

BBAU 22 ORDINANCES

42 THE GAZETIT OF INDIA EXTRAORDINARY BABASAHEB BEILMRAO AMBEDKAR UNIVERSITY Lucknow, the 23rd December. 2004 ACADEMIC ORDINANCES Instalment I Submitted to MINISTRY OF HUMAN RESOURCE DEVELOPMENT GOVERNMENT OF INDIA NEW DELHI October. 1996 (Sent on 16-10-1996) (Approved by the Ministry of Human Resource Development. Department of Educauon. Goserment of India_ letterNo F S-14/96-Desk (U) (A) dated 28th January. 1997.) C hapter-1 scuoots OF STUDIES AND DEP\RTMENV CENIRFÄS I.Secs• -I. -S.(vv) Schools Studies The rolloving ocltuols Studies shall be esl. •tb'ishéd m the t.'nivrçltv 4 S 9. 11 12 14 15 17 Departünents School for Ambedkar Studtes School for Information Science and Technology School for Enuronmental Scencs School for Earth Sciences School for Bio-sciences and Technology School for Sciences School for Energy Studies and Technology School for Social Scetenees School for Management Studies School for School for Furnanities School Languages and Literature School Fine Ans School for Performing Arts School for Commerce School Space Scetncs and Technology School for Lega! Studies Other Schools to tnay be dclternuned !ateron 2 The shall be established l: Departtttcln or Library and Informanon Scrcnces 2 3. 5. 6 8 9 IO 11 12 13. 14 15 17 18 19 20 21. 22 23 24. 25. 26 27 28 30 31 32 33 34 3.6 40 42 43. 4-4 Department of Information Technol(vv Department of Mass Commurucauon and Journalism Depaflmentof Elfvironrnerual Impact Studies Department of Restoration and Conservauon Ecolog;. Department Of Applied Geolog', Department or Geophysics Department of Geochemstry Department of Applied Plaat Depanment of Apphcd Ammal Department of Bio-Technology Depanrnt ot Human Deselopmentxttd Family Studies Depanment of Hont. • Management Departncl 01' Cood and Department of Clotung and Aéxtllc Department of I Jome Department of Rencuable Energy Department of Non-renewable Department of Econonucs Department of Sociolog.' Deparunentof Political Science Department of Scx:al Department of Department of Dcparlmeni of Buddhist Department Of Rural Department of Department. of Appitcd Ph•s.cs Department Of Applied Chernistr.; Department Applied Stausn:s Department 01 Department of Edncanon Department of Depanmentof Depanrnt of Sanskrit and Pali Department of Departmentcl Of English and Language Department Of [..vnguage.; Dep:mmnt of Patnng Department Sculpture l)cpartJtjent of Department of Appiied Art Depanmeru or MusiC [41 45. 46. 47. 48. 49. 51. 53. 55 Department Of Dance Department of Drama Department of Accountancy and Finance Department of Busmess Studies Department of Banking Department of Pharnnaccuucal Sciences Department of Space Scetncs Department of Computer Sciences Dcparlmenl of Human Rights Department of Emironmental Science Department of Continuing Education and Commumtv Services (e) Such Other Departments as may be created in fillilrc (V) Tie following Departments shall be assigned to the School for Home Scicncs (a) (b) (c) (d) (f) Department of Human Development and Farn:lv Studies Department of Home Management Department or Food and Nutrition Department of Clotung and Department Of Department of Home Science Extension, and Such other departments as may be created in future A ssienment nf Departments to Schools The follo»uig Departments shall be assigned to the School for Information Scetnce and Technolog:. (d) Department of Librar:, & Information Scetnce Department of !nforvnauon Technology Depanment or Mass Communication & Journal Ism Department of Computer Scetnce Department of Conunutng Education and Communal'. Scetncs Such other Departments as may be created future (11 The fol!omng Departments shall be asstgncd to the School for Envtronmtai SCleqccs (a j Depanment or Environmental Impact Studtes (b) Department or Restoration and Consenation Ecologh (c) Department Environmental Scicncs (d) Such other Departments as may be created in (111) The fol Departments Shall be assigned School for Earth Sciences Departtment or Appiied (jc010k& Department Geophysics Department of Gcochennstry. and Such Other Departments as may be created In future. (I V) The lowing Departments shall be assigned 10 the School for Bio-Sc:cncs and Technology Department or Applied Plant Scetncs (Horticulture) Department Of Applied Ammal Scetncs (Scrlculcurci Department of Bio-Technology Department or Pharmaceutical Scicncs (VI) The foii0'ss ing Departments Shail be assigned to the School for Enrgy Studtes and Technology (a) Department of Rc11CAsable Energy (b) Department Of Non-rencmblle Energy. and (c) Such Otlucr departlii'.ents as may be crealed In fiuure (VID The rollomng Departments shall be assrgncei to the School for Socmi Sciences (a) Department or Anthropolog:. (b) Department of Buddhist Studtes (C) Such other departments as be ertated In future

(Villi The ing Departments to the School for Management Studies . (a) Depart ment Of Rural (b) Such other departments as may be created in future (I X) follow. ing Departments To lite School for Pln stal Saen. •cs Depart:ncnt of F.lclclrontcsand Teleconntntueo':on Department Applied l)epanmcnt of Appl. •d L)cparunent of Applied Mathctnattcs Statistics. and Snell other departntnts as nun bc (X) The shall be to IIIC School fer Department and Such as bc litture (Xli IOlio•, 10 the School for Languages [)cparuncl of Sanskrit (b) Departlncnt 01' ! i 1 ndi (C) 01 ! and Languages (d) (e) (O Department of Urdu Department Of Asian Languages, and Such other departments as may be created In frture 4. In addiuon. the following Centres shall be established in the University (171) The follongng Departments sbüll be asstgnd to the School for Fine Arts (a) Department of Painting (b) Department of Sculpture (c) Department of Muscology (d) Department Of Appli ed Art, and (e) Such other departments as may be created in future. The following Departments shall bc assagned to the School for Performing Arts (a) Department of Music (h) Department Of Dance (c) Department of Drama, and (d) Such other departments as may be created rn future. V) The following Departments shall be assigneä to the School for Commerce (a) Department of Accountancy and Finance (b) Department of Business Studies (c) Department of Banking. and (d) Such other departments as may be created in future (X V) The followtng Departments shall bc assigned to the School for Ambedkar Studies (i) (ii) (iii) (v) 5. Centre for Continuing Education and Community Sen,ices Centre for Disaster Management Cence for Distance Educauon Centre for Inst Deslgn Engmnecnng- and Such other Centres as may created tn future. (i) The follomng Centres shall be (a) (c) (d) (e) (g) Department of Econormcs Department of History Department of Political Scnccs Department of Philosophy Department of So:ial Work Department of Education Department of Sociology Such other departments as may bc created in future. assigned to thc School for Informauon Sciences and Technology (a) Centre for Continuing Education and Community Services. and (b) Such other Centres as may bc created i n future. (ii) The following Centres shall be assigned to the School for Environmental Sciences (a) Centre for Disaster Management. and (b) Such other Centres as may be created future (iii) The follongng Centres shall be assigned to the School for Phystcal Sciences (a) Centre for Instrumentauon and Desugli Engt necn ng. and (b) Such other Centres as b. crcatcei i n tuture. (iv) Other Centres shall be assigned todllfrc.n! Schools accordtng to thcar academic relevance as and when they are created

6. The organisational structure of the Centres and therr academic programmes shall be prescribed the School Boards to which the Centres are asstgnd. CHAPTER-11 SCHOOL BOARD [Statutes

Constitution I. Every school shall have a School Board. On the expiry of the term of the first School Board constituted under Statute 17(2) the School Board shall consist of the members (XVI) The following Departments shall be assigned to the School for Legal Studies (a) Department of Human Rights (b) Department of Law (c) Such otii. •r departments as may be future. (XVII) The following Departments shall be assigned to Technology (a) (b) the School for Space Sciences and Department Of Space Sciences Department cf Space Technology Such other departments as may be Created in Future. (ii) (w) (v) The Dean of the School (ex-officiao Ctwrman) Heads of Departments tn the School (ex- officio) All Professors in the School One Reader and one Lecturer from each of the Departments by rotauon according to senionty One teacher from the centre(s) assrgnd to the School nominated b', the Chancellor 41 One representative from each of the Board Of other Schools, which have inter- dtsaphnary work with (he School. to be nominated by the Mce-Chancellor. Not more than educationsts. preferahly experts in the subjects. nominated by the Vice-Chancellor Not more than fi'e persons nominated by theAcadmceCouncil knowledge of, concerned subjects. and who arc not employees of the Uruversity or of any or its Collegcsi institut'One Term of Office 2. The term of office of the nomanatcd members shall bc three years and they shall bc eligible for re- nonunation Chaim an 3 The Dean of the School shall bc the Chmrman of the Board and shall convene the meetings of the Board_ Functions 4_ The functions of the School Board shall be 45 (a) TO co-ordinate the teaching and research work in the Departments/Centres of thc School To appotrt committees to organise the teaching and research ',Vrk in subjects or areas whch do not fall within the sphere of mv Department in the School and supervise the "Ork of such committees with thc of the Vtcc-Chancellor. To approxe the courses of study/synopsis or vanous programmes. including rcsarch degrees. offered by the Departments/ Centres To recommend to the Board of Management the names of examiners ror lhc evaluation of theses for Ph D and other research degrees. TO recommend to the academic Council creation or abohtion of teaching posts after considering proposals recened from the DepanmentsCentres To consider and act on any proposal regarding thc weifarc or thc students of the School. To consider schemes

for the of the standards of teaching and research and to submit proposals in this regard to the Academic Council. TO perform all other functions which be prescribed by the Act. Status and Ordinances and 10 consider all such matters as be referred to it by the Board of Management the Academic Council or the Vice Chancellor (i) To delegate to the Dean or to any member of the Board or to a such powers, general or specific, as may be decided. Meetings of the Board shall either be ordinary or special. Ordinary meetings shall be held in accordance with the first quorum session

6. Special meetings With the of the VICE Chancellor may be called by the Dean on his or shall be called at the suggestion of the Vice Chancellor or on a written request from at least one third of the members of the Board. The quorum for a meeting of the Board shall be one-third of its total membership. Notice. Notice for the ordinary meeting of the Board shall be issued by the office at least days before the date fixed for the meeting, and for special meeting at least five days before the date fixed for the meeting. Rules Of Business 9 Rules Of conduct Of the meetings shall as prescribed by regulations to be framed in this regard. Regulations will be framed the Academic Council. • CHAPTER-III OF PART II, VISITATION 2 (g) read Statute 17 and Constitution 1. The members enumerated under Statute shall be the members of the Departments Heads Of the Departments and their functions Statute 2 The Head of the Department shall convene and preside over the meetings of Department The Head of the Department shall (c) (d) Organise the teaching and research in the department Allocate teaching work to in the department and to such other duties as be necessary for the proper of the department. Co-ordinate the work committees appointed for specific purposes, and Perform such other duties as assigned to him by the Dean. Board of the School, the Academic Council the Board of Management or the Vice Chancellor CHAPTER IV BOARD OF POST-GRADUATE STUDIES (Statute 18) 1. There shall be a Board of Post-graduate studies for each department. Constitution 2. The Board of Post-graduate Studies shall consist of the following members. Rules 7. The Chairman of the Board shall keep Minutes of the Meetings of the Board and endorse copy of the same to Registrar. of Business 8. Rules of conduct of the meeting be as may be prescribed by regulations in this regard by Academic Council. FIRST ACADEMIC ORDINANCES Instalment 11 CHAPTER-V (i) (ii) (v) (vii) Ten of Office Head of the Department All Professors of the Department Two Readers and two Lecturers, by rotation according to seniority. Not more than four teachers teaching the subject at Post-graduate in its Colleges/Institutions, nominated by the representation to be given to the Heads of Departments and other senior teachers of the Departments by turn. Not more than three persons, nominated by the Board of the School, who have special knowledge in the discipline of the concerned Department and who are not employees Of the University or of any of its Colleges/ Institutions. In respect of the professional colleges, the Principal or the head of the of the concerned as the case may be shall be ex-officio Chairman of the Board of Studies The Chairman shall have the power to co-opt experts to attend as Observers at its meetings, as and when necessary, with prior permission of the BOARD OF UNDER-GRADUATE STUDIES [Statute 1 (i) and (4)] Constitution 1. There shall be a Board of undergraduate Studies for each subject/discipline taught at the degree 2. Each board shall comprise not more than members. The constitution of the Board shall be as (i) (ii) The Head of the University Department teaching the subject who shall be ex-officio Professors in the Department One Reader In the rotation as per One Lecturers in the Department by rotation as per seniority Not more than Six teachers teaching the subject in its Colleges/Institutions. To be nominated by the Vice-Chancellor. Two outside experts nominated by the Vice-Chancellor and consulted with Head of the Department 4

5. Notice 6. The term of Office of the members of the Board of Studies shall be for a period Of three years. Members shall be eligible for re-appointment, except vide clause 2 (ii) above. The functions Of the Board shall be as per Statute 18 (3). The quorum for a meeting of the Board shall be one-third of the total membership of the Board Notice of the meetings of the Board shall be issued by the registrar's Office at least 4 days before the date fixed for meeting. Provided that in respect of subjects/discipline not taught in the university Departments/Schools, the Board of Studies shall consist of the following • (i) (iii) The Principal or the Head of the Department Of the concerned discipline, as the case may be, shall be the ex-officio Chairman of the Board of Studies. Not more than Six teachers teaching the subject in its Colleges/ Institutions, to be nominated by the Vice-Chancellor Not more than three outside experts who have special knowledge in the discipline, to be nominated by the Vice-Chancellor. Term of Office Members of the board of Under-graduate Studies shall hold office for a period of 3 years and they shall be eligible for re-appointment except those appointed by rotation as per seniority Powers and Functions 4. The powers and

functions of the Board shall be to recommend the Board of management panel of names suitable for appointment as examiners, paper setters, etc., in a subject with which it deals in accordance with the provisions of regulations about the examinations of the University. To recommend text-books where necessary. To consult specialists who are not members of the Board, as and when necessary. To make recommendations to the Academic Council regarding the syllabi of the courses of study and examinations in the subjects with which it deals. To recommend to the School Board. Steps, measures for improvement of the standard of under-graduate courses and teaching in the subject for making necessary recommendations to the Academic Council and to consider and report on any referred to it by the Board of Management, the Academic Council or the Dean of the School. The Chairman shall co-opt experts to attend as observers at its specific meetings, as and when necessary. With the permission of the Vice-Chancellor Meeting of Board shall be convened. The Chairman of the Board Special meetings be called by the Chairman on his own or on the request of the Dean of the School or at suggestion of the Vice-Chancellor or on written request from at least four members of the Board. of the meeting of the Board shall be issued the Reminders of Time at least: the date fixed for the meetings. Four members of the Board shall form quorum. Rules of Business 9. The rules of conduct of the meeting shall as prescribed by the Regulations in this regard.

