

FIRST ADDENDUM TO THE RAJIV GANDHI NATIONAL INSTITUTE OF YOUTH DEVELOPMENT ORDINANCES, 2016

REGD. NO. D. L.-33004/99 Che Gazette of Z4h1dia 3911 No. 391] EXTRAORDINARY PART 11—Section 3—Sub.section (i) PUBLISHED BY AUTHORITY 6, 2016/*z 16, 1938 NEW DELHI, MONDAY, JUNE 6, 2016/ JYAISTHA 16 , 1938 RMIIT) 6 2016 \$1 33 (e) éR RGNIYD RGNIYD t 2016 (2) \$1 23.03.2015 gq•T 2016 I — VI -\$ wzrrq•q lag I 2859 GV2016 2 THE GAZETTE OF : EXTRAORDINARY [PART II—SEC. 3(i)] 3. æzrrq•a5 qq 4. 6.1 6.2 \$1 CIZIT 5. 11. 111. v. 2. tzrr 3. 4. 5. 7. at QE-TÄ 9. tzrrq — VII q-æ-R 11-aog 30)) 10. 11. ör t \$1 7 12. 13. z•rra flea 3--fi•fü 3.F4 -re--,-fi-tf 14. 15. 16. 17. *QIT: 18. 19. 3 4 THE GAZETTE OF : EXTRAORDINARY ÉBTT [PART 11 —SEC. 3(i)] "*48-r 3-77* (37 ga•r (Gk a-Fu GIAi) I" (31k qsr&q-r•. \$1 \$1 *773-7 20. grrrr I 21. 22. 23. 24. , Érq-r 25. tfrzi, Rzrr qfi•qq 11-aog 30)) 5 — VIII a-Fu uT alt I a-ft I IT) a:rrqn R--u-r i) ii) 2. u) u) z) q) ur ur a-Fu ur uT uT a-Fu 3-11\$1T I qæiET7/ GTTRITT Eiei ATTE-TT Tr em:rrq\$R \$1 3-1121T GTTa•r t 6 4 5. 6

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5. THE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC. 3(i)] srrq*r fö-@r q-rq-ä 9. [q. 15—22/ (-g-q-r cm-ä-qjq) MINISTRY OF YOUTH AFFAIRS AND SPORTS (Department of Youth Affairs) (RAJIV GANDHI NATIONAL INSTITUTE OF YOUTH DEVELOPMENT) NOTIFICATION New Delhi. the 6th June, 2016 G.S.R. exercise of the power vested under clause (k) of Section 33 of the RGNIYD Act, Academic Council of the RGNIYD made the following Ordinance, namely: 1. Short Title and Commencement.—(1) This Ordinance may be called the First Addendum to the Rajiv Gandhi National Institute of Youth Development Ordinances, 2016. (2) They shall deemed to have come into force with effect from 23.03.2015

2. Addition of New Ordinances to the Principal Ordinance The following Chapters shall be added after Chapter V of the Rajiv Gandhi National Institute of Youth Development Ordinances.2016
CHAPTER. VI Matter Relating to Heads of Departments Each Department of a School shall have a Head who shall be responsible for the conduct and maintenance of standards of teaching and research in the Department, who shall be under the general supervision of the Dean/Director. 11-aog 30)) 17 2. In the case of a Department which has more than one Professor, the Head of the Department shall be appointed by the Director from amongst the Professors by rotation in order of seniority for a period of three years; Provided that in the case of a Department where there is only one Professor whose term of Headship is due to end, the Director shall have the option to appoint, an Associate Professor as the Head of the Department from amongst the senior most Associate Professors by rotation for a period of three years. After the term of the Asyw•iate Professor is over the Professor would again be appointed as the Head and the rotation would continue: Provided further that in a Department where there is no Professor or Asyw•iate Professor. an Assistant Professor on rotation by the order of seniority may be appointed as Head-in-charge for a period as decided by the Director: 3

4. Notwithstanding anything contained above a teacher shall cease to be the Head on attaining superannuation.the age of Notwithstanding anything contained in clauses 6.1 and 6.2, the Executive

Council on the recommendation of the Director may, at any time after the Head or Head-in-charge has entered upon her/his office, by order in writing, remove the Head or Head-in-charge from office on grounds of incapacity, misconduct or violation of statutory provisions. Provided that no such order shall be made by the Executive Council unless the Head or Head-in-charge has been given a reasonable opportunity of showing cause against the action to be taken against her/him. Provided also that the Executive Council may, at any time before making such order, place the Head or head-in charge under suspension, pending enquiry

