in one or more Classes, his/her name shall be struck off the rolls. He/she may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee etc. He/she will not be readmitted beyond the prescribed period. Indiscipline shall include: 1

**11. Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned; Causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc:** [ 41171 III —@JZ 4] 33 iii. vii. x. xi. xn. xiii. xiv. Disobeying the instructions of teachers or the authorities; Misconduct or misbehaviour of any nature at the time of elections to the student bodies or at meetings or during curricular or extra-curricular activities of the University. Misconduct or misbehaviour of any nature at the Examination Centre; Misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any invitee/guest to the University, Causing damage, spoiling or disfiguring to the property/equipment of the University. Inciting others to do any of the aforesaid acts; Giving publicity to misleading accounts or rumour amongst the students; Mischief, misbehaviour and/or nuisance committed by the students in the campus/ hostels: Refusing to produce or surrender the identity card as and when required by Proctorial and other staff of the University. Any act and form of sexual harassment, ragging or discrimination on the basis of caste, category, religion, race; Engaging in unlawful activities that includes membership of banned organizations, organizing meetings and processions without due permission of the competent authorities; and Any other conduct anywhere which is considered to be unbecoming of a student. 4. 5

**6. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below: (2) Campus Ban; (3) Expulsion; and (4) Rustication.** However, no such punishment shall be imposed on an erring student unless he/she is given a fair chance to defend himself/herself. This shall not preclude the Vice-Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him/her. All powers relating to discipline and disciplinary action in relation to the student shall vest in the Vice-chancellor. However, the Vice-chancellor may delegate all or any of his powers as he deems proper to the competent authority or to the Discipline Committee as the case may be or any functionary of the University. (i) (iii) Without prejudice to Section there shall be a Discipline Committee comprising of the following members: (1) (2) (3) (4) (5) Vice-Chancellor's nominee or Pro-Vice-Chancellor Dean Students' Welfare Deans of the Faculties Warden, who shall be invited, when the matter concerning his/her Hostel is required to be placed before the Committee for consideration. Proctor (Member/Secretary) Subject to any powers conferred by the Act and the Statute on the Vice-chancellor, the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour

of the students of the University and shall have the powers to punish the guilty as it deems appropriate. The said Committee shall make such Rules as it deems fit for the performance of its functions and these Rules and any other Orders under them shall be binding on all the students of the University. GAZE"ITE OF INDIA : EXTRAORDINARY \When a student has been found guilty of serious misconduct or persistent idleness, the Head Department/ Director may after informing his/ her guardian and after taking into consideration the nature and gravity of misconduct, expel, rusticate or disqualify such student subject to the Discipline Committee (Committee) be submitted to the recommendations of the Vice-chancellor (Vice-Chancellor) decision will be final, if he is of the opinion that the case merits review, may refer the case back to the Discipline Committee for consideration. However, the decision of the Vice-chancellor will be dealt in accordance with the provisions of Section 39 and 40 of the IGNTU Act 2007. One-third of the total members shall constitute the quorum for a meeting of the said Committee. ORDINANCE — 29 APPOINTMENT OF EXAMINERS (Section 32 (1) (h) of the Act; Statute 12(2)(xiii) 1. 11. 2 For University Continuous And End Semester Examinations The University continuous and end semester examinations shall be conducted by the Controller of Examination who will also decide the format of the examination after consultation and approval of the Head of the Department/Dean of School concerned. For Award of M.Phil. and Ph.D. Degree Examiners for M.Phil. and Ph.D. shall be appointed by the Vice-chancellor from amongst a panel of names recommended by the DRC and considered and approved by the Academic and Executive Councils. For University Entrance Examinations The examiners for entrance examinations (if conducted) for admission to various Programmes of the University shall be appointed by the Vice-Chancellor on the basis of the recommendations of the Deans of the Faculties concerned who will also recommend the syllabi and format for the same. ORDINANCE - 30 AWARD OF DEGREE, DIPLOMA AND CERTIFICATES (For Regular on Campus Mode) [Section 5 (ii), Section 32(1)(d) of the Act] All the Courses of study leading to award of respective Degrees/Diplomas/Certificates shall be conducted by the Faculties/Departments/Regional Campuses/Centres established by the University. Duration of the Course 1. 1. v. The duration of the Course shall be five years for integrated programmes spread over ten semesters with exit option after three years (six semesters) leading to the award of the Undergraduate Degree. The duration of Under Graduate Course shall be three years (six semesters). The duration of Post Graduate Course shall be two/three years (four/six semesters). M.Phil. and Ph.D. Programmes shall be governed as per UGC norms/regulations (2009) as issued and amended from time to time. The duration of the Certificate/Diploma Programmes shall be as decided by Academic Council from time to time. A Student shall be required to attend at least 75% of the classes actually held and required credits in each subject to the satisfaction of the Faculty/Department/Regional Campus/ Centre and such seminars, sessionals and practicals as may be prescribed. 11—73uz 4] 35 Provided that the Dean of the Faculty/Director, Regional Campus/Centre concerned on the recommendations of the Head of the Department/Centre may condone the shortage in attendance not exceeding 5% for valid and convincing reasons. Provided, further that students deputed by the University to take part in the extra co- curricular events be given a concession of up to 5% attendance, if necessary in addition to the relaxation in the attendance requirement as provided above. Such concessions would be available for the days of actual participation in the event, including journey time with the prior approval of the Dean of the Students Welfare/Director, Regional Campus/Centre. Eligibility for admission: The eligibility criteria for admission to various Courses offered by the University are as approved by the Academic Council or any other body authorized for the purpose from time to time. Courses of study and framing of the Syllabi 3. 4. 5. 6. 1

**11. The Courses in a Subject of study shall be those approved by the Academic Council, on the recommendations of the Faculty Board, Board of Studies of the Department /Centre concerned.** The Syllabi/Course structure for the Programme of study shall be as approved by the Academic Council on the recommendations of the Faculty Board, Board of Studies of the Department/Centre concerned. Removal of Students from the Courses The Dean of the Faculty/Director, Regional Campus/ Centre on a reference from a Department or Centre may recommend to the Vice-Chancellor the removal of a student from a Course on the basis of unsatisfactory academic performance and/or misconduct (as defined in the Ordinance/ Regulations/Rules). Conferment of Honorary Degrees The Executive Council may, on the recommendation of the Academic Council and by resolution passed by a majority of not less than two-thirds of the members present and voting, make proposals to the Visitor for the conferment of Honorary Degrees. Provided that in case of emergency, the Executive Council may on its own, make such proposals.

The following Honorary Degrees may be conferred upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to learning or eminent services to the cause of Education or Society, a fit and proper person to receive such Degree(s): Doctor of Philosophy (Ph.D.) Doctor of Laws Doctor of Literature Doctor of Letters Doctor of Science (LL.D.) Degrees, including Honorary Degrees, shall be conferred at convocation/ special Convocation and may be taken in person or in absentia. ORDINANCE - 31 CONVOCATION [Section 32 (1) (r) of the Act; Statute 32] Convocation Convocation for the purpose of conferring Degrees shall be held on such date and place as may be fixed by the Chancellor. Special Convocation A special Convocation may be held at such time as, may be decided by the Executive Council for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendation of the Academic Council. The Convocation shall consist of the body corporate of the University. The Chancellor shall preside over at the Convocations of the University held for conferring Degrees. GAZETTE OF INDIA Not less than four weeks notice shall be given by the Registrar for meetings of the Senate relevant statutory authorities for Convocation. The officer concerned shall be observed thereat candidates shall be admitted to the Convocation. Provided that the Convocation in case of Issue to each 10, the (last Convocation shall be eligible to be held in particular year. The Vice-Chancellor shall be competent to admit of successful candidates in the year to their respective Degrees in absentia and issue the decrees on payment of prescribed fee. Application A candidate for the Degree must submit to the Officer concerned his/her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee. Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Chancellor and their Degrees shall be given by the Controller of Examinations on application and payment of the prescribed fee. The fee for admission to the Degree (not applicable in case of conformant of honorary degree) at the Convocation in person and in absentia shall be fixed by the University. Honorary Degree Honorary Degree shall be conferred at Convocation/Special Convocation and may be taken in person or in absentia. The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice-Chancellor or by a person nominated by him. Candidates at the Convocation shall wear Academic Dress (gowns) appropriate to their respective Degree as specified by the University. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University. Academic Dress The Academic Dress of the University for the Convocation shall be as prescribed by the University. Convocation Procedure The Convocation Procedure shall be as laid down in the Regulations. 1. 2

**3. ORDINANCE - 32 PROCEDURE/NORMS FOR APPOINTMENT TO THE POSTS OF PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR** The University will issue all-India advertisement for recruitment to the teaching posts in leading national dailies giving at least 30 days time and make appointments there-to on all India basis on the recommendations of the Selection Committee as constituted in Statute 18(2). In order to attract best talents, the University may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year. The Chairman—Convenor shall issue to each member a Notice, not less than ten days before the meeting, stating the time and venue of the meeting. Meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and of the experts nominated by the Executive Council. III—Eug 4] 37 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23

**25. The Chairman-Convenor shall be entitled to vote at the Selection Committee meeting and shall have a casting vote in the case of a tie.** The recommendations of the Selection Committee shall be submitted to the Executive Council and orders of appointment shall be issued after the approval of the Executive Council in accordance with Statute 12(2) (ii). The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed by the UGC from time to time, shall be followed. In addition to the above, the Vice-Chancellor may prescribe in consultation with the concerned Dean and Head of the Department, to the Academic Council such specification or any other condition as required for the post to be filled up. The prescribed qualification and experience will be minimum, and the mere fact that candidate possessing the same will not entitle him/her for being called for interview. The University will have the right to restrict the number of candidates to be called for

interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit. It would be open to the Executive Council to offer appointment to suitable persons who may not have applied in accordance with Statute 19 (1). The rules and procedures prescribed by the Govt. of India in respect of the Reserved categories shall be followed as provided in Section 7 of the University Act. The Selection procedure shall be as laid down by the IJGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education - 2010 and as amended from time to time. If case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service. No recommendations should be made with a condition attached to the occurrence of the future events. The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, may if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation. The statutory provision for relaxing of age, minimum qualification, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PH categories will be made applicable to them. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc. it shall be so stated and recorded. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be as per the UGC Regulation referred to above. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly. The in-service candidates should apply through Proper Channel. Outstation candidates belonging to SC/ST categories called for interview will be paid equivalent to return single second class railway fare towards journey, expenses on production of Ticket numbers/proof. Canvassing in any form on behalf of any candidate will disqualify such candidate. The Chairman-Convenor shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act/Statute/Ordinance. The Selection Committee's recommendations, when approved by the Executive Council, shall remain valid for a period of one year from the date of such approval. The application forms will be sold and registration fee collected at the rates prescribed by the University from time to time. The SC/ST/Physically Handicapped candidates need not pay Registration Fee. In cases of any disputes or suits or legal proceedings against the University, the jurisdiction shall be restricted to the High Court Jurisdiction at Jabalpur (M.P.)