CHAPTER-VI DEPARTMENT OF SCHOOL OF STUDIES [Statute 7 (3)]

1. The Dean of the School shall (a) Co-ordinate and generally supervise the teaching and research work in the School through the Heads of Departments (b) Maintain discipline in the classrooms (c) (d) (f) through the Heads of Departments Keep a record of the evaluation of sessional and the attendance of the students at Lectures-tutorials or these are prescribed. Arrange for the examinations of the University, in respect of the students of the School in accordance with such directions as may be given by the Academic Council. Convene and preside the meetings of the Board of the and keep minutes of the meetings of the Board. Perform such other duties as may be assigned to him by the Academic Council. the Board of Management or the Chancellor.

CHAPTER-VII ADMISSION OF STUDENTS TO THE Section S(xx), S(xsi) and 2 3 Without prejudice to the provisions of the Act and the Statutes and other rules of the University, no student shall be eligible for admission to any under-graduate or post-graduate course of study in the University unless he/she has passed the examination or examinations prescribed by the University for admission to the concerned course or courses. Application for admission to the University shall be made to the Dean of the concerned School in such form as prescribed and on or before the last date fixed in respect of each course. The applications so received shall be forwarded by the Dean to the Admission Committee or the Schools/Departments concerned as may be constituted by the Vice-Chancellor. The processing of applications in respect of each course may be completed by the Vice-Chancellor.

THE GAZETTE OF INDIA • EXTRAORDINARY 41 S committee concerned as per prescribed procedure and the list of candidates recommended for admission shall be forwarded to the Vice-Chancellor for approval. All admissions shall be provisional in the first instance and may be finalised within a time limit as may be decided by the Vice-Chancellor. No candidate shall claim admission as a matter of right. Admission of foreign nationals, shall be regulated in accordance with the guidelines issued from time to time by the Government of India. The University may make admission/enrolment of students for Ph.D. Programmes in various subjects/disciplines both on part-time and full-time basis including external registration for the Ph.D. Degree, details of which shall be prescribed through Regulations from time to time. Normally, registration for Ph.D. Degree shall be done twice in a year (in April and October). For the purposes of admission to all courses of study in the University, 50% of the seats shall be reserved for SC/ST students.

REGISTER OF ENROLMENTS

MIGRATION OF STUDENTS [Section Inter University Migration of Register of Enrolments in the University] shall maintain a Register of Enrolments in which the names of the following persons shall be registered, Candidates who have passed the Higher Secondary, Intermediate, Pre-Degree, S.S.C. of the respective Boards or any other approved as there to, when admitted to a Course of Study in the University of any degree, or —verificatev other than those above on first admission to a University Course of Study. Persons, other than those specified in (a) or (b) who with or without exemption from fee for the first year for any examination of the University (d) Persons other than those specified in (a) (b) or (c) and who are candidates for admission to a Research Degree of the University 2 3. Students transferred from other Universities and seeking admission in the University may be permitted to be admitted to the concerned course provided, however— (a) Equivalence of the qualifying examination/ degree concerned is approved by the Equivalence Committee of the University. They shall produce from the Head of the Institution in which

they have last studied (i) A Transfer Certificate, and (ii) A Certificate. (c) They shall have passed all the examinations prescribed by the parent University for the duration of the course of study already pursued and shall have to produce documentary evidence to that effect along with application for admission.

CHAPTER-X EQUIVALENCE COMMITTEE (Section I) There shall be an Equivalence Committee consisting of Deans of all Schools and its functions shall be as under:— (i) To recognise the examinations conducted by other Universities and Degrees awarded by them, on reciprocal basis (ii) To decide equivalence of such examination/ degree as may be referred to it from time to time including those of foreign Universities. (iii) To withhold, suspend or cancel recognition to any examination/degree for such reasons and such time as it may deem fit. (iv) While considering the cases of and/or recognition of the committee go-through the syllabus, either have — the views/opinions of the concerned or may seek clarification for which purpose Equivalence Committee may request concerned Head of Department to attend its meeting as a spectator. Notwithstanding any of the clauses above, the Vice-Chancellor may grant recognition to any examination/degree and action taken by the Vice-Chancellor shall be reported to the Equivalence Committee at its next meeting.

4. 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.

OF INSTRUCTION AND EXAMINATION Section 27 (1) The medium of instruction in respect of all courses conducted in the Schools and the Colleges/institutions of the University shall be English/ Hindi except in cases of studies/research in Languages. Provided that the Vice-Chancellor may permit a student to any examination a language other than that of instruction exceptional circumstances mentioned in the following.

CLAVIER-XU FEES PAYABLE BY THE STUDENTS OF THE UNIVERSITY AND THE COLLEGES/INSTITUTIONS (Section 27 (1) Fees payable by the students of University and the Colleges, Institutions, as may be, (or) for various purposes, shall be as prescribed in Appendix-I may be modified by the Board of Management from time to time. Due date and Mode of payment. Students shall deposit tuition fees in instalments, the first at the time of their admissions and the next before 10th February. Examination fees and other deposits, if any, shall be paid in one instalment at the time of admission. Fees shall be in cash or through postal order or by a crossed bank draft drawn in favour of "The Finance Officer: P. V. Ambedkar or in any other manner as may be decided by the University. Delay or Default in payment. If a student does not pay fee in time, late payment fee shall be levied as follows at the time of payment: (a) One paise per day for the first 10 days; (b) Two rupees per day thereafter up to the last day of the month in which the fee is due. Vice-Chancellor, or on behalf, any other officers to whom this power has been delegated, may relax any of the conditions for fees in special cases. Names of defaulters 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 the rolls of the University, under the above clause, on the date of payment of all his/her dues including penalty (of Rs. 500) a student proposes to the University shall submit application to the Dean or the School concerned through the head of the institution intimating the date on which he/she falls to do so. His/her name shall continue to be on the rolls for a period of one month, following which, if he/she has paid the fees also required to all that may fall period. Concession to Blind, SC/SI/ST students. (a) Blind Student. (b) of the SC/ST Students as per regulations. The Dean of the institution on recommendation of the Institute shall fix a percentage may be prescribed from time to time. (i) One of the Deans of the non-united block of the Three Institutes in the Department of Applied Arts of the School concerned the head of the Institute or such other date as he specifies in the Applications shall not be ordinary. THE GAZETTE OF INDIA : EXTRAORDINARY 6. (d) (i) (u) The following factors shall be considered while making recommendations on the applications of students for grant of scholarships. (i) Academic record of the student; (ii) His/her financial position; (iii) Any other relevant factor relating to the financial position of the student or of his/her parents/guardian. The list of the students to whom concessions have been awarded shall ordinarily be notified by 30th September. Fees granted during the preceding academic year shall not be renewed automatically in the following year. The student in need of such concession shall submit fresh application year which shall be considered along with new applications received in that year. A scholarship granted to a student may be cancelled if his/her conduct or progress in studies is found to be unsatisfactory or if his/her or his/her parent's/guardian's financial condition improves and he/she is no longer in need of such concession. Security deposits, library caution money and any other deposits are refundable on an application from the student on his/her leaving.

the University. after deduction of all dues 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, shall be deemed to have been donated by him/her to the Students' Welfare Fund 6.1) fee and security deposit(s) shall be refunded provided that, the application for withdrawal received by the Dean of the School concerned not later than fifteen clear days after the commencement of the session concerned. Application for withdrawal received after expiry of fifteen days from the date of the academic session entitles a student for the refund of money only. If a student owes any money to the University on account of any damage he/she may have caused to the University property, it shall along with outstanding loans and fines, any, be deducted from the deposit due to him/her. Explanation : (iii) The period of one year shall be reckoned from the date of announcement of the result of the examination due to be taken by the student or the date from which his/her name struck off from the rolls of the University. Further, if, after having paid the fees, a candidate desires his/her admission to be cancelled, he/she shall be refunded all fees and deposits, except tuition fee, admission, enrolment and recognition fees, provided his/her application for withdrawal is received by the Dean of the School concerned at least five clear days before the commencement of the academic session concerned or within five clear days after the completion of admission. If, after having paid his/her fees, a candidate does not join the University, only the sports Students shall not be issued hall tickets or to appear at the examination unless cleared all dues, paid prescribed examination fee, and produced a • -NO dues' • certificate from the Dean of the School/ Head of the Department/Centre concerned.

CHAPTER-XIII
AWARD FELLOWSHIPS, MEDALS, PRIZES, ENDOWMENTS Section I. In order to encourage meritorious and deserving students to pursue courses of study and research in the University without great financial strain, the University shall strive to provide adequate number of scholarships, fellowships, studentships and bursaries, [or financial help, and also provide for award of medals and prizes on consideration of the pattern prevalent in other Central Universities in the country of Scholarship Fellowship 2. The University shall institute scholarships in every subject to be awarded to the students of the University. There shall be concession in the form of half and remissions of tuition fees in each School, Department/Centre as per norms of the U.G.C. There shall be a scheme of merit scholarship where the first and second rank holders in every subject be awarded scholarship, the quantum of which shall be decided by the University from time to time. All of Scholarships shall be administered at the University level by a Committee to be constituted by the Vice-Chancellor and mentioned in Chapter XI Fellowship 3. There shall be fellowships instituted in the University for studies or research as approved under the following norms of the U.G.C. or other funding agencies. 4. There shall be a scheme to award to the meritorious students of the University for their best performance in various University Examinations. Vide Section 5. The University shall have power to institute endowments from time to time in accordance with the Babasaheb Bhimrao Ambedkar University Act. 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 governing the administration of such endowments created in the University shall be framed from time to time by the Management.

APPENDIX-I SCHEDULE OF FEES 1. Every student of the University shall pay, along with the first of the following amounts (a) For Post-graduate Diploma (b) For Post-graduate Certificate Courses Rs. 50/- per annum or Rs. 125/- per semester Rs. 125/- 3. Every student of the University shall pay, the following fees for each academic year (two semesters) (a) Examination Fee (b) Security Fee (c) Library, Laboratory/Identity Card Fee (d) Duplicate Library/Laboratory, Identity Card Fee chargeable in case the original is lost. Rs. 50/- each 4. Students enrolled in the School for Ambedkar Studies shall pay the following tuition fees M. Phil. Programme Ph.D. Programme Rs. 1000/- per annum, Rs. 1000/- per annum 5. Students enrolled in the School for Information Science and Technology and School for Environmental Studies shall pay the following tuition fees under each head mentioned below (i) Admission fee chargeable only once for each course (ii) Enrolment/Registration Fee payable only by students not enrolled in the University in any earlier course (iii) Caution Money (a) For each laboratory where the student may undergo practical training (b) For each library of which the student may become a member (c) General caution money including half-hostel caution money Diploma Course MSc. Course M. Phil. Programme Ph.D. Programme Rs. 2000/- per annum or Rs. 1000/- per semester Rs. 1000/- per annum Rs. 1000/- per semester Rs. 2500/- per annum Rs. 2500/- per annum 6. Students enrolled in the Centre for Human Rights shall pay the following tuition fees Rs. 100/- P.S. 150/- Diploma Phil. Programme Ph.D. Programme Rs. 500/- per semester Rs. 1000/- per annum

annum The full part caution money under these heads may be refunded the next academic session at the discretion of the University. 2 Every student of the School for Information Science & Technology and School for Environmental Studies, as well as Centre for vocational Studies and Centre for Rural Technology' shall pay the Laboratory Fee as per 7. Students enrolled in Centre for Studies shall pay the following tuition fees (a) (b) Computer Software Apparatus the following schedule (a) For MSc- Rs. 2501. per annum or Rs. 125/- per semester • Certificate Course Diploma Course Office Management and Secretarial Practice Certificate Course Rs. 4000/- per annum or Rs. 2000/- per semester • Rs. Diploma Rs. 1000/ semester • Students enrolled in the Centres for Rural Technology shall pay the following tuition fees i— [Certificate Course Diploma Course Rs. 1000/- PS 2000/- per annum Rs. 1000/- semester 9. Every student Of the University shall be required to reside in University halls/hostels and shall pay a hall/ hostel fee of Rs. 1000,- every six months Inclusive of electricity charges. He/she shall also have to pay mess charges as may be decided by Regulations. 10. Every student taking a university examination shall pay the examination fee as follows All Certificate Courses All Diploma Courses All M. Sc. Courses All M. Phil. Programmes All P. D Programme : evaluation of thesis Rs. 3006 Rs 350'. Rs. 350/- for Viva 250/ 1 i The mode of payment of fees shall be laid down in the Ordinances and Regulations made for the purpose The University reserves the right to charge fees under various heads. as and when necessary and/or alter the amount of fees charged under various heads. The tuition and examination fees for other shall be as decided from time to time. Fee concessions to blind and SC/ST students shall be per Ordinance 4 of Chapter XII (Fees Payable the students of the University and the Colleges/ ACADEMIC ORDINANCES Instalment III CHAPTER OCIF. 4 IV. R. MS AND , OF THE TEACHERS CODE OF ACADEMIC STAFF OF THE UNIVERSITY (Section 2711 read "With Statute 25(1) I. -Teachers Of the University" means Professors, Reader, Lecturers and such other persons as may be appointed imparting instruction or conducting research in any college or institution maintained by the University and are designated as teachers by the Ordinances 2. Emoluments : The emoluments of the teachers. shall be, as follows (i) They will be paid salary the scales of pay mentioned below — Rs Lecturers Lecturer (Senior Scale) — Rs Lecturer (Selection Grade) — Rs. 3700-1254590-150-570 Professor The emoluments of a teacher in addition to pay include dearness allowance and other allowances as are applicable to Central Government employees drawing corresponding pay The appointment of a teacher on direct recruitment is to be made on the minimum of the scale prescribed for that post. However, on the recommendation of the selection committee and on the approval of the Board of Management, the pay of a teacher may be fixed at a higher stage • Provided that the number of increments so sanctioned shall not exceed the maximum prescribed by the Grants Commission. Provided further that the Central Government for the time being in force the fixation pay and other related matters. shall be applicable in matters of appointment and promotion of the teachers of the University. (E) The salary and other emoluments shall be subject to revision of pay scales from time to time as per University Grants Commission 101V Ministry of Human Resource Development • s recruitment 3. Recruitment and Qualification : (1) (a) Recruitment 10 The posts of Lecturers, Reader- and Professors the University shall be on the basis of merit through all-India advertisement and selection, The minimum qualification required for appointment to the posts of Lecturers, Readers and Professors shall be those prescribed by the UGC from time to time These are as follows Lecturers Master's degree the relevant subject with at least marks or its equivalent grade and good academic record Besides fulfilling the above qualification candidates for the post of Lecturer should clear the National Eligibility Test (NET) for Lecturer conducted by UGC or 11— 41 other Test or Examination declared by the UGC to be equivalent to NET Should have submitted their Ph.D. thesis, or completed their M. Phil. degree by 31st December, 1993. (b) Readers Good academic record with a doctoral degree or Equivalent published work. Evidence of being actively engaged in (i) research or (ii) innovation in methods or (iii) production of teaching material. Five years experience of teaching and/or research/ provided that at least three of these years were as Lecturer in a University/Institution imparting post graduate instruction or in an equivalent position This condition may be relaxed in the case of candidates with outstanding record of teaching/research. EXPLANATION : For determining "good academic record" the following criteria shall be adopted in the cases of Readers and Lecturers . A candidate holding a Ph.D. Degree should possess at least a second class (50%) Masters Degree. or (ii) A candidate without Ph.D. Degree should possess a high second class (55% or above) Masters Degree and second class (50% or above) Bachelor's Degree. content scholar with published work of high • actively engaged in research.

