

SHREE SOMNATH SANSKRIT UNIVERSITY

(REGULATION No. 1 to____)

In exercise of the powers conferred under Section 57 of Chapter X of the Shree Somnath Sanskrit University Act, 2005, the Executive Council in supersession of all the existing regulations and orders issued in this regard by the University, hereby makes the following Regulations, namely, “**The Shree Somnath Sanskrit University Regulations, 2024**”

1. SHORT TITLE AND COMMENCEMENT:

1. These Regulations may be called the “**The Shree Somnath Sanskrit University Regulations, 2024**”
2. They shall come into force on and from the date they are approved by the Executive Council.
3. Unless the context otherwise requires, the words and expressions used in these Regulations shall be interpreted to have the same meanings as they have in the Act or in the Regulations.

2. DEFINITION AND ABBRIVIATIONS

- (1) “Act” means the Shree Somnath Sanskrit University Act, 2005
- (2) “ABC” means Academic Bank of Credit;
- (3) “Academic Board for Quality Improvement” means a Board created at university for improving quality of research, training, education and extension activities at the university;

@ **These regulations were approved by the Executive Council on _____ vide
Resolution No. ____ at its meeting held on ____**

- (4) “Academic Services Unit” means university science and instrumentation centre, academic staff college, computer centre, university printing press or any other unit providing specialised services for the promotion of any of the objectives of the university;
- (5) “Acharya” means Post Graduate degree.
- (6) “Adjunct Professor” means a person from industry, trade, agriculture, commerce, social, cultural, academic or any other allied field who is so designated during the period of collaboration or association with the university;
- (7) “AEC” means Ability Enhancement Course;
- (8) “Affiliated college” means a college affiliated to the University under Section 50 of the act.
- (9) “Aggrieved student” means a student who has any complaint in the matter concerned with the grievances defined under these regulations and includes a person seeking admission to a university or college or recognized institution of higher education;
- (10) “Agreement” means the agreement of the service to be executed by the teacher appointed by the University in the written contract entered into between the teacher and the Competent Authority/Officer or the person authorised;
- (11) “AISHE” means All India Survey on Higher Education.
- (12) “Annexure” means a section or table of subsidiary matter at the end of these Regulations;
- (13) “Appointing Authority” means the authority competent to make the appointments;
- (14) “Approved Institution” means an institution approved under Section 52 of the act;
- (15) “Authorities” means the authorities of the university as specified by or under the Act;
- (16) “AYUSH” means Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy;
- (17) “Bodies” means the bodies of the university formed by the respective authorities;
- (18) “BoS” means Board of Studies;
- (19) “BoEE” means Board of Examination and Evaluation;
- (20) “CABE” means Central Advisory Board of Education;
- (21) “Cadre” means strength of the service or a part of service, sanctioned as a separate unit by the UGC/GoG and accepted by the University, from time to time;
- (22) “CAS” means Career Advancement Scheme;
- (23) “CBCS” means Choice based Credit system;
- (24) “CBSE” means Central Board of Secondary Education;
- (25) “CCE” means Continuous and Comprehensive Evaluation;
- (26) “CGPA” means Cumulative Grade Point Average;
- (27) “CL” means Casual Leave;
- (28) “Class of an employee” means the Class of an employee as laid down under these Regulations for the post held by him.

- (29) “Clear days” means days excluding the day of issue of notice of the meeting and the day of the meeting;
- (30) “Coaching Classes” means the teaching activities undertaken privately by individual or by a group of teachers other than his/their regular duties at any place for any Certificate, Diploma, Degree or any other course of any University/Institution/Board;
- (31) “Code of Conduct” means a code of professional ethics for all the Employees and Students of the University as laid down under these Regulations.
- (32) “Collaboration” means collaborative academic activity of the university or college or institution with other universities, academic institutions including local, regional, national or international institutions, research institutions and organisations in the field of agriculture, industry, trade and commerce, sports, social, cultural, science, technology and any other such field;
- (33) “College” means a degree college or an affiliated college/ Mahavidyalaya, teaching any of the courses leading to a certificate, diploma or a degree;
- (34) “Compensatory Allowance” means allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed;
- (35) “Competent Authority” means the authority constituted under provisions of this Act competent to exercise different powers under the Act and/or in these Regulations;
- (36) “Constituent College” means a college or an institution maintained by the University;
- (37) “Continuous Service” means service rendered by the teacher, under the Appointing Authority or Authorities, without any break or with condoned breaks) by competent authority;
- (38) “Convocation” means a ceremonial assembly of a university, normally held for conferring degrees, diplomas, certificates, academic distinctions and other awards to its eligible candidates;
- (39) “Course” means a program focused on improving the skill and knowledge of a participant, offered by and it is directed toward a degree program;
- (40) “DA” means Dearness Allowance;
- (41) “Dean/s” means the Dean/s of the University appointed as per the Act;
- (42) “Declared Admission Policy” means such policy for admission to a course or program of study as may be offered by the university or college or recognized institution and published in the prospectus;
- (43) “DEB” means Distance Education Bureau;
- (44) “Department” means a department conducting research, providing consulting and extension services; teaching a particular subject or a group of subjects in a college and university;

- (45) “Departmental Committee” means committee constituted for the University Schools, University Departments, Constituent College and University Institutions under these Regulations;
- (46) “Departmental Candidate” means the employee working on a regular basis against a substantive post in the University, but does not include person(s) working on ad-hoc, daily wage, contract, or temporary basis etc.
- (47) “Departmental Promotion Committee” means the Departmental Promotion Committee as specified in these Rules.
- (48) “Deputation” means the temporary transfer of an employee from their parent institute to another institute. The employee is appointed for a limited period and at the of their term, they must return to their parent institute;
- (49) “Direct Recruitment” means a recruitment made other than by promotion, deputation or absorption, contract basis.
- (50) “Department Grievance Redressal Cell (DGRC)” means a Cell constituted under this Regulations;
- (51) “Director” means a head of an institution including a centre or a school of the university as designated by the Executive Council or a head of a recognised institution;
- (52) “Director of Higher Education” and “Director of Technical Education” means respectively Director of Higher Education, Gujarat State and Director of Technical Education, Gujarat State;
- (53) “Disciplinary Authority” means the Authority or the Officer authorised to take disciplinary action against the teacher, except otherwise provided in the Act;
- (54) “DL” means Duty Leave;
- (55) “Duty” means the compliance of the responsibilities the teacher as well as Non-Teaching Staff is expected to comply by virtue of his/her taking a job as a teacher or assuming an office as provided in these Regulations;
- (56) “EDC” means Examination Disciplinary Committee;
- (57) “EL” means Earned Leave;
- (58) “E-Learning Material” means and includes contents in the form of structured course material, as a part of one or more courses in the Online Programme, in digital format delivered through Learning Management System, which is inter alia self-explanatory, self-contained, self-directed at the learner, and amenable to self-evaluation, and enables the learner to acquire the prescribed level of learning in a course of study, but does not include text-books or guide-books; as defined in these regulations;
- (59) “Emolument” means salary, subsistence allowance or compensatory allowance, if any, payable to the teacher, officers and all the staff and includes any remuneration of the nature of salary received in respect of foreign service;
- (60) “Employee” means, an individual who works for employer; university / an institution/a college during employment with recognized rights and duties assigned;

- (61) “Employer” means, a university / an institution /a college that hires employees offering salary in exchange for the assigned work of teaching and or work assigned thereof;
- (62) “EWS” means Economically Weaker Section certified by the Government;
- (63) “Executive Council (EC)” means the Executive Council of the University;
- (64) “Expert” means and includes any person having attained certain level of recognised excellence and expertise in the form of teaching and/or research in the University and/or Colleges/Recognized Institutions, deemed Universities and such other institutions/ organisations recognised by statutory bodies in the country or abroad;
- (65) “Faculty” means the principal academic coordinating authority of the university in respect of studies and research in relation to the subjects included;
- (66) “Family” means the wife or husband of the teacher, as the case may be, legitimate children including adopted children, step children, parents, sisters and brothers, if residing with and wholly dependent on him/her;
- (67) “Fee” means tuition fees, other fees and charges, including developmental charges; paid for imparting education;
- (68) “First Appointment” means the appointment of a person who is not holding any appointment under the University at the time of such appointment, even though he may have previously held any such appointment either temporary or on tenure basis;
- (69) “Foreign Employer” means the Government / Company / Corporation / Institution, etc., to which an employee has been deputed on foreign service.
- (70) “Foreign Service” means service in which the teacher receives his salary, with the sanction of the Competent Authority, from any source other than funds and finance of the University;
- (71) “GoG” means Government of Gujarat;
- (72) “Grade Pay” means the Grade Pay of the post as shown in the Annexure__
- (73) “Graduation Ceremony” means ceremonial assembly of an affiliated college/recognised institution held for distributing degrees, diplomas, certificates and other awards to its eligible students;
- (74) “Grievances” include the following complaints of the aggrieved students, namely:-
- (a) making admission contrary to merit determined in accordance with the declared admission policy of the State and university;
 - (b) irregularity in the admission process by the university or college or recognized institution;
 - (c) refusing admission in accordance with the declared admission policy as published in prospectus;
 - (d) publishing any information in the prospectus, which is false or misleading, and not based on facts;

- (e) withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with the university or college or recognized institution by a person while seeking admission in such university or college or recognized institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue;
 - (f) demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such university or college or recognized institution;
 - (g) breach of the policy for reservations in admission as may be applicable;
 - (h) insisting upon students to submit the original academic and personal certificates and testimonials like mark sheets, school leaving certificate and other such documents at the time of admission, wherever such original documents are not compulsorily required;
 - (i) complaints of alleged discrimination of students on the grounds of gender, race, caste, class, creed, place of birth, religion and disability;
 - (j) non-payment or delay in payment of scholarships to any student by the university or college or recognized institution after receiving the same from concerned authority;
 - (k) non-adherence of rules of refund of fees in case of cancellation of admission;
 - (l) undue delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
 - (m) failure to provide student amenities as may have been promised or required to be provided by the university or college or recognized institution;
 - (n) non-transparent or unfair evaluation practices;
- (75)** “Grievances Committee” means the Grievances Committee constituted under the Act;
- (76)** “GSET” means Gujarat State Eligibility Test;
- (77)** “He/ His/ Him” refers to all the genders;
- (78)** “He/ She” refers to gender-specific personal pronouns;
- (79)** “Head of the University Department”, “Head of the Institution” and “Head of the College Department” means respectively, a Head of the University Department, a Head of the Recognised Institution and a Head of the College Department, as prescribed in these Regulations;
- (80)** “HECI” means Higher Education Commission of India;
- (81)** “HEGC” means Higher Education Grants Council;
- (82)** “HEI” means Higher Educational Institutions;

- (83) “Higher Education” means the pursuit of knowledge beyond learning at the stage of higher secondary school education;
- (84) “Holiday” means a Sunday or any other day declared as holiday by Government or by the University;
- (85) “Honorarium” means recurring payment granted to the teacher/ officer/ staff by the University, for special work of occasional or of intermittent character;
- (86) “Honorary Degree” means an academic award given to someone who has made a significant contribution to society or a specific field, but who is not a student of the University, that is awarding the degree, the institution waives the usual degree requirements for the recipient;
- (87) “Hostel” means a unit of residence for students maintained or recognised by the University under this Act;
- (88) “ICC” means Internal Complaint Committee;
- (89) “ICT” means Information and Communication Technology;s
- (90) “IDP” means Institutional Development Plan;
- (91) “IKS” means Indian Knowledge System”;
- (92) “Institution” means an academic institution of learning, other than a college, associated and admitted to the privileges of the university;
- (93) “Institutional Grievance Redressal Cell (IGRC)” means a Cell constituted under this Regulation;
- (94) “Interdisciplinary Studies” means the combined academic studies and research in different disciplines as prescribed by this Regulation;
- (95) “IQAC” means Internal Quality Assurance Cell;
- (96) “Joining Time” means the time limit prescribed for and the period availed of by the teacher, officer or staff member to join a new post and includes period of travel to or from a station to which he is posted or transferred;
- (97) “KCG” means Knowledge Consortium of Gujarat;
- (98) “Leave” means permission granted by the Competent Authority to the teacher, officer or staff member to remain absent from duty;
- (99) “Leave Salary” means the monthly emoluments paid by the University to the teacher on leave;
- (100) “Level” means Level of the Pay Matrix specified as such in Annexure___;
- (101) “Lien” means title of the officer who holds substantively, either immediately or on the termination of the period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively;
- (102) “Management” means the trustees or the managing or governing body, by whatever name called, of any trust registered under the Gujarat Public Trusts Act-2011, or any society registered under the Indian Societies Registration Act, 1860 or a Company registered under section 8 of the Companies Act, 2013, under the management of which one or more colleges or recognised institutions or other institutions of higher learning, are conducted and admitted to the privileges of the university:

Provided that, in relation to any college or institution established or maintained by the Central Government or the State Government or a local authority like a Municipal Council or Municipal Corporation, it means, respectively, the Central Government or the State Government or the Municipal Council or the Municipal Corporation, as the case may be;