GAZETTE OF INDIA . EXTRAORDINARY ORDINANCE - 33 NORMS/REGULATIONS FOR PROMOTION THROUGH CAREER ADVANCEMENT OF ASSISTANT PROFESSORS AND ASSOCIATE PROFESSORS

There shall be a few floating posts of advertisement by the University (henceforth referred to as 'floating posts' [Section 32 (1) (r) of the Act] the number of which shall depend on the posts sanctioned by the U.G.C. 1. University Grants Commission from time to time and as approved by the Executive Council of the University. These posts shall not be assigned to any particular department but shall be made available to certain Departments which may be finding it difficult to fill up certain vacancies by the normal procedure. Persons appointed against these posts will be excellent scholars including those who may have retired as Professors from this University or any other University or similar institutions of higher learning in India or abroad. All appointments under floating posts will initially be made ordinarily for one year and efforts shall continue for filling these posts in the normal course. Provided that no floating appointment shall be renewed at the end of the year if the vacant post in the Department is filled up. appointment letters to persons appointed under the floating posts shall be issued unless the appointee enters into a contract with the University as per Performance Prescribed for Contract Appointment. Persons appointed under these posts shall be eligible to draw the pay last drawn or as fixed by the Executive Council in accordance with the C.G.C. guidelines in this regard. Persons appointed under floating posts shall submit a report at the end of academic tenure.

ORDINANCE - 48 RULES FOR MEDICAL REIMBURSEMENT [Act Section 5(xxvi), 32 (1) (r); Statute 12 (2) (xix)] The employees of the University will be governed by the Authorised Medical Attendance Rules applicable to the Central Government Employees residing in areas not covered under CGHS scheme. The Executive Council shall identify a few hospitals for medical treatment for employees of the University. NOTE: Employees mean regular/retired employees (both teaching and non teaching) of the University appointed by the Executive

Council against a clear vacancy including employees on deputation. ORDINANCE - 51 DEANS' COMMITTEE [Section 32 (1) (o) and (r) of the Act] The University shall constitute a Committee of Deans of the University to be known as the Deans' Committee. The Deans' Committee shall comprise the following: 1. ii. iii. The Vice-Chancellor All Deans of Faculties Registrar - Chairperson (Ex-Officio) - Members (Ex-Officio) - Secretary 39 3. 4. 5

**6. The functions of this Committee will be as follows:** a.b. c. d. To recommend deputation of teachers for International Conferences; To consider such matters as may be necessary arising from the conduct of examinations, standard of results, etc; To consider general administrative matters relating to functioning of Schools and Departments; and To consider such other matters as may be assigned to it by the Executive Council or may be referred to by the Vice-chancellor. The meetings of the Deans' Committee shall be convened by the Chairperson. The quorum of the Committee shall be 1/3rd of the total number. The rules of conduct of meetings shall be as may be prescribed by Regulations in this regard. Prof. ALOK SHROTRIYA, Registrar (I/c) [ADVT.-111/4/Ext./22/17] Uploaded by Dte. of Printing at Government of India Press, Ring Road, Mayapuri. New Delhi-1 10064 and Published by the Controller of Publications. Delhi-1 1 0054. Digitally signed by ALOK KUMAR ALOK KUMAR Date: 2017.04.26 +0530' 2 8. 9. 10. 11

**12. THE GAZETTE OF INDIA : EXTRAORDINARY (iii) I (iii) [PART III—SEC. 4]** 13. \$1 14. me-qfö-ëj-au I — 34 -\$1 ui-rqa-r q-ä q-æ-R ft-a-sit I qqi 2 3 4 5 6 1 -q-l@.a I gq5 34t.ue-T Ill-EU-g 4] 2 3 4 5 6 7 3 qRq-q 81, (71) (2) (3) (4) (5) (6) (7) (8) (g) (11) (12) (13) (14) (15) (16) (17) \*T.WR.31R. qt&Tr/ 10:1 'V' \$1 -fi 311-a-q.r -\$ -q-rq -q-r@ I 341Rfh •rrg \$1 (âRe) 3-TTETR I Eke I (it•æq) I \$f 8>FTT I gg (10:1) a-IIE7T? ga-lg D 4 (18) (19) (20) (21) (22) F (v) (u) (70 THE GAZETTE OF INDIA : EXTRAORDINARY 2800/— ur — 11 - 11 'T \$1 i-g 4600/- Rq:Té l) 5400/- a -é fä-@fi-ën-a-a [PART III—SEC. 4] 111-?ÄUZ 4] 5 1. (2) (3) (4) (5) (6) (7) I Alf, \*TTT: (iii) SINT (iv) a, 3FTä 2800/— q-g 2800/— 11 I - 35 38(1) 23 (iii) lei.... 6 THE GAZETTE OF INDIA : EXTRAORDINARY ft-ü q-af fina-- \$r [PART III—SEC. 4] 2, qa--T I 2. 3. 4. 5. 6. 7. 8. 9. 10. qa-T qa--T eq-rztFT (t.g.t(w.) a-ft 309 313 3Tlü?T TATS: VIAT6: Y2.TH [8-1171 4] 7 — 36 \$1 38 (1), 23 (i) GT<T I att I 3@fh fitra-1T q-R.-q-« - RI -\$r I uT \$1 2, 24 \$1 GTVTTI I I (Riv—qa) 1 (eVß trRq-«, q-R-Qt f?k--o-r --qn-zf I 8 THE GAZETTE OF INDIA : EXTRAORDINARY fiqlfätt, RGiRi uT tiu, [PART III—SEC. 4] 341B, 2. 3. 4. 5. 34t&iT3Ai ÉT 12 (i) q: 1. 2. — 37 5 (XIV)I (q) "qftq« I uT gINT zrr 312\* 3. 4

**5. Illæ•u-g 4] (i) (ii) (iii) (ii) 9** —11 (iii) -\$ (iv) I I 90 : (11) 3(2) (11) -\$ HI-q--ä Äq-e-â fhft Rvh•é 5(2) I (i) fig THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] 6. 7. 8. 8.Qi 9. 10. 3-1\* -\$ a..\_TFT 24T I -q-a -a-VIT I fä-@-q-r a-a I \*TPT— (ii) uT ZiFT<TH VT I muT fü5-€T (1) 10(3) a-ft zrr \$1 ü7TT I (2) 10(1) \$1 uT a-fi lla 12

**13. III—agog 4] TINT I :** — zrr i3TTtTT a.Tfr2.Z( AT I Rté (i) 500 'T) (f) 250 'T) (iii) 100 (wtg '71') I (3) 13(2) g, R•qsré (i) 200 (w« 'T) a) (if) 100 'QT') (iii) 50 'T) I (i) 75 G') Ü) (11) 25 '7T') \*Off (5) 13(2), 13(3) 13(4) 3000 (8) o-fi 241, it 13(4) I 11. AT I 11 -1.9 5 17. 18. 13 gINT I (ii) 16(2) uT 16(4) 2, \$1 Rqsré q;-r-â \*TTT I Rqhé I Rip-r eq-rft fhT •.1 18(1) 'T) : 2 2000 -a-a-a VA-ft-a €-q-\* '7) (N+tg Ü) 10,000/- VT) uT Ä) 5000/- 14 19. 20. 21.1 22. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] 2000/— (71) — 'qgr u-r 18.2 qTH @ fü-m--a, a-ft CT) iAT- (ii) \$1 2, -q-e-â fä-g I t, \$1 R@ré a-fi Ati 1 23. 24. 15 : N-•4F' t— (34@VT) 1964 zrr — 38 E.ITRT 32(1)(i) ghu-rtr \$1 a-IT\*ra 15 1 42 ( 15g(É) eik \$1 (q.€T.#r.) g.tr.w. I q.#r.fi. gqj-rzt: i+---q-r I (iii) EFRAT ( (iii) I THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] 16 : F.\$T.3fr.) gasfi.3i. âfrÄ g.tr.w. g.t.w. I (i) (ii) (iii) (iv) (v) (vi) q.€f.â . (v) : R3-q-#T I g.tr.gw t, a-ft a, f\*-g« t, 17 (i) g.tl.w. 2 (ii) \$1 g.tr.w. I (iii) 24 Eié \$1 2k.€r.€r (i) (ii) (iii) (iv) (v) (vi) (vii) (viii) (ix) (x) 1. 2. -an-R @TRg I 4#r.€T. a-ft 314, uT q.#r.fi. I — 39 5 (ix) (xviii) 32 (1) (enx)) (g.3Té.#., \$QTR) I 18 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. I. 2. 3. 4. 5

**6. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4]** -q-@iä I Q5NTVTT t -dp-q I -aft-â I 8: fig 80,000/— I — 43 32(1) @R)) 3{IVIR -q-en-ß.--d -qfr•fä I R•qsré 1 410 4-5 cei Ili' -11 4444 Ill-ETS 4] 1. F) 0) (q) g) (9 21 — 49 31 (1) (g91 2. 3. 4. 5. 6. (71) — 50 1. 2. 3. 1. (3-1E4H) 11. 111. lv. -G-æ-ß V. (Nfrq) I R-g I a-PGR, i, ft-g zrT li. €5) @fig, @ Art (71) 22 4. 5. 6. 7

**8. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4]** (q) Q5FIT RAT TINT I @ Sr.üfi.w.gug.ér iii. 2, 3@fh 1 ft-q-r m— 25,000/— \$1 3@fh 25,000/— vQ) 3@fh : \*.\$T.w.vg.€T./az («g (ii) (iii) (i) 25 any) \$1 (ii) \$1 (iii) (iv) -ii q-a 23 qfi- Ng @TRg (ii) R-äl-é I fifh t. (Qi) -a-T-â-\* gRfi-e.4Rzii

\$1 2: (iii (iii) gä 24 (4) (5) t) (i) THE GAZETTE OF INDIA : EXTRAORDINARY [PART 111 —SEC. 4] zrr (au13T 2) GHig \*-45 27T I (ii) -\$1 I @TRg: (iil) I Rihf I a-ft GTF3T 2005 160 9. \$5 04 I 10. 11. \$1 12. a, t, g•alå 13. \$1 14. 25 15. 16. 17. 1. -Ä R-61- { I GTIVTT I (\$r.w.34TR. 2005) — 52 32 (1)) 2— R'HFT/UT 3-12\* 1. 3. 4. 5. 6. .-qfi -«•-z:i -\$ fä•g \*FIT I aqe.ua-•T — : 31-w:ifä-tT) 03 03 «;n-a--Qi 1 qvf GIRT a-ft-Qi 26 l. 2. 1. 2. 4. 5

**2. THE GAZETTE OF INDIA : EXTRAORDINARY R@lé** —53 32 (1) (aft)) (4.w.GQR{.) åa\*i I — 54 31 (1) grq)) GINT -å --8.q [PART III—SEC. 4T l. 2. 3. 4. 5. 6. 7. 8. 1 2 3 4 5 11. 111. ..3F:r III-Qevg 4] VI. 27 3. 4. 1. 2. 3. 4. 5. 6. 7