Above ten years' of teaching and/or experience of guiding . . . at doctoral level • outstanding scholar with established reputation • made significant contribution to knowledge. .0 V•.ancernentmromotion : E•.cry Lecturermii placement una of Rs. 3000—5000 if he/she has empleted 8 years or service after regular appointment partctptated rn two refresher courses;summer institutes. each Of approximately four weeks duration. or engaged other appropnate conunutng educauon programmes of comparable quality as bc specified U G.C.:. and vonststently satisfactory performance appraisal reports S wars of servtcc in para (a) above means a total or eight years- scmcc In Unn•erstucsirccognised colleges or National Research Institutes/ • Laboratoriö in idcnücaljultüi',ulcent qt scale of pay With reference to para (c) above, consistently satisfactory performance appraisal report shall be the "performance report" ofthe Lecturer as B ven by the concerned Head ofthe Department. Dean of the School and countersigned by the Vuce-Charællor_ (11) Every Lecturer in the senior cale of Rs. 3000— 5000 will be eligible for promotion to the post of Lecturer (Selection Grade)/Redcr in the scale of pay of Rs 3700— 5700 if he/she has (a) completai 8 years of servtce in the semor scale provided that the requirement of 8 years WIII be relaxed if the total servtce of the Lecturer IS not less than 16 yurs•, Vide not (I) above; and (b) obtained a Ph.D. degree, or an equivalent published work. (111) Every [Æturerin the scale Will be eligible for promotion to the post of Reader in the scale of pay Rs 3700—5700 ifhe,/she Ins • (a) (b) (d) completed 8 years of service in the senior scale. provided that the requirement of 8 years will be relaxed if the total service of the Lecturer is not less than 16 years. Obtained a Ph.D. degree or an cquivaleat published work; made some mark in the areas of scholarship and research as evidence by semi-education innovation. design of new courses and curricula. etc. participated in two refresher courses/summer institutes each ofapproximately 4 weeks duration or engaged in other appropriate connauang education programmes of comparable quality as may be specified by the UGC. after I he senior scaie•, and consistently good performance apprmsai/ evaluation reports. Promotion to the post of Lecturer (Selection Grade)'leader will bc through a process of sclecun by a Selection Committee to be set up under the Statiltcs,' Oldmanccs of the Untvcrslty or other srmlar co:nrruttees set up by the University. Posts wili stand created ror this purpose by upgrading a corresponding number of posts Lecturers in the University and Colleges. Promotion to the post of Lccturer (Selection Grade)/Reader Will bc through a Selection Committee constung of. (O The Vice-Chancellor or his nonunee. (ii) One Dean nominated by the Vice-Chancellor. ne Heaa or tne uepartment concerne. One person not in the service of the tUniversity nominated by the Board of Management having special knowledge or interest in the concerned subject (b) Promotron of the post of Reader will through a process of selection by a selection committee to be-set up under the StatutesOrdinances of the Thesc lecturers in the Semor scale who do not have a Ph D degree or equivalent published work and who do not the scholarship and research standards of a Reader bul fulfil the other criteria mentioned in para and have a good record in teaching and/or participaupn rn extension act:' ities. Mill bc place in the grade of Rs. 3700— 5000 subJect 10 the recommendations of the above committee They Will bc destgnated as Lecturers in the Selccuon Grade. Posts in the sclecun grade bc created for this purpose by upgrading the posts held by them. Thes could Offer themselves for a fresh assessment after obtaitung a Ph. D. degree and/or fulfilling other requirements törpromotion as Reader, and if found suitable, could bc given the designation of Reader Explanation : Lecturers (Rs for promotion to Lecturer (Semor Scale) (Rs Lecturer (Sele:tion Grade)/Rcader Rs. 3700—5000 will be entitled to the relaxation 'he years of service by 3 years and I year respectisely if they had Ph.D or M. Phil. degree. Par:tctpaun of teachers at regular intervals in appr opr conutung education programmes envisaged as an integral part pf the professional development of teachers While there cannot and need not be any rigld requirement of participation in formal programmes. Idence or comnutment to continuing education of any recogntsed means as may be specified by the UGC.will bc an csscnual requirement for career advancement. Relaxauon from the requirement of participation in such programmes for specific period and for specific categor:es of posts. will be granted by the University In accordance With guidelines to be lard down bv the tJGC. Regular and systematic appraisal Of performance of teacher ts to be an essential clement in the management of education Till 11 become operational. the exisung screening mechanrsm;selectton procedures or those prescribed on a provisional basis by the University/Central Government wilt apply to all placements/promotion referred to above

6. Probation : The period of probation of a teacher shall be 12 months A Lecturer appomted on probation should be confirmed only after he/she has completed an appropriate -term orientation

programme and his/her perform appraisal reports are satisfactory.. (a) It shall be the duty of the Registrar to place before the Board of Management the case of confirmation of a teacher on probation not later than forty days before the end of the prescribed period of probation (b) The Board of Management may confirm the teacher or decide not to confirm him or extend the period of probation for a period of SIX months to twelve months: Provided that the total period of probation shall not exceed forty-eight months in all. In case the Board of Management decides not to confirm the teacher, whether before the end of the 12 months or before the end of the extended period of probation as the case may be, he/she shall be informed in writing to that effect, not later than thirty days before the expiry of that period. Provided that decision not to confirm a teacher shall require a two-thirds majority of the members of the Board of Management, present and voting. (c) A teacher appointed by Board of Management under Statutes 21 and 22 shall be deemed to be confirmed effect from date he/she joins duty (d) Where a teacher appointed to a post under University on probation is during his period of probation, found unsuitable for holding that post or has not completed the period of probation satisfactorily, the appointing authority may (i) In the case of teacher appointed promotion revert him to the post held by him before such placement promotion. (ii) In the case of a teacher appointed by recruitment, terminate his appointment giving One month notice

8. Increment : Every teacher shall draw Increment his/her or pay unless it is withheld or postponed by a Resolution of the Board of Management on a reference by VICE-Chancellor and after the teacher has been given sufficient opportunity to make his/her written representation

9. Resignation : (a) A permanent teacher of at any time- resign from his duty giving three months notice in writing to the Board of Management. (b) In the case of temporary teacher, the period of notice shall be one month —Provided that Board of Management may the requirement of notice period at its discretion 10. Superannuation and re-employment: The age of superannuation for teachers shall be 60 years and thereafter no extension in service shall be given. Provided that if the Board or Management is satisfied as per the G.C. guidelines that such an appointment in the interest of University it on the recommendation of the Vice-Chancellor, make ex-cadre is respect of a teacher of the University in sound health who has attained the age of 60 years and is able to perform his/ her duties satisfactorily, on such terms and conditions as the Board or Management may specify, for a period not exceeding three years in the first instance. Provided further that no further contract or extension shall be granted to teacher who has attained the age of 65 years • Provided further that the teacher re-employed by the University after attaining the age of 60 years shall not hold the appointment of Head of Institute, Central Department or Dean of School or any other administrative post such as Chief Proctor, provost etc. 11. Fixation of Pay or pensioners: The initial pay or pension including teachers drawing pension and retired on contributory Provident Fund, re-employed in the University shall be fixed at the minimum stage of the scale of pay prescribed for the post in which the individual is re-employed In addition- he/she may be permitted to draw separately any pension sanctioned to him/her and to retain any other form of retirement benefit (Central Provident Fund, gratuity, commuted of pension etc.), provided that the total amount of Initial pay plus the gross amount of pension and/or the pension of other forms of retirement benefits does not exceed the pay requirement (pre-retirement pay). (n) the amount prescribed as per Central Civil Services (Fixation of pay of Re-employed Pensioners) orders for the time being in force. Notes 1 In all cases where either of the limits is exceeded, the pension and other retirement benefits may be paid in full and the necessary adjustment made in the pay so as to ensure that the total of pay and pensionary benefits is not more than the prescribed limits. Where after the pay is fixed at the minimum or any lighter stage, it is reduced the minimum as a result of the said adjustments, increase in pay may be allowed after each year or service at the rate of increments admissible, as if pay had been fixed at the minimum or the higher as the case may be 2 Pay last drawn before retirement will be taken to be: substantive pay plus special pay. If any pay drawn in an officiating appointment may be taken into account if it drawn continuously for at least one year before re-employment. In case where the minimum pay of the post in which the teacher is re-employed is more than the last drawn, the teacher concerned may be allowed the minimum of the prescribed scale of the post less pension and pension equivalent of other retirement benefits Once the initial pay of a re-employed pensioner has been fixed in the manner indicated above, he/she may be allowed to draw normal increments in the time scale of the post to which he/she is appointed provided that the pay and gross pension/ pension equivalent of other retirement benefits taken together does not at any time, exceed the amount prescribed as per Central Civil Services

(Fixation of Pay of Rc-employed Pensioners) for the time being in force. In case where the pay is proposed to be fixed at a stage higher than admissible under the provisions, each such case shall be referred to the Ministry of Human Resource Development, Govt of India for consideration and approval obtained. No such reference, however, need be made in respect of academic staff member of the University whose pay is proposed to be fixed in accordance with the normal rules or their re-employment after retirement.

3. In case of any doubt, ambiguity the Central Civil Services (Fixation of Pay of Rc-employed Pensioners) Order for the time being in force shall apply.

12. Grievance redressal mechanism : Appropriate mechanism for the redressal of teachers' grievances will be established in the University, as the guidelines issued by the U.G.C.

13. General conditions of service : (i) No teacher of the University shall without the permission of the Board or Management 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. Provided that nothing contained hereunder shall apply to the work undertaken in connection with examination or Universities or learned bodies or Public Service Commissions or to any literary work or publication or radio talk or extension lectures or with the permission of the Vice-Chancellor, to any other academic work.

Even teacher of the University shall be bound by the statutes, ordinances and regulations for the time being in force in the University. Provided that no change in the terms and conditions of service of a teacher shall be made during the tenure of his appointment.

14. Scale of pay increment, provident fund, retirement benefits, age of probation, confirmation, leave, salary and removal from service, so as to affect the service of any teacher shall take such part in the activities of the University and perform such duties in the University as may be required by THE GAZETTE OF INDIA • EXTRAORDINARY and in accordance with act, the Statutes and ordinance framed thereunder for the time being in force whether relates to Instruction or teaching, or research or the examination of students or their discipline or their welfare and generally to act under the direction of the authorities of the University. [PART II For purposes of this ordinance 'teacher' means a whole-time teacher of the University and does not include honorary, visiting or teachers]

14. Code of professional ethics : All teachers shall be governed by the code of professional ethics as formulated and prescribed by the U G C under the guidelines from time to time. 15. Leave : The various kind of leave admissible to a teacher of the University are : (i) Other provisions relating thereto are given in Chapter V of these Ordinances

16. Contract • The written contract between a teacher and the University required to be entered into under the provisions of the University shall be in the form given in Appendix or as nearly or substantially to like effect

17. Special contracts : Notwithstanding anything contained in these Ordinances the Board of Management may, (i) appoint teachers on contract basis on such terms and conditions as it may deem fit. The model of the contract, in this regard, is given in Appendix-III. Provided that no appointment shall be made under this clause for a period exceeding five years at a time. (ii) CONTRACT Memorandum of agreement made this (c) (d) The teacher shall be on probation for a period of 12 months. If the university is satisfied with the performance of the teacher for confirmation he/she shall be confirmed in the post to which he/she was appointed at the end of the period of probation. If the university is not satisfied with the performance of the teacher his/her period of probation may be extended by another 12 months. In case the university decides not to confirm the teacher whether at the end of 12 months period of his/her probation or at the end of the extended period of probation he/she shall be informed in writing at least 30 days before the expiry of that period that he/she not be confirmed and consequently, to be in the service of the university, at the end of the period of his/her probation.