- (103) “MEE” means Multiple Entry and Exit in Academic Programmes;
- (104) “MOOC” means Massive Open Online Course;
- (105) “MoE” means Ministry of Education;
- (106) “Month” means a calendar month i.e. any one of the twelve portions into which the conventional year is divided, or a period from any day in one month to corresponding day of the next calendar month;
- (107) “Multidisciplinary Studies” means the combined academic studies and research in different streams of a particular discipline as prescribed by these Regulations;
- (108) “MWCD” means Ministry of Women and Child Development;
- (109) “NAAC” means National Assessment and Accreditation Council;
- (110) “NBA” means National Board of Accreditation;
- (111) “NCERT” means National Council of Educational Research and Training;
- (112) “NCF” means National Curriculum Framework, National Curriculum Framework for Early Childhood Care and Education (NCFECCE) National Curriculum Framework for School Education (NCFSE) National Curriculum Framework for Teacher Education (NCFTE) and National Curriculum Framework for Adult Education (NCFAE);
- (113) “NCIVE” means National Committee for the Integration of Vocational Education;
- (114) “NCTE” means National Council for Teacher Education;
- (115) “NCVET” means National Council for Vocational Education and Training;
- (116) “NEP- 2020” means National Education Policy, 2020;
- (117) “NET” means National Eligibility Test;
- (118) “NETF” means National Educational Technology Forum;
- (119) “NHEQF” means National Higher Education Qualifications Framework;
- (120) “NHERC” means National Higher Education Regulatory Council;
- (121) “NGO” means and includes any non-government organization, registered under State or Central Government Act operating on a secular, non-profit basis and involved in work for wellbeing of the society.
- (122) “NIRF” means National Institutional Ranking Framework;
- (123) “NITI” means National Institution for Transforming India;
- (124) “Non- Vocational Academic/ Teaching Staff” means such staff as the UGC and GoG may classify to be Non- Vocational Academic/ Teaching staff and includes all such staff which is complimentary to academic staff but, shall not include the staff engaged purely in discharging administrative functions;
- (125) “NPST” means National Professional Standards for Teachers;
- (126) “NRF” means National Research Foundation;
- (127) “NSQF” means National Skills Qualifications Framework;

- (128) “OD” means Office- Duty Leave;
- (129) “ODL” means Open and Distance Learning;
- (130) “Officer” means an Officer of the University referred to in Section- 9 of the Act.
- (131) “Office of Profit” means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non—compensatory allowance is attached;
- (132) “Officiating” means to carry out function/s and/or duties of the post lying vacant to carry out smooth conduct for a specific period of time;
- (133) “Ombudsperson” means the Ombudsperson/ Ombudsman appointed under this Regulation;
- (134) “Online Mode” means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using internet, e- Learning Materials and full-fledged programme delivery through the internet using technology assisted mechanism and resources;
- (135) “Open and Distance Learning Mode” means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using a variety of media, including print, electronic, online and occasional interactive face-to-face meetings with the learners or Learner Support Services to deliver teaching-learning experiences, including practical or work experiences;
- (136) “Other Backward Classes (OBC)” means any socially and educationally backward classes of citizens as declared by the State Government and includes Other Backward Classes declared by the Government of India in relation to the State of Gujarat;
- (137) “Other employee” means an individual other than the officer and the Teacher of the University, appointed on the sanctioned post by the University as a whole time employee of the University, on contract or on fixed pay basis.
- (138) “PARAKH” means Performance Assessment, Review and Analysis of Knowledge for Holistic development;
- (139) “Pathashala” means Pathashala recognised as such by the State Government and which is imparting education in Sanskrit leading to a certificate of Prathma, Madhyama granted and a degree of Shastri and Acharya conferred, by the State Examination Board, as the case may be;
- (140) “Pay” means the amount drawn on monthly basis sanctioned for a post, in scale of pay held substantively or in officiating capacity and includes Personal pay, Special Pay, Dearness Pay and any other emoluments specially classed as “Pay” by the Government, from time to time;
- (141) “Pay Band” means the Pay Band(PB) of the post as per Annexure__;
- (142) “Pay Matrix” means Pay Matrix specified as such in Annexure_;

- (143) “Pension” means the monthly emoluments payable to the teacher, officers and staff after his retirement from the service, as per the Government Rules, specified from time to time and includes gratuity, commutation, and family pension;
- (144) “Pensionable Pay” means average pay earned by the teacher, officer and staff for the period as may be decided by the Government, from time to time;
- (145) “Pensionable Service” means service, which qualifies the teacher, officer and staff to receive a pension from the Government or the University;
- (146) “Permanent Post” means the post approved by Government or the University, carrying a definite scale of pay, sanctioned without time limit;
- (147) “Personal Pay” means additional pay granted to the teacher to save him/her from a loss of substantive pay in respect of permanent post other than the tenure post, due to revision of pay or due to any reduction of such substantive pay, otherwise than as a disciplinary measure;
- (148) “PFMS” means Public Financial Management System;
- (149) “Ph.D.” means Doctor of Philosophy;
- (150) “Post-Graduate Department (P. G. Deptt.)” means a department in a college of higher learning, research or specialised studies, recognised to be so by the university and imparting post-graduate instruction or guidance for teaching and research;
- (151) “Prescribed” means prescribed by the regulations;;
- (152) “Presumptive Pay” means the pay of a post to which the teacher would be entitled, had he held the said post and had he been performing his duties;
- (153) “Principal” means the head of a college;
- (154) “Probationer” means an employee on probation in or against a substantive or temporary vacancy in the service of the University.
- Note: No person appointed substantively to a permanent post in a cadre is a probationer, unless definite conditions of probation have been attached to his appointment.
- (155) “Professor”, “Associate Professor” or “Assistant Professor” means the nomenclature of teachers of the University/ HEI notified by the UGC from time to time;
- (156) “PTR” means Pupil Teacher Ratio;
- (157) “Qualifying Service” means the service rendered by the teacher, officer and staff for which pension is payable, under these Regulations or otherwise as prescribed by the Government from time to time;
- (158) “R&I” means Research and Innovation;
- (159) “Recognised Institution” means the institution of research or specialised study and recognised as such by the University under section 51 of the act;
- (160) “Regional Centre” means a Centre established or maintained by the Higher Educational Institution for the purpose of coordinating and supervising the work of the Learner Support Centres in the region as per its territorial jurisdiction and

for performing such other functions as may be conferred on such Centre by the statutory authorities of the Higher Educational Institution;

- (161) “Registered Graduate” means a graduate of a university registered or deemed to be registered by or under the Act with one of the universities;
- (162) “Regulations” means the regulations made under section 57 of the act;
- (163) “Registrar” means the Registrar of the University;
- (164) “Research Centre” means a centre that is specially dedicated to Research according to the Act;
- (165) “RPWD” means Rights of Persons with Disabilities;
- (166) “Salary” means total monthly emoluments drawn by the teacher, officer and staff and includes pay and allowances admissible, from time to time;
- (167) “Salary Grant” means running scale of the grant received from the Government against the salary of approved employees and teachers working in the University, appointed against Government sanctioned teaching posts;
- (168) “Sanskrit” includes Prakrit, Magadhi, Ardhamagadhi and Pali;
- (169) “Satellite Centre” means an integral part of an affiliated or conducted college or recognised institution imparting academic programme, co- curricular, research and extension activities in rural or tribal region, neighboring the location of such college or institution, established with the object of reaching the unreached, on the terms and conditions specified by the State Government by an Order in the Official Gazette;
- (170) “Scale of pay” means running scale of pay which, subject to any conditions prescribed in these Regulations, rises by periodical increments from a minimum to a maximum, recommended by UGC/ other apex bodies and accepted by Government from time to time;
- (171) “SCDP” means School Complex/ Cluster Development Plans;
- (172) “SCERT” means State Council of Educational Research and Training;
- (173) “SCF” means State Curricular Framework;
- (174) “Schedule” means the schedule to the Act;
- (175) “Scheduled Castes (SC)” means such castes, races or tribes or parts of, or groups within, such castes, races or tribes as under Article 341 of Constitution to be the Scheduled Castes for the purpose of the Act;
- (176) “Scheduled Tribes (ST)” means such tribes or tribal communities or parts of or groups within, such tribes or tribal communities as are deemed under Article 342 to be Schedule Tribes for the purpose of the Act;
- (177) “School” means a school of studies maintained by or recognised as such by the university or autonomous college, Empowered Autonomous College, Empowered Autonomous Cluster Institution;
- (178) “SDG” means Sustainable Development Goals;
- (179) “SEC” means Skill Enhancement Course;
- (180) “Section” means a section looking after respective administrative duties, as prescribed in these Regulations;

- (181) “SEDG” means Socio- Economically Disadvantaged Group;
- (182) “SEE” means Semester End Evaluation (SEE);
- (183) “Self- Financing Course” means the course conducted by a university, college or self-financed institute on self-finance basis as approved by the university;
- (184) “Selection Grade” means the Selection Grade sanctioned to the teacher as per the recommendations of the University Grants Commission and accepted by the Government and the University, from time to time;
- (185) “Self- Financing Institute” means the institute functioning on self-finance which has obtained previous sanction of the State Government and affiliated/constituted with the university/Government or such component authorities or approved institutions without Government Grant;
- (186) “Self-Learning Material” for Open and Distance Learning mode means and includes contents in the form of course material, whether print or in e- form, which is inter alia self-explanatory, self-contained, self-directed at the learner, and amenable to self-evaluation, and enables the learner to acquire the prescribed level of learning in a course of study, but does not include text-books or guide-books;
- (187) “Self-Learning e-Module” for Online mode means a modular unit of course material in e-learning form which is inter alia self-explanatory, self- contained, self-directed at the learner, and amenable to self- evaluation, and enables the learner to acquire the prescribed level of learning in a course of study and includes contents in the form of a combination of the following e-Learning content, namely:- a) e-Text Materials; b) Video Lectures; c) Audio-Visual interactive material; d) Virtual Classroom sessions; e) Audio Pod casts; f) Virtual Simulation; and g) Self-Assessment Quizzes or Tests;
- (188) “Seniority Criteria” means the sequence/ chronology in which employees are placed by the University;
- (189) “Senior Scale” means the senior scale sanctioned to the teacher as per the recommendations of the University Grants Commission and accepted by the Government and the University, from time to time;
- (190) “Set-up” means Set-up of the University as detailed in Annexure_____;
- (191) “SGPA” means Semester Grade Point Average;
- (192) “Shastri” means Under Graduate degree.
- (193) “Shiksha- Shastri” means Bachelor of Education;
- (194) “Skills Knowledge Provider” means an institution which has been recognised by the university for conducting such courses as prescribed by the university as per the National, State Level policy regarding Skills Qualification Framework;
- (195) “Special Backward Category” means Socially and Educationally Backward Classes of citizens declared as a Special Backward Category by the State Government;
- (196) “Special Pay” means an addition, of the nature of pay, to the emoluments of a post or of a teacher granted in consideration of –

- (a) the especially arduous nature of duties;
 - (b) a specific addition to the work or responsibility;
- (197) “Statutes”, “Regulationss”, “Regulations” and “Rules” mean, respectively, the Statutes, Regulationss, Regulations and Rules made by or under the Act;
- (198) “State Government” means, The Government of Gujarat;
- (199) “Student” means an individual who is admitted and registered for an academic programme of the University or affiliated, conducted, autonomous colleges and recognised, institutions of the University;
- (200) “Study Centre” means an extension centre of the University for carrying out the academic activities;
- (201) “Sub-Campus” means a comprehensive inherent independent unit of the university for a predetermined geographical jurisdiction approved by competent authority for decentralization of academic, administrative, research and extension activities of that jurisdiction, with the objective of improving efficiency and effectiveness;
- (202) “Subsistence Allowance” means monthly grant paid to the teacher, who is not in receipt of pay or leave salary during the period of his suspension;
- (203) “Substantive appointment” means an appointment made in a substantive or a permanent capacity in a permanent post which is clearly vacant;
- (204) “Substantive pay” means the pay, personal pay or emoluments classed as pay, under these Regulations to which the teacher is entitled, on account of a post to which he has been appointed substantively or by reasons of his substantive position in the Cadre; but does not include special pay;
- (205) “SWAYAM” (Study Webs of Active Learning for Young Aspiring Minds) means the learning management system as specified in the UGC Credit Framework for online learning courses through SWAYAM Regulations, 2016;
- (206) “TA” means Travelling Allowance;
- (207) “Teacher” means professor, reader, lecturer imparting instruction or guiding research in the University or a University college or an affiliated college or a recognised institution or an approved institution or such other persons as may be declared to be the teachers by the Regulations and UGC;
- (208) “Temporary appointment” means an appointment made on purely temporary basis as per the provisions made in the Act;
- (209) “Tenure post” means a permanent post which the teacher or employees may not hold, for more than a limited period without reappointment;
- (210) “TET” means Teacher Eligibility Test;
- (211) “University” means the Shree Somnath Sanskrit University constituted under section 3 of the act;
- (212) “University Area” means the area of the whole of the State of Gujarat.
- (213) “University college” means a college which the University may establish or maintain

- (214) “University Department” means any post-graduate or research institution or department maintained by the University
- (215) “University Fund” means the funds of the University as provided under Sec. 28 of the act;
- (216) “UGC” means the University Grants Commission established under the University Grants Commission Act, 1956;
- (217) “University Grievance Redressal Cell (UGRC)” means a Cell constituted under this Regulation,
- (218) “University Institute” means a centre, a school or an institute established and maintained by the University;
- (219) “University Teacher” means a fulltime teacher appointed by the university;
- (220) “VAC” means Value Added Course;
- (221) “Vacation” means summer or winter vacation for University Teachers approved by university authorities;
- (222) “Vice-Chancellor” means the Vice-Chancellor of the University appointed under Sec. 11 and 12 of the Act;
- (223) “Vidyavaridhi” means Doctor of Philosophy.
- (224) “VL” means Voluntary Leave;
- (225) “Working hours” means the working hours prescribed by the University Grants Commission and accepted by the Government and by the University for the teachers working in the University Departments/conducted colleges/University institutions, from time to time;

The words and expressions used but not defined in these Regulations shall have the same meanings respectively assigned to them in the Act.