5. The Head of the Department shall have the following powers and functions: iv. to convene and preside over meetings of the Departmental Board; to organize the teaching and research work in the Department', to frame the time table in conformity with the allocation of the teaching work made by the Department; to maintain discipline in the class rooms and laboratories through teachers; to assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department and/or assign work to, and exercise control over, the non-teaching staff in the Department; and to perform such other functions as may be assigned to her/him by the Institute. CHAVNR. VII Matter relating to Convocation for Conferring of Degrees 1. Convocation for the purpose of conferring degrees shall ordinarily be held once in a year on such date and place as may be fixed by the Director with the prior approval of the Chairperson. The term 'Degree' shall include any Certificate / Diploma conferred by the Institute

2. A Special Convocation for the purpose of conferring honorary degrees may also be held at such time as may be decided by the Executive Council. The Convocation shall consist of the body corporate of the Institute

3. The Chairperson shall, preside at the Convocation of the University for conferring degrees. In the absence of the 4. Chairperson, the Director shall preside at the Convocation

5. Not less than four weeks' public notice shall be given by the Registrar for the Convocation

6. The Registrar shall 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 years since the last Convocation shall be eligible to be admitted to the Convocation

8. Such candidates who are unable to present themselves in person at Convocation shall be admitted to the degree in absentia by the Chairperson or in his absence by the Director, and their degrees shall be given by the Registrar on application and payment of the prescribed Convocation Fee

9. Provided that in case the Convocation is not held in a particular year, the Director shall be competent to issue degrees, wherever considered essential, without waiting for the formal Convocation, on payment of prescribed Convocation Fee. 18 THE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC. 3(i)] 10. Applications for Convocation along with the prescribed Convocation Fee should be compulsorily collected by the Examination Wing along with the Examination fees for the final semester examination. Hall tickets for the final semester examination will not be issued to those students who do not submit applications for Convocation along with the prescribed Convocation Fee

11. The candidates who wish to receive the degrees in person should intimate the Registrar in writing at least 7 days before the date of the Convocation

12. The candidates at the Convocation shall adhere to the prescribed dress code. No candidate shall be admitted to the Convocation who is not in the prescribed academic dress

13. The following design of Robes shall be worn in the Robing room by the various dignitaries and students. Chairperson Director Chief Guest Other Guests of Honour Registrar. Controller of Examination Members of University Authorities like Executive Council, Finance Committee, Academic Council etc. Students Purple colour Handloom / Khadi shawl Violet colour Handloom / Khadi shawl Dark Red colour / Khadi shawl Maroon colour Robe Handloom / Khadi shawl Blue colour Handloom / Khadi shawl Yellow colour Handloom / Khadi shawl Green colour Handloom / Khadi shawl 14. After the recognition, there shall be Group photograph of all the members of the Academic Procession with the Chief Guest. The order of the Academic Procession shall be as follows : Registrar Controller of Examinations Deans of Schools / Heads of Departments The various Guests of Honour (in the ascending order of protocol) The Chief Guest Director The Academic Procession will commence from the place of the Group Photograph. Only those

members of the 15. procession who are to sit on the dais as per the approved seating plan will go on to the dais; the rest will take their seats in the first row of the Hall. When the procession enters the Hall, the candidates and other invitees shall rise and remain standing until all 16. those on the dais have taken their seats

17. After the University / National Anthem, the Director shall declare the Convocation open by saying : "This Convocation the Rajiv Gandhi National Institute of Youth Development, Sriperumbudur has been called to confer the Degrees upon the candidates who have been certified to be worthy of the same

18. The Chairperson shall then say ."I invite the Director to deliver the welcome address and present the report on the academic achievements of the Institute during the period relating to the Convocation. ' The Director shall make a brief welcome address and present the report

19. The Chairperson shall then say .(11-aug 30)) "Let the Candidates be now presented. The Director shall be the common Presenter for all the Departments (a) The Director shall say : 19 "Mr. Chairperson, I present to you the candidates who are to be awarded Postgraduate degrees in person in Programmes Youth Empowerment, Career Counselling, Gender Studies, Local Governance, Life Skills Education, Development Practice " (and such other Schools as may be introduced from time to time). The candidates belonging to each of these Programmes shall stand up as soon as the Director reads out the name of their Programmes and shall keep standing. The Chairperson shall say : "I assent to the award of Degrees to these candidates in person ' . The graduates shall now sit down. (b) The Director shall say "Mr. Chairperson, I present to you the candidates who are to be awarded Postgraduate degrees in absentia in Programmes Youth Empowerment, Career Counselling, Gender Studies, Governance, Life Skills Education, (and such other Programmes as may be introduced from time to time). Development Practice ' The Chairperson shall say : "I assent to the award of Postgraduate degrees to these candidates in absentia. The Chairperson shall sign the Register of Graduates. In the absence of the Chairperson, the Director shall declare the Convocation open, and assent to the award of 20. the degrees to the candidates in person and in absentia. and sign the Register of Graduates while the Registrar shall be the common Presenter

21. The Chief Guest shall then deliver the Convocation Oration

22. After the National Anthem.the Academic Procession shall return to the Roaming in reverse order to that in which it entered the Convocation Hall