3. 4, 5. That the said.. shall be a whole time teacher of the university, and unless the contract terminated by the Board of or by the teacher as hereinafter 'he' continue in the of university until he/she the age of Sixty years That the university pay during the confirmation of his/her engagement hereunder as a remuneration for a salary of Rs per month, raising by annual increment of Rs. of Rs a maximum the... Day of One thousand nine hundred and ninety (hereinafter called the "Teacher") of the first part and the Babasaheb Bhimrao Ambedkar University, Lucknow being a body corporate constituted under the Babasaheb Bhimrao Ambedkar University Act 1904 No. 55 of 1994 (hereinafter called the "University") of second part. It is hereby agreed as follows: I That the University hereby appoints to be a member of the teaching staff of the University with effect from the date the said teacher and said.. take charge or the teacher accepts the engagement and undertakes to take such part in the activities of the university and perform such duties in the university as may be required by and in accordance with the said Act, the statutes and ordinances framed thereunder, for the time being in force, whether the same

relate to organisation of Instruction or teaching or or the exanuation of students or therr discipline or their welfare and generally to act under the directions of the author-Ities Of the university. Provided that whales er there Change tn nature or the appointment or the emoluments ef the teacher. particulars Of the change shall bc recorded in the Schedule annexed herein. under the signature of both thc parttes and the terms of this agreement shall apply mutans. mutandis. tc the new post and thc terms and conditions attached to the post. Provided further that no Increment be mthheld or postponed save by the resolution of the Board of Management on a reference th Ilie Vice Chancellor to It and after thc teacher has been given sufficient opportutno to make ins; her written representation. That the said teacher agrees to be bound Statutes. Ordinances. Regulations and rules for the time bemg rn force tn the Unnerstty. provided that no change in the terms and conditions of ser.'lce of the teacher shall bc made after appointment regard to designauon_ scale of pay. increment. provident fund. retireutent benefits. age of retirement. probation. confirmauon. Icavc_ leave salao and removal service so as to adversely affect him,'hcr ['m Ill-Wi 41 (v) 6 That the teacher shall devote his,'hcr whole time to the service of the Univers:tv and shall not. without the written permission of the U engage, directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honoranum is attached but this prohibition shall not [apply to work undertaken in connection with semce commissions or Wany literary work or publicauon -or rad10 talk of extenston lectures or With the permission or the VICC Chancellor to any other academic work. It IS further agreed that this engagement shall not bc hable to bc determined by the University except on the grounds specified and in accordance with the procedure laid down in Clauses (1), (2). (3). (4) and (5) of statute 28 (reproduced bellow) (O Where there is an allegation of misconduct against a teacher. a member of the academic staff or other emplo:ec of the umvrsity. the Vice Chancellor the case or teacher or mernyx:r of the acadenuc staff. and the authonty competent to appoint (hcreinafter referred to as the appointing authonty) in the case ofother emplo»c. may. Oy o,dc r in wntrng. place such teacher. member of the acadetmc staff or other employee. as the case may bc. under suspension and shall forthmth report to the Board or Management the circunstances in which the order made. Prox Idcd that the Board or Management may. If It IS or the opinion that the circumstances of the case do not warrant the suspension Of the teacher or the mcmber of the acadetmc staff. revoke such order (ii) Not* ithstanding anghtng contained in the terms of the contract of appointment or any other terms and conditions of servtce of the employees. the Board of Management in respect of teachers and other academic staff, and the apporning authority in respect ofbthcr cmple»ces shall the pouer 10 remove a teacher or a member Of the academic staff- or "lse the case may be. other employee on grounds or nusconduct The remolai of a teacher member of zhe acadetmc staff or other employcc shall take effect from the date on M luch the order of rcrn0ial made. Provided-that uhcr lhc lcachr. member of the acadenucstaffor•her employee iS under suspension at the ume of his rcmovai. such remo'.aißhäli takecffeerfrom the•datcon whciv he uas placed under suspenston Nolwithslanding anvlliing contamed it', foregoing provts.ons or Itus Statute. a member or the acadennc staffor other emplo:. cc may resugn (b) If he isa permanent envleyee. onl' after gmng lhrcc months noncc to the Board of Management or Lhe appointing authority as casc ma•. be. or bv three months salaO the lieu thereof tthe is not a permanent cruployce. ancr grang onc month •s v. to the Board of Management or. as the caseqa_'. bc. the apponttng orb:. paVng one month. salao licu t hercof On) Sa•,• as aforesaid the Board of Management or as the case may be. the appointing authority shall not be entitled to remove am' teacher, member of the academic staff or either employee except ror a good cause and after gavtng thrcr months notice or on payment of three months salarv heu thercor (iv) No teacher. member or the academic staff or other employec shall removed under clause (ii) or clause (iii) unless hc has given a reasonable opportunip of showing cause agamst the action proposed tc bc taken tn regard to him. 3873 GV2004—8 Provldcd that such resignation l.•tkc cflect only on the date on which the res:gnaun ts accepted by the Board of Managctuent or the apptnung authority. as the case bc

8. Am dispute arising out of this contract shall bc In accordance with the provisrons of Clause (2) of Secuon (31) (reproduced belo•a '-Any dispute anising out of a contract the Unnerstty and any employcc shall a: request of the employee be referred 10 a Tribunal of A consisting of onc member appoanted by the Board of Management. onc member normnated by Liuc employcc concerned and an umptre appolnted the VIMIor The dcc:slon of the Trabunni such matters shall bc final Ever. such request shall bc deemed to be a subrmssjon to arbitration upon terms or this sectron witiun the mcamng or Arbitration Act. 1940." 9. The teacher mav at anv tune. ternnnatc lus/her engagement by gn•mg the Board

of months notice in pro•, 'dcd thal tile Board Of Management may wanc of at Its dascreuon. IO On the terminauon of this from whatever cause. the leacher shall dells cr up to (hc Unilers10 all books. apparatus. records Mid such Olher articles belongtng to the Umverslty as bc due from lunvher. THE GAZETTE OF INDIA : EX" IWAORDINARY I I. In mtness here ofthé parttes hereto•affrx thetr hands and seal. Signature D. •stgnatron In the presence of 2. Signature Desi gnat ion Signed and sealed on behalf of the University under the authonty of the Board of Management by Signature Designation I. Signature Designation In the presence of 2. Signature Designatton NAME OF TEACHER FULL SCHEDtU in grade of SALARh Rs Note: cltanues m grade of or salary or designation should be briefly described. Date of approval of Board or Management Date from which change takes Signature teacher effect 2 3

4. Slid.. shall APPENDIX-III for short-term appointment Of Teachers Ventorandum of Agreement made this dav of.. jnnr hundred and (hereinafter called the •Teacher) of pan and Babasaheb Bhimrao Ambedkar a body corporate constituted under the Bhimrao Ambedkar University Act. 1994 of •Uruversny')ofthe s. •cond part It hereby agreed as follows • I the University hereby appoints .to bc a merntxr of the teaching staff orthe Umverst'y with effect from.. said -and the .. hereby accepts the engagement and undertakes to take such part in the activities of the University and perform such duties tn the as may be required by and in accordance with the said Act, Statutes and Ordinances framed thereunder. for the time being in force, whether the same rel2!e to organisation of instruction, or teaching, or rescarch or the examinauon of students or ther discipline or their welfare, and generally to act under the direction of the authorities of the University a whole time teacher of the Umverstty anc unless the contract IS termtnated by the Board ofMamgement or by the teacher before the expiry of the term of his appointment of which he is appointed or terminated as hereinafter provided, shall continue in the service of the Uruvetslty for the period of his appointment as aforesaid_ That the Uruverstty shall pay. during the continuance of his/her service a salary of Rs. to a maximum slary ofRs. Per provided that no increment shall be withheld or postponed save by a resolution of the Board of Management on a reference by the Vice-Chancellor to it and after the teacher has been gtvcn sufficient opportunity to make his/her written representation. That the said teacher agrees to be by the Statutes. Ordinance, Regulations and Rules for the time being in force in the Umversity, provided that no change in the terms and conditions of service of the teacher shall be made after his/her appointment in regard to designation, scale of pay increment and provident fund so as to adversely affect him/her. 5 6 41 That the teacher shall devote Mgher whole. time to the service of the University and Stull not. Without the wntten permrsslon of the University, engge diret.ly or indirectly, in any trade or buslness whatsoever, or in any pnvate tuition or other work to which any emolument or honorarium is attached but this prohibition shali not apply to work undertaken in •connection with the exanuation Of Universities or learned bodies of Public Servtce Commissions, or to any literary work or publication or radio taik or extension lectures. or. with the permission of the Vice-Chancellor. to any other acadcmic work. It is further agreed that hls engagcmnt shall not bc liable to be determined before the expiry of the aforesaid period of appointment by the University except on the grounds specified and in accordance "ith the procedure laid in clauses (I (5) and (6) of Statute 28 (reproduced below) (iv) (v) (i) (ii) 59 Of the academic staff. or as the case may be. other employee on grounds of misconduct. Save as aforesaid, the Board of Management or as the case may be. the apFnintlng authonty, shall not be entitled to remove anv teacher, member of the acadenuc staff or other employee except for a good cause and after punng thrcr months' nonce or on payment of three months' salary tn licu thereof. No teacher. member of the academic staff or other employcc shall be removed under clause (iO of (liii unless he has been a reasonable opportunity of showing cause against the action proposed to be taken tn regard to him The removal ofa teacher. rncmber of the acadnuc or other employcc Shall take from the date Cn which the order of made Provided that where the teacher. member of the academic staff or Oihcr employcc is under suspension time Ofhas remmal. such shali takc cffect from the date on v. he placed under suspensa-)li Notwit hstanding anything contained in the forgoing provisions or thus Statute. a teacher. mentber of the academic Staffor other emplo:ec rna:. resign Where there is an allegation of nusconduct against a teacher. a member of Lhe acadnuc staff or other employec of the University. the Vice- Chancellor. in the of the teacher or member of the academic staff. and the authority competent 10 appoint (hereinafter referred as the appoinUng authority) in the case of other employee. may. by order in "Titing. place such teacher. member Of the academic staff or other employee. as the case may be. under suspension and shall forthwith report to the Board of Management the circumstances the order V<IS Provided that the Board or Management may. ifit

IS of tiw opinion that the ctrcumstances of the case do not warrant the suspension or the teacher or the mernbr of the academic staff. revoke such order. Notuithstanding anviong contaaned tn the terms of the contract of appointment or any other terms and conditions of service Of the employees. the Board of Management in rspect of teachers and other academic staff. and the appointing authority in respect or other shall have the pov,cr to rcmme a teacher or a mernbr (a) If he IS a permanent ctnplovec_ only ancr tllrec monlhs • notice in writing '0 Board of Management or [he appointing authority as the case may tx. or by Lh:ee months • salary • n ihrcrof. ir hc is not a pcru,ancnt cmpllovee. only after guvmg one month •s notice to the Board or Managemcnl or. as the case be. the appointing author lty or ht, paytng one 'trontlfs salary thereof: Provided that such shall take effect onlv on the date on which the resignallon IS accepted by the Board of Management or the ng authontv as the case bc 7 8 9 Signature Designation Any dispute ansmg out of contract shall be settled Of accordance 111th the provtsions of clause (2) Section 31 (reproduced below) "Any dispute ansing out of a contract between the and any employee shall. at the request of Lhe employee. be referred to a Tribunal of Arbitration consisting of onc member appointed by the Board of Management. one member nominated by the employee concerned and an umpire appomted by the Visitor. Every such request shall be deemed to be a submisston to arbitration upon the terms of this sect: on within the meaning of the Arbitration Act, 1940." The teacher may. at any time. tertinnate his/ her engagement by giving the Board Of Management three months • noucc in writing, provided that the Board of Management may waÅe the requirement of notice at Its discretion. On the termination Of Üus engagement, from whatever cause, the teacher shall deliver up to the University all books. apparatus. records and such Other articles belonging to the Uruversity as may be due from turru' In witness whereof the pamcs hcrcto affix their hands and seal, In the presence ot adnuttcd to lhc pris lieges of lor a peraod spectfied for that course or study 2. A candidate shall be deemed to undergone a regular course of study for the penod specified for that course If he,'she has fulfilled the requirements as gnen below (a) (b) All candidate must put in of attendance ror each semesterfear as the case mav bc The attendance should be reckoned m terms of nutnb. •r of xsorkang days only and not -wise. Principals of Colleges' Instituons and Heads of Deparlrmnts of are to condone def:caency tn attendance up to a maxnuuru of of the number of days for each ear. as the case mav bc. being assumed that Colleges/Instlttuon of the ersaty v. 111 normallyput tn not less than I working days per semester/year. as the Case may be. All candidates prior to lhetr permission to appear at the exanunauon should produce a centficate or attendance. clearance of dues from the Principal. Head Of the Coilege/ Institution or Department as the case maybe and also from the hostcl.flhlrarestudent elfare authortucs. Signature Designation 2. Signature Desi gnauon Signed and sealed on behalf of the University Signature Designation under the authority of the Eoard of Management by In the presence of Signature Designauon 2. Signature Designation FIRST ACADEMIC ORDINANCES Installment IV CLAYIER-XV (Section S(II) read with Section No. i Exanunations of the Unnersity other than the doctorate examinauons shall bc open to regular students I.e. candidates who have undergone a regular course of study in the University or in a College or Institution The conditions regardlng manner Of applying. certificates to be sent the apphcatton. exanunauon fees etc. shall be as may be presctbcd from ume to time 4 Application for pcrtn:sslon 10 appear at examination shall be submitted alongv.ith prescribed fees and certificates within the lanut may be prescribed. Candidate who falls to appear at an exarrunation Shail not be entitled to refund of the exannnaun fee patd by lurtill' 5. A candidate whose application fulfills ail the requirements compliance of the rules, regulations and ordinance shall be given a number. Admission to the exanunatzon hall shall be only on the production the hall ticket bearing roll 6. Question papers ofall examinauons shali set in English and candidate may answer in English or Hindl script Question papers orall languages shall be set and —answered in respective languages. Provided that candidates appearing at the examination in languages other than EnglisWHindl may be permitted to answer a part of the quesuon in English and the rest in the language concerned Provided also that the Vice-Chancellor may perrrut the student to wrtte any exanunauon In any language mentioned in VI 11th Schedule of the Constitution of India exceptional circumstances mentioned unung. [Ill—utz 4) 7. All examination University shall be IWIdat vanous Centres approved by the University

8. The Schedule of various examination, probable dates of such exanunans and pubhcauon • of results thereof shall be as notified by the University CHAPTER-XVI (Section 27(g) read with Statute I. Appomtment of examiners shall be made by the Board of Management in accordance with the rulß as rmay be framed by the Board of Management from ume to ume for an appointment of examiners

2. The Board of Management may at any time cancel the appointment of any examiner on the recommendation of the Academic Council- 3. The Examiners appointed by the Board of Management will be of following categories; (i) Examiner who will set the question paper for various examinations and/or examinee the answer books. (ii) Examiners for the purpose of conducting the practical examination or viva-voce where necessary

4. The examiners shall be (a) to evaluate answer books, (b) to report upon the performance of examinee to the control examinations, (c) such other work as may be assigned to them by the Board of Management 5. Question paper-setters shall ordinarily be from outside the University. Examiners shall be appointed for one year and shall be eligible for re-appointment

6. There shall be a Board of Moderators for moderating the question paper in each Deptt./Centre. Each Board shall have (i) a Chairman who shall be the Head of Deptt./Centre and (ii) two senior most teachers (other than the Head) of the Deptt./Centre. 7. The following persons shall not ordinarily be eligible for appointment as examiners. 61 and as modified by the Board of Management from time to time Other scales of remuneration and allowance; connected with examination work shall be indicated in the Appendix V and as modified by the Board of management from time to time The total remuneration payable to any single person for all the examination work in an academic year shall not be more than Rs. 10,000. All examiners shall carry out the instructions issued by the Board of management from time to time. CHAVITR-XV (i) EXAMINATION COMMITTEE- (Section 27(g) read with Statute 1. There shall be an examination committee in University

2. The Committee shall consist of the following persons • (i) (ii) (iii) (iv) (v) (vi) (vii) (viii) Vice-Chancellor or his Non-official The Pro-Chancellor Three Deans or Schools. to be appointed by the VICE-Chancellor Registrar The Dean. Students Welfare Three Principals of College Institutions to be nominated by the Vice-Chancellor Two persons appointed by the Academic Council The controller of Examinations Cluarnan Member -do- -do- Secretary, (a) (b) (c) Persons with less than five years teaching experience in a University/College/Institution- Members of the Board of Management except for special reasons which shall be recorded in writing Persons who have any of their relatives appearing in the examination in question. A List of such relatives shall be laid down by the Regulations