CHAPTER I
OFFICERS OF THE UNIVERSITY

(Under Section 9 of the Act)

3. The following are the officers of the University as per Section-9 of the Act:-

- i. The Chancellor;
- ii. The Vice-Chancellor;
- iii. The Deans of Faculties;
- iv. The Registrar;
- v. The Director (Research);
- vi. The University Librarian;
- vii. The Chief Accounts Officer

Other Officers

[Section-9 (viii) and Section-21(ix)]

4. THE CHANCELLOR

(Under Sec. 9 of the Act))

4. THE CHANCELLOR - HEAD OF THE UNIVERSITY:

The Governor of the State of Gujarat shall be the Chancellor of the University. The Chancellor shall, by virtue of his office, be the head of the University and shall, when present, preside at any convocation of the University.

4.1. POWERS OF THE CHANCELLOR:

The powers of the Chancellor under the Shree Somnath Sanskrit University Act, 2005 are as under:-

- i. The Chancellor shall have the right to cause an inspection to be made by such person or persons as he may direct, of the University, its buildings, laboratories, libraries, museums, workshops and equipments of any

college or hostel maintained, recognised or approved by, or affiliated to the University, of the teaching and other work conducted by the University and of the conduct of examination held by the University and to cause an inquiry to be made in respect of any matter connected with the University. The Chancellor shall in every case give notice to the University of his intention to cause an inspection or inquiry to be made and the University shall be entitled to be represented thereat.

- ii. The Chancellor shall communicate to the Executive Council his views with reference to the results of such inspection or inquiry and shall, after ascertaining the opinion of the Executive Council, advise the University on the action to be taken.
- iii. The Executive Council shall report to the Chancellor such action, if any, as it has taken or may propose to take upon the results of the inspection or, inquiry. Such report shall be submitted within such time as the Chancellor may direct.
- iv. Nomination of a member of search committee for appointment of the Vice-Chancellor.
The Chancellor shall nominate one expert from academics in the field of Indology as a member of search committee to be constituted for recommendation of a panel of three suitable persons for the appointment of the Vice-Chancellor
- v. Nomination of members of Executive Council.
The Chancellor shall nominate two distinguished scholars from amongst the persons who have made significant contribution in the field of Sanskrit and its literature as members of the Executive Council of the University.
- vi. Nomination of members of Academic Council.
The Chancellor shall nominate five eminent persons as the members of the Academic Council who have made significant contribution in the field of Sanskrit. Out of whom, one shall be a woman and one shall be an eminent person from out of the State of Gujarat.
- vii. The Chancellor shall give conferment to the recommendation of the Executive Council that an honorary degree or other academic distinction be conferred on any person.
- viii. The Chancellor may, on the recommendation of the Executive Council, withdraw any distinction, degree, diploma or privilege conferred on, or granted to, any person who has been convicted by a court of law for an offence involving moral turpitude or if he has been guilty of gross misconduct, by a resolution passed by majority of the total membership of the Executive Council and by a majority of not less than two-thirds of the

members of the Executive Council present and voting.

- ix. To approve the additional regulations made by the First Vice- Chancellor of the University.
- x. To sanction the appointments made by the First Vice-Chancellor for a period not exceeding three years.

5. VICE-CHANCELLOR

[Under Section-9 of the Act.]

5.1. ELIGIBILITY FOR APPOINTMENT OF VICE-CHANCELLOR:

The qualifications and eligibility criteria for appointment for Vice-Chancellor, a person shall be,-

- i. a person of eminence having distinguished himself in the areas such as Sanskrit, Prakrit and ancient Indian languages and literature.
- ii. a person of vision and subscribe to the objectives and philosophy of the University and shall be interested in academics.'
- iii. Eligibility and qualification for the post of Vice- Chancellor shall be as per the UGC norms from time to time.

5.2. COMMITTEE FOR RECOMMENDING A PANEL FOR APPOINTMENT OF THE VICE- CHANCELLOR:

To recommend a panel of four suitable persons for the appointment of the Vice-Chancellor, the State Government shall constitute a Committee consisting of three members, out of whom-

- i. one shall be nominated by the Chancellor who shall be an expert from academics in the field of Indology;
- ii. one shall be the scholar in the field of Sanskrit and ancient literature nominated by the Vice-Chancellors of the Universities established by law in the State;
- iii. one shall be an expert in the field of Sanskrit and its literature nominated by the Executive Council and the Academic Council jointly as prescribed in Regulations.

Provided that a person nominated by the Committee shall not be eligible to accept any appointment on any post, honorary or otherwise, or nomination on any of the authorities or bodies of the University, for a period of two years from the date of such nomination.

- iv. One person nominated from the University Grant Commission.

5.3. MEMBER NOMINATED BY THE EXECUTIVE COUNCIL AND ACADEMIC COUNCIL:

At least six months before the date of expiry of the term of the Vice- Chancellor, the Registrar shall call a joint meeting of the Executive Council and the Academic Council of the University for the purpose of nominating a member on the Committee. The Committee shall nominate an expert in the field of Sanskrit and its literature as member. If more than one names are proposed, then ballot shall be taken by the distributive system.

5.4. MEMBER NOMINATED BY THE VICE-CHANCELLORS OF THE UNIVERSITIES:

The Registrar shall, within 15 (fifteen) days from the date of the joint meeting referred to in the above Regulations, convene a meeting of the Vice-Chancellors of all the State Universities established by law in the Gujarat State and funded by the Education Department for nominating a person on the said Committee. The Vice-Chancellors shall elect the Chairperson of this meeting. The Committee shall nominate a scholar in the field of Sanskrit and ancient literature as the member of the Committee. If names of more than one member is proposed, ballot shall be taken by the distributive system.

5.5. MEMBER TO BE NOMINATED BY THE CHANCELLOR:

The Registrar shall, within 10 (ten) days from the date of receipt of the nomination from the Vice-Chancellors of the Universities as referred to in Regulation above, communicate to the Chancellor, the names of persons nominated under these Regulation and request him to nominate a third member on the Committee who shall be an expert from academics in the field of indology.

5.6. CHAIRPERSON OF THE COMMITTEE:

- i. After the nomination of the third member, the Registrar shall request the Secretary, Education Department, Government of Gujarat to designate one person to act as the Chairperson of the Committee.
- ii. After appointment of the members and Chairperson of the Committee and issuance of the notification thereof by the Education Department, the Registrar shall communicate the appointment of the Committee to its members and the University.

5.7. MEETING OF THE COMMITTEE:

- i. Within 10 (ten) days after the appointment of the Committee by the State Government as mentioned in these Regulations, the Registrar shall convene a meeting of the Committee at the place and time fixed in consultation with the Chairperson of the Committee.
- ii. The Registrar of the University shall call applications for the post of Vice-

Chancellor through All India Advertisement from the eligible candidates who qualify strictly as per the norms provided in the Act for the post of Vice-Chancellor at least 90 days before the date of the cessation of the term of the existing Vice-Chancellor.

- iii. The meeting/s of the Committee will be conducted confidentially and it will be assisted by the Registrar of the University. However, the Registrar will neither be entitled to sit nor participate in the Proceeding of the Committee.
- iv. Within maximum eight weeks of the orders of the State Government constituting the Committee, it shall select at least three persons whom it considers fit for being appointed as Vice-Chancellor and shall recommend to the State Government the names of the persons so selected.
- v. The Chairperson shall submit minutes including a panel of qualified and suitable candidates. While preparing the panel, the Committee shall give due weightage to academic excellence and adequate experience in research/academic and administrative governance at University level.
- vi. The particulars of the persons recommended for appointment to the post of the Vice-Chancellor shall be forwarded to the State Government in the prescribed format.

5.8. ACTION ON THE RECOMMENDATIONS OF THE COMMITTEE:

- i. The State Government may accept the recommendation of the committee or seek a fresh recommendation from the same committee or require the committee to make change in its members or reconstitute the committee.
- ii. If the person so appointed as the Vice-Chancellor happens to be a member or an office bearer of any political party or any trade union or staff association or such other bodies or holds the office in any statutory public body or of a body of local self-Government, he has to tender his resignation there-from, under an intimation to the Chancellor and the State Government, before accepting the appointment.

5.9. APPOINTMENT OF THE VICE-CHANCELLOR:

The State Government shall appoint, one of the persons from the panel suggested by the Committee as the Vice-Chancellor subject to the following conditions:-

- i. No person shall be appointed as the Vice-Chancellor or hold his office as such after the completion of the age of sixty-five years.
- ii. The Vice-Chancellor shall hold office for a term of three years and he shall be eligible for reappointment as the Vice-Chancellor for a further term of three years only.

- iii. The person appointed as Vice-Chancellor shall not be eligible for appointment as an officer or member of any authority of the University after expiry of the term of his office.
- iv. The terms and conditions of service shall be such as may be determined by the State Government.

5.10. EMOLUMENTS AND OTHER BENEFITS TO THE VICE-CHANCELLOR:

5.10.1. PAY AND OTHER ALLOWANCES:

The Vice-Chancellor shall receive pay and other allowances as prescribed by the UGC and accepted by the Government from time to time. He shall also receive Dearness and other allowances as notified by the Government from time to time.

Provided that such emoluments and terms and conditions shall not, during the currency of the term of the holder of that office, be varied to his disadvantage without his consent.

5.10.2. TRAVELLING ALLOWANCE

- i. The Vice-Chancellor and members of his family dependent on him shall be entitled to travelling expenses and expenses of transportation of personal effect for the journey undertaken at the time of joining his duties from the place of his regular residence at the time of appointment and back to the place of his regular residence on completion of the tenure as Vice-Chancellor.
- ii. The Vice-Chancellor shall be entitled to receive daily allowance, travelling allowance and/or road mileage allowance for travelling on duty for the institutional work outside his head quarters at the highest rate admissible in accordance with TA rules of the Government.
- iii. Wherever the Vice-Chancellor shall be required to attend any work sponsored by institution other than University, Central Government, State Government, UGC or other funding agency, not in connection with the University's own work, travelling allowance and daily allowance shall be paid by the sponsoring body.

5.10.3. LEAVE:

The Vice-Chancellor shall be entitled for 30 days earned leave on full pay for each completed year of service. In addition, the Vice-Chancellor shall be entitled to half-pay leave at the rate of twenty days for each completed year of service and half-pay leave may also be availed of as commuted leave on full pay on medical certificate.

Provided that when such commuted leave is availed of, twice the amount of half-pay leave shall be debited against half pay leave due.

The Vice-Chancellor shall also be entitled for Casual Leave and Restricted Holidays

Leave as per the norms of the University or Government.

The Vice-Chancellor shall submit his/ her leave reports in advance to the Secretary, Department of Higher Education, if it is for more than six days at a time.

5.10.4. ENCASHMENT OF LEAVE:

The Vice-Chancellor may be paid cash equivalent to leave salary at his credit, subject to the maximum of 90 days at the time of end of his tenure in accordance with the provisions of encashment of leave of the State Government at the time of retirement, subject to the limit of 300 days of leave encashment in his/ her entire career.

5.10.5. ACCOMMODATION AND OTHER ALLOWANCES.

- i. The Vice-Chancellor shall be entitled to, rent free furnished residential accommodation. The University will maintain the grounds of the VC's lodging.
- ii. The University shall pay the telephone bills, cell phone bills, internet bills and electricity bills of the official residence of the Vice-Chancellor.
- iii. The Vice-Chancellor shall be entitled to one cook, three attendants and two drivers at his/ her residence /office.
- iv. The Vice-Chancellor shall be provided with a car and the same shall be maintained by the University. The Vice-Chancellor shall be eligible to use the car for his private journey as per Government's norms for the post of Secretary.
- v. The Vice-Chancellor and the members of his/her family who are dependent on him/her shall be entitled for medical facilities as per the norms of the University or Government.

5.10.6. PROVIDENT FUND

- i. If the incumbent of the post of Vice-Chancellor is having lien on any post in the Central/ State Government, Centrally/State funded university/institute, he shall be governed by the Provident Fund Rules applicable to his parent organisations.
- ii. If the incumbent of the post of Vice-Chancellor is having lien on any post in the Central/State Government, Centrally/State funded University/Institute and is eligible for pensionary benefits as per Government of India/ State Government norms, the University will pay Leave Salary Contribution and Pension Contribution to the parent organisation as per Government's norms.