**8. INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY NOTIFICATION Amarbantak, the 18th May, 2017 No.IGNTU/2017/416.**—The following is published for general information : ORDINANCE - 20 ENROLMENT, MIGRATION AND TRANSFER OF STUDENTS [Section 32 (1) (r)] Any person who has passed the qualifying examination in such subjects and with such standards of attainments as may be prescribed by the Admission Committee constituted for this purpose from time to time shall be eligible for enrolment as a student in the University/ Regional Campuses/ Centres. Applications for enrolment of students in the University/ Regional Campuses/ Centres shall be made to the Competent Authority through the Director/H.O.D. in the prescribed form, and shall be accompanied by a non-refundable fee prescribed by the university for that session. No student shall be deemed to have been admitted to any course of study in the University unless he is enrolled in the University, st All application forms for enrolment of students shall reach the Competent Authority on or before 1 of November of their I semester. Application for enrolment received after the prescribed date shall not be entertained. In the case of students who apply for enrolment, the Director/HOD shall send to the University, a general certificate to the effect that he is satisfied, on inspection of original document, that the students concerned have passed the qualifying examination entitling them for admission to the respective University Courses. On payment of a late fee as prescribed by the university, the Vice-Chancellor may, for special reasons to be recorded, permit the enrolment of student whose application forms, enrolment fee and the required certificates have been submitted after scheduled date. If the Vice-Chancellor is satisfied that the delay in submission of Migration and other Certificates required is not due to any lack of diligence on the part of the student concerned in obtaining it he may remit the late fee. The application for admission must be supported by migration/no objection certificate from the concerned University/Board; Provided that the application of a student who has not completed his Course of study and has not appeared at the examination for which he was reading in any other University or Board in India shall be considered for admission in a Course of this University whose pattern and syllabi are similar to that Course studied by him in the former University/ Board. Transfer of a student from one Regional Campuses/ Centres to another/ University (wherever applicable) during a particular Course of study shall be permitted only on production of: A transfer/no objection certificate-issued by the Director/ Head of the Regional Campuses/ Centres/ Department of the University from which the migration is sought; Certified copies of the report of attendance against his/ her name in the register of students of the Regional Campuses/ Centres/ Department concerned; and A certificate from the University/ Regional Campuses/ Centres testifying to the conduct of the student. 28 9. IO. 11. 12. 13

**14. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4]** No student shall be allowed to migrate from one Department/ Regional Campus to another without a Leaving or Transfer Certificate signed by the Head of the Department/ Director from which he/ she migrates. No student migrating from one Department/Regional Campus to another shall be required to pay tuition fees for the month for which he has already paid tuition fees in the Department/Regional Campus from which he/she migrates. If, during the academic year, a student wishes to migrate from one Department/Regional Campus to another he shall: give notice of his intention to migrate; make payment of all fees, due up to that date; refund whatever scholarship or bursary has been paid to him from the University funds, if required to do so, under the rules of the University. When a student has made all payments indicated in the preceding paragraph, Director/ Head of the Department can grant him a Transfer or Leaving Certificate. No person who is under a sentence of expulsion or rustication from the University or who has been debarred from taking any University examination shall be granted a Migration/Transfer Certificate during the period for which he has been so expelled, rusticated or debarred. No person who is under the sentence of expulsion or rustication from another University or from a College affiliated to another University shall be admitted to

any course of studies. Provided that if the Executive Council is satisfied that such expulsion or rustication is not due to any misconduct or an offence involving moral turpitude on the part of the student (or class of students) it may exempt him (or it) from the operation of this paragraph.

**ORDINANCE -34 MANNER OF APPOINTMENT AND EMOLUMENTS OF EMPLOYEES OTHER THAN TEACHERS AND OTHER ACADEMIC STAFF** [Section 32 (1) (r) of the Act; Statute 24(2)] The employees of the University. other than teachers and other academic staff. shall be grouped in to Group A,B and C category and such other categories as classified by Govt. of India from time to time. The age, qualifications and method of recruitment for appointment to various posts in the University shall be such as may be prescribed in the cadre recruitment rules or as determined by the Executive Council from time to time by the University. The emoluments of these employees shall be as prescribed by Govt. of India / UGC from time to time.

**SELECTION COMMITTEE** The Selection Committee shall comprise the Following: Selection Committee for the post of Registrar, Finance Officer, Librarian, Principal of College or Institution/ Director I 2 3 4 5 6 of the Regional Campuses shall comprise as per the provision of the Statues (18) of IGNTU. Selection Committees for the posts of Groups A & B (Other than Statutory positions) Vice-Chancellor/ Pro-Vice-Chancellor\* ( \*in the absence of Vice-Chancellor) or nominee of the Vice- Chancellor not below the rank of the professor. Two members from amongst the members of the Executive Council to be nominated by the Executive Council Two experts not in service of this University to be nominated by the Vice-Chancellor One member who is a woman, a SC/ST category and one minority member to be co-opted if he/she is not in the Selection Committee (in case the candidates appearing belong to any of the above category) The Head of the Department concerned Registrar (ii) Selection Committee for the posts of Group C I Dean (any School of Studies) ( to be nominated by the Vice-Chancellor) Chairman Member Member Member Member (Member-Secretary) Chairman 2 3 4 5 6 7 One member of Executive Council to be nominated by the Executive Council Two members of the teaching staff of the University to be nominated by the Vice-Chancellor One expert not in service of this University, to be nominated by the Vice-Chancellor One member who is a woman, a SC/ST category and one minority member to be co-opted if he / she is not in the Selection Committee ( in case the candidates appearing belong to any of the above category) The Head of the Department concerned Registrar / Deputy Registrar\* (in the absence of Registrar to be nominated by the Vice-Chancellor) 29 (Member Convener) 1. 2. J. 4. 5. 6. 7. 8. 9. IO. 11. 12. 13. 14. 15. 16. 17. (a) The candidates for selection to the posts of Group A & B will be selected by Selection Committee through personal interview. (b) University may conduct competitive written test / trade test / technical test for the selection of such posts as may be prescribed in the CRR. (c) The candidates will be picked — up for interview on the basis of marks obtained in the written test, in order of merit, in the ratio of 10:1 of the vacancies to be filled —up. The quorum for the Meeting shall be the two-third of the total members for the Selection Committees for the posts of Groups-R& B/ C. Which shall include af least \*One outside expert. The chairman will be entitled to vote at the Selection committee meeting and shall have a casting vote in case of a tie. The recommendations of the Selection Committee in respect of the posts of groups A & B will be submitted to the Executive Council and orders of appointments will be issued only after the approval of the Executive Council. The Vice-Chancellor may be authorized to make appointments on the basis of the recommendations of the Selection Committee to the posts of Groups C. The rules and procedures prescribed by the Govt. of India in respect of the Reserved categories shall be followed as provided in Section 7 of the University Act and as prescribed by the GOI from time to time. The rules of Govt. of India in regard to Pay & Allowances, Leave, Pension and P.F. shall be followed subject to amendments if any, from time to time. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview. If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates. No recommendation should be made with a condition attached to it. The University will have the right to relax any of the qualifications, experience, age, etc. in exceptionally deserving cases of all posts on the recommendations of the screening and Selection Committee. The relaxation in age, qualification etc., shall be applicable to the SC/ST, OBC, physically challenged etc. candidates as per rules of GOI. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age etc, it shall be so stated and recorded. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons there-for. Number of posts advertised may be treated

as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number (IO: 1) on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit. The in-service candidates should apply through proper channel. The conditions of Age and experience will be relaxed for in-service candidates, on the recommendations of the Selection Committee. Outstation candidates belonging to SC/ST categories called for interview will be paid equivalent to return single second class railway fare towards journey expenses on production of proof. 30 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] 18. The Chairman shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act/Statute/Ordinance

19. Canvassing in any form on behalf of any candidate will disqualify such candidate

20. The Selection Committee's recommendations, when approved shall remain valid for a period of one year from the date of such approval

**21. The application forms will be sold and the registration fee collected as prescribed by the University from time to time.** The SC/ S T/ Physically Handicapped candidates need not pay registration fee

**22. In case of any disputes any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the High Court Jurisdiction at Jabalpur (M.P.).** SCHEDULE - 1 Group-'C' SCHEDULE - 1 Group-'C' The constitution of the Departmental Promotion Committee for promoting to non- of Rs. 2,800/- (or the equivalent slab in the revised scale) or below be as follows : (a) Registrar (b) Dean of School or Head of the Section concerned teaching posts with the maximum grade pay . Chairman (c) Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members. (d) Deputy Registrar (Administration) SCHEDULE - 11 (Group-'A & B' SCHEDULE - 11 (Group A & B) GROUP - B The constitution of the Departmental Promotion Committee for promotion to non-teaching posts exceeding the grade pay of Rs. 4,600/- (or the equivalent slab in the revised scale) or below be as follows: (a) (b) (c) (d) (e) GROUP A Pro-Vice-Chancellor most Dean in case PVC is not available) Chairman (or senior Two members of the Executive Council of whom at least one in the service of the University to be nominated by the Vice- Chancellor Head of the Department/Section concerned Two persons who are not in the service of the University to be nominated by the Vice Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members. (Action of the Vice-Chancellor be reported to the Executive Council at the next meeting) Registrar .. . Member Secretary. The constitution of the Departmental Promotion Committee for promotion to non-teaching posts exceeding the grade pay of Rs. 5,400/- (or the equivalent slab in the revised scale) or below be as follows: Vice-Chancellor Chairman (or PVC in case VC is not available) (b) (c) (d) Two members of the Executive Council of whom a least one in the service of the University to be nominated by the Vice-Chancellor Head of the Department/Section concerned Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of the candidates appearing for the posts belongs to such categories and such representation is already not made by virtue of the other members. 31 (Action of the Vice-Chancellor be reported to the Executive Council at the next meeting) 0) Registrar ..... Member Secretary PROMOTION POLICY PROMOTION POLICY Promotional avenues to the non-teaching staff shall be in accordance with the Rules as determined by the EC. CADRE RECRUITMENT RULES (1) (2) (3) (4) (5) (6) (7) The University shall have the following methods of recruitment for employees of the University, other than teachers and other academic staff By direct recruitment: By promotions; By deputation of employees whose services are By appointment on contract service; (v) Re-employment of persons who retired from service borrowed from other organisations Appointment to a post in any grade by promotion shall be made, whether in permanent