23. Honorary degree shall be conferred only at a Convocation and may be taken in person or in absentia

24. The presentation of the persons at the Convocation on whom Honorary degrees are to be conferred shall be made by the Director and the Chairperson shall award the same.In the absence of the Chairperson, the Registrar shall be the presenter and the Director shall award the honorary degrees"

25. Withdrawal of degrees, diplomas, certificates, etc.The Executive Council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw any degree or academic distinction conferred on, or any certificate or diploma granted to, any person by the University for good and sufficient cause. Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon her/him to show cause within such time as may be specified in the notice why such a resolution should not be passed and until her/his objections, if any, and any evidence she/he may produce in support of them have been considered by the Executive Council. CHAPTER. VIII Terms and Conditions of Service and Code of Conduct for Teachers and Academic Staff of RGNIYD 1. Definition of Teachers: a. b. c. Teachers of the Institute mean Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting researches in the Institute or in any Institution maintained by the Institute and are designated as teachers by the Ordinances. They shall possess the qualifications prescribed by the UGC from time to time. A teacher of the Institute shall be a whole-time salaried employee of the Institute and shall devote his / her whole-time to the Institute and does not include honorary, visiting, part-time and ad-hoc teachers. No teacher of the Institute shall without the permission of the Executive Council engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. 20 2. THE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC. 3(i)] (ii) Provided that teachers may be permitted to undertake such assignment as examination work of Universities or learned bodies or Public Service Commissions or any literary work or publication or radio / television talk or extension lectures or, any other academic work with the permission of the Director. Provided further

that teachers shall be encouraged to actively engage in research. publication, consultancy and management / executive development programmes as per UGC guidelines and with prior approval of the Institute. Nature of Duties: a) The work load of teachers in term of contact hours. presence on the campus and other activities relating to teaching. research. examination, evaluation, cunicular development self-study and preparation for lectures shall be as per the norms prescribed by the University Grants Commission. b) Organisation of teaching. teaching of courses of studies assigned and other work related to the effective teaching such as development, revision of curricula & syllabi, laboratory & field work, tutorials, work related to examination and evaluation of students, maintenance of discipline in the classroxm, general welfare of students etc shall be the primary duties of the teachers. c) In addition to the teaching of assigned courses of studies, teachers shall be expected to actively engage in research, publications, patent development, promotion of academic culture etc in true spirit of the best intellectual traditions. d) Teachers shall be bound by the decision of the department, the Board of Studies, School Board, the Academic Council and the Executive Council of the Institute and shall act and work under the general direction and supervision of the Head of the Department and Dean of the School concerned. e) Every teacher shall undertake to take part in such activities of the Institute and perform such duties in the Institute as may be required of him/her in accordance with the letter and spirit of the Act, the Statutes and Ordinances as made from time to time and as in force. f) Every teacher is appointed as a teacher in the Institute and his/her present placement in a particular School / Department / Centre is in accordance with the current needs and requirements of the Institute. The Institute reserves the right to establish, abolish, merge, reorganize and rename its Schools / Departments / Centres as warranted by the changing needs, requirements and circumstances and that the placement/place of posting of teacher may be changed accordingly at any time in the best interest of the Institute

3. Probation: Teachers shall be appointed on probation ordinarily for a period of twelve months.but in no case the total period of probation shall exceed 24 months

4. Confirmation: a) The confirmation of a teacher on probation shall be placed before the Executive Council not later than forty days before the end of the period of probation.b) The Executive Council shall have the power to confirm the teacher or decide not to confirm him, or extend the period of probation by a maximum of twenty-four months in all, Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting. c) In case the Executive Council decides not to confirm a teacher. whether before the end of twenty-four months' period of his / her probation. or before the end of the extended period of probation. as the case may be, the teacher shall be informed in writing to that effect, not later than thirty days before the expiration of that period. Increment: Every teacher shall be entitled to increment in his/her scale of pay. as per rules, unless the same has been withheld or deferred or postponed by a resolution of the Executive Council, Provided that a teacher whose increment is proposed to be withheld / detzrred / postponed shall be given due opportunity to make his/her written representation

6. Promotion through Career Advancement: The promotion through Career Advancement of Assistant Professors / Associate Professors / Professor in the Institute shall be governed by the Norms / Regulations prescribed by the University Grants Commission in vogue and as amended from time to time