5.11. LEAVE OR ABSENCE OF THE VICE-CHANCELLOR:

The State Government shall nominate one of the Director Research or one of the Senior Deans of the Faculties as the Vice-Chancellor for the purpose of carrying out the current duties of the office of the Vice-Chancellor, during the leave or absence of the Vice-Chancellor, **or** in the event of resignation or a permanent vacancy in the office of the Vice-Chancellor until an appointment is made under sub-section (3) of Section-12

to that office.

5.12. RESIGNATION BY THE VICE-CHANCELLOR:

The Vice-Chancellor may, by writing under his signature, address to the State Government after giving one month's notice, resign from his office and shall cease to hold office on the acceptance of his resignation by the State Government or from the date of expiry of the said notice period, whichever is earlier.

5.13. REMOVAL OF THE VICE-CHANCELLOR FROM HIS OFFICE:

The Vice-Chancellor may be removed from his office by the State Government, if it is satisfied that the incumbent:-

- i. has become insane and stands so declared by a competent court;
- ii. has been convicted by a court for any offence involving moral turpitude;
- iii. has become an insolvent and stands so declared by a competent court;
- iv. has been physically unfit and incapable of discharging functions due to protracted illness or physical disability;
- v. has willfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of the service as determined by the State Government or has abused the powers vested in him or if the continuation of the Vice-Chancellor in the office is detrimental to the interest of the University:

Provided that the Vice-Chancellor shall not be removed from his office unless an opportunity of being heard is afforded to him.

5.14. POWERS OF THE VICE-CHANCELLOR:

The powers of the Vice-Chancellor shall be as detailed in Section-13 of the Act.

5.15. OTHER POWERS OF THE VICE-CHANCELLOR:

- i. The Chancellor shall preside over the Convocation function and in his absence, the Vice-Chancellor shall preside.
- ii. All powers relating to the proper maintenance and discipline of the students shall be vested with the Vice-Chancellor.
- iii. The Vice-Chancellor shall make the appointments of Heads of the Department, Proctors, Students's Welfare Officer, Placement Officer, Wardens, Co-ordinators and Chairpersons of the Committees.
- iv. He shall be entitled to be present, with the right to speak, at any meeting of any

- other authority or body or committee of the university, but shall not be entitled to cast vote there, unless he is the Chairperson or member of that authority or body.
- v. The Vice-Chancellor shall have the power to convene meetings of any of the authorities, bodies or committees, as and when he considers it necessary to do so.
 - vi. It shall be the duty of the Vice-Chancellor to ensure that the directives of the State Government, if any, and the provisions of this Act and Regulations are strictly observed and that the decisions of the authorities, bodies and committees which are not inconsistent with the Act and Regulations are properly implemented.
 - vii. The Vice-Chancellor shall place, before the Executive Council, a report of the work of the University periodically.
 - viii. The Vice-Chancellor shall have the power to:
 - a) accord recognition to institutions of higher learning, research specialized studies in accordance with the provisions of the Act;
 - b) accord recognition to autonomous colleges, empowered autonomous colleges or cluster of institutions and empowered skills development colleges in accordance with the provisions of the Act;
 - c) accord recognition to private skills education providers in accordance with the provisions of the Act.
 - d) accord recognition as qualified teachers to the experts from the field of application oriented industries or companies and domain specific experts in various professional skills, working as training experts in private skills education providers and empowered skills development colleges.
 - e) approve the recommended panel of referees for theses or dissertations for awarding post-graduate, doctorate and higher degrees.
 - ix. The Vice-Chancellor shall have right to cause inspection to be made by such person or persons or body of persons as he may direct, of the university, its buildings, laboratories, libraries, museums, workshops and equipment and of affiliated, conducted or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider, hall or hostel maintained or recognized by the University, and of the examinations, teachings and other work conducted by or on behalf of the university, and to cause an inquiry to be made in a like manner regarding any matter connected with the administration or finance of the university, affiliated, conducted or community or autonomous college, empowered autonomous colleges or cluster of institutions, recognised or autonomous institutions, empowered skills development colleges or private skills education provider:

Provided that, the Vice-Chancellor shall, in the case of affiliated or autonomous college, empowered autonomous colleges or cluster of

institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider, give notice to the management of such affiliated or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider of his intention to cause an inspection or an inquiry to be so made:

Provided further that, the management shall have the right to make such representation to the Vice-Chancellor as it thinks necessary before such inspection or inquiry is made;

- a. after considering such representation, if any, the Vice- Chancellor may cause such inspection or inquiry to be made or may drop the same;
 - b. in the case of management when an inspection or inquiry has been caused to be made, the management, shall be entitled to appoint a representative, who shall have the right to be present and be heard at such inspection or inquiry;
 - c. the Vice-Chancellor may, if the inspection or inquiry is made regarding any college or institution admitted to the privileges of the university, communicate to the management the result of such inspection or inquiry;
 - d. the management shall communicate to the Vice-Chancellor such action, if any, as it proposes to take or has been taken by it;
 - e. where the management, does not, within the time fixed by the Vice-Chancellor, take action to his satisfaction, the Vice- Chancellor shall be competent to impose a fine upon the management and direct the management to stop the fresh admissions to the colleges or institutions or to decide any other action to be taken in this behalf and the same shall be communicated to the management concerned for compliance.
- x. The Vice-Chancellor shall forward to the State Government report on the recommendation of the Executive Council, regarding the temporary alternative arrangements, in the interest of students, to run the day to day academic and administrative activities, of the management of an affiliated college, institution or autonomous college or empowered autonomous college or cluster of institutions in case of dispute regarding the management of the affiliated college and where irregularities or commissions or omissions of criminal nature by the management of such college or institution or mismanagement of such college or institutions are, prima facie, evident to committee of inquiry appointed by the university and to make the necessary arrangements to run the day to day academic and administrative activities of such college till the dispute is statutorily resolved. The decision of the State Government in this behalf shall be final and binding.
 - xi. The Vice-Chancellor may suspend a member as the Chairman of the authority, body or committee of the University, from the meeting of the authority, body or committee if such member persists in obstructing or stalling the proceedings of such authority, body or, as the case may be, committee or indulges in behaviour unbecoming of a member and shall report the matter accordingly to the Chancellor
 - xii. The Vice-Chancellor shall exercise such other powers and perform such

- other duties as may be conferred upon him by the Act.
- xiii. The Vice-Chancellor shall exercise all such powers delegated to him in the Act, Regulations and by the Statutory authorities.
 - xiv. The Vice-Chancellor shall-
 - a. introduce and nurture innovations in the existing education teaching system through Choice Based Credit System (CBCS) and interdisciplinary, multidisciplinary, skill based approach so as to reflect robust intellectual and inexhaustible creativity.
 - b. establish Academic Bank of Credits (ABC), a national-level facility which will be a bank for academic purposes with students as academic account holders, as per the guidelines issued by UGC under NEP-2020.
 - c. have a robust mechanism to develop plans and strategies, encourage & motivate students for Research Internship with Faculty and Researchers at institutions as per guidelines issued by UGC under NEP-2020.
 - d. make innovative pedagogies and to develop the linkage of Graduate Attributes with learning needs and pedagogical approaches to better serve towards achieving the vision of NEP-2020 as per the guidelines issued by UGC.
 - e. develop various strategies and initiatives and provide an excellent opportunity through a wide array of activities for Internationalization such as internationally relevant curricula, brand building of Education Institutions in abroad, academic and research collaboration with foreign universities, credit recognition under twining arrangements, global citizenship approach and engaging with foreign alumni.
 - f. Develop Multiple Entry and Exit option as per UGC guidelines in academic programs which would remove rigid boundaries and create new possibilities for students to choose and learn the subject(s) of their choices.
 - g. develop seamless student mobility, between or within degree-granting institutions through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption as per the guidelines issued by UGC for NEP-2020.
 - h. implement Multidisciplinary and Holistic Education in institutions as per the guidelines issued by UGC for NEP-2020.
 - i. develop separate 'Centres of Adult Education' for achieving 100% literacy as per the guidelines issued by UGC for NEP-2020.
 - j. include provision of IKS programs in their IDPs and offer IKS programs.
 - k. establish teacher education programs within composite multidisciplinary programs and develop rigorous training for teachers in learner-centric pedagogy and on how to become high-quality online content creators themselves using online teaching platforms and tools as per the guidelines issued by UGC for NEP-2020.
 - l. carry out all instructions, norms, regulations as and when issued by UGC from time to time.

5.16. ENQUIRY COMMITTEE OF VICE- CHANCELLOR TO BE APPOINTED BY THE STATE GOVERNMENT.

There shall be an enquiry committee to be appointed by the State Government for disciplinary actions against the Vice-Chancellor:

- i. Retired judge of the Gujarat High Court;
- ii. Retired Vice-Chancellor of the University;
- iii. Senior Advocate of the Gujarat High Court.

6. DEAN/S OF FACULTY (Under Sec. 9 & 26 of the act)

6.1. NOMINATION OF DEAN OF FACULTY:

- i. The Dean/s shall be a senior most professor of Department nominated by the Vice-Chancellor. In case, if an eligible senior most professor is not available, the senior most principal of affiliated college/constituent college/recognized institutions can be nominated for the position of the Dean/s.
- ii. He/ She shall be the Chairperson of the Faculty concerned.

6.2. APPOINTMENT:

- i. Every Dean of Faculty shall be appointed by the Vice-Chancellor from amongst the Professors in the Faculty by rotation in the order of seniority for a period of three years;
Provided that in case there is only one Professor or no Professor in a Faculty, the Dean shall be appointed, for the time being, from amongst the Professors, if any, and the Associate Professors in the Faculty by rotation in order of seniority;
- ii. When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform duties of his office, the duties of the office shall be performed by the senior- most Professor or Associate Professor, as the case may be, in the Faculty with the approval of the Vice- Chancellor.
- iii. The Dean shall be the Head of the Faculty and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty and shall have such other functions as may be prescribed by the Regulations.

6.3. POWERS, FUNCTIONS AND DUTIES OF DEAN/S

The Dean/s Shall exercise the following powers and perform the following functions and duties, namely:

- i. To be the Chairperson of the Faculty concerned and shall preside at its meetings of the Faculty;
- ii. To attend the meeting of any Board of Studies in the Faculty;
- iii. He/ She shall supervise and co-ordinate the work of the different Boards of Studies under the Faculty;
- iv. To inspect and guide the University Departments, affiliated colleges, recognised

- institutions and approved institutions in respect of subjects under the Faculty; and in case where he considers it necessary to do so, also make a report of such inspection to the Vice-Chancellor;
- v. To be responsible for the due observance of the Regulations relating to the Faculty;
 - vi. To recommend to the Executive Council for approval of the proposals for the programmes of visiting teachers and for the exchange of teachers;
 - vii. To formulate and present policies pertaining to his faculty to the Academic Council for its consideration.
 - viii. To supervise the registration and progress of the students in the Faculty.
 - ix. To prepare the budgets of the faculty in consultation with the University officers.
 - x. To organise examinations in consultation with the Controller of Examination.
 - xi. To be responsible for the proper scrutiny of research work of Heads of Departments, Professors, Associate Professors and Assistant Professors through the concerned Principals and Heads of Departments and approve the same. He shall evaluate and supervise the work done by them, from time to time, and keep the Vice-Chancellor informed about it.
 - xii. To be responsible for proper utilisation of laboratory equipments, teaching aids at the disposal of his Faculty and upkeep of the same through the Principal, Heads of Departments and other academic staff members concerned and keep the University authorities informed about the same from time to time.
 - xiii. To make arrangements for ensuring impartial assessment of the students in different examinations by prescribing external evaluations and appointing examiners in accordance with the regulations made in this behalf.
 - xiv. He shall plan, make arrangements with the approval of the Vice-Chancellor for holding Conferences, Symposia, Seminars, re-fresher courses, workshops, etc., pertaining to the subjects under the Faculty and such other meetings or lectures as may be deemed essential and / or desirable.
 - xv. He shall exercise such other powers and perform such other functions as may be prescribed under the relevant Regulations and assigned by the Vice-Chancellor, the Executive Council and the Academic Council.
 - xvi. Be responsible for development and application of quality benchmarks or parameters for various academic and administrative activities of higher education, ranking and implementation of the National Education Policy (NEP) – 2020;
 - xvii. Ensure appropriate actions, as are needed for maintenance of quality of teaching spelt out by the Internal Quality Assurance Cell;
 - xviii. Be responsible for dissemination of information on the various quality parameters of higher education, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions;
 - xix. Co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of institutional database, through management information system for the purposes of maintaining or enhancing the institutional quality;
 - xx. Prepare Annual Quality Assurance Report of programs within his faculty, based on the national and international ranking/ accreditation quality parameters or assessment criteria, developed by the relevant quality assurance bodies, in the prescribed format;
 - xxi. Recommend to the Executive Council proposals for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and making Regulations for their award;

- xxii. Recommend to the Executive Council through the Academic Council, proposals for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centres, knowledge resource centres, Science and Technology Parks, entrepreneurship development and industry incubation centre, start-ups, innovation, intellectual property rights centre, workshops, hobby centres, museums, etc;
- xxiii. Be responsible to decide various courses and their credits runs under university with the approval of Academic Council;
- xxiv. Prepare proposals for award of fellowship, scholarship and other distinctions in the faculty for submission to the Academic Council:
 - a. prepare reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission and any such other body;
 - b. exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Vice-Chancellor from time to time.