8. The remuneration and allowances payable to Examiners and Moderators appointed under clauses I & 6 of this Chapter shall be as indicated in the Appendix IV 3 _ The nominated members and the members appointed by the Academic Council shall hold Office for a period of three years and shall be eligible for re-appointment 4. Four members shall form quorum for a meeting of the Committee. 5. The Committee shall consider the consolidated results forwarded by the various Boards of Examiners, approved the same and arrange for the declaration of all examination results in the University 6. The Committee shall power to award grace marks in deserving cases according to the rules framed in this regard 7. The Committee shall submit a report year to the Academic Council on working of the Examination and make recommendations for effective improvement. Committee shall also make rules regarding action to be taken against candidate using unfair means in examinations or contravening in any manner the rules for the conduct of examination

9. It shall perform such other duties and functions as may be assigned to it by the Academic Council • **PIO', that the Examination Committee may be delegate or all of its powers mentioned above to any Officer of the University** **CHAPTER-XVIII AWARD OF DEGREES, DIPLOMA'S, CERTIFICATES AND OTHER DISTINCTIONS** Section 27(d) read with Statute 29 & 30 1. Degrees. Diplomas. Certificates and other Academic Distinctions shall be conferred by the University on the students who have been duly certified to be qualified for such award by the Academic Council 2. The Board of Management may, on the recommendation of the Academic Council and by the majority, or less than members present and voting, make proposals to the Visitor for the conferment of Honorary Degrees or Pros that in case of emergency the Board of Management may, on its own, make such proposals The conferring of Honorary Degrees 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 the cause of education or society a fit and proper person to be Such Doctor (LL.D) Doctor of Letters Doctor of Literature Doctor of Science (DSC.) 3. Honorary degrees shall be conferred Only at a Convocation and may be taken in person or in absentia **CHAPTER-XIX CONVOCATION FOR CONFERRING DEGREES** (Statute 32) A convocation for the

purpose of conferring degrees be held once in a year on such date and place as may be fixed by the Vice-Chancellor with the prior approval of the Chancellor. A special convocation for the purpose of conferring degrees may also be held at such time and as may be decided by the board of management. The convocation shall consist of the body corporate of the University, the Chancellor, if present, shall preside at the convocation. In the absence of the Chancellor, the Vice-Chancellor shall preside at the Convocation. 5 6. 8 9. 11 12 13. Not less than four weeks notice shall be given by the Registrar of all meetings of the convocation. The Registrar shall, with the notice, issue to each member of the convocation, a programme of the procedure to be observed thereat. The Candidates who have passed their examinations in the year in which the convocation is held shall be eligible to be admitted to the Convocation. Provided that this will not be applicable to the First Convocation at which candidates of all the preceding years shall also be admitted their respective degrees. Provided also that in case the Convocation could not be held in a particular year, the Vice-Chancellor shall be competent to admit candidates to the respective degrees without waiting for formal convocation but on payment of prescribed fees. Such recipients of degree shall, however, sign the usual exhortation which they are required to do. The convocation ceremony is normally held. Provided also that in case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorise admission of all those eligible candidates who so wish to obtain their degrees through a Convocation to the next Convocation and confer on them the respective degrees on payment of the prescribed fees. Provided further that those who wish to obtain their degree in absentia in the convocation is held regularly, may also do so after payment of prescribed fees. A candidate for the degree must submit 10 to the Registrar his/her application on or before the date prescribed for the purpose, for admission to degree at the convocation in person, along with prescribed fees. Such candidates as are unable to present themselves in person at a Convocation shall be admitted to degree in absentia by the Chancellor or in his/her absence the Vice-Chancellor and their application shall be given by the Registrar on application and payment of the prescribed fees. The fees for admission to the degree Convocation in person shall be as prescribed from time to time. Honorary degree shall be conferred only at 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 his nominee. Candidates at the Convocation shall gown and hood appropriately, 10 their degrees as be specified by orders. No candidate shall be admitted to the Convocation who is not in proper academic costume as prescribed by the University.

14. For the award of degrees at the Convocation candidates present shall be formally presented to the Chancellor or in his/her absence to the Vice-Chancellor for admission to their respective degrees as follows • The Deans of respective School will present candidates for the award of Doctor's, master's and Bachelor's degrees, in that order. The Principals of Colleges/Institutions, nominated for the purpose by the Vice-Chancellor present the candidates, belonging to their Colleges/Institutions for the awards of Bachelor's degrees • Provided that candidates belonging to different Schools, Colleges/Institutions shall be presented in the alphabetical order in which the names of such Schools, Colleges/Institutions may happen to occur. The name of the recipients of medals and prizes shall be read by the Registrar or the person nominated by the Vice-Chancellor. The Registrar or the person appointed for the purpose, will present the candidates for conferment of degrees in absentia. Degree certificates shall be supplied to the candidate in a manner prescribed by the Vice-Chancellor after the Convocation is over.

15. The Chancellor, the Chief Guest, the Vice-Chancellor, the Pro-Vice-Chancellor, the Deans of Schools, the Directors, the Registrar, the Finance Officer, the Controller of the Examinations, the Heads of the Departments and the Members of the University authorities shall wear their special robes prescribed by the University and further procedure for the conduct of the Convocations shall be prescribed by the Executive orders. APPENDIX-IV SCALE OF OF EXAMINATIONS 6 7. 8. 9. 10. For setting each question paper For examining each answer-book (with a minimum of Rs. 150) For examining each dissertation or project report excluding MPhil/LL.M. For examination per candidate (With a minimum of Rs. 150) For viva-voce examination per candidate (with a minimum of Rs. 150) APPENDIX-V Rs Rs 10 Rs 100 PS 10 SCALE OF REMUNERATION AND OTHER ALLOWANCES FOR EXAMINATION PURPOSES No. 1. 2 3. 4. 5. 6. 7. 8 9

11. Category 2 Center Superintendents Assistant Superintendent/ Invigilators Members of Flying Squad! Observers Clerical Assistant Daftary (Helper) Water-man General Arrangements Remuneration Recommended 3 Rs 150 per session Rs 100 per session Rs.250 per session Rs 50 per

200 candidates Rs 300 per day Rs 30 per session Rs 30 per session Rs 50 for 100 candidates or part thereof (including preliminary arrangements calculated on the largest number of candidates and arrangements during the examination) who sat on any one session of the examination. Charges for sewing cloth bags for Rs. per bag despatch of answer books Laboratory Assistant for Practicals ps. 50 4 Foreman D Lilt . LL Doro Sc (Payable to each examiner) For conducting of M Phil thesis (Payable to each For conducting viva-voce examination of doctorate candidate (Payable to each examiner) for Examining M Phil .tL M Thesis. (Payable to examiner per candidate) For conducting Of M Phil candidate t Pm able to each examiner per candidate) Rs 1000 Rs 500 Ps. 400 Rs. 300 re. 100 Safai Karmachari-i Tabulation charges per day Rs 10 per session per candidate subject to maximum of For M Phil . M.Sc .Parl I and II and other Master's degree and PG. Diploma Examinations 64 12. 13 14 IS THE GAZETTE OF INDIA : EXTRAORDINARY [PAKI III—SEC 41 Coding/Decoding of answer books Conveyance Allowance Chairperson, Board of Moderators/ Unfair Means Committee Members, Board of Moderators/ Unfair Means Committee 25 paise per candidate subject to maximum of Rs 50 Rs 25 per session to Group A Officers and Rs. 10 per session to employees on examination duty. Rs. 150 per meeting Rs. 100 per meeting 18. 19. 20. 21. 22. 23. 24. 25 26 Temporary Teachers E - Teachers Appointed on Contract Basis Teachers appointed on contract basis F - Honorary and • (irre Teachers Honorary and part - time teachers cral General conditions regarding grant of leave Authorities empowered to sanction Leave Salary Cash payment in lieu of Leave beyond the date of retirement or quitting of service Making rules under this Ordinance Appendix ACADEMIC ORDINANCES Instalment-V CHAPTER-XX LEAVE ADMISSIBLE TO TEACHERS LEAVE ADMISSIBLE TO TEACHERS OF THE UNIVERSITY (A) PERMANENT TEACHERS 1. KINDS OF LEAVE ADMISSIBLE: The following kinds of Leave v. could be admissible to permanent teachers— INDEX Clause No Particulars A- Permanent Teachers 2 3 5. 6. 7 8 9. 11. 12 13 14 IS 16

17. Kinds of leave admissible Casual Leave Special Casual Leave Duty Leave Earned Leave Half pay Leave Commuted Leave Extraordinary Leave Leave not due Study Leave Sabbatical Leave Maternity Leave Special Disability Leave Quarantine Leave Vacation B- Teachers Appointed on Probation Teachers appointed on probation C- Teachers Re- employed after Retirement Teachers - Re-employed after retirement (Li) (Lil) (iv) Leave treated as duty— Casual Leave Special Leave Due, Leave: Leave earned by duty— Earned Leave Half pay Leave Commuted Leave Leave not earned duty— Extraordinary Leave Leave not due Leave Leave not debited to Leave account — (b) Leave for academic pursuits Study Leave Sabbatical Leave Academic Leave Leave on grounds of health— Maternity Leave Special disability Leave Quarantine Leave The Board of Management may in exceptional cases, grant- for the reasons to be recorded. any other kind of leave. subject to such terms and conditions JS 11 may deem fit to impose CASUAL LEAVE (i) Casual leave is not earned by duty Total Casual leave granted to a teacher shall not exceed seven days In an academic year (ii) Casual Leave cannot be combined With any other kind of except special casual leave. It may be combined holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual Leave. J. SPECIAL CASUAL LEAVE (i) Special casual Leave not exceeding ten days in an academic year may be granted to a teacher (c) (d) working In another Indian or foreign University or any other agency, organization when so deputed by the University or for performance of duty, for the University: on a delegation or contract, appointed by the Government of India, State Governments- UGC. Universities or any other academic or public body. teachers deputed abroad bilateral exchange programme in which conditioned that the deputed teacher to go on duty and undertaking field works in India or abroad (a) (b) to conduct examination of a University. Public Service Commission. Board of Examination or other similar bodies/ Institutes. to inspect academic Institutions attached to a Statutory Board etc . . to participate in a literary. scientific or educational conference. symposium or seminar or cultural or athletic activities conducted by Bodies recognised by the University Authorities: to do such other work as may be approved by the Vice-Chancellor as academic work. (ii) The Leave may be granted on full pay Provided the teachers receive a fellowship or honorarium or other financial normal expenses. he will be sanctioned on duty pay and allowances as per the normal rate. (iii) Duty may be combined with earned leave. Involuntary pay Leave or extraordinary leave. S. EARNED LEAVE (i) Earned admissible to a teacher: be 12 day per calendar year. (2) Note - In computing the ten days Leave admissible. the days of actual journey. if any, to and from the places Where Such conference/activity takes place will be excluded (ii) In addition. special casual leave to the extent mentioned • may. also be granted—

(a) to undergo sterilization operation (Vasectomy or Salpingectomy) under Family Planning Programme. Leave in this case will be restricted to day. (b) to a female teacher who undergoes non-permanent sterilization. In this case be restricted to fourteen days- (iii) Special casual leave cannot be accumulated nor can it be combined With any other kind of leave except casual It may be granted in combination "ith holidays 4. DUTY LEAVE (i) Do not exceeding 14 days in a semester may be (a) (c) (d) Intended for — (a) 3873 attending conferences/congresses/ symposia/seminars and other activities of singular nature. on behalf of the University for which Invitations are accepted with the prior approval of the University. delivering lectures in Institutions and Universities at the invitation of such Institutions or Universities receive by this University and accepted by the Vice- Chancellor The leave account of teachers shall be credited In v, No Of 12 days on the first January If a teacher has Casual Leave. e. Special Casual or or the period of his absence has been treated as during the previous year. the to be afforded leave account shall be reduced or such leave or of 12 days. The credit of earned leave for year in which a teacher is to be sent to leave shall be allowed at the rate of one day for each completed month of service which he had is likely to render •n that The credit of earned leave for calendar year in which a teacher is retire or resigns from service shall be allowed at the rate of one day for each completed calendar month up to the date of retirement or resignation. When a teacher is removed or dismissed from service or dies while in service, the earned leave shall be allowed at the rate of one day per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service. THE GAZETTE OF INDIA (3) A teacher shall also be entitled to earned leave at the rate of 1/3rd of period of vacation, if any, during which he required to perform duty. Provided that the teachers of the University shall be considered on duty upto a maximum of 30 days or less during the vacation wherever for their having actively participated in the evaluation work of entrance examination during vacation. (4) Earned leave at the credit of teacher shall not accumulate beyond 300 days The maximum earned leave that may be sanctioned at a time shall not exceed 120 days Earned leave exceeding 120 days may, however be sanctioned in the case of higher study or training or leave on medical certificate when the entire leave or a portion thereof is spent outside India- When a teacher prefixes and suffixes earned leave to vacation, the period of vacation shall be reckoned . as leave in calculating the maximum amount of leave on average pay which may be Included in the particular period of leave Note—2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent outside India shall not in the aggregate exceed 120 days 6. HALF PAY LEAVE (i) The half pay leave account of every permanent teacher shall be credited with half pay leave in advance, in two instalments of ten days each on the first days of January and July of every calendar year Such leave may be granted on medical certificates, private affairs or for academic purposes EXTRAORDINARY [PART (ii) amount of such leave shall be debited against the half pay leave. No commuted leave shall be granted under this Ordinance unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry Where a teacher who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be Provided that no such recovery shall be made if the retirement is by reason of health incapacitating the teacher for further service or in the event of his death. Half pay leave upto a maximum of 180 days may be allowed to be commuted during the entire service (Without production of medical certificate) where such leave is utilised for an approved course of study certified to be in the University's interest by the leave sanctioning Note—Commuted leave may be granted at the request of the teacher when earned leave due to him 8. EXTRAORDINARY LEAVE (i) A permanent teacher may be granted extraordinary (ii) (iii) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half year of the calendar year in which the teacher is appointed. The credit for the half year in which a teacher is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per calendar month upto the date of retirement or resignation. When a teacher is removed or is from service or dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month upto the end of calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service 7. COMMUTED LEAVE Commuted leave not exceeding the amount of half pay leave due may be granted on medical certificate to a permanent teacher subject to the following conditions . (i) When commuted leave is granted, twice the

(a) When no other leave is admissible: or (b) When other leave admissible, the teacher applies in writing for the grant of extraordinary leave. Provided, however, that save under provisions of sub-clauses (ii) to (iv) below, no extraordinary leave shall be granted to a teacher for holding an appointment or a fellowship outside the university. The Board of Management may grant on the request from the institution concerned and on application of the teacher extraordinary leave to hold an appointment or a fellowship under a Govt. University, a Research Institute or other similar important institution if in the opinion of the Board of Management, such leave does not prejudice the interest of the University. This leave can be allowed only to a teacher who has been confirmed in the post held by him and has served the University for a period of at least two years provided that the Board of Management may grant exemption for the requirement of 1.5 years service in very exceptional cases. Provided [41

Further, leave shall not be granted after the expiry of five years after return from a previous spell of extraordinary leave sanctioned under this sub-clause and sub-clause (iii) below. Provided further that the applicability of five years gap may not be applied in the case of faculty members who proceed on EOL upto one month and further that in a faculty member proceeds on EOL for more than one month and less than one year he will not be eligible for grant for a of years and those who proceed on EOL for a or more provision that he not be eligible for grant of EOL for 5 years will apply. Time for such leave shall be sent through the Dean of the School concerned and the latter shall give his recommendations taking into account the strength of teaching staff of the Centre/Department. Except in special cases, at no time more than 20% of the strength of teachers of a Centre/Department shall be allowed to be absent from the Centre on extraordinary leave, study leave and/or sabbatical leave. Provided further that if there are four or less than four teachers in a Centre/Department, except in special at no time more than one teacher of a Centre/Department shall be to be absent from the Centre/Department on extraordinary leave. In the event of his failure to return to duty at the end of the period or sanctioned to him the services of a teacher shall be liable to be terminated from the date of commencement of the period to him. He shall also refund to the University and if any balance during the leave (including other kinds of leave taken continuation) sanctioned to him for the purpose. The Board of Management may also grant, at its discretion, extraordinary leave to a permanent teacher who has been selected for a teaching or research assignment in a University, a Research Institute or other similar important institution provided he has served the University for a period of a period of at least two and [he application had been sent through and sanctioned by the University. The such cases shall not exceed a maximum not exceeding other which may be due 10 a teacher tenure period for which the teacher holds the appointment outside the University shall be without pay. The period so spent shall count for seniority. The period shall not count for provident fund benefits unless are paid by the teacher or the relevant employer. If the teacher does not resume his duties the University at the end of the period of extraordinary leave granted to him, he shall be treated as having resigned the post held in the University.