or officiating capacity, from amongst employees serving in posts in the next lower grade in a service, subject to such conditions of eligibility as may be prescribed by the Executive Council. Every appointment by promotion shall be on the basis of suitability, past performance and conduct, as evident in the Annual Confidential Reports, besides due regard to seniority, on the recommendation of the Departmental Promotion Committee, constituted for the purpose from time to time. Provided that the Departmental Promotion Committee for promotion to posts, the maximum grade pay which is Rs. 2,800/- or below (or such maximum pay as may be in the corresponding revised pay scale) shall be appointed in the manner provided in Schedule-I and that exceeding Rs. 2,800/- shall be as prescribed in Schedule-II. The scales of pay for the posts in various employees of the university, other than teachers and other academic staff in the University shall be as prescribed by the UGC from time to time, and emoluments shall be drawn at the minimum of the scale or at such higher stage as may be fixed in accordance with the rules prescribed in this behalf by the GOI / UGC and specified in the appointment order. Provided that the pay scales may be revised from time to time by GOI / UGC and upon such revision, every employee shall have an option, to be exercised in writing within a prescribed time limit, as to the pay scale in which he/she shall draw his emoluments. Details of qualifications, experience and age etc. for selection to the following statutory, non-teaching posts. The qualifications, experience and age etc. for selection to the following statutory, non-teaching posts should be as prescribed by Govt. of India / UGC from time to time. ORDINANCE -35 WRITTEN CONTRACT OF APPOINTMENTS [Section 38(1) of the Act; Statute 23(iii)] Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which is hereby prescribed and appended to this ordinance. ARTICLES TO BE TYPED ON NON - STAMP PAPER & SUBMIT ONE ORIGINAL AND TWO COPIES THEREOF. SERVICE CONTRACT OF AGREEMENT EXECUTED his / her the the year Two Thousand the S/OD/O/W/O aged year of the Republic of India between years, 32 residing at University of . THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 41 of the first part (hereinafter called the party of the first part) and the Central . of the second part. WHEREAS the Indira Gandhi National Tribal University, Amarkantak (hereinafter referred in as "the University") have engaged the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained; Now these present witness and the parties here to respectively agree as follows: (i) The party of the first part shall submit to the orders of the University and of the authorities under whom he may from time to the service commencing from the date of joining duty time, be placed by the University and shall remain in (Date) subject to the terms and conditions herein contained. (2) The party of the first part shall devote his / her whole time and attention efficiently and diligently to his/her duties and at all time obey the rules including the University Servants Conduct Rules prescribed for the time being for the regulations of the branch of the University to which he may be attached and shall whenever required to perform such duties as may be assigned to him/her from time to time. (3) The party of the first part shall be of the Teacher's / Officer's rank and his / her status shall be that of (Designation) in appointment. (Department /Centre/ Office) as on the date of (4) The party of the first part shall be from the date of coming into force of these presents, be granted Rs. (Basis Pay including the grade pay of Rs. in the pay scale of Rs. He/she be " -eligible for -the usual allōWahce admissible under the rules -of -the University 7 -Govt. Of India in force. (5) The party of the first shall, during the period of his / her agreement earn leave according to the rules applicable to him/her. (6) If the party of the first part is required to travel in the interest of the University Service; he/she shall be entitled to travelling allowance on the scale applicable to the Officers of his/her equal rank in the University. (7) His/her agreement may be terminated at any time within the said period of the age of superannuation / by either party. by giving three months notice in writing to the other. Provided always that either party may in lieu of the notice, given to the other party a sum equal to the salary of the period, which may fall short of three months. (8) The Party of the first part shall be eligible to the benefit of the University Provident Fund/ Pension / New Pension Scheme according to the rules applicable. (9) The Party of the first part shall submit himself / herself for Self Appraisal PABS methodology as prescribed by the UGC as notified and amended from time to time. In regard to any matter in respect of which no provision has been made in this agreement, the provision of the rules made or deemed to have been made under Article 309 B & 313 of the Constitution of India, the provisions of any Act or Rule made by the University in regard to the employees borne in the category of the Teacher / Officer in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the

University as their applicability shall be final. IN WITNESS WHERE OF the party of the first part and the (Name) Registrar acting for and on behalf of and by the order and direction of the Executive Council. have hereunto set their hands in the year of the REPUBLIC OF INDIA. SIGNED BY THE PARTY OF THE FIRST PART : IN THE PRESENCE OF : Witness: 1) ORDINANCE - 36 2) CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY [Act Section 32 (1) (0), statute Teachers of the University means Professors. Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting researches in the University or in Regional Campuses/ Centres or Institution maintained by the University and are designated as teachers by the Ordinances. 33 A teacher of the University shall be whole time salaried employee of the University/ Regional Campuses/ Centers and shall devote his/her whole time to the University/ Regional Campuses/ Centers and does not include honorary, visiting, part time and ad-hoc teachers. Provided that nothing contained in this Ordinance shall apply to the work undertaken in connection with the examination of Universities or learned bodies or Public Service Commissions or to any literary work or publication or radio /television talk or extension lectures or, with the permission of the Vice-Chancellor, to any other academic work. No whole —time salaried teacher of the University shall without the permission of the Executive Council engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. However, teachers may engage in consultancy work as per UGC guidelines and with prior approval of the University. Nature of Duties Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required by and in accordance with the Act, the Statutes and Ordinances framed there-under, for the time being in force, whether the same relate to organisation of teaching, research, extension, examination of students, their discipline, welfare, and generally to act under the direction of the authorities of the University. Period of Probation and Confirmation The minimum period of probation shall be one year extendable by a maximum period of one and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by Central Government. CONFIRMATION It shall be the duty of the Registrar to place before the Executive Council the case of confirmation of a teacher on probation, not later than forty days before the end of the period of probation. The Executive Council may then either confirm the teacher or decide not to confirm him, or extend the period of probation so as not to exceed twenty-four months in all. In case the Executive council decides not to confirm the teacher, whether before the end of twenty-four months period of his / her probation, or before the end of the extended period of probation, as the case may be he shall be informed in writing to that effect, not later than thirty days before the expiration of that period. Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting. Increment Every teacher shall be entitled to increment in his / her scale of pay, unless the same is withheld or postponed by a resolution of the Executive Council and after the teacher has been given due opportunity to make his / her written representation. Age of retirement Every confirmed teacher in the service of the University/ Regional Campuses/ Centres, shall continue in such service until he/ she attains the age of superannuation as prescribed by the VGC Govt. of India from time to time. Provided further that if the date of Superannuation of a teacher falls at any time during the Academic Session the Executive Council may on the recommendation of the Vice-Chancellor re-employ the teacher for any period up to the end of the academic session with a view not to disturb the teaching work of the Department / Regional Campuses/ Centres. In special cases, a teacher on his / her attaining the age of superannuation, may be re — employed on a contract in keeping with the regulations in this behalf as issued by the UGC from time to time. Variations in terms and conditions of service Every teacher shall be bound to work in conformity with the Act, Statutes, Ordinances, Regulations and rules of the University as well as a code of professional ethics as may be formulated by the University. Provided that no change in the terms and conditions of service of a teacher shall be made after his / her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave salary and removal from service so as to adversely affect him. Professional code of conduct Every teacher of the University/ Regional Campuses/ Centres shall abide by the Code of Conduct framed by the University and the following lapses would constitute misconduct on the part of a University/ Regional Campuses/ Centres teacher. (i) Any Lapses in performing his / her duties as assigned by the university from time to time. 34 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] (ii) Inciting students against other

students, colleagues or administration (This does not interfere with the right of a teacher to express his / her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the University/ Regional Campuses/ Centres. (iii) Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his / her relationship with his / her colleagues and ü-ying to use the above considerations for improvement of his / her prospects or any other such actions which are against the interest of the University/ Regional Campuses/ Centres. (iv) Refusal to carry out the decisions by appropriate administrative and academic bodies and / or functionaries of the University/ Regional Campuses/ Centres. (v) Indulging in Plagiarism of any sort within the legal meaning interpretation and expression of the term. Resignation A whole — time salaried teacher may at any time terminate his / her contract by giving the University three months notice in writing or on payment to the University of three months salary in lieu thereof. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof. Provided that the Executive Council may waive the requirement of notice at its discretion, so as not adversely affect to the teacher. Contract The written contract between a teacher and the University required to be entered into under Indira Gandhi National Tribal University Act shall be in the form prescribed by the Ordinances. 12. (i) Fixation of pay of re-employed pensioners As per the Government of India Rules issued from time to time. Teaching Days. Work Load And Leave Rules The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the UGC and GOI from time to time. ORDINANCE - 37 CODE OF CONDUCT OF THE EMPLOYEES OF THE UNIVERSITY [Section 5 (xxiv) of the act] PART — I These Rules may be called the "Indira Gandhi National Tribal University, Amarkantak (Conduct) Rules". Unless the context otherwise requires: 1. 2. 3. (a) (b) (c) "Employee" means teaching and non-teaching employees of the University. "Members of family" in relation to an employee includes: (i) The wife or husband, as the case may be. of the employee whether residing with the employee or not, but does not include a wife or husband, as the case may be, separated from the employee by a decree or orders of a competent court. (ii) Son or daughter or step son or step-daughter of the employee wholly dependent on him but does not include a child or step child who is no longer in any way dependent on the employee, or of whose custody the employee has been deprived by or under any law: (iii) Any other person related whether by blood or marriage to the employee or to the employee's wife or husband, and wholly dependent on the employee. "Prescribed Authority" means the Vice-Chancellor or the authority prescribed by the Executive Council for the purpose of these rules as a whole or for any particular rule. (l) Every employee shall at all times: (i) (ii) (iii) Maintain absolute integrity; Show devotion to duty and Do nothing which is unbecoming of an employee of the University. 35 (2) (i) Every employee, holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority: (ii) (a) No employee shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgment, except when he is acting under the direction of his official superior. (b) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter. (c) An employee who has received oral direction from his official superior shall seek confirmation of the same in WTiting as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing. (iii) Unless otherwise state specifically in the terms of appointment and the contract, every whole time employee may be called upon the perform such duties as may be assigned to him by the competent authority beyond scheduled working hours and on closed holidays and Sundays. (iv) An employee shall observe the scheduled hours of working during which he must be present at the place of this duty. (v) Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. -e If-an employee is absent from duty without permission for a - continuous period of 90 days, he shall be treated as absconding from duty and his service shall be deemed as terminated. Explanation: Nothing contained in clause (ii) of sub-rule 3(2) shall be construed as empowering an employee to evade his 4. 5. responsibilities, by seeking instructions form or approval of a superior officer or authority when such insü-uctions are not necessary under the scheme of distributions of powers and responsibilities. (i) No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm having official dealings with the University. (ii) No employee shall, in the discharge of his official

duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any other member of his family is interested in such matter or contract in any other manner. (1) No employee shall be a member of, or be otherwise associated with any political party or any organisation which takes part in politics, he shall not shall he take part in subscribed in aid of, or assist in any other manner, any political movement or activity. (2) It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be subversive of the Government or the University as by law established and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the University. (3) If any question arises whether a party is political party or whether any organisation takes part in or whether any movement or activity falls within the scope of sub-rule 5(2) the decision of the University thereon shall be final. (4) No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in, an election to any legislature or local authority: Provided that: (i) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted: (ii) An employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force. Explanation: The display of an employee on his person, vehicle or residence of any electoral symbol shall amount to using 6. 7. his influence in connection with an election within the meaning of this sub-rule. No employee shall join or continue to be a member of an association, the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India, public order, decency or morality. No employee shall- (i) engage himself or participate in any demonstration or strike which is prejudicial to the interests of the sovereignty and 36 8. THE GAZETTE OF INDIA EXTRAORDINARY [PART III—SEC. 4] integrity of India, the security of the State, friendly relations with foreign states, public order decency or morality, or which involves contempt of court, defamation or incitement to an offence; or (ii) resort to or in any way abet in any form of strike or coercion or physical duress in connection with any matter pertaining to his services or the service of any other employee. (i) No employee shall, except with the previous sanction of the University, own wholly or in part, or conduct, or participate in the editing or management of any newspaper or other periodical publication. (ii) No employee shall, except with the previous sanction of the University, or of the prescribed authority or except the bonafide discharge of his duties- (a) publish a book himself or through a publisher, or contribute an article to a book or a compilation or articles, (b) Participate in a radio broadcast or contribute any article or write a letter to any newspaper or periodical either in his own name or anonymously or in the name of any other person: Provided that no such sanction shall be required- 8. 9. IO. 11. 12. 13. (i) If such publication is through a publisher and is of a purely literary, artistic or scientific character, or (ii) Such broadcast or such contribution or writing is of a purely literary artistic or scientific character. A. (i) Whenever an employee wishes to put forth any claim or to seek redress of any grievance or any wrong done to him, he must forward his case through proper channel and shall not forward any advance copies of his application to any higher authority. Unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months. (ii) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter. No employee shall, in any radio broadcast or in any document published in his own name or in anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact opinion. (i) Which has the effect of an adverse criticism of any current or recent policy or action of the University or the University Grants Commission or the Government; or (ii) Which is capable of embarrassing the relations between the University and the Commission or the Government: Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him. (1) Save-as provided in sub-rule 10(3) below no employee shall except with the previous sanction of the University give evidence in connection with any enquiry conducted by any person, committee or authority. (2) Where any sanction has been accorded under sub-rule 10(1) no such employee giving such evidence shall criticise the policy or any action of the University or Commission or the Government. (3)