7. THE REGISTRAR

(Under Section 9 & 14 of the Act)

- 7.1.** The Registrar shall be appointed by the Vice- Chancellor on the recommendation of a selection committee constituted for the purpose under the Act.
- 7.2.** The Registrar shall be a full-time salaried officer and shall act as the Member-Secretary of the Executive Council, Academic Council and such other bodies and committees of the University and work according to rules directly under the superintendence, direction and control of the Vice-Chancellor.
- 7.3.** The Registrar shall be the custodian of records, common seal and such other property of the University as the Executive Council may commit to his charge.
- 7.4.** The appointment of the Registrar shall be for a term of five years or till he/ she attains the age of superannuation as per the rules of University/ State Government whichever is earlier. The appointment of registrar shall be made after obtaining concurrence from the State govt. for a tenure of five years which can be renewed by selection on the recommendation of a Selection Committee constituted for the purpose, for another term in the university in which he/she is serving.
- 7.5.** The Registrar shall be entitled to such Leave, Allowances and benefits of Pension Scheme/New Defined Contributory Pension Scheme etc., as prescribed for all employees of the University by the Government and under these Regulations.

7.6. TENURE AND MODE OF APPOINTMENT:

- i. The Registrar shall be appointed by the Vice- Chancellor on the recommendation of Selection Committee constituted under this regulation after obtaining the concurrence from the State Govt.
- ii. The appointment of the Registrar shall be for a term of five years or till he/ she attains the age of superannuation as per the rules of University/ State Government whichever may be earlier, and he/she shall be eligible for re-appointment by selection on the recommendation of a Selection Committee constituted for the purpose, for one more term in the university in which he/she is serving.

7.7. ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

Qualifications:

A Master's degree with at least 55% of marks or its equivalent grade of 'B' in the UGC 7 point scale.

Experience:

At least 15 years of experience as Assistant Professor in the AGP of ₹ 7000 and above or with 8 years of service in the AGP of ₹ 8000 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and/ or other institution of higher education.

OR

15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

7.8. COMPUTER EXAMINATION:

The candidate appointed shall before completion of probation period,, be required to pass the qualifying examination for Computer Knowledge in accordance with the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.

7.9. AGE OF SUPERANNUATION:

The age of superannuation for the post of Registrar shall be 62 (sixty- two) years.

7.10. SELECTION COMMITTEE FOR THE POST OF REGISTRAR.

The Selection Committee for the post of Registrar in the University shall have the following composition:

- i. The Vice Chancellor shall be the Chairperson of the Selection Committee;
- ii. An officer nominated by the State Government- Member;

- iii. Four persons having knowledge and experience in the subjects related to the officer to be selected, nominated by the Vice-Chancellor;
- iv. One nominee shall be nominated by the Executive Council – Member;
- v. One expert (not below the rank of Professor or its equivalent) representing SC/ ST/ SEBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that0 category.
- vi. The Secretary of the committee shall be nominated by the Vice- Chancellor.

7.11. LEAVE OR ABSENCE OF THE REGISTRAR:

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

7.12. PAY AND ALLOWANCES:

- i. The Registrar shall receive pay and other allowance as prescribed by the University. He shall also receive Dearness and other Allowance as notified by the government from time to time.
- ii. The Registrar shall be entitled to a motor car including its maintenance, repairs and fuel required thereof, and all other sanities to act as a Registrar of the University and other facilities as may be determined by the State Government from time to time;
- iii. The Registrar shall be entitled to furnished residential accommodation as also a free telephone service (with STD facility) at his/her residence;
- iv. shall continue to be governed by the same retirement benefit scheme, (namely Provident Fund/ Contributory Provident Fund/ Pension/ Gratuity/ Transfer TA) to which he was entitled prior to his appointment as Registrar and till he/she continues to hold his/her lien on that post;
- v. shall be entitled to such leave, allowances, provident fund and other, terminal benefits as prescribed by the Government of Gujarat from time to time;

7.13. AGE:

A candidate shall not be more than 57 years of age on the last date of the submission of the application.

7.14. DUTIES AND FUNCTIONS:

The powers and functions shall be as detailed in Section-14 of the Act.

The other powers, duties and functions of the Registrar of the University shall be as under:

- i. To take disciplinary action in accordance with the provisions of Shree Somnath Sanskrit University Services Discipline and Appeal) Rules, 2024;
- ii. To conduct the official correspondence of the the Executive Council, the Academic Council and other authorities of the University;
- iii. To supply to the State Government, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;
- iv. To take advice of the Vice-Chancellor before taking any policy decisions where long term interest of the University is associated. He must follow all instructions of Vice-Chancellor in a given time frame;
- v. To deal with the legal matters of the University, to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose;
- vi. To make arrangements for admission of students and for enrollment to the University;
- vii. To sign, after obtaining the necessary approval of the competents authority; all contracts and Deeds in connection with the administrative and service matters of the University, all bonds, agreements, lease deeds or any other legal documents entered into with the Central Government, State Government or any other duly constituted body, written statement or any such similar documents while filing or defending any civil, criminal, labour or industrial proceedings;
- viii. To assist and advise the Vice-Chancellor in all administrative and legal matter as well as take care in general matters of the University;
- ix. To ensure up-to-date revenue record of all lands of the University, its upkeep, care and maintenance by the various departments of the University;
- x. To initiate proposal for holding the Convocation with the prior approval of Vice-Chancellor and other competent authorities and to take further arrangements thereof;
- xi. To ensure strict enforcement of the various Service Rules laid down by Regulation for the employees of the University;
- xii. To maintain or cause to be maintained service records of all categories of staff;
- xiii. To carry out annual physical verification of stocks and stores in The University;
- xiv. To arrange for the security of the main campus of the University and its sub-centres;
- xv. To exercise general administrative control over the University and Constituent college/s, Non- Academic staff members, students and funds allotted for education and all physical properties, facilities and materials assigned by the University for the pursuit of educational programmes;
- xvi. To be responsible for the due observance of the provisions of Regulations and Rules of the University by different faculties of the University;
- xvii. To be responsible for reporting to Government through the Vice-Chancellor about any decision or action taken by any authority of the University, which is in contravention of the provisions of the Act, Regulations and Rules;
- xviii. Receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action;

- xix. Organize training and orientation of non-teaching employees in the university and affiliated colleges/ recognised institutions/ learner support centres;
- xx. Have the power to seek information in regard to any matter of the university, from the Dean/s, Finance and Accounts Officer and any other officer of the university for submission to the State Government/ Central Government and other external agencies;
- xxi. To exercise such other powers and perform such other duties as may be required in order to further the objectives of the University or as per the directions of the State Government, as may be conferred or imposed on him by the Regulations or by the Vice- Chancellor from time to time.

7.15. REMOVAL OF REGISTRAR.

- i. When the office of the Registrar falls vacant on account of one reason or the other such as long illness or long absence or resignation, the Vice- Chancellor may appoint an officiating registrar amongst the officer of the University.
- ii. If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice - Chancellor may request the State Government, in writing stating the reasons therein, for the removal of the Registrar. Before taking such action, the Registrar shall be given an opportunity of being heard. The State Government shall put up the matter for the consideration of the Executive Council whose decision shall be final.

8. THE DIRECTOR (RESEARCH)

(Under Sec. 9 & 15 of the Act)

- 8.1.** The University shall appoint a person as the Director (Research) who shall be a whole-time salaried officer of the university and shall subject to the provisions of the act and the regulations made in this behalf as per University/ State Government norms on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as prescribed by the State Government from time to time.
- 8.2.** He shall discharge his functions under the directions and control of the Vice-Chancellor.
- 8.3.** The Director of Research Shall have proficiency in Sanskrit/ Hindi/ Gujarati/ English.
- 8.4.** The terms and conditions of service of the Director (Research) shall be such as prescribed for other employees of the University.

8.5. The Director (Research) shall be entitled to such Leave, Allowances and benefits of Pension Scheme/New Defined Contributory Pension Scheme etc., as prescribed for all employees of the University by the Government of Gujarat from time to time and under these Regulations.

8.6. AGE:

A candidate shall not be more than 57 years of age on the last date of submission of the applications.

8.7. ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

The qualification prescribed by the University shall be applicable for appointment of Director Research.

8.8. COMPUTER EXAMINATION:

The candidate appointed shall before completion of probation period,, be required to pass the qualifying examination for Computer Knowledge in accordance with the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.

8.9. AGE OF SUPERANNUATION:

The age of superannuation for the post of Director (Research) shall be 62 (sixty-two) years.

8.10. SELECTION COMMITTEE FOR THE POST OF DIRECTOR OF RESEARCH.

The Selection Committee for the post of Director of Research in the University shall have the following composition.

- a) The Vice Chancellor shall be the Chairperson of the Selection Committee;
- b) An officer nominated by the State Government- Member;
- c) Four persons having knowledge and experience in the subjects related to the officer to be selected, nominated by the Vice-Chancellor;
- d) One nominee shall be nominated by the Executive Council – Member;
- e) One expert (not below the rank of Professor or its equivalent) representing SC/ ST/ SEBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- f) The Secretary of the committee shall be nominated by the Vice-Chancellor.

8.11. LEAVE OR ABSENCE OF THE DIRECTOR (RESEARCH):

When the office of the Director of Research is vacant or when the Director of

Research is, by reason of illness, absence or may other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.

A Director of Research on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.

- 8.12.** The Director of Research shall be capable of maintaining the confidence and cooperation of members engaged for research, managing effectively and efficiently the research program and administrative affairs of the university and creating an environment conducive to intellectual and research growth.

8.13. DUTIES AND FUNCTIONS:

The duties and functions of Director (Research) shall be as under –

- i. To be responsible for the due observance of the Regulations.
- ii. To be responsible for the conduct of research activities as per the existing policies of the University and for that purpose shall pass such orders as may be necessary in consultation with Deans of Faculties and concurrence of the Vice- Chancellor and appropriate authorities;
- iii. To be responsible for initiation, organisation, co-ordination and conduct of research programmes inclusive of post-graduate research in the University, in consultation with the Deans, other Officers of the University and the Heads of the Department concerned.
- iv. To exercise broad administrative control over funds allotted for research, research staff and all properties, facilities, physical verification of properties and materials assigned by the University for the pursuit of research programmes.
- v. To prepare the budget estimates for all activities connected with research, research institutions, programmes, publications etc., in consultation with the Deans and Heads of Department concerned.
- vi. To act as a liaison officer for research activities of the University under the guidance of the Vice-Chancellor for dealing with all aid-granting agencies, University Grants Commission and other Central and State Governments or private, national, international, autonomous institutions or trusts or Co-operative institutions and any other co-operating institutions and agencies.
- vii. To formulate research policies and programmes of the University in consultation with the concerned Faculties, Academic Council and after obtaining the approval of the Vice-Chancellor, present the same to the Executive Council for its perusal.
- viii. To ensure timely publication of research bulletins, circulars, articles in Scientific Journals and popular magazines, as well as to issue press releases summarizing practical research findings on important issues.
- ix. To prepare the development plans of research of the University in consultation with the concerned officers of the University under the guidance of the Vice-Chancellor.

- x. To sign Memorandum of Understanding in connection with the Research Projects to be undertaken in the University as approved by the Executive Council.
- xi. To be responsible for annual physical verification of stocks and stores of Research Institutions / Schemes under his control.
- xii. To prepare annual programmes of research and place such programmes before the Executive Council for its approval and onward submission to the State Government through the Vice- Chancellor.
- xiii. To supervise and ensure efficient working of the R&d Cell, IKS Cell, Research Department, Research Centres and Publication Department of the University and such other Departments of the University campus.
- xiv. Represent the interest of the University research internally with Senior Academic Institutions.
- xv. To exercise such other powers and perform such other duties as may be required in order to further the objectives of the University or as per the directions of the State Government, as may be conferred or imposed on him by the Regulations or by the Vice- Chancellor from time to time.

9. UNIVERSITY LIBRARIAN

(Under Sec. 9 & 16 of the Act)

- 9.1.** The University Librarian shall be a Whole time salaried officer of the university and he shall be appointed by the Vice- Chancellor as per the rules and regulations of the University and State Government on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as prescribed by the State Government from time to time.
- 9.2.** The University Librarian shall be entitled to such Leave, Allowances and benefits of Pension Scheme/ New Defined Contributory Pension Scheme etc., as prescribed for all employees of the University under the Regulations.
- 9.3.** He shall work directly under the superintendence, direction and control of the Vice-Chancellor.
- 9.4.** The appointment of the University Librarian shall ordinarily be on probation for a period of one year. On the expiry of the said period, the appointment shall be continued subject to his satisfactory work, of which the Vice-Chancellor shall be the sole judge. However, the appointment can be terminated at any time during the period of probation by the University.
- 9.5. AGE:**
A candidate shall not be more than 40 years of age on the last date of submission of applications.