(W) Subject of below, the total amount of extraordinary leave granted to a teacher under sub-clauses (ii) and (iii) above shall not exceed five years during his entire service. Provided that the teachers of the University who are given career award will be eligible for grant of extraordinary leave for the period of award in addition to the above provisions on the condition that they stay on in the University during the period of this award. (v) Extraordinary leave shall always be without pay. Payment of allowances during the period of extraordinary leave shall be governed by the relevant rules. (ii) Extraordinary leave shall not count for increment except in the following cases (a) (c) (d) Leave taken on medical certificate Cases where the Vice-Chancellor satisfied that the leave due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to commotion or a natural calamity, provided the teacher has no other kind of leave to his credit. Leave taken for prosecution of studies Leave granted to accept an invitation to a teaching post or fellowship or research curriculum-teaching post or an assistant technical or work of importance Extra-ordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period continuous absence from duty on leave (including periods of vacation when such 'sabbatical' is taken in conjunction shall not exceed three years except cases where leave taken on medical certificate The period of continuous absence from shall in no case exceed five years. All leave authorized, empowered to grant leave commensurate retrospectively periods of absence without into consideration. LEAVE NOT DUE

(i) Leave not due may at discretion of Vice-chancellor be granted to a permanent teacher for a period not exceeding 360 days deducting out of which not more than 30 at a time and ISO in all may be taken on medical certificate. Leave shall be debited against the pay earned by him subsequently. Leave not due shall be granted unless Vee-

Chancellor is satisfied that as far as can reasonably be foreseen. The teacher will return to duty on the date the leave is granted (111) A teacher to not due to retire shall not be compelled to tender his resignation from so long as his debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him: as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of illness of ill health incapacitating the teacher for further refund of leave salary for leave to be earned may be waived by the Board of Management. Provided further the Board of Management may, in any other exceptional case, waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned, to.

STUDY LEAVE (i) (a) Study leave may be granted to a whole-time Professor/Reader with not less than three years continuous service to pursue a special line of study or research or to make a special study of the various aspects of University/Organisation and methods of education, if the university is likely to benefit by the course of study or programme of research which the applicant wishes to undertake (b) Study leave may be granted to a permanent whole-time Lecturer with not less than two years service to pursue special study of research directly related to his work in the and methods of education giving full plan of work Explanation In computing the length of service, the time during which a person employed on probation or engaged as a research assistant be reckoned provided. (a) the person a teacher on the date of the application. and (b) there is not break in service. (11) Study leave shall be granted on the recommendation of the Committee for Advanced Studies and Research The leave shall not be granted for more than two years save in very exceptional cases in which the Board of Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University The period of study leave shall not exceed three years. (12) Study leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of study leave. Study leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave. (v) NO teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Board of Management. If the course of study falls short of the study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of Board of Management to treat the period of shortfall as ordinary leave has been obtained. (vi) (a) Subject to the provisions of sub-clause (vii) (viii) below, study leave may be granted on full pay for the first year and half pay for the second year and no pay shall be admissible thereafter to Professors and Readers. The Lecturers granted study leave would be entitled to continue to draw their total emoluments for the duration of the study leave as are applicable to teacher granted fellowships under the Faculty improvement programme of the UGC except the living allowance depending on U. G. C. norms Note : The term 'pay' refer to average pay and shall be calculated as mentioned in the relevant ordinance. (b) The teacher shall not ordinarily be entitled to house allowance or city compensatory allowance may in view of the special circumstances of a case, sanction the payment of such allowances in the part or in full. (vii) The amount of scholarship, fellowship or other financial assistance that a teacher granted study leave has been awarded will not preclude his being granted study leave with pay and allowances but the scholarship etc., so received shall be taken into account in determining the allowances on which the study leave may be granted (viii) If a teacher who is granted study leave is to receive and retain any remuneration in respect of part-time employment during the period of study leave, he shall ordinarily not be granted any study leave salary, but in cases where the amount of remuneration received in respect of part-time employment is not considered adequate, the Board of Management may determine the study leave salary payable in each case. Note . It shall be the duty of the teacher granted study leave to communicate immediately to the University about financial assistance in any form received by him during the course of study leave from any person or institution whatsoever (x) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, halfpay leave, extraordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the commencement of the Study leave. When study leave is taken in continuation of a vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. (x) The teachers granted study leave will also be sanctioned necessary increment(s) as and when However, the amount of emoluments payable to the teachers on study leave shall be reduced subject to the provisions of sub-

clauses (vii) and (viii) above 41 study leave shall count as service for pension' contributory provident fund provided the teacher rejoins the on the expiry of leave and serves the period for which bond has been executed Study leave granted to a teacher shall be deemed to be cancelled, in case it is not availed of within 12 months or its sanction Provided that "here study leave has been so cancelled the teacher may apply again for Such A teacher availing of study leave shall undertake that he shall serve the University continuously double the period of study leave or for a period of three whole years or less, to be calculated from the date of resumption of duty after expiry of the study leave. A teacher (h) (c) (d) who is unable to complete his studies within the period of study leave granted to him or who falls to rejoin the service of the University on the expiry of his study leave, or who rejoins the University but leaves the service without completing the prescribed period of service after rejoining the service, or who "within the said period is dismissed or removed from service by the University shall be liable to refund to the University the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study. Provided that if a teacher has served the University for a period or not less than half the period of service under the Bond on return from study leave, he shall refund to the University half of the amount calculated as above. In case the teacher has been granted study leave without pay and allowance, he shall be liable to pay the University an amount equivalent to his four month pay and allowances last drawn as well as other incurred by the University during the course of study". Explanation : If a teacher asks for extension of study leave and is not granted the extension but does not rejoin on the expiry of the leave originally sanctioned_ he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose or recovery of the dues under this ordinance. (a) Notwithstanding the above, the Board of Management may order that nothing in this Ordinance shall apply to a teacher who within the prescribed period of service under the bond is interrupted to retire from service on medical grounds. Provided further that the Board of Management may, in any other exceptional case, waive or reduce for reasons to be recorded, the amount refundable by a teacher under this Ordinance (xv) leave has shall, be subject of 1112 leave, c. bond of the binding himself conditions laid down in sub-clauses and (and the security of immovable property. 10 the satisfaction of the Finance officer or a Fidelity Bond of an Insurance Company, or a Guarantee a Scheduled Bank or security permanent teachers for the interest might become refundable to the University • • ordinance with sub clauses above (i) The teacher shall submit to the Registrar monthly reports of progress in his studies from his supervisor or the Head of the institution This report shall reach the Registrar within one month of the expiry of every six months of the study leave_ If the report does not reach the Registrar within the time specified, the payment of leave salary may be deferred till the receipt of such report

11. SABBATICAL LEAVE (i) Permanent whole-time teachers of the University who have completed three years of service of Professor. five years of service In case of Reader, ten years of service In case of Lecturer may be granted sabbatical leave to undertake study or research or other academic pursuits solely for the object of their proficiency and usefulness to the University. The leave shall not be granted to a teacher who has less than five years of service in the University to (ii) A teacher, during the period of leave be paid full pay and allowances (subject to prescribed conditions being fulfilled) at the rates applicable for leave. The University shall not, however, fill up his position by other alternative arrangements involving expenditure A teacher on sabbatical leave shall take up during the period of this leave, any regular employment under another organisation in India or abroad. He however, be to accept a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance. Other than a regular employment in an Institution of studies, provided that in such cases the Board of Management may, if it so desires, sanction sabbatical on reduced pay and allowances. (iv) During the period of sabbatical leave the teacher shall be allowed to draw the increment due date. The period of leave shall also count as service for purpose of pension contributory provident fund provided the teacher rejoins the University on the expiry of his sabbatical leave be only by the end of the service period. No sabbatical leave be allowed for more than two years of availing or first sabbatical leave. The programme to be followed during sabbatical shall be submitted to the University for approval with the application for grant of 2 On return from leave the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave. 12 MATERNITY LEAVE (i) Maternity leave full pay may be granted to woman teacher with less than two surviving children for a period of 135 days from the date of commencement of leave - (ii) Maternity leave may also be granted in case of miscarriage. Including abortion, induced under

Medical Termination of Pregnancy Act, 1971, subject to the condition that the leave applied for does not exceed SIX weeks and the application for leave is supported by a medical certificate. Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate. (N) Notwithstanding the provision contained in clause 12 (iii) any leave (including commuted leave for a not exceeding sixty days, applied for in continuation of maternity leave) may be granted without production of medical certificate (v) Leave in further continuation of the leave granted under clause 12 (iv) may be granted on production of a medical certificate for illness of the female University teacher. Such leave may also be granted in case of illness of a born baby, subject to production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary. Paternity leave for a period of days during the confinement of his may be granted to a male teacher with less than two surviving children. During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity shall not be debited against the leave account and may be combined with any other kind of leave (as in case of maternity leave). It may not be normally be refused under any circumstances.

13. SPECIAL DISABILITY LEAVE (A) SPECIAL DISABILITY LEAVE FOR INJURY INTENTIONALLY INCURRED

(i) Special disability may be granted to a teacher who is disabled by injury unintentionally incurred or caused or in consequence of the due performance of his official duties or in consequence of his official position. Such leave shall not be granted unless the disability manifested itself within three months of the time when it is attributed and the person disabled acted with due promptitude in bringing it to notice. Provided that the authority competent to grant leave is satisfied as to the cause of the disability, permit to be granted. In cases where the disability manifested itself more than three months after the occurrence of cause (iii) The period of leave granted shall be such as is certified by an authorised Medical attendant and shall in no case exceed 24 months (iv) Special disability may be in addition to any other kind. (v) Special disability leave may be granted more than once if the disability is aggravated or re-manifests similar circumstances at a later date but not more than 24 months of such leave shall be granted in consequence of disability (vi) Special leave shall be counted as in calculating service for pension and shall not, except the leave granted under the provision to clause (b) of sub-clause (vii) of this Ordinance be debited against the leave account. (vii) Leave salary during such leave shall (a) for the first 120 days of any period of leave including a period of such granted under sub-clause (v) be equal to salary while on earned leave, and (b) for the remaining period or any such leave be equal to leave salary during half pay. Provided that the leave salary as sub-clause (a) above for a period not exceeding 120 days, and in that event the balance of such leave shall be debited to his half pay account. (viii) SPECIAL DISABILITY LEAVE FOR ACCIDENTAL INJURY (i) The provision in part of this Clause shall accidentally incurred in, or consequence of the due performance of duties or in consequence of his official position, or illness incurred in the performance of any particular duty, which has the effect of his inability to perform or injury beyond the ordinary risk attached to the post which he holds. (ii) The grant of special disability shall be subject to the further conditions (a) (b) (c) that the disability, if due to disease, is certified by an authorised medical attendant to be directly due to the performance of particular duty. (iii) that, if the teacher has contracted disability during service, it must be, in the opinion of the authority competent to sanction leave, of exceptional character, that the period or absence recommended an authorised medical attendant shall not be covered in part by leave, under clause III—WK 4 in part by any other kind of leave, and that the amount of special disability leave granted on leave salary equal to that admissible on earned leave shall not exceed 120 days. (iv) QUARANTINE LEAVE (i) Quarantine leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of a teacher. (ii) Quarantine leave may be granted on medical certificate for a period not exceeding 21 days. In exceptional cases this limit may be extended to thirty days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with earned leave, half pay leave or extraordinary leave. A teacher on quarantine leave is not treated as absent from duty and his pay is not affected.

15. VACATION (i) Vacation may be taken in combination with any kind of leave except casual and special casual leave provided that vacation shall not be both prefixed and suffixed to (ii) Except in special circumstances vacation and earned leave taken together shall not extend beyond one semester. (iii) When a vacation falls between two periods of leave so as to result in a continuous period of absence from

duty during the entire period, such vacation shall be treated as part of the leave (iv) For the vacation period, a teacher shall be entitled to the same pay as when on duty. A teacher will, however, be entitled only to half of such pay if he has given notice of resignation and the period of such notice expires during vacation or within one month from the last pay thereof.

16 TEACHERS APPOINTED ON PROBATION A teacher appointed as a probationer against a substantive vacancy and with definite terms of probation shall during the period of probation be granted leave which would be admissible to him while he holds his post substantively other than on probation. If for any reason it is proposed to terminate the services of probationer, any leave granted to him should not extend beyond the date on which his services are terminated by the orders of the Board of Management. On the other hand, a teacher appointed "on probation" to a post not substantively vacant to assess his suitability to the post, shall until he is substantively confirmed, be treated as a temporary teacher for purposes of grant of leave. If a person in the permanent service of the University is appointed "on probation" to a higher post he shall not during probation of the benefit of leave rules applicable to his permanent post.