7. Professional Code of Conduct: 11-aog 30)) 21 a) Every teacher shall be bound by the Act, the Statutes, the Ordinances, the Rules & Regulations and Code of Conduct as formulated by the Institute from time to time.Provided that no change in the terms and conditions of service of a teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benetits, age of retirement, probation, confinnation. leave; leave salary and removal from service so as to adversely affect him/her. b) Every teacher of the Institute shall abide by the Code of Conduct framed by the Institute from time to time. As a matter of general rules, the following lapses would amount to and constitute misconduct on the part of a Institute teacher:- i) Refusal, words or actions. to teach courses of studies, supervise research and/or other administrative and co-curricular activities assigned to him/her by the Department, the Board of Studies, the Dean of the School, the School Board and the Director. ii) Lapses or negligence or carelessness in lyrfoming or carrying out the responsibilities as defined or as assigned to him/her from time to time by the Institute. iii) Refusal to carry out the decisions of the Institute authorities. academic and/or functionaries of the Institute. iv) Non-adherence to

the highest standards of Kyrsonal and professional ethics and/or indulging in plagiarism of any kind and sort, within the legal meaning, interpretation and expression of the term. c) direct and tacit involvement in activities leading to:- i) disturbance of peace and harmonious community life on the campus including involvement and abetment in inciting students, staff and outsiders against other students, colleagues, administration and campus. spread of communal feeling, hatred, campus violence including making derogatory remarks on caste, creed. colour, religion. race or gender. in any activities, actions and deed adversely affecting or impinging upon the interest of the Institute. d) Nothing contained in these ordinances shall, however, intertze with the right of a teacher to express his/her views and difference of opinion on matters of principles in public forum. seminars. conferences, workshops and/or in his 'her speech and writing

8. Resignation: a) A pennanent teacher may, at any time, tenninate his/her contract by giving the Institute three months' notice in writing or on payment to the Institute of three months' salary in lieu thereof. b) The notice pericxl shall be one month in case of probationers, contractual. temporary and ad-hoc teachers or salary in lieu thereof. Provided that the Executive Council may waive the requirement of notice at its discretion

9. Written Contract: Every teacher of the Institute shall be required to enter into a Written Contract with the Institute in the form as prescribed in Annexure I of this Ordinance and as amended from time to time

10. Fixation of Pay of Re-employed pensioners: As per the Government of India Rules issued from time to time.

11. Seniority of Teaching Staff: a) It shall be the duty of the Registrar to prepare and maintain in respect of each category of employees to whom the provisions of this Ordinance apply. a complete and up to date seniority list in accordance with the provisions of this Ordinance. b) Seniority of teachers shall be determined in accordance with the UGC norms. However, while detemining the seniority of teachers the following principles shall be observed:- i) Seniority in each grade shall be determined in accordance with the length of continuous service from the date of appointment of the person in his/her grade in the Institute. ii) If a teacher of the Institute is selected by a duly Selection Committee for an appointment to a post in the same grade in another Department / Centre / School of the Institute. his/her seniority in the Institute will be reckoned from the date of his/her original appointment to the post in the same grade in the Institute. 22 THE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC. 3(i)] iii) In case two or more teachers are recommended for appointment by the same selection committee held on the same date. the Selection Committee shall have powers to specify their seniority with due regards to the merit of the selected candidates and that the same shall be used for the purpose of determining seniority in service. iv) Seniority of the teachers appointed / promoted under the Career Advancement Scheme shall be determined in accordance with the UGC guidelines / regulations / norms in this regard. If a teacher is promoted to the next higher grade / post under the Career Advancement Scheme, his/her seniority in the higher grade / post shall be reckoned from the date of eligibility for promotion to the next grade / post. However. if a candidate is denied promotion. his/her seniority shall be reckoned from the date of the next eligibility. v) If two or more persons have equal length of continuous service in a particular grade or post or the relative seniority of any person(s) is otherwise in doubt or in question, the Registrar may, on his own motion or at the request of any person, submit the matter to the Executive Council whose decision thereon shall be final. vi) Seniority among the Deans of Schools, Heads of the Departments shall be determined with effect from the date of their appointment to such m)sition. 12. Re-employment of Teachers: The Executive Council may, in the interest of the Institute, re-employ a distinguished superannuated Institute teacher, who has contributed substantially to the field of knowledge and learning in accordance with the following a) A Institute teacher retiring on superannuation shall intimate his/her willingness for re-employment to the Director at least six months betare the date of his/her superannuation through proper channel. The Head of the Department/Institution and the Dean concerned shall forward the same to the Director with their specific recommendations. In the case of the Head of the Department seeking re-employment, the Dean of the School shall forward his/her c) application with his specific remarks to the Director. If the Dean of the School himself/herself is seeking re-employment, he/she shall submit his/her application to d) the Director directly. (ii) t) The application for re-employment shall be supported by the tallowing documents:- Complete bio-data of the retiring teacher with special emphasis on the academic and other achievements made during the last five years. The bio-data shall include details regarding teaching and research experience, publications, attendance/presentations at contzrences,

workshops, seminars, symposia etc. Medical certificate of fitness from the 22 Recognized Health Centres / Hospitals. (The Institute reserves the right to get it verified by the Institute Medical Officer). On receipt of the application / proposal and complete bio-data from the Institute teacher willing to work on re-employment, the Director shall, in consultation with the Head of the Department or with any other expert in the field / subject of the applicant teacher, form his/her opinion and views about the re-employment of such a teacher and place the same in the form of a proposal before the Executive Council for consideration.