9.6. Tenure and mode of appointment:

On the basis of the recommendations of the Selection Committee constituted under these Regulations. The appointment of University Librarian shall be made as direct recruit.

9.7. Essential qualifications and experience:

A Master's Degree in Library Science/Information Science/ Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.

- i. At least five years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- ii. Evidence of innovative library services, including the integration of ICT in a library.
- iii. A Ph.D. Degree in library science/information science/ documentation /archives and manuscript-keeping.
- iv. NET/SET in Library Science.

9.8. Computer Examination:

The candidate appointed shall before completion of probation period,, be required to pass the qualifying examination for Computer Knowledge in accordance with the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.

9.9. Age of Superannuation:

The age of superannuation for the post of University Librarian shall be 62 years.

9.10. SELECTION COMMITTEE FOR THE POST OF UNIVERSITY LIBRARIAN:

The Selection Committee for the post of University Librarian in the University shall have the following composition:

- i. The Vice Chancellor shall be the Chairperson of the Selection Committee;
- ii. An officer nominated by the State Government- Member;
- iii. Four persons having knowledge and experience in the subjects related to the officer to be selected, nominated by the Vice-Chancellor;
- iv. One nominee shall be nominated by the Executive Council – Member;
- v. One expert (not below the rank of Professor or its equivalent) representing SC/ ST/ SEBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

- vi. The Secretary of the committee shall be nominated by the Vice- Chancellor.

9.11. LEAVE OR ABSENCE OF THE UNIVERSITY LIBRARIAN:

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

9.12. DUTIES AND FUNCTIONS:

The duties and the functions of the University Librarian shall be as under:

- i. To Have overall control and supervision of the University Libraries.
- ii. To prepare the library budget for the University Libraries.
- iii. To be responsible for receiving and accessioning of all library materials.
- iv. To initiate the purchase of all requisitioned library materials recommended by the Library Committee.
- v. To be responsible for timely renewal of subscriptions to journals.
- vi. To prepare a University Library News Letter at periodical intervals which will carry a list of all materials received since the last preceding news letter and other timely library news of interest to students and staff.
- vii. To initiate, participate and co-operate in programmes designed to stimulate and encourage the use of the library by students and staff.
- viii. To arrange the library hours in consultation with the Deans / Director (Research) / Library Committee in such a manner so as to ensure maximum use of library by both students and staff.
- ix. To arrange for procurement of books and journals for departments and research stations.
- x. To be responsible for physical verification of books / periodicals / stocks and stores of the Library as per Government. norms
- xi. To be responsible for keeping the accounts of all funds provided for the purposes of the Library subject to the rules and directions by the Executive Council. The Librarian shall, after verification of accounts by the Library Committee, forward the same to the Registrar, for submission to the Executive Council every year.
- xii. To prepare, verify, check and certify all bills in respect of books purchased for the library before they are forwarded to the Finance and Accounts Officer of the University for payment.
- xiii. To exercise such other powers and perform such other duties as may be required in order to further the objectives of the University or as per the directions of the State Government, as may be conferred or imposed on him by the Regulations or by the Vice-Chancellor from time to time.

10. CHIEF ACCOUNTS OFFICER

(Under Sec. 9 & 17 of the Act)

10.1. Pay Level and Mode of Appointment for Direct Recruitment.

The Chief Account Officer shall be a whole-time salaried officer appointed by the Vice-Chancellor as per rules and regulations of the University and State Government as mentioned below and shall be placed in the scale of pay as prescribed by the State Government from time to time.

10.2. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

10.3. For Direct Recruitment

On the basis of the recommendations of the Selection Committee constituted under the act, the appointment of Chief Account Officer shall be made as direct recruit after obtaining concurrence from the State Government,

OR

For Deputation By obtaining services of the suitable employee on deputation from the State Government.

Essential qualifications and experience for Direct Recruit:

The post shall be filled in by Direct Recruit from the candidates possessing the following qualifications and experience:-

Essential qualifications and experience:

(A) Qualifications:

A Master's degree in Advance Accountancy/Auditing/Finance with at least 55% of marks or its equivalent grade of 'B' in the UGC 7 point scale.

(B) Experience:

i. At least 15 years of experience as Assistant Professor in the AGP of ₹ 7000 and above or with 8 years of service in the AGP of ₹ 8000 and above including as Associate Professor along with experience in Accounts and Audit.

OR

ii. Comparable experience in research establishment and/ or other institution of higher education.

OR

iii. 15 years in Finance and Accounts of which 8 years shall be as Deputy Registrar (Finance) or an equivalent post.

10.4. Age:

A candidate shall not be more than 45 years of age on the last date of submission of the applications.

10.5.Age of Superannuation:

- i. The age of superannuation for the post of Chief Account Officer shall be 58 years.
- ii. Age of superannuation for the employee on Deputation from the State Government shall be applicable as per the prevailing rules of the State Government.

10.6.Computer Examination:

The candidate appointed shall within one year of his appointment, be required to pass the qualifying examination for Computer Knowledge in accordance with the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.

10.7.Leave or Absence of the Finance and Accounts Officer:

When the office of the Chief Accounts Officer is vacant or when the Chief Accounts Officer is, by reasons of illness, absence or any other cause, unable to perform the duties of his office, the same shall be performed by such other officer as the Vice-Chancellor may appoint for the purpose.

10.8.Selection Committee For The Post of Chief Accounts Officer.

The Selection Committee for the post of Chief Accounts Officer in the University shall have the following composition.

- i. The Vice Chancellor shall be the Chairperson of the Selection Committee;
- ii. An officer nominated by the State Government- Member;
- iii. Four persons having knowledge and experience in the subjects related to the officer to be selected, nominated by the Vice-Chancellor;
- iv. One nominee shall be nominated by the Executive Council – Member;
- v. One expert (not below the rank of Professor or its equivalent) representing SC/ ST/ SEBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- vi. The Secretary of the committee shall be nominated by the Vice- Chancellor.

10.9.DUTIES AND FUNCTIONS:

The powers, duties and functions of the Chief Accounts Officer shall be as under:

- 1.** As a Member-Secretary of the Chief Accounts Committee, he -
 - i. shall have the right to be present, speak and otherwise take part in the proceedings of the Executive Council on matters having financial implication,

but shall not be entitled to vote.

- ii. shall maintain minutes of the meetings of the Finance and Accounts Committee and shall ensure proper implementation of the decision taken by the Finance and Accounts Committee.
- iii. be responsible for preparation and maintenance of accounts by double entry accounting system, on cash basis, presenting the annual financial estimates (budget), statement of accounts and audit reports, to the Finance and Accounts Committee and to the Executive Council;
- iv. exercise general supervision over the funds of the University, and shall advise the Vice-Chancellor as regards the finances of the University.
- v. hold and manage the funds, property and investments, including trust and endowed property, for furthering any of the objects of the University;
- vi. ensure that the limits fixed by the University for recurring and non-recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted;
- vii. keep a constant watch on the status of the cash and bank balances and on the status of investments;
- viii. watch the progress of the collection of revenue and advise the Vice-Chancellor on the methods to be employed for collection;
- ix. ensure that the registers of buildings, land, equipments and machinery are maintained in order and that the stock taking of equipments and other consumable materials in all offices, colleges, workshops and stores of the University is conducted regularly;
- x. bring to the notice of the Vice-Chancellor and Registrar unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons/s at fault;
- xi. exercise proper budgetary control and exercise proper control by physical verification of inventories.
- xii. carry out pre-audit of purchase of equipment, civil, pay fixation of employees, final settlement cases of Provident Fund, New Defined Contributory Pension Scheme etc.
- xiii. carry out post audit of execution of purchase orders of equipment, adjustment of temporary advances execution of work contracts etc.
- xiv. ensure that all receipts by the University including its authorities, executives and other officers and academic and ministerial staff members working under it are promptly deposited into the University Fund and properly accounted.
- xv. take action to create special fund and maintain a detailed and proper accounts thereof after obtaining the approval of the Vice-Chancellor and with the sanction of the State Government
- xvi. ensure that the University Fund is deposited in the Bank with the approval of Vice-Chancellor, in accordance with the provision of the sub-section (3) of the Section-28 of the Act.
- xvii. prepare the annual accounts of the University and get audited under the direction of the Finance and Accounts Committee and submit to the

- Executive Council for review.
- xviii. ensure that the annual financial estimates of receipts and expenditure of the University as finally approved by the Executive Council are forwarded to the State Government latest by 15th November preceding the financial year.
 - xix. prepare the revised estimates of receipts and expenditure of the University in consultation with the concerned officers and Executive Council of the University and the Vice-Chancellor and forward to the State Government, latest by 15th November of the financial year or as per the schedule decided by those authorities, for which the estimates are prepared.
 - xx. prepare the annual accounts of the University under the guidance of the Vice-Chancellor and direction of the Executive Council and in accordance with the provisions of Section-29 of the Act, and submit the same to the authorities for consideration by 15th June following the financial year in question.
 - xxi. ensure submission of the annual accounts of the University to the Executive Council by 15th July and to further ensure the submission of the same with the comments, if any, of the Executive Council to the State Government, by 31st August.
 - xxii. render necessary assistance to the auditor appointed by the State Government for the audit of accounts of the University.
 - xxiii. get the audited accounts and audit report printed and present the same to the State Government with the approval of the Executive Council and take suitable action expeditiously on the audit report and report the action taken to the Executive Council as required by sub-section (2) of Section-29 of the Act.
 - xxiv. ensure that no expenditure, which is not authorised in the budget, is incurred by any authority, officer of the University without obtaining prior sanction of the competent authority.
 - xxv. ensure that expenditure authorised in the budget is incurred by the concerned authority, officer of the University with due economy and prudence after following the prescribed procedure and after obtaining the sanction of the competent authority.
 - xxvi. ensure that all accounts of the University including those of the constituent college are properly kept, adjusted and periodically internally audited.
 - xxvii. ensure that all income and fees etc., due to the University are collected promptly in time and accounted for and that the salaries and other amounts due to the University employees and others are paid promptly.
 - xxviii. act as financial adviser to the Vice-Chancellor regarding all financial matters of the University and keep him informed from time to time about the financial position of the University.
 - xxix. ensure that all expenditure incurred by all the offices / departments / colleges etc., under the jurisdiction of the University are timely audited by internal audit and then by Examiner, Local Fund Audit of the state Government and accordingly audit reports are prepared for each financial year and to get the audit paras complied within time limit and to submit Action Taken Report with reference to all the audit paras in the meetings of

- Executive Council from time to time.
- xxx. prepare the financial plans for development of the University in consultation with the concerned officers of the University and under the guidance of the Vice-Chancellor.
 - xxxi. ensure that the grants are received in time from the Government of India, State Government and other aid-granting agencies.
 - xxxii. detect and decide the defalcation cases on suo-motu or on information received and to take further action.
 - xxxiii. exercise such other powers and perform such other duties as may be required in order to further the objectives of the University or as per the directions of the State Government, as may be conferred or imposed on him by the Regulations, Regulations or by the Vice-Chancellor from time to time.

11. CONTROLLER OF EXAMINATION.

(Under Sec. 9(viii) & 57 (ii) of the Act)

11.1.The Controller of Examination shall be a whole-time salaried officer appointed by the Vice- Chancellor as per University rules and regulations and State Government on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as prescribed by the State Government from time to time.

11.2.The Controller of Examinations shall be entitled to such Leave, Allowances and benefits of Pension Scheme/New Defined Contributory Pension Scheme etc., as prescribed for all employees of the University under the Regulations.

11.3. SELECTION COMMITTEE FOR THE POST OF CONTROLLER OF EXAMINATION:

The Selection Committee for the post of Controller of Examinations in the University shall have the following composition:

- i) The Vice Chancellor shall be the Chairperson of the Selection Committee;
- ii) An officer nominated by the State Government- Member;
- iii) Four persons having knowledge and experience in the subjects related to the officer to be selected, nominated by the Vice-Chancellor;
- iv) One nominee shall be nominated by the Executive Council – Member;
- v) One expert (not below the rank of Professor or its equivalent) representing SC/ ST/ SEBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

vi) The Secretary of the committee shall be nominated by the Vice- Chancellor.

11.4.AGE:

A candidate shall not be more than 45 years of age on the last date of submission of the applications.

11.5.AGE OF SUPERANNUATION:

- i. The age of superannuation for the shall be 62 years.
- ii. Age of superannuation for the employee on Deputation from the State Government shall be applicable as per the prevailing rules of the State Government.

11.6.Tenure and mode of appointment:

- i. If the services of the Controller of Examination are borrowed from Government or any other organization/ institution, the terms and conditions of his/her services shall be governed by the Deputation Rules of the Government of Gujarat.

11.7.LEAVE OR ABSENCE OF CONTROLLER OF EXAMINATION:

When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness, absence or may other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.

11.8.A Controller of Examination on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.

11.9.The Controller of Examination shall be entitled to such leave, allowances, provident fund and other, terminal benefits as prescribed by the Government of Gujarat from time to time.