17. RE-EMPLOYED AFTER RETIREMENT In the case of a teacher re-employed after retirement the provisions of these ordinances shall apply as if he had entered service for the first time on the date of his re-employment. Re-employed pensioners who are treated as new entrants in the matter of leave may also be granted terminal leave under sub-clause 12 of the clause 2 i below. Subject to the condition that they will not be entitled to draw their pension during the terminal leave. If pension was held in abeyance during the period of re-employment.

18. TEMPORARY TEACHERS Temporary teachers shall be governed by the provisions of part (A) of this ordinance subject to the following conditions and exceptions:

- (1) **Earned Leave** (a) A temporary teacher shall be entitled to earned leave like a permanent teacher as follows:
 - (i) 1/30th of the period of actual service including vacation plus
 - (ii) 1/3rd of the period, during which he is required to perform duty during vacation.
- (2) **Half pay leave**— No half pay leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the expiry of such leave.
- (3) **Commuted leave**— Temporary teachers shall not be entitled to commute any portion of the half pay leave.
- (4) **Extraordinary leave**— In the case of a temporary teacher the duration of extraordinary leave on any occasion shall not exceed the following limits:
 - (a) (c) (d) Three months at a time; Six months in cases where the teacher has completed three years continuous service and the leave application is supported by a medical certificate: Eighteen months where the teacher is undergoing treatment in a recognised hospital; for tuberculosis, cancer or leprosy.
 - (i) 24 where the leave required for prosecuting studies, certified to be in the University interest, provided that the teacher has completed three years continuous service on the date of commencement of extraordinary leave. In case, where this condition is not satisfied, extraordinary leave to this extent may be sanctioned in continuation of any other kind of leave due and applied for (including three months extraordinary leave under (a) above, If the teacher completes three years continuous service on the date of expiry of such leave).
 - (ii) When a temporary teacher fails to resume duty on the expiry of the maximum period of extraordinary leave granted to him or where a

71 THE GAZETTE OF INDIA : EXTRAORDINARY—Sec 41 teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the extraordinary leave granted exceeds the limit up to which he could have been granted such leave as under (i) above, he shall unless the Board of Management, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned his appointment and shall accordingly cease to be the University employee.

- (5) **Leave not due, Study leave and sabbatical leave**— Temporary teachers shall not be entitled for the grant of leave not due, study leave and sabbatical leave.
- (6) **Vacation**— (i) A teacher who is appointed as a temporary measure shall be entitled to pay for the following summer vacation only if he joins duty within two months of the beginning of the academic year and has worked continuously and satisfactorily from the date of joining up to the last working day of the session. (ii) In other cases, the vacation salary may be paid to the teacher, if the temporary appointment continued for a part of whole of the next academic year and the teacher joins on the opening day and has also served on the last working day before the vacation.

(E) TEACHER APPOINTED ON CONTRACT BASIS Teacher appointed on contract basis shall be entitled to leave as under:

- (i) **Earned leave**— Half pay leave/Casual Leave as admissible to whole time temporary teachers of the University.
- (ii) (a) In the case of contract appointments for one year or less, no Extraordinary leave; (b) In the case of contract appointments for more than one year but not more than 5 years, extraordinary leave as admissible to temporary teachers subject to the condition that the total period of extraordinary leave during the entire contract

period shall not exceed 90 days. (c) Where the contract appointment, is for an indefinite period or is for more than 5 years, extraordinary leave as admissible to whole time temporary teachers. 20. (F) HONORARY AND PART TIME TEACHERS to whom terms are teachers in the University. 21 General Conditions: (1) Leave how earned: Leave is earned by duty only. The period spent on leave counts as duty. Contribution towards leave salary is paid for such period (2) (3) (4) (5) (6) Right to leave: (a) Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empowered to grant it without assigning any reason, if the authority considers such action to be in the interest of the University. No leave shall be granted to a teacher where, competent authority has decided to dismiss or compulsorily retire from service nor shall any leave be granted to a teacher when he is under suspension. Maximum period of absence from duty on leave: (a) No teacher shall be granted leave of any kind for a continuous period exceeding five years. Where a teacher does not resume duty after remaining on leave for a continuous period of five years or where a teacher after the expiry of his leave remains absent from duty, other than that on foreign assignment or on account of suspension, for any period which together with the period of leave granted to him exceeds five years, he shall, unless the Board of Management in view of the exceptional circumstances of the case otherwise determines, be removed from service after following the prescribed procedure. Application for leave: Leave should always be applied for in advance and the sanction of the competent authority be with possible reasons obtained before it is availed of except in cases of emergency and for satisfactory reasons. Teacher should not leave station without informing to competent authority/or till the leave is sanctioned by the authority. Commencement and termination of leave: (a) Leave ordinarily begins from the date on leave as such is actually availed of and ends on the day the teacher resumes his duty. (b) Sundays and Other recognised holidays may be prefixed and or suffixed to leave. With the permission of the authority competent to sanction. The vacation may be combined with leave subject to the provisions of Ordinance 5, S and Rejoining of duty before the expiry of the leave: (a) A teacher on leave may return to duty before the expiry of the period of leave granted to him if he is permitted to do by the authority which granted the leave. (b) Notwithstanding anything contained in (a) above, a teacher on preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty, save with the consent of the Board. (7) Leave on medical grounds to be supported by medical certificates. A teacher who applies for leave on medical grounds shall support his application with a medical certificate from an Authorised Medical Officer of the University or where no such Medical officer has been appointed, from a Registered Medical Practitioner. The authority competent to sanction leave may, however, require the teacher to appear before a Medical Board. Leave or extension of leave on medical certificate shall not be granted beyond the date on which a teacher is pronounced by a Medical Officer or Board to be permanently incapacitated for further service. (8) Rejoining duty on return from leave on medical: No teacher who has been granted leave (other than casual leave on medical grounds) shall be allowed to return to duty without producing a medical certificate of fitness. (9) Employment during leave: A teacher on leave shall not, without the written permission of the University, engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached but this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education or similar Bodies. Institutions or any literary work or publication or research or extension lectures or with the permission of the Vice-Chancellor, to any other academic work. The leave salary of a teacher who is permitted, to take any employment during leave shall be subject to such restrictions as the Board of Management may prescribe. (10) Absence without leave or overstay of leave: A teacher who abstains himself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence, such shall be debited against his leave without pay unless his leave is extended by the authority empowered to grant the leave. Willful absence from duty may be treated as misconduct. (11) Leave beyond the date of retirement: (a) No leave shall be granted beyond the date on which a teacher must compulsorily retire. Provided that if, insufficient time before the date of retirement on superannuation. A teacher has been in the interest of the University, denied in whole or in part any leave which was due to him and applied for as preparatory to retirement then he may be granted after the date of superannuation subject to a maximum of 120 days. This limit may be extended up to 180 days if the entire or any portion thereof is spent outside India. Provided that when leave exceeding 120 days is granted under this Ordinance, the period of such leave spent in India shall

not in the aggregate exceed 120 days. The leave so granted including the leave granted to him between the date from which the leave preparatory to retirement was to commence and the date of retirement, shall not exceed the amount of leave preparatory to retirement actually denied. The half pay leave, if any, applied for as preparatory to retirement and denied in the exigencies of the University service may be exchanged with earned leave to the extent such leave was earned between the date from which the leave preparatory to retirement was to commence and the date of (b) Provided further that a teacher (i) (ii) who after having been under suspension is reinstated within 120 or 180 days, as the case may be, preceding the date of his retirement on superannuation and was prevented by reason of having been under suspension from applying for leave preparatory to retirement, shall be allowed to avail of such leave as he was prevented from applying, subject to a maximum of 120 or 80 days as the case may be, reduced by the period the date of reinstatement and the date of retirement. Who attained the age of superannuation while under suspension and was thus prevented from applying for leave preparatory to retirement, shall be allowed to avail of the leave to his credit, subject to a maximum of 120 days or 180 days, as the case may be, after termination of proceedings as if he had been refused as aforesaid. If in the opinion of the authority competent to order reinstatement, he has been fully exonerated and the suspension was wholly unjustified. Provided further that a teacher whose service has been extended in the interest of the University beyond the date of his superannuation may be granted leave as during the period of extension any leave due in 74 THE GAZETTE OF INDIA: EXTRAORDINARY III—Sy, • 41 respect of the period of such extension and to the extent necessary, earned leave which would have been granted to him under sub-clause (a) above, had he retired on the date of superannuation. Explanation : In determining the quantum of earned leave that could accumulate during the period of extension, the leave, if any, admissible under sub-clause (a) shall also be taken into account. (i) After the expiry of the period of extension. (a) the earned leave which could have been granted to him under sub-clause (a) above had he retired on the date of superannuation, diminished by the amount of such leave as was availed of during the period of extension; and (b) Earned leave earned during the period of extension and formally applied for as leave preparatory to retirement in time before the date of final cessation of his duties and refused in the interest of the University. Note—A teacher who avails himself of the refused leave in full or in part immediately after the date of his superannuation or the expiry of extension of service will be deemed for purposes other than pensionary contributory provident fund benefits and lien, to be in service till the expiry of the refused leave. He will re-engage and become eligible for all pensionary benefits as due to him on the date of superannuation (or on such other later date if any extension of service is granted) from the date of expiry of such leave only. 12 Conversion of one kind of leave to another session to the end of the academic session

22. AVIORITYESEMPOWERED) SANCTION LEAVE The authorities specified in column (2) of the table are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave excess of these limits or of not mentioned below shall be submitted to the Board of Management. Before sanctioning the leave, the sanctioning authority shall ensure that leave asked for is admissible and is at the credit of the teacher concerned. Kind of leave of Sanctioning Authority to (iii) (b) Head of the Other teachers may leave Deans of Schools Other teachers leave to— Of Schools (b) Of Centres." Depts. (c) Other teachers ordinary (b) At the request of the teacher concerned, the University may convert retrospectively any kind of leave including extraordinary leave into a leave of different kind which was admissible to him at the time the leave was originally taken, but he cannot claim such conversion a matter of right. If one kind of leave is converted into another, the amount of leave salary and the allowances as admissible shall be recalculated and arrears of leave salary and allowances paid withdrawn recovered as the case may be. (a) Deans of School is Other teachers Deans of School Depts. s. Centre Head of the Centre Deptt Dean Deans of Schools Beyond 90 days Dean of School Board of Management Deans of Schools Chancellor Board of Management 01 Full Full ; upto 10 days Upto Days Full Upto 90 days Full upto 30 days 90 13 Increment during If increment of pay falls during any leave other than casual 14. Casual, special casual leave, duty leave, study leave or sabbatical leave, the effect of increase of pay will be given from the date of the teacher resumes duty without prejudice to the normal of his increment, except in those cases where the leave does not count for 1 increment. Leave Year • For the purpose of these Ordinances, unless otherwise specified the term 'year' shall mean an academic year running from the commencement of the academic 23. LEAVE SALARYS (1) (2) (3) A teacher granted casual leave or special casual leave is not treated as absent from duty and his pay is not interrupted. During duty

leave. study leave and sabbatical leave, a teacher will draw a salary equivalent to the pay drawn immediately before proceeding on leave. A teacher on commuted leave is entitled to leave salary equal to the amount admissible under sub-clause 23(2). (5) (6) (7) (8) (9) (10) 41 A teacher on leave not due is entitled to leave salary equal to half the amount specified in sub-clause 23 (2). A teacher on extraordinary leave shall not be entitled to any leave salary. A teacher on special Disability leave is entitled to leave salary. A teacher on Maternity leave and Quarantine leave is entitled to draw pay at the time of proceeding on leave. Payment of dearness, house rent and city compensatory allowances during leave shall be governed by the provisions of the rules regarding the payment of those allowances. A teacher who is granted leave beyond the date of compulsory retirement/or quitting of service as the case may be, as provided under ordinance 21 (1) shall be entitled during such leave, leave salary as admissible under this ordinance reduced by the amount of pension and pensionary benefits equivalent of other retirement benefits. Where such teacher is re-employed during such leave, the leave salary shall be restricted to the amount of leave salary admissible while on half pay leave and further reduced by the amount of pension and pension equivalent of other retirement benefits. Provided that it shall be open to the University teacher not to avail himself of the leave but to avail of full pension. If during such re-employment he is granted leave earned by him during period of re-employment, the leave salary shall be based on the pay drawn by him exclusive of the pension and equivalent of other retirement 24. Cash payment in lieu of leave beyond the date of retirement or quitting of service. (i) No leave shall be granted to a teacher beyond (a) the date of his retirement, or (b) the date of his final cessation of duties, or (c) the date on which he retires by giving notice to University or he is retired by University by giving him notice or pay and allowances in lieu of such notice in accordance with the terms and conditions of his service, or (d) the date of his resignation from service. (ii) Retirement on Superannuation : Where a teacher retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall suo-motu issue an order granting cash equivalent of leave salary for earned, if any, at the credit of the teacher on the date of his retirement, subject to a maximum of 300 days (iii) Retirement while under suspension : A teacher who retires from service on attaining the age of retirement while under suspension, shall become eligible for the benefit of cash equivalent of that was at his credit on the date of his retirement, on conclusion of the proceedings against him, if the authority competent to re-appoint him in service holds that the suspension was wholly unjustified. (iv) Retirement before Superannuation . A teacher who retires or is retired from service in the manner mentioned in clause 24 (1) (c) may be granted suo- motu by the authority competent to grant leave, cash equivalent on leave salary in respect of earned leave at his credit subject to maximum of 300 days and also in respect of all the half pay leave at his credit provided this period does not exceed the period between the date on which he so retires or is retired from service and the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent shall be equal to the leave salary as admissible for earned leave and/or equal to the leave salary as admissible for half pay leave plus dearness allowance admissible on that leave salary for the first 300 days, at the rates in force on the date the University employee so retires or is retired from service. The pension and pension equivalent or other retirement benefits and ad-hoc relief/graded relief on pension shall be deducted from the leave salary paid for the period of half pay leave, if any, for which the cash equivalent is payable. The amount so calculated shall be paid in one lump-sum as a one time settlement. No House Rent Allowance or City Compensatory Allowance shall be payable. Provided that if leave salary for the half pay leave component falls short of pension and other pensionary benefits, cash equivalent of half pay leave shall not be granted further that a teacher who is retired by University by giving him pay and allowances in lieu of notice, cash equivalent of leave salary shall be allowed only for the period of leave excluding that period for which pay and allowances in lieu of notice have been allowed. (a) Termination Where the services of a teacher are terminated by notice or by payment of pay and allowances, in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment, he may be granted, suo- motu by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date on which he ceases to be in service subject to a maximum of 300 days. (b) Resignation. If a teacher quits service, he may be granted suo- motu by the authority competent to grant leave cash equivalent in respect of earned leave at his credit on date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 120 days. (vi) Re-employment after retirement • A teacher who is re-employed