Nothing in this rule shall apply to- (a) The evidence given at an enquiry before an authority appointed by the University. Commission, Government, Parliament or any State Legislature: or (b) The evidence given in any judicial enquiry; or (c) The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice Chancellor. No employee shall, except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him communicate, directly or indirectly any official document, or any part thereof or information to any other employee or any other person to whom he is not authorised to communicate such document or information. No employee shall, except with the previous sanction of the University or of the prescribed authority, ask for or accept contribution to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever. (l) Save as otherwise provided in these rules, no employee shall accept or permit any member of his family or any other person acting on his behalf to accept any gift. Ill—Eug 4] 37 Explanation: the expression "gift" shall include free transport, boarding lodging or other services or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with employee. Note. 1. A casual meal, Lift or other special hospitality shall be deemed to be gift. Note

**2. An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official 13 14.dealings with him or from industrial or commercial firm.** (2) On occasions, such as wedding, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives but he shall make a report to the University if the value of any such gift exceeds- (i) Rs. 500 in the case of an employee holding any Class I (Group A) or Class 11 (Group B) post; (ii) Rs. 250, in the case of an employee holding any class Ill (Group C) post: and (iii) Rs. 100, in the case of an employee holding Class IV (Group C) post. (3) On such occasions as are specified in sub-rule 13(2) an employee may accept gifts from his personal friends having no official dealing with him but he shall make a report to the University if the value of any such gift exceeds- (i) Rs. 200, in the case of an employee holding any Class I (Group A) or Class 11 (Group B) post: (ii) Rs. 100, in the case of an employee holding any class Ill (Group C) post: and (in) Rs. 50, in the case of an employee holding Class IV (Group C) post. (4) In any other case, an employee shall not accept, or permit any member of his family or any other person acting on his behalf to accept, any gift without the sanction of the University, if the value thereof exceeds (i) Rs. 75, in the case of an employee holding any Class I (Group A) or Class 11 (Group B) post', and (ii) Rs. 25, in the case of an employee holding any class Ill (Group C) or Class IV (Group C) post. (5) Notwithstanding anything contained in sub-rules 13(2), 13(3) and 13(4) an employee may receive gifts of symbolic nature from foreign dignitaries and retain such gifts. (6) Gifts from foreign dignitaries which are not of symbolic nature may be retained by an employee if the market value of the gift in the country of origin does not exceed Rs. 3.000. ('7) Where there is doubt whether gift received from a foreign dignitary is of symbolic nature or not, or where the market value of the gifts in the country of origin apparently exceeds Rs. 3,000 or where there is any doubt about the actual market value of the gifts, the acceptance of such gifts and retention thereof by the employee shall be regulated by the instructions issued by the government/University in this regard from time to time. (8) An employee shall not accept any gift from any foreign firm which is ether contracting with the University or is one with which the employee had/has or is likely to have official dealings. Acceptance of gifts by an employee from any foreign firm shall be subject to the provisions of sub-rule 13(4). A. No. employee shall- I. Give or take or abet the giving or taking of dowry- or 11. Demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be any dowry. No employee shall except with the previous sanction of the Vice-chancellor, receive any complimentary or valedictory address-or-accept- any testimonial or attend any meeting or entertainment held in his honour or in the honour of any. other employee. Provided that nothing in this rule shall apply to - I. A farewell entertainment of a substantially private and informal character held in honour of an employee on the occasion of his retirement or transfer or any person who has recently joined the service of the University; or 11. Celebrating such occasions of receiving honour/ conformant for special achievements to any field/ discipline. Ill. The Acceptance of simple and inexpensive entertainment arranged by public bodies or institutions. Note : Exercise of pressure or influence of any sort on any employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character and the collection of subscriptions fro Group 'C' employees under any circumstances for the entertainment

of any employee not belonging to Group "C" is forbidden. 38 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] 15. (1) No employee shall except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment: Provided that an employee may, without such sanction- I. Undertake honorary work of a social or charitable nature; or 11. Undertake occasional work of a literary, artistic or scientific character; or III. Participate in sports activities as amateur subject to the condition that in all the cases his official duties do not thereby suffer. He shall not undertake or shall discontinue such work or activity, if so directed by the University. Explanation: Canvassing by an employee in support of the business of insurance agency, commission agency, etc., owned or 16. 17. managed by his wife or any other member of his family shall be deemed to be breach of this sub-rule. (2) Every employee shall report to the University if any member of his family is engaged in a trade or business or own or manages an insurance agency or commission agency. (3) No employee shall, without the previous sanction of the University except in the discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purpose: Provided that an employee may take part in the registration, promotion or management of: (i) A co-operative society substantially for the benefit of the employees registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force; or (ii) A literary, scientific or charitable society registered under the Societies Registration Act, 1960 (2 of 1960) or any other law for the time being in force. (4) No employee may accept any fee for any work done by him for any private or public body or any private person without the sanction of the competent authority of the University. Provided that nothing in this rule shall apply to the employees receiving honorarium] remuneration for the academic work from any Institution. (I) No employee shall speculate in any stock, share, or other investment. Explanation: Frequent purchase or sale or both of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule. (2) No employee shall make or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his official duties. (3) If any question arises whether any transaction is of the nature referred to in sub-rule 16(2) the decision of the University thereon shall be final. (4) (i) No employee shall, save in the ordinary course of business with a bank or a public Limited company, either himself or through any member of his family or any other person acting on his behalf: (a) Lend or borrow or deposit money, as a principal or an agent, to, or from, or with any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; or (b) Lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid: Provided that an employee may give to or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee: Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by an employee with the previous sanction of the University. (ii) When an employee is appointed or transferred to a post of such nature as would involve him in the breach of any or the provisions of sub-rule 16(2) or sub-rule 16(4), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority. An employee shall so manage his private affairs so as to avoid habitual indebtedness or insolvency. An employees against whom any legal proceedings is instituted for the recovery of any debt due from him or for adjudging him as an insolvent 39 18. shall forth with report the full facts of the legal proceedings to the University. Note: The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence the employee could not have foreseen or over which he had no control, and had not proceeded from extravagant or dissipated habits shall be upon (I) Every employee shall on his first appointment to the University service or post submit a return of his assets and liabilities, in such form as may be prescribed by the University, giving the full particulars regarding- (a) The immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in the name of any member of his family or in the name of any other person. (b) Shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him or similarly owned, acquired, or held by him. (d) Debts and other liabilities incurred by him directly or

indirectly. Note 1: Sub-rule shall not ordinarily apply to class IV (Group C) servants but the University may direct that it shall apply to any such employee or class (Group) of such employees. Note 2 : In all returns, the values of items of movable property worth less than Rs. 2,000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books etc. need not be included in such return. Note 3:(i) Where an employee already belonging to a service, or holding a post is appointed to any other civil service or post he shall not be required to submit a fresh return under this clause. (ii) Every employee belonging to any service or holding any post included in Group A or Group B shall submit an annual return in such form as may be prescribed by the University in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family, or in the name of any other person. (2) No employee shall, except with the previous knowledge of the University, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family: Provided that the previous sanction of the University shall be obtained by the employee if any such transaction is: With a person having official dealings with the employee. (3) Where an employee enters into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall, within one month from the date of such transaction, report the same to the University, if the value of such property exceeds Rs. 10,000/- in the case of an employee holding any Class I (Group A) or Class II (Group B) post or Rs.5,000/- in the case of an employee holding any Class III (Group C) or Class IV (Group D) post: Provided that the previous sanction of the University shall be obtained if any such transaction: (i) With a person having official dealings with the employee. (4) The University may, at any time by general or special order, require an employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall if so required by the University, include the details of the means by which, or the source from which, such property was acquired. (5) The University may exempt any category of employee belonging to Class III (Group C) or Class IV (Group D) from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the Executive Council. Explanation 1: For the purpose of sub-rule (1) the expression movable property includes: (a) (b) (c) (d) Jewellery, insurance policies the annual premia of which exceeds Rs.2,000/- or one sixth of the total annual emoluments received from the University, whichever is less, shares, securities and debentures; Loans advanced by such employees whether secured or not; Motor cars, motor cycles, horses, or any other means of conveyance; and Refrigerators, radios, radiograms and television sets. 40 19. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 41 Explanation 2: For the purpose of this rule, "lease" means, except where it is obtained from or granted to a person having official dealings with the employee, a lease of immovable property from year to year or for any term exceeding one year of receiving a yearly rent. Restriction in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc. Notwithstanding anything contained in sub-rule 18.2, no employee shall, except with the previous sanction of the prescribed authority: (a) Acquire by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India; (b) Dispose of by sale, mortgage, gift, or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family; (c) Enter into any transaction with any foreigner, foreign Government, foreign organization or concern :- (i) for the acquisition by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property. (ii) For the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of, any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family:— (1) No employee shall, except with the previous sanction of the University, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character. (2) Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the University regarding such action

**20. No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.**(1) No employee shall enter into or contract a marriage with a person having a spouse living: and 21. (2) No employee having a spouse living shall enter into or contract a marriage with any person; Provided that the University may permit an employee to enter into or contract any such marriage as is referred to in clause 1 or clause 2, if it is satisfied that: (a) Such marriage is permissible under the personal law applicable to such employee and the other party to the marriage: and (b) There are other grounds for so doing. (c) An employee who has married or marries a person other than of India Nationality shall forthwith intimate the fact to the University

**22. An employee shall: (a) Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being; (b) Not be under the influence of any intoxicating drink or drug during the course- of his- duty-- and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.**(c) Refrain from consuming any intoxicating drink or drug in a public place; (d) Not appear in a public place in a state of intoxication; (e) Not use any intoxicating drink or drug, to excess. Explanation: For the purpose of this rule. 'public place' means any place or premises (including a conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise

23. If any question arises relating to the interpretation of these rules, it shall be referred to the Executive Council whose decision thereon shall be final

**24. Unless there is anything repugnant in the IGNTU Act, Statues.**Ordinances, any amendments to the Central Civil Services 41 (Conduct) Rules, 1964 shall be deemed to be the amendments of the relevant provision of these, rules or any order or administrative instruction already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government.