11.10. DUTIES AND FUNCTION:

The Controller of Examination shall:

- i. The Controller of Examination will be responsible for the preparation of the programmes and the conduct of University Examinations at different centres as may be fixed by the university and it shall be his/her duty to make arrangements connected with the printing of the question papers of the University Examinations.
- ii. He shall also be in charge of preparation and publication of results of the

- University examinations with approval/ direction of the Vice- Chancellor.
- iii. He shall undertake such projects regarding research and reforms in Examinations as may be approved by the Executive Council and the Academic Council.
 - iv. He shall be the custodian of all the question papers, mark-sheets and all other confidential records connected with Examinations.
 - v. He shall arrange to prepare every year panels of teachers in the University area and of suitable teachers in other universities in the state eligible for appointment as examiner/paper setter/moderator in each subject at different University Examinations and shall place them for approval of the respective Boards of Studies/ Faculty/ Academic Council and Vice-Chancellor.
 - vi. He shall carry out such duties regarding examinations as may be assigned to him by the Vice Chancellor.
 - vii. He shall take necessary steps for ICT enabled examination process or digitalization of examination process with prior approval of the Vice-Chancellor.
 - viii. He shall also make all necessary arrangements regarding the convocation and the award of Degrees, Diplomas, medals and prizes etc.

12. THE DIRECTOR OF SPORTS AND PHYSICAL EDUCATION.

(Under Sec. 9 & 57 (ii) of the Act)

12.1.The Director of Sports and Physical Education shall be appointed by the Vice-Chancellor as per rules and regulations of the University and State Government on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as prescribed by the University/ State Government from time to time.

12.2.The Director of Physical Education shall be entitled to such Leave, Allowances and benefits of Pension Scheme/New Defined Contributory Pension Scheme etc., as prescribed for all employees of the University under these Regulations.

12.3.ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

- i. A Ph.D. in Physical Education.
- ii. Experience of at least fifteen years as University Deputy Director Physical Education or fifteen years as University Assistant DPEs/ College (Selection grade)
- iii. Participation in at least two national/international seminars/ conferences.
- iv. Consistently good appraisal reports.
- v. Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.
- vi. Evidence of having produced good performance teams/athletes for competitions like

state/ national/ inter-university/ combined university etc.

12.4.COMPUTER EXAMINATION

The candidate appointed shall before completion of probation period,, be required to pass the qualifying examination for Computer Knowledge in accordance with the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.

12.5.AGE OF SUPERANNUATION:

The age of superannuation for the post of Director of Physical Educa- tion shall be 62 years.

12.6.SELECTION COMMITTEE FOR THE POST OF DIRECTOR OF SPORTS AND PHYSICAL

The Selection Committee for the post of Director of Sports and Physical Education in the University shall have the following composition:

- i. The Vice Chancellor shall be the Chairperson of the Selection Committee;
- ii. An officer nominated by the State Government- Member;
- iii. Four persons having knowledge and experience in the subjects related to the officer to be selected, nominated by the Vice-Chancellor;
- iv. One nominee shall be nominated by the Executive Council – Member;
- v. One expert (not below the rank of Professor or its equivalent) representing SC/ ST/ SEBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- vi. The Registrar shall be the member Secretary.

12.7.TENURE

The appointment of the Director of Physical Education shall ordinarily be on probation for a period of one year(may be extended upto one more year). On the expiry of the said period, the appointment shall be continued subject to his satisfactory work, of which the Executive- Council shall be the sole judge. However, the appointment can be terminated at any time during the period of probation by the University.

12.8.LEAVE OR ABSENCE OF DIRECTOR OF SPORTS AND PHYSICAL EDUCATION:

When the office of the Director of Sports and Physical Education is vacant or when the Director of Sports and Physical Education is, by reason of illness, absence or may other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.

A Director of Sports and Physical Education on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice

Chancellor.

12.9.DUTIES AND FUNCTIONS:

- i. To cultivate excellence in various domains of sports and also to promote a spirit of healthy competition;
- ii. To promote sports, culture and organize activities in the field of sports in colleges, institutions and university departments;
- iii. To co-ordinate and organize activities related to various sports jointly with regional and national bodies;
- iv. To organize university level competitions, sports skill development camps in various sports on the university campus;
- v. To train students for regional, national and international competitions in various sports;
- vi. To prepare the report of the Board of Sports and Physical education to be submitted before the Executive Council;
- vii. To undertake any other task that may be assigned to him by the university authorities, so as to carry out objectives of the Board of Sports and Physical education;
- viii. To exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Vice-Chancellor, from time to time.

13. THE DIRECTOR KNOWLEDGE RESOURCE CENTRE.

(Under Sec. 9 (viii)& 57 (ii) of the Act)

13.1.The Director Knowledge Resource Centre shall be a full time salaried officer of the university and he shall be appointed by Vice- Chancellor as per the rules and regulations of the University/ State Government on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as prescribed by the State Government from time to time.

13.2.He shall work directly under the superintendence, direction and control of the Vice-Chancellor

13.3.SELECTION COMMITTEE FOR THE POST OF DIRECTOR OF KNOWLEDGE RESOURCE CENTRE:

The Selection Committee for the post of Director Knowledge Resource Centre:

- i. The Vice Chancellor shall be the Chairperson of the Selection Committee;
- ii. An officer nominated by the State Government- Member;
- iii. Four persons having knowledge and experience in the subjects related to the officer to be selected, nominated by the Vice-Chancellor;
- iv. One nominee shall be nominated by the Executive Council – Member;
- v. One expert (not below the rank of Professor or its equivalent) representing SC/

ST/ SEBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

- vi. The Registrar shall be the member Secretary.

13.4.The Appointment of the Director Knowledge Resource Centre shall be for a term of five years or the age of superannuation, whichever is earlier and he shall be eligible for re-appointment for similar terms on recommendation of Executive Council prior to expiry of the tenure in the University.

13.5.QUALIFICATION:

The qualifications for the post of Director of Knowledge Resource Centre shall be as prescribed by the University and State Govt. from time to time.

13.6.AGE:

A candidate shall not be more than 57 years of age on the last date of submission of applications.

13.7.COMPUTER EXAMINATION

The candidate appointed shall before completion of probation period,, be required to pass the qualifying examination for Computer Knowledge in accordance with the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.

13.8.AGE OF SUPERANNUATION:

The age of superannuation for the post of Director of Physical Education shall be 62 years.

13.9.LEAVE OR ABSENCE OF DIRECTOR OF KNOWLEDGE RESOURCE CENTRE:

When the office of the Director of Knowledge Resource Centre is vacant or when the Director of knowledge Resource Centre is, by reason of illness, absence or may other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.

A Director Knowledge Resource Centre on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.

13.10. DUTIES AND FUNCTIONS:

The Director Knowledge Resource Centre shall:

- i. be a Member-Secretary of the Knowledge Resource Centre Committee and shall ensure proper implementation of the decisions taken by the Knowledge Resource Centre Committee;
- ii. be the custodian of all books, periodicals, manuscripts, journals in print, audio and digital format, and all equipment in the Knowledge Resource Centre;
- iii. evolve and implement such processes and procedures to ensure that the books, periodical, manuscripts, journals and equipment in the Knowledge Resource Centre are not lost or damaged, and no irregularities take place in the Knowledge Resource Centre;
- iv. cause periodical verification of stock, prepare appropriate report that includes losses, and place it before the Knowledge Resource Centre Committee;
- v. be responsible for the development, modernization, up keeping and management of university Knowledge Resource Centre;
- vi. render assistance and guidance to the concerned officer at Knowledge Resource Centre on the Sub-Campus of the university;
- vii. render assistance and advice to libraries and librarians of affiliated colleges/ recognised institutions/ learner support centres by conducting annual meeting of the librarians of affiliated colleges/ recognised institutions/ learner support centres;
- viii. conduct training programs and workshops to update the skills and knowledge of librarians of affiliated colleges/ recognised institutions/ learner support centres;
- ix. create awareness among the students of various departments of the university regarding the availability of resources, information, search techniques and databases through the information literacy programme;
- x. undertake any other task assigned to him by the university authorities to ensure that the objectives of Knowledge Resource Centre are accomplished;
- xi. exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Vice-Chancellor, from time to time.

14. THE DIRECTOR POST GRADUATE STUDIES/ DEPARTMENT

(Under Sec. 9 & 57 (ii) of the Act)

14.1.The Director of PG Studies shall be nominated by the Vice-Chancellor for the period of three years from the cadre of Professor / Associate Professor of PG sections of the University on rotation basis. The term may be extended for another period of three years.

14.2.DUTIES AND FUNCTIONS:

The Director of PG Studies shall:

- i. He shall carry out overall supervision of the Post Graduate Education.
- ii. He shall review the functions of the PG Departments of the University at regular interval.
- iii. He shall co-ordinate organisation of seminars, workshops, symposia and other training/ extension programmes.

- iv. He shall co-ordinate the examination of the PG Departments.
- v. He shall assist the Vice-Chancellor in managing the academic matters related to PG Studies.
- vi. He shall exercise such other powers and perform such other functions as may be assigned by the Vice-Chancellor.

15. THE DIRECTOR STUDENTS' DEVELOPMENT AND NATIONAL SERVICE SCHEME.

(Under Sec. 9(viii) & 57 (ii) of the Act)

- 15.1.**The Director of Students' Development and National Service Scheme shall be nominated by the Vice-Chancellor, from amongst the teachers having minimum aggregate teaching experience of five years and desired exposure in the field of extra-curricular and extension activities.
- 15.2.**He shall work directly under the superintendence, directions and control of the Vice-Chancellor.
- 15.3.**The Vice-Chancellor shall invite applications from the eligible aspiring candidates and shall nominate a suitable person as the Director of Students' Development from amongst them.
- 15.4.**The person nominated as the Director of Students' Development and Director of National Service Scheme shall continue to draw from the original establishment the same pay-scale which he was drawing in his previous service on the date of nomination as the Director of Students' Development.
- 15.5.**Nomination of the of the Director of Students' Development and National Service Scheme shall be for a term of three years or till he attains the age of superannuation, whichever is earlier and he shall be eligible for re-appointment for similar terms on recommendation of Executive Council prior to expiry of the tenure in the University.
- 15.6.LEAVE OR ABSENCE OF DIRECTOR OF STUDENT DEVELOPMENT AND NSS**
- When the office of the Director of Students' Development and National Service Scheme is vacant or is, by reason of illness, absence or may other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
- 15.7.**A Director of Students' Development and National Service Scheme on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.

15.8.DUTIES AND FUNCTIONS:

The Director of Students' Development and National Service Scheme shall:

- i. work towards promotion of cultural, recreational and welfare activities of students in colleges, institutions and university departments;
- ii. conduct leadership training programs for students;
- iii. ensure that there are mentors and counselling cells for the young students in colleges, institutions and university departments;
- iv. organize anti-ragging committees and squads and ensure that all necessary measures are taken to prevent ragging in the university, colleges and the institutions;
- v. look into the grievances and general welfare of the students;
- vi. help in building-up the all-round personality of students and to groom them to be future leaders and confident adults;
- vii. organize cultural and recreational activities jointly with regional, national and international bodies;
- viii. promote the interest of the youth and develop their skills for appreciation of the fine and performing arts, pure arts and literary skills;
- ix. organize university, state, national and international level competitions, skills development workshops and interactive programs in various fields for the students;
- x. train the students for state, national and international level competitions in various cultural activities;
- xi. undertake any other task assigned to him by the university authorities to carry out objectives of the Students' Development;
- xii. work towards promotion, co-ordination and conduct of different activities under National Service Scheme in colleges, institutions and university departments;
- xiii. organize university, State, National and International level workshops, seminars, camps, competitions for National Service Scheme volunteers;
- xiv. train the students for State, National and International competition;
- xv. undertake any other task assigned to him by the State National Service Scheme coordinator, State Government and the university authorities to carry out the objectives of National Service Scheme;
- xvi. exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Vice-Chancellor, from time to time.

15.9.TERMS AND CONDITIONS FOR THE SERVICE:

- i. Terms and conditions of service of the Director of Students and NSS' Development shall be the same as the terms and conditions of service of his original post and shall not be altered to his disadvantage during his tenure as the Director of Students' Development.
- ii. On nomination as the Director of Students' Development and NSS, the pay last drawn by him on his original substantive post, shall be protected.
- iii. The person nominated as the Director of Students' Development and NSS shall hold a lien on the substantive post held by him prior to the nomination and he shall stand retired from his original post in accordance with the terms and conditions of service of that post.
- iv. The Director of Students' Development and NSS shall work directly under the supervision and control of the Vice-Chancellor.
- v. The Director of Students' Development and NSS may, by writing under his signature addressed to the Vice-Chancellor, after giving one month's notice resign from his office and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or from the date of expiry of the said notice period, whichever is earlier.
- vi. The Director of Students' Development and NSS may be relieved from his office by the Vice-Chancellor by giving one month's notice in writing.

16. THE RESEARCH OFFICER

(Under Sec. 9(viii) & 57 (ii) of the Act)

16.1.The Research Officer shall be a whole time salaried officer of the University and be appointed by the Vice- Chancellor as per University rules and regulations of the University/ State Government on the basis of direct recruitment through all India advertisement and on the recommendation of duly constituted Selection Committee and shall be placed in the scale of pay as prescribed by the University/ State Government from time to time.