g) j) No teacher can claim re-employment as a matter of right. h) i) The re-employment of a Institute teacher would be subject to the over-all age limit as prescribed by the UGC beyond which there would be no provision for extension. The re-employment shall be treated as a fresh temporary appointment. The Executive Council at its discretion may terminate the services of a re-employed Institute teacher by giving him/her one month's notice in writing. A re-employed Institute teacher shall not be eligible for appointment as Head of the Department or Dean of a k) School nor can be a member of an authority of the Institute nor shall be given any other administrative responsibility. The salary and other benefits admissible to a Institute teacher shall be in accordance with the Rules prescribed l) by the Institute from time to time

13. Professor Emeritus: Executive Council may, confer the title of "Professor Emeritus" on a Professor of the Institute, who has retired a) from this Institute after a total service of at least fifteen years as a Professor in this Institute or any other University. including at least seven years' service as Professor in this Institute. 11-aog 30)) 23 The Director may recommend to the Academic Council the conferment of the title of "Professor of Emeritus" b) and on the recommendations of the Academic Council, the Executive Council may confer the title. (Note:-The proposal for appointment of Professor of Emeritus is to be carried unanimously at all levels.) The title of "Professor Emeritus" will be conferred only on scholars, who have made outstanding contribution to c) their subject by their published research work and teaching. A "Professor Emeritus" may pursue academic work within the framework of the Department / Centre to which d) he/she is attached and shall not be entitled to any special facilities like a personal office or an independent laboratory nor will he/she be a member of any Committee of the Department or of the Institute. e) Emeritus Professorship will carry with it no financial commitment for the Institute or responsibility for providing residential accommodation. f) The conferment of the title of "Professor Emeritus" will be for life 14. Honorary Professor: a) The Executive Council may appoint any outstanding scholar or eminent person resident. whose association with the Institute would help in furtherance of the academic activities of the Institute as an Honorary Professor for a period of two years. This period may, however, be extended for a period of only one year. The Head of the Department concerned in consultation with his/her colleagues in the Department, may propose b) to the Director the appointment of a person as Honorary Professor and the Director may, after satisfying himself /herself recommend the appointment to the Academic Council and the appointment will be made by the Executive Council on the recommendation of the Academic Council. c) No person shall be appointed or continued as Honorary Professor on his/her attaining the maximum age of superannuation as prescribed by the UGC. An Honorary Professor shall be expected to be associated with the normal academic activities of the Department to which he/she is attached but shall not be a member of any committee of the Institute except that of the Board of Studies of the Department concerned. An Honorary Professorship will carry with it no financial commitment for the Institute or responsibility for providing residential accommodation

15. Visiting Professor: a) Distinguished persons, having special competence in one or other of the fields of study covered by the Institute, may, with the approval of the Executive Council, be invited by the Director to function as Visiting Professors in the Institute. These Visiting Professors can be drawn either from within India or abroad. Such Visiting Professors shall, according to arrangements entered into in each individual case, teach a course of b) study, deliver a Lectures or take Seminars or supervise research scholars assigned to him/her or participate in such other manner as may be deemed appropriate. Persons invited as Visiting Professors may be paid such salary, honorarium, travelling expenses, hospitality, etc. as may be decided in each case by the Director. A Visiting Professor shall be expected to be associated with the normal academic activities of the Department to d) which he/she is attached but shall not be a member of any committee of the Institute except that of the Board of Studies of the Department concerned. To the extent the Institute will make arrangements for accommodating such visiting professors within the campus so that fruitful contacts could be established between them and the

teachers and students of the Institute. f) Subject to the above, the Director will determine, at his discretion, such other terms and conditions including the duration of appointment as may be deemed necessary in the case of any visiting Professor