**ORDINANCE -38 PREVENTION OF SEXUAL HARASSMENT OF WOMEN EMPLOYEES AT WORKPLACE** [Section 32 (1) (l) of the Act] Gender equity, including protection from sexual harassment and right to work with dignity is universally recognised basic human right. Eradication of social evils has been the prime aim of Constitution of India. Article 15 of the Constitution of India prohibits discrimination of grounds of religion, race caste, sex, or place of birth. Article 42 makes provision for securing just and human conditions of work. Article 15—A (e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional of sectional diversities, to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the "Elimination forms of discrimination against women." Resultantly, the IGNTU, Amarkantak hereby introduces and enforces Ordinance titled —fSensitization, Prevention and Redressal of Sexual harassment." Bodies of SPARSH•. SPARSH shall include the Apex body of SPARSH (ABS) and the University Complaints Committee (UCC). The ABS shall aim to sensitize and work to prevent sexual harassment in the university. The UCC shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action. Functions, Powers and Duties of ABS: (i) To uphold the commitments of the IGNTU, Amarkantak to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence. (ii) To promote a social and psychological environment which will raise awareness about gender based discrimination and prevent sexual harassment and other acts of gender based violence. (iii) To generate awareness about gender based discrimination, sexual harassment and other acts of gender based violence. Functions, powers and Duties of UCC: (i) To fulfill the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace. (ii) To evolve a permanent mechanism for prevention and redressal of gender based discrimination. sexual harassment and other acts of gender based violence. (iii) To ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints. Operational definitions: Sexual harassment: This shall include such unwelcome sexual behaviour (whether directly or by implication) as: (b) (c) (d) (e) Unwaged physical contact and advances. A demand or request for sexual favours. Sexually — coloured remarks. Displaying pornography. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Academic staff: This shall include any person on the staff of the university who is appointed to a teaching and / or research post. whether full time, temporary, adhoc, part

time, visiting, honorary, or on special duty, or employees on a casual or project basis. Campus: This includes all the places vested, controlled and/or administered by the IGNTU, Amarkantak. Non-governmental Organization (NGO): This shall include any NGO registered under the Societies Registration Act or is a public Charitable Trust, Such an NGO should be engaged in work connect with gender equality. 42 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] Counsellor: This shall include any women from among the staff, who has expertise in social and personal counselling on matters arising out of incidents of sexual harassment. Non-teaching staff: This shall include any person on the staff of the university who is not appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part time, on daily wages, on honorary or on special duty, or deputation, and shall include employees on a casual or project basis. Resident: This shall include any person who is a temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by the IGNTU, Amarkantak. Service provider: This shall include any person who runs on manages commercial enterprises, or provides services on the campus. Constitutions of ABS: The ABS committee shall consist of the following members, who will be nominated by the. Vice — Chancellor. (i) The chairperson, a women nominated by the Vice-Chancellor, IGNTU. Amarkantak from amongst the faculty members. (ii) Five members representing various faculties/centers of the University, of which a least three shall be women. (iii) Two students representatives of which at least one be girl student (names to be proposed by Dean, Student Welfare for Vice- Chancellor's approval). (iv) Two' members from the-ion-teaching staff, of which at least one should be women. (v) One woman NGO representative. (vi) One woman counsellor. Constitution of UCC: The Vice-Chancellor shall nominate the members of UCC from among the members of the Apex Committee. It shall comprise of the following. (i) Fiver (at least three women) teacher representatives. (ii) One non — teaching staff representative of the University. (iii) One person, with known contribution to women's issues, to be co-opted from outside the University, who could be an NGO representative. (iv) The chairperson shall be elected from amongst the above-mentioned members. (v) One member-secretary shall also be elected from amongst the above-mentioned members. Term of office of chairperson and members of ABS and UCC: (i) The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office. (ii) Provided that no chairperson or any member shall hold office for more than two terms. Vacancy of the office of chairperson or members of ABS/UCC: If the office of the chairperson or any other members becomes vacant, or if either of them remains absent without written intimation for three consecutive meetings, or for two months, whichever is more, another member may be appointed to fill in the vacancy. Ihe new chairperson/member shall be nominated by the Vice-Chancellor. Procedures for Transaction of Business of ABS: (i) The ABS will hold at least five meetings/programmes in an academic year. with not more than 2 months gap between the two meetings. (ii) Proceedings of all the meetings shall be recorded, confirmed and adopted ABS members. (iii) Any member may request the chairperson to call an emergency meeting of the ABS for which at least 24 hours advance notice shall be given. The quorum for the meeting shall be one third members of the ABS. Procedures for Filing Complaints with the UCC: (i) Wide publicity to be given for filing complaints. (ii) Complaints to be registered in strict confidentially. 1114äug 4] 43 (iii) (iv) (v) (iv) (vii) (viii) (ix) (x) Taking cognizance of complaints about sexual harassment, the UCC shall conduct enquiries, provide assistance and redressal to the victims, recommend penalties and other action to be taken. Any student resident, service provider, outsider, faculty member or non-teaching staff may a complaint of sexual harassment against a student, resident, service provider, outsider, faculty members or non-teaching — staff. The party may lodge a complaint directly to the Vice-Chancellor, or to any member of the UCC. The complaint may be oral or in writing. If it is oral, it shall be put into writing by the UCC. The UCC may hear both the parties (Complaint and the accused) in a manner as it may deem appropriate, and determine the course of action that the situation merits. The UCC will be responsible for conducting a formal enquiry against the student/ teacher /non-teaching staff member/ service provider allegedly involved in a case on the basis of its findings during the preliminary enquiry. The inquiry shall be conducted under the rules and procedure already laid down by the University and will be in conformity with the principles of natural justice. The formal inquiry shall commence within a week and shall be completed within two months from the date of its reference. If the UCC finds it impractical to dispose the case within the given time, it will be recorded in writing, and the period may be extended by the Vice-Chancellor. Penalties: These shall be awarded as per University rules for employees. Incase of students/service providers, they could include.

Warning  
Debarring entry into hostel/Campus  
Withholding results  
Expulsion from the university  
Denial of re-admission  
Written apology  
Bond of good behaviour  
Note: In case of harassment by an outsider. that is a person unconnected with the University, initiate action by making a complaint with the appropriate authorities. ORDINANCE - 39 the university authorities shall 1. 2. 3. 4. 5

**6. APPOINTMENT OF ADJUNCT FACULTY MEMBERS & SCHOLARS IN RESIDENCE** (Section 5 (ix) and (xviii) and Section 32 (l)(r) of the Act) To encourage interdisciplinary collaboration in research and teaching, the Executive Council shall appoint adjunct faculty members, who preferably are relatively younger and mid-career professionals and specialists, from other Universities/reputed research institutions organisations (AEC, ICSSR- CSIR, ICAR, ICHR etc). Such faculty should possess postgraduate or doctoral qualifications and have academic and research credentials; will be eligible for appointment as Adjunct Faculty in a University Department and may also include professionals and specialists from PSUs (Public Sector Undertakings) and business corporations. The adjunct faculty member will be appointed on a tenure appointment for one academic year, or for two semesters. They will be offered a token honorarium as per UGC norms. Provided that under special circumstances, the Vice-Chancellor may sanction higher honorarium for this purpose. The host University will provide them suitable office-space to facilitate their working and interaction with students and peers. There will not be more than 5 such members at any given time in the University. 44 SCHOLARS-IN-RESIDENCE THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] 7. 8. 9. 10. 11. 12. 1. 3. 4. 5

**6. Senior professionals and specialists from research and professional organizations (for example AEC, ICSSR, CSIR, ICAR, ICHR etc.)** and those with PSUs and business corporations, with postgraduate or doctoral qualifications and with academic and research credentials will be eligible for appointment as Scholar-in-Residence in a University Department. NRI (Non Resident Indians) and PIO (Professionals of Indian Origin) professionals and specialists, working in overseas organizations, will also be eligible for these positions. Similarly, these positions will be open to those overseas (non-Indian) professionals and specialists who have been dealing with India issues in their work. The Scholar-in-residence will be appointed on a tenure appointment in University/ Regional Campuses/ Centres ranging, between six and twenty-four months and will be offered a consolidated remuneration of up to Rs. 80,000/- a month, and a contingency grant of Rs. per annum. Provided that the University may fix the remuneration and contingent grant as per the direction of appropriate authority from time to time. Besides, the host University will provide them suitable office-space and residential accommodation. There will not be more than 5 such members at any given time in the University/ Regional Campuses/ Centres. The Vice-Chancellor after consulting the person concerned and the Heads and Deans/Director of concerned Faculty/ Regional Campuses/ Centres shall make his recommendation to the Executive Council for appointment as an adjunct faculty member/ scholar in residence. ORDINANCE -43 APPOINTMENT OF FACULTY AGAINST SANCTIONED POSTS UNDER EXIGENT SITUATIONS [Section 32 (1) (r) of the Act] Since selection of Faculty against sanctioned position on regular basis takes time, especially in the case of the newly established University/ Institutions/ Regional Campuses/ Centres, the University may devise its own mechanism to appoint faculty on such terms and conditions as decided by the Executive Council. Subject to fulfillment of qualifications and experience as prescribed and amended by the UGC from time to time. the University may identify faculty from other Universities and higher education institutions for such appointments. The faculty so appointed may be taken for short / medium term engagement on the basis of deputation lien and will not exceed a maximum of three years. Such appointment shall be made against sanctioned positions and till such time that regular selections are made. Appointments to temporary posts shall be made in the manner indicated below: if the temporary vacancy is for duration longer than one academic session, it shall be filled on the advice of the Selection 1. Committee in accordance with the procedure indicated in the foregoing clauses: Provided that if the Vice-Chancellor is satisfied that in the interests of work it is necessary to fill the vacancy, the 11. 111. appointment may be made on a purely temporary basis on the advice of a local Selection Committee referred to in sub- clause (ii) for a period not exceeding six months; if the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a local Selection Committee consisting of the Dean of the Faculty concerned, the Head of the Department and a nominee of the Vice-Chancellor: Provided that if the same person holds the offices of the Dean and the Head of the Department, the Selection Committee

may contain two nominees of the Vice- Chancellor. Provided further that in the case of sudden casual vacancies of teaching posts caused by death or any other reason, the Dean may, in consultation with the Head of the Department concerned, make a temporary appointment for a month and report to the Vice-Chancellor and the Registrar about such appointment; no teacher appointed temporarily shall, if he is not recommended by a regular. Selection Committee for appointment under the Statutes, be continued in service on such temporary employment, unless he is subsequently selected by a local Selection Committee or a regular Selection Committee, for a temporary or permanent appointment, as the case may be. The emoluments and terms of service of such appointments shall be such as decided by the Executive Council. IIIAgu•g 4] 45 1. 2. 3. 4. 5. 6. 8. 9. IO