after retirement may by the authority competent to grant leave, cash equivalent respect or earned leave at his credit on the date of termination or re-employment subject to a maximum of 300 days. Including the period for which encashment was allowed at the time of retirement. (vii) Teachers appointed on contract : The teachers appointed on contract will suo-motu be allowed encashment of earned leave at their credit on the date of termination of contract subject to the ceilings mentioned below period of contract 2 years or less more than 2 years upto 5 yrs. more than 5 years upto 10 yrs. more than 10 years upto 15 yrs. more than 15 years upto 20 yrs. more than 20 years upto 25 yrs. more than 25 years maximum earned leave for which encashment will be allowed at termination of contract No encashment 30 days 60 days 90 days 120 days 150 days 180 days or more of (b) The encashment of earned leave as above will, however be subject to the condition that the total earned leave for which encashment will be allowed together with the earned leave or full pay leave for which encashment has been allowed in previous appointments, if any, under the Government, an autonomous body or bodies or public sector, undertaking (s) is not more than 300 days. (viii) Calculation of cash equivalent of leave The cash equivalent under clause 24 shall be calculated as follows and shall be payable in one lump-sum as a one time settlement. No House Rent Allowance or City Compensatory Allowance shall be payable Payable on the date of retirement plus dearness allowance admissible on that date. Cash equivalent = Number of days of unutilised earned leave X Leave at Credit 30 on the date of retirement subject to a maximum of 240 days. A teacher who is declared by a medical authority to have been completely and permanently incapacitated for former service may be granted, suo-motu, by the authority competent to grant leave, cash equivalent of leave salary in respect of earned leave due and admissible on the date of his invalidation from service, provided that the period of leave for which he is granted cash equivalent does not extend beyond the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent thus payable shall be equal to the leave salary as calculated under clause (viii) or 24. (ix) Dignified Retirement When a teacher is dismissed or from service, he shall not be eligible for leave encashment (c) Leave at the credit Of a teacher who dies in harness, the cash equivalent of the leave salary that the deceased teacher would have got, had he gone on earned leave, but for the death, due admissible on the date immediately following the date of death subject to a maximum of leave salary for 300 days shall be paid to his family. Further such cash equivalent shall not be subject to reduction on account of pension equivalent of death gratuity. Note 1 : The above provision as applicable in case of re-employed pensioners also. However, in their case no deduction on account of pension equivalent of DCRG. gratuity need be made from the cash equivalent in respect of the leave earned during re-employment which has to be calculated on the basis of pay drawn by him during the re-employment (exclusive of pension and on equivalent of other retirement benefits). Note 2 : In the case of teachers governed by the contributory provident fund rules no deduction need be made out of cash equivalent of leave salary on account of monthly contribution of C. Fund 25. APPENDIX-VI Bond to be executed by the Faculty members when granted Study Leave exceeding the period of one year I See Rule 4 of This agreement made on 11.11.2014 between the Babasaheb Bhimrao Ambedkar University being a body constituted under the Babasaheb Bhimrao Ambedkar University Act, 1994 (53 of 1994) (hereinafter called the University of the one part) and resident or leave encashment when permanently (a) Permanent Incapacitation: (hereinafter called the Obligor of the second part and (Li) —residual of and— (Gi) resident and 41 (hereinafter called Kii)/- jointly the sureties of the third part); WHEREAS the (Niger is employed in the Babasaheb Bhimrao Ambedkar University in the AND WHEREAS THE Obligor has applied for study leave for the following purpose: AND WHEREAS the University agreed to grant Study Leave on the condition that after the completion of studies, the Obligor will re-join the University and serve the University for a minimum period of 2 years. Obligor has agreed to this condition and the sureties have also assured the University that the Obligor will perform these obligations faithfully 6. 7. 77 THAT the University may at its discretion extend the leave from time to time without any reference to the sureties and the sureties shall remain liable in all respects for the amounts payable under these present rules during the original period as well as during the extended period. THAT if any amount is paid by the University outside India then the Obligor and the sureties shall be liable to pay the equivalent amount in Indian currency according to the prevalent Official rate of exchange at the time of payment IN WITNESS WHEREOF the parties have set their hands hereto in presence of witness . 2 4, 5 THAT the obligor undertakes that after completion of studies as aforesaid shall re- Join the University and shall serve under the University for a

minimum of 2 years THAT in case the obliger falls to complete studies within the period of Study Leave or fails to re-Join the service of the University on the expiry of Study Leave or resigns from the service of the University at any time before the expiry of the agreed period of service after return to duty at the University or is dismissed or removed from the service by the University "Within the period aforesaid the obliger and the sureties shall forthwith pay to the University or as maybe directed by the University a sum of Rs. as liquidated damages and refund the advances received by the obliger from the University and shall pay all the expenses incurred by the University on the Obliger consequent on the grant of study leave. provided always that if the Obliger completes 1.8 months service after return from study leave. then the sureties and the Obliger shall be liable to pay only half the amount of the liquidated damages THAT the Obliger and the sureties shall pay interest at the rate of 6% per annum on the amount payable as per clause 2 above. THAT the liability of the Obliger and the sureties to pay the amount due to the University shall be joint and several and the University shall be competent to recover the amount due from all or either or them That the herein above given is a continuing surety and shall not be impaired or discharged by reason or any time being granted or by any forbearance, act or omission of the University or any person authorised by it or any other indulgence or concession shown the University to the Obliger or to anyone surety and the University shall be competent to recover the amount due from all or either or them. Witness No. 1. Sig. No

2. Sig.... (Name Witness No. 1. Sig. (Name • No

2. Sig. Witness No. 1. Sig- (Name • No 2. Sig. (Name : Witness No 1. Sig (Name No

2. Stg. (Name Stg. (Obliger) Surety No. Sign. (Surety So. 1) Sig. Surety No. 2 Officer of the University XXI MASTERS DEGREE PROGRAMMES [Section read with Statute 1. The Masters Degree Programmes the University are full time courses of study spread over a period of four academic semesters A student who does not clear a Course or courses (owing to failure to pass or to appear in the Sessional work and end-Semester Examination), may clear the course subsequently in one of the remaining semesters during which he is eligible to participate in the curricular programme under the provisions of 4 above : Provided that if a student by the end of the second semester has not been able to clear internal assessment in more than four of the eight courses of the first two semesters or having cleared the course desires to improve his overall performance including the sessional work in more than four courses thus obliging him to attend regular classes, he shall not be eligible to move on to the third semester and shall have to attend the concerned courses with the next batch or seek fresh admission and pursue the entire course-work as a fresh candidate. (a) Evaluation for each course shall be done on the basis of performance in sessional work and End- Semester Examination. (b) Each course shall maximum marks/credits (c) academic years. These courses cannot be combined with any Other full-time courses or any part time post-graduate courses offered by the University except those. which may be designed by the University generally or for the Post-graduate students of the University. (a) A candidate seeking admission to any of the courses must possess the qualifications prescribed by the Board of the School as approved by the Academic Council from time to time (b) Admission to different courses shall ordinarily be made only in the first semester in the beginning of each academic year unless specifically decided for a course by the Academic Council. (c) Candidates who have taken the Bachelors Degree under three year degree course in pass or honours/general or mayor. of this University or any other recognised University shall be eligible to apply for admission to courses offered by the University subject to provisions of the regulations relating to prerequisites. if any. The minimum marks for admission to the different courses shall be as per the regulations. (d) Final admission to a course will be made on the basis of the candidate's performance at the eligibility test by the admission committee of the concerned Department. If any, and his academic performance in the undergraduate course. Subject to the general guidance of the Board of the school, the instruction and each course shall be under the control and direction of the head of the department concerned Provided the number of lectures in a theory course shall ordinarily be not less than forty- five of one hour duration each, Each student, with respect to his work in the course as well as his general conduct in the University. shall remain under the control of the School and the discipline of the concerned Department. The Board of the School on the recommendations of the Department. may recommend the removal of the name of a student from the course on the basis of unsatisfactory performance or indiscipline. 5. 6. 7. 8. 9. (c) as may be prescribed by the Board of School 1 For the purposes of determining the marks obtained by student in any course, the weightage assigned to Sessional work and

End-Semester Examination shall be 30.70. The pattern and schedule of Sessional work and evaluation for each course a semester as approved by the Board of the School on recommendation of the concerned Department. shall be made known to the student at the commencement of each semester dates of commencement and termination of each semester shall be fixed by the Academic Council (a) (b) In order to qualify for the Master's Degree a candidate must have secured at least 40 % marks or equivalent grade each course and 40% marks or equivalent grade in the aggregate of all courses. A candidate who obtains 40% marks or equivalent grade or above in the aggregate of all courses but below 50 % marks or its equivalent grade may be permitted to repeat any course or courses and to participate in the sessional work and the semester examinations in order to improve his/her performance. The conditions for repeating a course or courses shall be prescribed by the Regulations. 4 Ordinarily a student should complete sixteen courses/ papers during the period of four semesters. However, a student may be allowed to participate in the academic programme upto a maximum of six semesters Successful candidates shall be awarded the Degree under the following classification First Division : 60 Per cent marks or equivalent grades or more in the aggregate of all examinations and sessional work. Second Division 50 Per cent marks or equivalent grades or more in the aggregate of all examinations and sessional work but less than 60 per cent. Third Division _ 40 Per cent marks or equivalent grades or more in the aggregate of all examinations and sessional work but less than 50 per cent. No candidate will be allowed to appear in any course more than twice and no candidate shall be allowed to appear in any course beyond six semester of his first admission to the programme. The course of study and the scheme of examination for the Degree in each subject shall be such as may be approved by the Board of the School on the recommendation of the Board of Post-graduate Studies of the Department concerned. The syllabi for the courses in any subject shall be such as may be approved by the concerned department, which shall also prescribe books and other reading material for each Course, CI-LAVVER XXII (b) (c) Each student, with respect to his work the course as his general conduct in the University, shall remain under the control of the School and the discipline of the concerned Department. The Board of the School on the recommendation of the Department, may recommend the removal of the name of a student from the course on the basis of performance or indiscipline. POST GRADUATE DIPLOMA PROGRAMMES [Section read with Statute 2. The Post Graduate Diploma Programmes in the University are full time courses of study spread over a period of academic semesters in one academic year. These courses cannot be combined with any other full-time courses or any part time post-graduate courses offered by the University except those, which may be designed by the University (a) A candidate seeking admission to any of the courses must possess the qualification prescribed by the Board of the School as approved by the Academic Council from time to time (b) Admission to different courses shall ordinarily be made only in the first semester in the beginning of each academic year unless specifically decided for a course by the Academic Council (c) Candidates who have taken the Bachelor's Degree under three year degree course in pass or honours general or major, of this University or any other recognised University shall be eligible to apply for admission to course offered by the University subject to provisions of the regulations relating to prerequisites, if any. The minimum qualifying marks for admission to the different courses shall be as per the regulations (d) Final admission to a course will be made on the basis of the candidate's performance at the eligibility test by the admission committee of the 4. 6. 7

8. Ordinarily a student should complete eight courses during the period of two semesters a student may be allowed to participate in the academic programme upto a maximum four A student who does not clear a course or (going to failure 10 pass, or to appear the Sessional work and End-Semester Examination), clear the course in remaining semesters during which it is participated in the curricular programme the provisions of above. (a) Evaluation for each course shall be done on the basis of performance in Sessional work and End Semester Examination (b) Each course shall carry maximum marks as may be prescribed by the School/Board, For the purposes of determining the marks obtained by student in any course, the weightage assigned to Sessional work and End-Semester Examination shall (c) The pattern and schedule of Sessional work and evaluation for each course a Semester, as approved by the Board of the School on the recommendation of the concerned shall be known

to the student at the commencement of each semester. The dates of commencement and termination of each semester shall be fixed by the Council. (a) (b) In order to qualify for the Post Graduate Diploma, a candidate must have secured at least 40/100 marks or equivalent grade in each course and 40% marks or equivalent grade in the aggregate of all courses. A candidate who obtains 40%, or grade or above in the aggregate of all courses so 9. THE GAZETIER OF INDIA EXTRAORDINARY but below 50 % marks or its equivalent grade Third Division may be permitted to repeat any course or courses and to participate in the sessional work and the semester examinations in order to improve his performance. The conditions for repeating a course or courses shall be prescribed by the Regulations. Successful candidates shall be awarded the Post Graduate Diploma under the following 40 Per marks or equivalent grades or more In the of all examinations sessional "Ork but less than per classifications First Division Second Division 60 Per marks or equivalent grades or more In the aggregate of all examinations and sessional work. 50 Per cent marks or equivalent grades or more aggregate of all examinations and sessional work. but less than 60 per cent. 11, 12. NO candidate shall be allowed to appear more than twice and no candidate shall be allowed to appear in any course more than four semesters of first admission 10 [the programme The course Of study, - and the scheme of for the Post-Graduate Diploma each subject be such as may be approved by the Board of School on the Of Board Post- Graduate Studies of the Department concerned. The syllabus for the courses in any subject shall be such as may be by the Department which shall also prescribe books other reading material for each course. U S RAWAT_ IAD Vr ?rin Led by the Manager, Govt. Of India press, Ring Road. Mayapuri. New Delhi-110054. Published by the Controller of Publications. Delhi-110054. BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY "VIDYA VJUAR", RAEBARELI ROAD, LUCKNOW-226025 NO. Date: The Administrative Ordinance of the Babasaheb Bhimrao Ambedkar University. Lucknow as approved by the Government of India, Ministry of Human Resource Development, Deptt. of Education vide their letter no. F.8-8/96 Desk(U)(A), dated November 18, 1996, are operative 'mutatis mutandis' for its employees w.e.f January 10, 1996 unless there is anything repugnant to the University Act and Statutes, any order or administrative instruction or amendment to the Central Government rules relating to various subjects stated hereunder:- (a) (b) (c) (d) (e) Terms and conditions of service of all employees of the University Other than teachers as per Government Rules. Conduct Of teaching and non-teaching employees of the University-Central Civil Services (Conduct) Rules 1964. Control and Appeal of teaching and non-teaching employees of the University- Central Civil Services (Classification, Control and Appeal) Rules 1965. Leave of all employees of the University other than teachers-Civil Service (Leave) Rules 1972. Travelling allowance of teaching and non-teaching employees of the University- Supplementary Rules Leave Travel concession of teaching and non-teaching employees of the University-Supplementary Rules and Relevant Government Orders. Reimbursement of Medical expenses of teaching and non-teaching employees of the University-Central Civil Services (Medical Attendance) Rules 1944. (Suresh C. Bajpai) Registrar Copy to: 2. 3 4. PA. to Vice-Chancellor All Sections/Schools/Centres Circulations File Notice Board Registrar