16. Adjunct Professor: a) Distinguished persons. from within the country and/or abroad, having special competence in one or other of the fields of study covered by the Institute, may, with the approval of the Executive Council, be invited by the Director to associate with the Institute as Adjunct Professors. Such Adjunct Professors shall, according to arrangements entered into in each individual case, teach a course, deliver Lectures or take Seminars or supervise research scholars assigned to him/her or participate in such other manner as may be deemed appropriate. Persons invited as Adjunct Professors may be paid such honorarium, travelling expenses, hospitality, etc. as may c) be decided in each case by the Director. THE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC. 3(i)] d) An Adjunct Professor shall be expected to be associated with the normal academic activities of the Department to which he/she is attached but shall not be a member of any committee of the Institute except that of the Board of Studies of the Department concerned. Subject to the above, the Director will determine, at his discretion, such other terms and conditions including the duration of association as may be deemed necessary. ANNEXURE-I (Ref. para 9 of Chapter V III) FORM OF WRITTEN CONTRACT TO BE SIGNED BY TEACHER AND MEMBER OF THE ACADEMIC STAFF WRITTEN CONTRACT OF APPOINTMENT Every teacher and member of the academic staff of the Institute shall be appointed on a written contract, the form of which is hereby prescribed and appended to this ordinance. TO BE TYPED ON 10/- NON-JUDICIAL STAMP PAPER & SUBMIT ONE ORIGINAL AND TWO COPIES THEREOF. SERVICE CONTRACT ARTICLES at OF AGREEMENT EXECUTED this the year Two Thousand the S/O/D/O/W/O the Year of the Republic of India between years, residing of the first part (hereinafter called 'the party of the first part') and the Rajiv Gandhi National Institute of Youth Development of the second part. WHEREAS the Institute have engaged the party of the first part as (Designation) in the School of . . . and the party of the first part has agreed to serve the Institute on the terms and conditions hereinafter contained; Now these present witness and the parties here to respectively agree as follows: The party of the first part shall submit to the orders of the Institute and of the authorities under whom he may from time to time, be placed by the Institute and shall remain in the service commencing from the date of joining duty (Date) subject to the terms and conditions herein contained. The party of the first part shall devote his/her whole time and attention efficiently and diligently to his/her duties and at all time obey the rules including the Institute Servants Conduct Rules prescribed for the time being for the regulations of the branch of the Institute to which he may be attached and shall whenever required to perform such duties as may be assigned to him/her from time to time. 3

4. The party of the first part shall be of the Teacher's / Officer's rank and his / her status shall be that of (designation) in the School of .(Department / Centre / Office). (School) and presently placed in The party of the first part understands and agrees that his/her present placement in a particular School / Department / Centre is in accordance with the current needs and requirements of the Institute and that the Institute reserves the right to establish, abolish, merge, reorganize and rename its schools, departments and centres as changing needs, requirements and circumstances may warrant and that the party of the first part shall willingly accept and have no objection to any change in his/her placement to any School / Department / Centre of the Institute

5. The party of the first part shall, from the date of coming into force of these, be granted _ (Basic Pay including the grade pay of _) in the pay scale of . He shall also be eligible for the usual allowance admissible under the rules of the Institute / Govt. of India in force

6. The party of the first shall, during the period of this / her agreement earns leave according to the rules applicable to him/her

7. If the party of the first part is required to travel in the interest of the Institute Service; he/she shall be entitled to travelling allowance on the scale applicable to the Officers of his/her/her equal rank in the Institute

8. His/her agreement may be terminated at any time within the said period of the age of superannuation / by either party, by giving three months' notice in writing to the other. Provided

always that either party may in lieu of the notice. give to the other party a sum equal to the salary of the period which may fall short of three months

9. The party of the first part shall be eligible to the benefit of the New Pension Scheme according to the rules applicable. In regard to any matter in respect of which no provision has been made in this agreement, the provision of the 10. rules made or deemed to have been made under Article 309 B & 313 of the Constitution of India, the provisions of any 11-aog 30)) 25 Act or Rule made by the Institute in regard to the employees borne in the category of the Teacher / Officer in the Institute service shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the Institute as their applicability shall be tinal WITNESS WHEREOF _ the party of the first part and the (Name) Registrar acting for and on behalf of and by the order and direction of the Executive Council, have hereunto set their hands in the _ year of the REPUBLIC OF INDIA. SIGNED BY THE PARTY OF THE FIRST PART: IN THE PRESENCE OF: Witness: 1) Witness: 2) CHAPTER. PROCEDURE / NORMS TO BE FOLLOWED BY THE SELECTION COMMITTEE FOR APPOINTMENT TO THE POSTS OF PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR AND OTHER ACADEMIC STAFF 1 Mode of Appointment: a) b) c) d) e) f) g) h) i) j) k) In order to attract the most talented candidates. the Institute shall have the policy of rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year, and all applications received at least 30 days' before the meeting of the Screening Committee shall be considered for being called tar the interview. In order to provide equal opportunity to all. the Institute will also advertise all vacancies on all-India basis in leading national dailies giving at least 30 days' time to all eligible candidates to apply. The number of positions advertised by the Institute may be treated as tentative and that the Institute shall have the right to increase/reduce the number of positions at the time of selection and make apm)intments accordingly. The prescribed application forms for various positions shall be available at request, for a nominal price, as prescribed by the Executive Council of the Institute from time to time. However, the prescribed application tarms may be downloaded from the Institute website free of cost. Applicants shall be required to pay a nominal application processing fees, as prescribed by the Executive Council of the Institute from time to time, in the manner prescribed in the advertisement notitication. The applicants belonging to the SC/ST/PWD shall. however, be exempted from the payment of application fees. Applicants already in the service / employment shall be required to apply through Proper Channel. They may, however, submit an advance copy of their application. However, the duly forwarded application form along with the No Objection Certificate (NOC) and Verification of the Employer must, however, reach the Institute at least ten days prior to the date of interview, failing which the applicant may not be called for interview. Applicants shall be required to attach self-attested copies of all the relevant in support of their educational qualitications, work experience, research and publications, which they shall be required to produce in original for verification at the time of interview. The terms and conditions with regard to the mini_mum qualifications and other terms and conditions shall be as prescribed by the UGC from time to time. In addition to the above, the Director may prescribe, in consultation with the concerned Dean and Head of the Department. to the Academic Council such specification or any other condition as required for the post to be filled up. The fact that a candidate possesses the minimum prescribed qualification and experience. shall not necessarily entitle him/her to be called for interview and that the Institute shall have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit. No TA/I)A and/or local conveyance shall be paid by the Institute to the candidates called for interview. Outstation candidates belonging to SC/ST categories called for interview shall. however, be paid equivalent to the return single second class railway fare towards their travel expenses on production of Tickets as a proof of their travel. Canvassing in any fom either by the candidates himself/herself or by any one on behalf of the candidate will disqualify the candidate. 26 2 Selection Committee: THE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC. 3(i)] a) b) c) d) e) f) g) h) i) j) k) l) m) Appointments to the post of Protéssors, Associate Protéssors and Assistant Professors and other Academic Staff shall be made on all India basis on the recommendations of the Selection Committee duly constituted in accordance with the provision contained in the relevant Statute of the RGNIYD. The Selection Committee shall follow the laid