**11. ORDINANCE - 44 BOARD OF STUDIES: CONSTITUTION AND TERM OF OFFICE OF ITS MEMBERS [Section 27 of the Act; Statute 161 Each Department shall above have a Board of Studies comprising the following members (a) Head of the Department : Chairman & Convener (b) All the Professors of the Department / Regional Campuses/ Centres (ex-officio members).(C) The**

senior most Associate Professor and the senior most Assistant Professor of the Department by rotation shall be a member of Board of Studies to be nominated by the Vice-Chancellor. (d) Two faculty members nominated by the Vice-Chancellor from amongst the faculty members (one may be from Regional Campus/ Centre) belonging to allied/cognate subjects. (e) Two subject experts, not in the service of the university, to be nominated by the Vice Chancellor. (f) One expert to be invited by the Chairman in case need is felt for that person's inputs for specialized area. The appointment of members specified at c, d, and e shall be for a period of three years. A Teacher of the University Department/Regional Campus/ Centre shall cease to be a member if he/she ceases to be a teacher of the concerned Department/ Regional Campus/ Centre. Any casual vacancy arising in the BOS may be filled for the un-expired period by the Vice-Chancellor. provided that the members so nominated shall be taken from and within the same category. The Board of Studies shall ordinarily meet at least once a year and on such occasions as may be determined by the Vice- Chancellor. The quorum for the Board of Studies Meetings shall be 50% of the members which shall include at least one outside expert. In the absence of the Chairman, the senior-most member present shall act as Chairman for that meeting. Functions of the Board shall be: (i) to recommend to the Faculty, Courses of Study offered by the Department, (ii) to recommend to the Faculty for appointment to the Examiners/ Paper Setters for the Courses offered, other than for the Research Degrees, in accordance with the provisions of regulations about Examinations of the University, (iii) to recommend to the Faculty. measures for the improvement of teaching in the Department, (iv) to perform such other functions as may be assigned to it by the Faculty, the Academic Council, the Executive Council and the Vice-Chancellor, (v) to make recommendations to the Academic Council in regard to the syllabi of the course of study and examinations in the subjects with which it deals. Notice of the meetings of the Board shall be issued at least 21 days before the date fixed for the meeting. Provided that in case of urgency the chairman may call the meeting at early date with the approval of the Dean of concerned Faculty. The Chairman of the Board shall keep the minutes of the meeting of the Board. The rules of conduct of the meeting shall be as may be prescribed by the Regulations. 46 1. 2. J. 4. 5. 6. 7

**8. THE GAZETTE OF INDIA : EXTRAORDINARY ORDINANCE - 45 FACULTY BOARD**

**[Section 32 (1) (r) of the Act; Statute 151 The Faculty Board shall consist of: [PART 111 —SEC. 4]**

(i) (ii) (iii) (iv) (v) (vi) (vii) Dean of the concerned Faculty; All Professors of the concerned Faculty; Heads of the Departments assigned to the concerned Faculty who are not Professors; One Associate Professor and one Assistant Professor from each Department of the concerned Faculty by rotation on the basis of seniority; One representative each of the Boards of other Faculties, which have inter-disciplinary work with the concerned Faculty, to be nominated by the Vice-Chancellor on the recommendations of the Faculty Board concerned; Not more than two teachers from Regional Campuses/ Centres, nominated by the Vice-Chancellor; and Not more than five persons, not in the service of the University or of the Regional Campuses/ Centres, nominated by the Academic Council for their special knowledge and expertise in the subject concerned. Provided that not more than one person ppr subject shall be nominated.

Provided further that ordinarily at least one person among the five shall be from the State where the University headquarter is located. The term of Office of members, other than that of the Dean and Professors shall be three years. The Dean of the Faculty shall be the Chairperson of the Board and shall convene and preside over the meetings of the Faculty. The powers and functions of the Faculty shall be as follows: a. b. c. d. e. f. g. h. j. To prescribe the qualifications and procedures for admission of candidates to the various study Programmes in the Departments of the Faculty; To co-ordinate the teaching, evaluation and research work in the Departments-in the Faculty, To constitute Committees to organise the teaching and research work in subjects or areas which do not fall within the sphere of any Department in the Faculty and to supervise the work of such Committees; To consider Schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council; To formulate arrangements for the Faculty to participate in the work of the different Centres of Studies in the University;

To promote and review research activities within the Faculty and to submit reports on research to the Academic Council; To frame general Rules for continuous internal evaluation and end-semester examinations; To consider and act on any proposal regarding the welfare of the students of the Faculty; To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice-Chancellor; and To delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from-time to time. The Board shall hold one meeting in an Academic year; Provided that the Dean may convene special meetings of the Board at his own initiative or at the suggestion of the Vice-Chancellor or on a written request from at least one-fifth of the members of the Board. The quorum for the meeting of the Board shall be one-third of its total members. Notice for any meeting of the Board shall be issued at least 21 days before the date fixed for the meetings. The Dean may convene emergency meeting of the Board at short notice. Rules of conduct of the meetings shall be as prescribed by the Regulations in this regard. Ill-Q:gu-g 4] l. 47 ORDINANCE - 46

RESEARCH DEGREE COMMITTEE [Section 32 (1) (o and r) of the Act] There shall be constituted a Board of Research Studies comprising of the following: (ii) (iii) (v) (vii) Vice-Chancellor / PVC - Chairperson Deans of Faculties Heads of Departments of University/ Regional Campuses/ Centers (not exceeding 5 by rotation) Professors other than Deans of Faculties and Heads of Departments (not exceeding 5 by rotation) Four Associate Professors to be nominated by the Vice-chancellor representing different disciplines in the University/ Regional Campuses/ Centers Four external experts to be nominated by the Vice-chancellor representing different disciplines in the University Registrar Ex-officio Members-Ex-officio Members-Ex-officio Members-Ex-officio Members Secretary-Ex-officio Subject to the overall guidance of the Academic Council, the Research Degree Committee shall perform, inter alia, the following functions: (i) To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview; (ii) To evaluate institutional research projects for funding by national (international agencies; To review the current status of research in each department and critically examine the progress thereof from time to time; (iv) To indicate the priority areas of research in the departments particularly with reference to the role and responsibility of the University under Section 5 (1) (i) and (xii) of University Act taking into account the facilities available in the University and also create facilities wherever necessary in keeping with the major thrust areas accepted for the concerned Departments and individual interest of the members of the faculty; (v) To evolve norms for consultancy and sharing of revenue between the Principal Investigator and the University for approval of the Executive Council; and

(vi) To perform such other functions as may be assigned to it by the Academic Council. 3. 4. 5. 6. 7. 8. 1.

The Research Degree Committee shall meet regularly at least twice a year. The Research Degree

Committee may determine its own procedures for working. The quorum of the Research Degree

Committee shall be one-third of the total members; The term of Office of the members other than ex-officio members shall be for a period of three years. The Research Degree Committee shall recommend to the Academic Council for the conformant of the research degrees. In case of any anomalies/ disputes, the decision of Academic Council shall be final. In case of any anomaly, the decision of Academic Council shall be final. ORINANCE — 49 UNIVERSITY BUILDING COMMITTEE (Section 32 (1) (m) of the Act! There shall be a Building Committee consisting of the following members, namely; a. b. c. d. e. The

Vice-Chancellor (Chairperson) A Representative of the CPWD/PWD not below the rank of Executive

Engineer. A member of panning Board nominated by the Vice Chancellor The Finance Officer A Representative of User Department 48 f. g. h. NOTE : THE GAZETTE OF INDIA : EXTRAORDINARY [PART 111 —SEC. 4] Two teachers of the University not below the rank of Professor nominated by the

Vice- Chancellor Principals of engineering college in the University or from nearby University

Engineering College. The University Engineer The Registrar — Member Secretary The Dean of the Faculty /the Head of the Departnment / the Head of the Institution, who is the main user of the proposed Building, may be invited to attend the meeting in which the said project comes up for consideration. The

Committee shall: 2. 3. 4. 5. 6. a. b. c. d. e. be responsible for finalizing the Plans and Estimates of the Various Building projects approved by the UGC, or other funding Agencies, and for proper utilization of the Grants received from the UGC etc: be responsible for the maintenance and upkeep of the University

Buildings: assess the cost of repairs, additions, alteration and demolition of the University Buildings annually and prepare the Budget for the same to be submitted for approval of the Finance Committee and Executive Council. exercise all such powers, as delegated to it by the Executive Council from time to time and Constitute one or more Sub-committees to look after any of the functions and responsibilities assigned to it. The Committee shall meet at least twice in a year, or as and when necessary. One third members shall

from the quorum. Provided that at least one member having technical background shall represent. The

composition of the Building Committee should be intimated to the University Grants Commission immediately after it is constituted. The Building Committee shall be responsible for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds received from the University Grants Commission the Government and from the University's resources. NOTE: The above mentioned composition and functions shall stand amended as per the

notifications instructions issued by the UGC from time to time. ORIINANCE - 50 PURCHASE COMMITTEE [Section 32 (1) (m) of the Act! There shall be a Purchase Committee of the University for the purchase of goods consisting of the following members. namely: 1. 2. 3. 11. 111. Iv. v. One of the Deans to be nominated by Vice-Chancellor (Chairman) The Registrar The Finance Offcer Head of the Department/ Institution concerned Officer in charge (DW AR) of Purchase & Procurement — (Secretary).