down by the UGC from time to time and that the rules and procedures prescribed by the Government of India in respect of the reserved categories as amended up to (late. shall be strictly adhered to. Meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of the experts nominated by the Executive Council and that the Director shall issue. to each member a Notice, not less than ten days before the meeting. stating the time and venue of the meeting. The Director shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act / Statute / Ordinance. The Director shall be entitled to vote at the Selection Committee meeting and shall have a casting vote in the case of a tie. The Selection Committee. after considering a candidate for the post of Professor or Assistant Professor. may. if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation. The Selection Committee shall have no power to recommend candidates for appointment with condition(s) attached to the occurrence of the future events. The recommendations of the Selection Committee shall be submitted to the Executive Council and orders of appointment shall be issued after the approval of the Executive Council. In case two or more persons are selected on the same date and by the same selection committee, the selection committee shall have the right to specify the seniority in order of merit of the selected candidates for the purpose of determining seniority in service. The statutory provision relating to the relaxation in age, minimum qualification, experience etc. as prescribed in case of the candidates belonging to SC/ST/OBC/PWD categories shall be adhered to. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age. experience etc.. the reasons justifying the same shall have to be duly recorded in the proceedings of the Selection Committee. The Selection Committee's recommendations, when approved by the Executive Council, shall remain valid for a period of one year from the date of such approval. Notwithstanding the provisions contained in these ordinances, it would be open to the Executive Council to offer appointment to suitable persons who may not have applied. In cases of any disputes or legal proceedings against the Institute, the jurisdiction shall be restricted to the High Court in Chennai, which is the Headquarter of the Institute.

CHAPTER. X
Matters relating to the award of Master's Degree

1. Eligibility for Admission to the Course: A candidate shall be eligible for admission to the programme leading to the award of Master's degree if he/she has obtained a Bachelor's degree under 10+2+3 pattern recognized by the University or a degree recognized as its equivalent and provided further that he/she has attained minimum proficiency in the subject concerned at the time of admission as decided by the University from time to time

2. Disciplines for Master's Degree: Candidates may seek admission to Programs of Studies leading to the award of Master's Degree in any of the following Disciplines: 3.4. 5. 6. M.A. Social Innovation & Entrepreneurship M.A. Local Governance and Development M.A. Gender Studies M.A. Development Policy and Practice M.A. Social Work (Youth & Community Development) M.Sc. Counselling Psychology 11-aog 30)) 27 And in such other disciplines, as may be decided by the EC of RGNIYD on the recommendations of the Academic Council of the RGNIYD of and notified by the Institute in the Prospectus and on its Official website

3. Admission Procedure: Procedure for admission to the programme leading to the award of Master's degree shall be laid down from time to time by the Admission Committee or Committee appointed by the Academic Council

4. Faculty Advisor The Centre/ Department, through which a student seeks admission, shall appoint an Adviser for students of each 4.1 year from amongst the members of the faculty concerned. The Adviser shall advise the student about the registration of courses. adding/dropping of courses and how the grades awarded in the courses. 4.2 Registration of courses is the sole responsibility of a student. No student shall be allowed to do a course without registration and no student shall be entitled to any credits in the course unless he/she has been formally registered for the course by the scheduled date to be announced by the University. Late registration may be allowed to a student, in exceptional cases subject to the justification given by him/her, 4.3 beyond the normal date of registration up to a maximum period of 3 weeks from the date of commencement of semester. No student shall be allowed to add a course or substitute a course for another course later than three weeks from 4.4 the date of commencement of the semester. A student wishing to drop a course must do so as early as possible in no case later than six weeks from the date of commencement of the semester

5. Duration of the course: The curricular work leading to the award of Master's Degree shall be spread over a minimum of two semesters.