The above Committee shall be responsible for procurement of goods as defined hereunder; The term "goods" includes all articles, material, commodities, live stock, furniture, fixtures, raw material, spares, instruments, machineries, equipments etc. purchased or otherwise acquired for the use of the University but excludes books, publications, periodicals etc. for a library. The Procedure to be followed in making procurement for the Umversity Faculty Department/ Regional Campuses/ Centres,' Division/ Sections should conförrn to the following yardsticks; i. The specifications in terms of quality, type etc. as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring Faculty Department/ Regional Campuses/ Centres [Division /Section. IIIAg•ug 4] 49 ii. The specifications so worked out should meet the basic needs of the Department/ Centre / Section without including superfluous and non-essential features, which may result in unwarranted expenditure. a) b) c) d) e) f) Care should also be taken to avoid purchasing quantities in excess of requirement of avoid inventory

carrying costs; Offers should be invited following a fair, transparent and reasonable procedure; The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects; The procuring authority should satisfy itself that the price of the selected offer is reasonable and consisted with the quality required; At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision. Faculty Department/ Regional Campuses /Centres/ Division/ Section may with the approval of

competent authority procure the required goods from firms under DGS&D rates. 4. 5. 6. 7. 8. iii. University may utilize the approved registered suppliers for procurement of goods through Limited Tender Enquiry. A Registrar/ Head of Department may also register suppliers of goods which are specifically required by the Department of Office. Purchase of goods without quotation: Purchase of goods upto the value of Rs. 25,000/- (Rupees Twenty Five Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format. "I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price". Purchase of goods by purchase committee: Purchase of goods costing above Rs. 25,000/- (Rupees Twenty Five Thousand) only and upto Rs. ( Rupees One Lakh Fifty Thousand) only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the competent authority. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under. "Certified that we . members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality reliable and competent to supply the goods in question." The Executive Council may change the above mentioned limits of the amount in section 4 and 5 mutatis mutandis. Purchase of goods directly under rate contract: The University may directly procure goods under rate contract from DGS&D/ Laghu Udyog Nigam (Small Scale Industry). The prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The Faculty/ Department/ Regional Campuses/Centers [Division /Section shall make its own arrangement for inspection and testing of such goods where required. A demand for goods should not be divided in to small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of competent authority required with reference to the estimated value of the total demand. Purchase of goods through bids: The University may follow the following standard method of obtaining bids in; (i) Advertised Tender Enquiry; (ii) Limited Tender Enquiry; (iii) Single Tender Enquiry; 50 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] Advertised Tender Enquiry: (i) Subject to exceptions incorporated under Rules as above, invitation to tenders by advertisement should be used for procurement of goods of estimated value Rs. 25 lakh (Rupees Twenty Five Lakh) and above. Advertisement in such case should be given in the Indian Trade Journal (IT J) published by the Director General of Commercial Intelligence and Statistics, Kolkata and at least in one national daily having wide circulation. (ii) The University should also publish all its advertised tender enquiries on the website and provide a link with NIC website. It should also have its website address in the advertisements in Indian Trade Journal and Newspapers. (iii) The University should also host the complete bidding document in its website and permit perspective bidders to make use of documents downloaded from the website by payment of the amount specified, if priced. (iv) Where the University feels that the goods of the required quality, specifications etc. may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the Department/ Regional Campuses/Centers /Section may send copies of the tender notice to the Indian embassies abroad as well as to the foreign embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries. (v) Ordinarily, the minimum time to be allowed for submission to bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders. Limited Tender Enquiry: (i) This method may be adopted when estimated value of the goods to be procured is up to Rupees Twenty-Five Lakhs. Copies of the bidding document should be sent directly by speed post/ registered post/ courier/e-mail to firms which are borne on the list of registered suppliers for the goods in question as referred to above. The number of supplier firms in Limited Tender Enquiry should be more than three. Further, web based publicity should be given for limited tenders. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis. (ii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty five lakhs, in the following circumstances. (a) The competent authority in the University certifies that the demand is urgent

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

Tender Enquiry cases : Two bid system For purchasing high value goods of a complex and technical nature, bids may be obtained in two parts as under, (a) Technical bid consisting of all technical details along with commercial terms and conditions; and (b) Financial bid indicating item-wise price for the items mentioned in the technical bid. The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both sealed covers are to be put in a bigger cover which should also

be sealed and duly super scribed. The technical bids are to be opened and evaluated by the competent committee or authority. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract. Late Bids: In case of advertised tender enquiry or limited tender enquiry, late bids (bids received after specified date and time for receipt of bids) should not be considered. Single Tender Enquiry: Procurement from a single source may be resorted to in the following circumstances; It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods. 51 (ii) In case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained. (iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm. Contents of Bidding Document:

All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the following headings: (2) (3) (4) (5) (6) (7) Bid Security: (i) (ii) Instructions to Bidders.

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

Advance payment to supplier: Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments in the following types of cases; (i) Advance payment demanded by firms holding maintenance contracts for servicing of Air- Conditioners, computers, other costly equipment, etc.

(ii) Advance payment demanded by firms against fabrication contracts turn-key contracts etc. Such advance payments should not exceed the following limits: (i) Thirty per cent of the contract value to private firms; (ii) Forty per cent. Of the contract value to a State or Central Government agency. or a Public Sector Undertaking; or (iii) In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract. University may relax, in consultation with the Finance Officer, the ceilings (including percentage laid down for advance payment for private firms) mentioned above. While making any advance payments as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm. Part Payment to suppliers: Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it despatches the goods

form its premises in terms of the contract. 52 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] Transparency, competition, fairness and elimination of arbitrariness in the procurement process: All conditions stipulated under Rule 160 of General Financial Rules, 2005 of Government of India issued by the Ministry of Finance Department of Expenditure shall be applicable

9. The Officer in charge of Purchase & Procurement shall convene the meeting of the Purchase Committee within 4 weeks from the date of receipt of indent or as and when necessary

**10. The purchase committee shall approve the tenders of rates of the firms in different item requirements and the orders for the items approved by the aforesaid Committee shall be placed with these firms by University as and when necessary.** 11. [n case the rates of the approved by the firms go up/down subsequently, the Purchase Committee meeting shall be convened again to approve of the rates before purchase are made. 12. [f the purchase of any item the rate which has not already been approved by the Committee should become necessary in exceptional circumstances and time does not permit the convening of a meeting of the Purchase Committee, the purchase of the item shall be approved by the competent authority and the same shall be placed before the next meeting of the Purchase Committee

13. Similarly, in the event of a change in the rate already approved by the Purchase Committee and time when does not permit the convening of a meeting of the Purchase Committee, the purchase of the revised rates shall be approved by the competent authority and the same shall be placed before the next meeting of the Purchase Committee

14. The Purchase Committee may appoint a Sub Committee consisting of at least three members, as and when required

15. One third of the members shall form the quorum

16. Purchase of propriety/ standard goods/ items from reputed/ standard firms at company rates from authorized dealer with the approval of the purchase committee

**17. Anything not covered in the above rules will be governed by the GOI (GFR Rules 2005) as issued and amended from time to time.** ORDINANCE - 52 EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEE [Section 32(1) of the Act] There shall be constituted a Mechanism for the redressal of the grievances of Employees and Students of the University. Unless otherwise mentioned: Student means all students who are registered for a Programme of study in any Faculty/ Centre/ Department/ or Campus maintained by the University. Employee means any person appointed by the University and includes teachers and other staff of the University. The Grievances Committee shall observe the following general principles: 1. 3. 4. 5

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

**1. STUDENTS GRIEVANCE REDRESSAL COMMITTEE Chairman - The Pro Vice-Chancellor or such other person to be nominated by the Vice-Chancellor.** Members: Dean of the School concerned (special invitee) 3 Nominees of the Vice-chancellor. Dean of Students' welfare, Member-Secretary 3 Representatives of Students' Council. 53 POWERS AND FUNCTIONS 1. 11. iii. to entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group; to enquire into the grievances, and make recommendations and report to the concerned authorities - Academic Council and Executive Council for redressal or suitable action; and to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless. 11. 111. 1

**2. TEACHERS' GRIEVANCES COMMITTEE** There shall be constituted a Committee by the Executive Council consisting of the following: Vice-Chancellor or his / her representative (Chairman) Five representatives from the teachers community representing gender, minority, SC,

**ST, OBC.** Vice-Chancellor's nominee (Secretary) **POWERS AND FUNCTIONS** to entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group; 11. 111. to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and to recommend appropriate action against complainant, if allegations made in the documents found to be baseless. **NON-TEACHING STAFF GRIEVANCES COMMITTEE** The Chairman - to be nominated by the Vice-chancellor. Five representatives from the non-teaching community representing gender, minority, The Registrar or his nominee shall be the Member- Secretary of the Committee. **POWERS AND FUNCTIONS** SC, ST, OBC 1. 11. 111. to accept and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group; to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and to recommend appropriate action against complaints, if allegations made in the documents found to be baseless. **ORDINANCE - 53 GAMES AND SPORTS COMMITTEE** [Section 32 (1) (o) of the Act] (a) There shall be a Games and Sports Committee consisting of the following members, namely: (1) (2) (3) (4) (5) Chairman, appointed by the Vice-Chancellor Dean Students' welfare Presidents of various Games and Sports Clubs One Outstanding Sportsman from among the students on rolls, nominated by the Chairman for a period of one year Director of Physical Education, who shall be the Ex-Officio Secretary of the Games and Sports Committee (b) The Chairman of the Committee shall hold office for a term of two years. The Committee shall: (1) make arrangements and supervise the games and sports of the University and frame Regulations in this regard; (2) frame the budget for games and sports; 54 3. 4. 5. 1. 2. 3

**4. THE GAZETTE OF INDIA : EXTRAORDINARY allocate finances to the various Clubs; maintain the play-grounds, gymnasias, swimming pools of the University; hold contests, competitions, tournaments, athletic meets etc.;** [PART 111 —SEC. 4] (3) (4) (5) (6) (7) (8) recommend to the Vice-chancellor the names of outstanding players and sportsmen to be nominated for admission perform such other functions, as may be assigned to it by the Academic Council from time to time; and take measures to attract the sports talent available in the University. The Director, PIE will operate the budget under the supervision of DSW. The Committee shall hold its meetings under the supervision of the DSW. One-third of the total members shall form the quorum for a meeting of the committee. **ORDINANCE -54 EQUIVALENCE COMMITTEE FOR RECOGNITION OF EXAMINATIONS/ DEGREES** [Section 32 (1) (r) of the Act] Composition There shall be an Equivalence Committee consisting of the following members: 1. 2. 3. 4

**5. Pro-Vice-Chancellor or nominee of Vice-Chancellor Deans of the Faculties One person nominated by the Academic Council from amongst its members for a period of three years Controller of Examinations Registrar Chairman Members Member Member Member Secretary Functions The functions of this Committee shall be:** 1.ii. 111. iv. v. VI. To examine and recommend to the Academic Council equivalence of such examinations/degrees as may be referred to it from time to time including those of foreign Universities; To examine and recommend to the Academic Council the equivalence of examination/ degree conferred only from the recognized University/ Institutions; To prepare a case of moving application for seeking recognition of Degrees/ Diplomas and Certificates awarded by the University equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other institutions within and outside the country; To consider the proposal in respect of the recognition of new courses/ examinations of other Universities/ Boards/ Institutions together with the report of the Dean of the concerned Faculty. who has examined the courses of study and the standard of the Courses and to recommend to the Academic Council the Examinations of other Universities/ Boards/ Institutions as equivalent to the corresponding Examinations of the University; To examine and recommend to the Academic Council the withholding suspension or cancellation/ recognition to any examination/degree for such reasons and such time as it may deem fit: and The Committee may invite a domain expert, wherever necessary to assist it in its functioning. Rules of Business The Committee shall frame the Rules of business and lay down guidelines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, in this behalf, to the Equivalence Committee. Not less than half the total number of members of the Committee shall constitute the quorum for a meeting of the Committee. Dr. A. R. SUBRAMANIAN. Registrar [ADVT.-111/4/Exty./136/17J Uploaded by Dte. of Printing at

Government of India Press, Ring Road, Mayapuri, New Delhi-110064 and Published by the Controller of Publications, Delhi-110054. Digitally signed by RAKESH SUKUL RAKESH SUKU Date: 2017.07.07 +05'30'