5.1 Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization, technical grounds like visa problems, sequencing of courses, accepting a foreign scholarship/fellowship provided it is meant for upgrading research skill and not for earning a regular degree or diploma. subject to the fulfilment of requirements as laid down by the Regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student. Each semester shall commence from and end on a date to be fixed by Academic Council. 5.2 Provided that each semester will ordinarily have 90 working days excluding the examination days

6. Credit requirements: The actual credits requirement for Master's Degree shall be prescribed by the Department concerned.

6.1 6.2 A student shall not be permitted to offer a course if he/she has not previously cleared a course(s) prescribed as a pre-requisite for the former

7. Evaluation 7.1 The system of evaluation for each course shall be laid down by the Board of the on the recommendation of the Department concerned. 7.2 For courses having a semester examination, sessional work shall carry the same weightage as the semester examination. 7.3 The pattern and schedule of sessional work for each course of a semester shall be prescribed by the Board of the School, on the recommendation of the Department concerned and shall be made known to the students at the commencement of each semester. 7.4 An application for admission to the semester examination shall be made in the prescribed form and forwarded to the Dean of the School through the Head of the Centre concerned and shall be accompanied by the following certificates: i) Participation in sessional work', ii) Clearance of all dues. 8 8.1 Courses of Study and Framing of the Syllabi: The Courses of study shall be approved by the Board of Studies of the School. on the recommendations of the Centre concerned. 8.2 The Syllabi for the courses shall be approved by the Centre concerned which shall also prescribe text books/reading material for each course. 9 9.1 Removal of the Name of a Student from the Programme: The names of students falling under following categories shall automatically stand removed from the rolls of the University: 28 9.2 THE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC. 3(i)] The Board of Studies of the School, on the recommendations of the Department, may remove the name of a student from a programme of study if: A student who fails to clear at least 50% of the prescribed core courses at the end of the 1st semester. (a) (b) A student has still to clear courses which cannot possibly be cleared in the remaining period of study even if he/she is allowed to register for the normal load for the remaining period plus of this normal load. Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances 10. and on the recommendations of the Centre/Department and Board of Studies of the as well as on the merits of each individual case, consider at its discretion and for reasons to be recorded relaxation of any of the provisions except those prescribing CGPA/FGPA requirements. No Candidate shall be eligible to register for the programme if he/she is already registered for any full-time 11. programme of study in this University or any other University/Institution. CHAPTER. Procedure for co-operation and collaboration with other Universities, Institutions and other Agencies including learned bodies or Associations Clause (xvi) of Statue 8 of the First Statutes of the RGNIYD empowers its Academic Council to recommend collaborations, joint education and research programmes academic or research institutions within the country and abroad

2. RGNIYD may network and collaborate with Institutions of higher education, research institutions, industry, and/or NGOs of National and International repute

3. The objective of such networking and collaboration shall be to offer degree, diploma and certificate programmes. further teaching, research. extension. consultancy aimed at providing opportunities of enhanced learning, hands on experience, cross-cultural dialogue and exchange of ideas for its faculty, research scholars and students

4. Keeping in view the above stated objective, RGNIYD, on the recommendation of its Academic Council and with the approval of its Executive Council. may enter into Memorandum of Understanding (MoU) with other institutions of national and international repute

5. Any proposal received and/or initiated by the RGNIYD to enter into a MoU with other institutions shall be examined by a Com_mittee comprising the following: a. The Director. RGNIYD.

who shall be the Chairperson. b. Two faculty members not below the rank of Professor, to be nominated by the Director, RGNIYD c. Two external Experts from the relevant sector to be nominated by the Director d. The Deans of the Schools / Head of the Departments concerned e. The Finance Officer f. The Registrar, who shall be the Member Secretary 6. The Committee, refened to as above, shall examine the proposal taking into consideration all aspects involving rights and obligations of the RGNIYD and will make a recommendation as to whether it is in the interest of the RGNIYD to enter into the MoU. Recommendations of the Committee together with the draft of the MoU shall be placed for the consideration and approval of the Academic Council and Executive Council of the RGNIYD

8. All MoUs are to be for a specified time period and shall be reviewed periodically for progress 'extension/ continuation 9. Notwithstanding anything contained in this Ordinance. the Academic Council of the RGNIYD shall be competent to take decision on any matter relating to any joint academic programmes introduced before the commencement of this Ordinance by the RGNIYD, in collaboration with any institution. [No. 15-22/2015-RGNIYD] GAURAV AGARWAL, Director (YOUTH AFFAIRS) Uploaded by Dte. of Plinting at Government of India Press. Ring Road, Mayapuri, New Delhi-110064 and Published by the Cano-oller of Publications. Delhi-I