16.2.Research Office shall have proficiency in Sanskrit, English, Hindi and/or Gujarati.

16.3.The Research Officer shall be entitled to such Leave, Allowances and benefits of Pension Scheme/ New Defined Contributory Pension Scheme etc., as prescribed for all employees of the University under these Regulations.

16.4.SELECTION COMMITTEE FOR THE POST OF RESEARCH OFFICER:

The Selection Committee for the post of Research Officer in the University shall have the following composition:

- i) The Vice Chancellor shall be the Chairperson of the Selection Committee;
- ii) An officer nominated by the State Government- Member;
- iii) Four persons having knowledge and experience in the subjects related to the officer to be selected, nominated by the Vice-Chancellor;
- iv) One nominee shall be nominated by the Executive Council – Member;
- v) One expert (not below the rank of Professor or its equivalent) representing SC/ ST/ SEBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- vi) The Director (Research) - member.
- vii) The Registrar shall be the member Secretary.

16.5.AGE LIMIT:

The maximum age limit for applying for the post of Research Officer shall be preferably be below 40 Years.

16.6.COMPUTER EXAMINATION:

The candidate appointed may, within one year of his appointment, be required to pass the qualifying examination for Computer Knowledge in accordance with the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.

16.7.AGE OF SUPERANNUATION:

The age of superannuation for the post of Director of Physical Education shall be 62 years.

16.8.DUTIES AND FUNCTIONS:

The duties and the functions of the Research Officer shall be:

- i. To assist the Director (Research) for carrying out the research activities in the University;
- ii. To assist and implement the due observance of the UGC Regulations on research programmes;
- iii. To be responsible for initiation, organisation, co-ordination and conduct of research programmes in the University;
- iv. To exercise broad administrative control over funds allotted for research, research staff and all properties, facilities, physical verification of properties and materials assigned by the University for the pursuit of research programmes;
- v. To prepare the budget estimates for all activities connected with research programmes, publications etc.;
- vi. To formulate research policies and programmes of the University in consultation with the concerned Faculties, Academic Council and after obtaining the approval

- of the Director (Research) and Vice-Chancellor, present the same to the Executive Council for its perusal;
- vii. To exercise such other powers and perform with the approval of Director (Research) such other duties as may be required to further the objectives of the University or as per the directions of the State Government, as may be conferred or imposed on him by the Regulations or by the Vice- Chancellor from time to time.

17. THE UNIVERSITY LEGAL OFFICER

(Under Sec. 9 (viii) & 57 (ii) of the Act)

17.1.The University Legal Officer shall be appointed by the Vice- Chancellor as per university rules and regulations and State Government based on direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as prescribed by the State Government from time to time.

17.2. SELECTION COMMITTEE FOR THE POST OF UNIVERSITY LEGAL OFFICER:

The Selection Committee for the post of University Legal Officer in the University shall have the following composition:

- i. The Vice Chancellor shall be the Chairperson of the Selection Committee;
- ii. An officer nominated by the State Government- Member;
- iii. Four persons having knowledge and experience in the subjects related to the officer to be selected, nominated by the Vice-Chancellor;
- iv. One nominee shall be nominated by the Executive Council – Member;
- v. One expert (not below the rank of Professor or its equivalent) representing SC/ ST/ SEBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- vi. The Registrar shall be the member Secretary.

17.3. AGE LIMIT:

The maximum age limit for applying for the post of legal Officer shall be preferably be below 40 Years.

17.4. COMPUTER EXAMINATION:

The candidate appointed shall before completion of probation period,, be required to pass the qualifying examination for Computer Knowledge in accordance with the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.

17.5.AGE OF SUPERANNUATION:

The age of superannuation for the post of legal officer shall be 58 years.

17.6.FUNCTIONS AND DUTIES:

The University Legal Officer shall -

- i. keep a track of legal activities/ projects undertaken by District Legal Service Authority in the University;
- ii. carry out the issues related to the legal aid activities of the University;
- iii. prepare an annual budget of all financial expenses to be incurred during the academic year for any purpose relating to legal activities of the University. The records of such expenses shall be maintained;
- iv. undertake any other task that may be assigned to him by the university authorities, to help the university in carrying out objectives of the University Legal Committee;
- v. exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Registrar and the Vice-Chancellor, from time to time.

18. CHIEF WARDEN OF HOSTEL

(Under Sec. 9 (viii) & 57 (ii) of the Act)

18.1.The Chief Warden of Hostel shall be nominated by the Vice-Chancellor for the period of two years from the cadre of Professor / Associate Professor of PG sections of the University on rotation basis. The term may be extended for another period of two years.

18.2.DUTIES AND FUNCTIONS:

The Chief Warden of Hostel shall:

- i. He shall carry out overall supervision of the Hostels of the University.
- ii. He shall review the functions of the Wardens of the Hostels of the University at regular interval.
- iii. He shall co-ordinate with the hostel wardens for providing the necessary facilities required for the students in the hostels.
- iv. He shall frame the rules and regulations for running the Hostels and maintaining the discipline in the University Hostels.
- v. He shall exercise such other powers and perform such other functions as may be assigned by the Vice-Chancellor.

CHAPTER III

19. AUTHORITIES OF THE UNIVERSITY

The following are the authorities of the University as per Section-19 of the Act:-

- i. The Executive Council;
- ii. The Academic Council;
- iii. The Faculties;
- iv. The Finance and Accounts Committee;

Other Authorities

- v. The Research Advisory Committee;
- vi. The Board of Studies.

20. THE EXECUTIVE COUNCIL

(Under Sec. 20 of the Act)

20.1.CONSTITUTION OF EXECUTIVE COUNCIL:

The Executive Council shall be the Principal Executive Authority of the University and shall consist of the following members as laid down in Section-20 (1) of the Act:-

- i. The Vice-Chancellor - ex-officio, the Chairperson;
- ii. The Secretary to Government, Education Department, Government of Gujarat- an ex-officio member;
- iii. The Commissioner of Higher Education, Gujarat State or an officer not below the rank of the Joint Director of Higher Education nominated by the Commissioner, ex-officio members;
- iv. Two eminent persons to be nominated by the Chancellor from amongst persons who have made significant contribution in the field of Sanskrit and its literatures;
- v. Two distinguished scholars to be nominated by the State Government from amongst persons who have made significant contribution in the field of Sanskrit and its literature;
- vi. One Dean of the Faculty nominated by the Vice-Chancellor based on experience and merit from amongst the Deans of Faculties by rotation.
- vii. One of the principals of the colleges nominated by the Vice- Chancellor based on experience and merit from amongst the principals of the colleges.
- viii. The Registrar of the University shall be a Member Secretary of the Executive Council.

20.2.THE TERM OF NOMINATED MEMBERS:

The term of the nominated members of the Executive Council shall be for a period of three years.

20.3.INVITING AN OUTSIDE MEMBER

For the purpose of consultation, the Vice-Chancellor/ Executive Council may invite any person having special knowledge or practical experience, to the meeting when the relevant matter is being considered. Such person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to cast vote.

20.4.POWERS AND DUTIES OF THE EXECUTIVE COUNCIL

The Executive Council shall exercise the powers and performs the duties as laid down in Section-21 of the Act.

20.5.APPOINTMENT OF A COMMITTEE BY THE EXECUTIVE COUNCIL

The Executive Council may appoint committee or committees to carry out its administrative work and define its constitution, functions, and tenure.

20.6.MEETINGS AND CONDUCT OF BUSINESS OF THE EXECUTIVE COUNCIL:

1. Meetings of Executive Council:

- i) The meetings of the Executive Council shall be arranged through the Registrar;
- ii) The Vice-Chancellor may convene an emergency meeting of the Council at short notice to consider issues of special importance or urgency;
- iii) The Council shall meet as often as may be necessary, but not less than four (4) times in a year;

2. Conduct of Executive Council:

i. Notice

A written notice calling the meeting of the Executive Council shall be of not less than fifteen clear days invariably before the date of the meeting.

Note: “Clear” days means excluding the day of issue of notice and day of meeting.

ii. Agenda

- (a) The Registrar shall frame the agenda of a meeting of the Executive Council with the approval of the Vice-Chancellor.
- (b) The agenda of the meeting shall be sent to all members of the Executive Council along with the copies of relevant papers whenever necessary at least seven days before the day of such meeting.
- (c) If the Chairperson of the Executive Council is of the opinion that any matter, not already included in the agenda, is of an urgent nature and / or requires immediate attention because of any event which has occurred after circulation of the agenda; he may include the same in the agenda even during the meeting.
- (d) The Chairperson of the Executive Council shall be competent to decide the order in which the item on the agenda may be taken up and his decision in this regard shall be final.
- (e) Items from the members of the Council for being considered for inclusion in the agenda may be forwarded to the Registrar at least 10 days in advance of the date of the meeting.

iii. Attendance

Each member, before he takes his seat shall mark his attendance alongwith his signature in a prescribed register.

iv. **Who to preside:**

The Vice-Chancellor shall preside over every meeting of the Executive Council. In his absence, the Council may elect one of its members to be the Chairperson.

v. **Quorum**

- i. One-third of the total strength of the members of the Executive Council (any fraction contained in that one-third being rounded of as one) shall constitute a quorum at a meeting for the transaction of its business.
- ii. If there is no quorum at the commencement of the meeting, the Chairperson shall at the expiration of a half an hour take notice whether $\frac{1}{3}$ (one third) of total number of members are present, and if there are not, the meeting shall forthwith be adjourned to such a date and time as may be fixed by the Chairperson. The Registrar under the signature of the Chairperson shall record such adjournment. In the case of a meeting adjourned for want of a quorum, no quorum will be required again, for the said meeting.

vi. **Casting Vote**

All propositions before the Executive Council shall be decided by a majority of votes of the members present and if necessary, by ballot. However, the Chairperson shall have a second or casting vote in all cases of equality of votes.

vii. **Minutes of the meeting of the Executive Council:**

- i. The proceedings of the Executive Council shall be recorded by the Registrar and shall be circulated amongst its members within ten days after the date of the meeting with the prior approval of the Vice-Chancellor or the presiding officer, as the case may be.
- ii. If no objection as to the correctness of the proceedings is taken by any member who was present at the meeting, within ten days of the receipt of the proceedings, they shall be deemed as correct. If objection is taken within the time aforesaid by means of a letter addressed to the Registrar, particularly specifying the points which require correction in the proceedings, the attention of the Chairperson shall be drawn in the matter before he signs the minutes, and he shall make such alterations as he may find it to be necessary. The minutes so recorded and approved by the Chairperson shall be brought forward at the next meeting of the Executive Council for confirmation of correctness by such members who were present when the business was transacted to which the minutes refer.

viii. **Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Vice-Chancellor.

21. THE ACADEMIC COUNCIL

(Under Sec. 22 of the Act)

21.1.CONSTITUTION OF ACADEMIC COUNCIL:

The Academic Council shall be the academic body of the University and shall consist of the following members, namely: -

- i. The Vice-Chancellor - ex-officio, Chairperson,
- ii. The Secretary to Government, Education Department, ex-officio,
- iii. The Commissioner of Higher Education, Gujarat State or an officer not below the rank of the Joint Director of Higher Education nominated by the Commissioner, ex-officio,
- iv. The Commissioner of Schools, Gujarat State or an officer not below the rank of the Joint Director of Schools Education,
- v. The Chairperson, Gujarat State Examination Board, ex-officio,
- vi. Five eminent persons to be nominated by the Chancellor who have made significant contribution in the field of Sanskrit, out of whom one shall be a woman and one shall be an eminent person from out of the State of Gujarat,
- vii. Five distinguished persons to be nominated by the State Government from amongst distinguished or eminent persons who have made significant contribution in the field of Sanskrit and its literature, out of whom one shall be a woman and one shall be a distinguished person from out of the State of Gujarat,
- viii. Two eminent scholars to be nominated by the Vice-Chancellor,
- ix. Four Deans of the Faculties nominated by the Vice-Chancellor on the basis of experience and merit from amongst the Deans of Faculties by rotation in such manner as may be decided by him.
- x. One of the principals of the colleges nominated by the Vice- Chancellor on the basis of experience and merit from amongst the principals of the colleges by rotation in such manner as may be decided by him.
- xi. One teacher of the affiliated college nominated by the Vice- Chancellor from amongst the teachers of the affiliated colleges,
- xii. One teacher of the recognised or approved institutions nominated by the Vice-Chancellor from amongst the teachers of the recognised or approved institution,
- xiii. One woman teacher of the affiliated college, recognised or approved institution from amongst the women teachers of the affiliated colleges, recognised or approved institutions,

- xiv. The Director (Research),
- xv. The Registrar - Member Secretary,
- xvi. As soon as the Academic Council is constituted under sub-section (1), it may co-opt two eminent persons who are experts in any of the subjects taught in the University, as its additional members, whether they are or are not connected with the University as its members, teachers or otherwise.

21.2.THE TERM OF NOMINATED MEMBERS:

The term of office of the nominated members of the Academic Council shall be for a period of three years.

- i. A member specified in clauses (ix) to (xiii) of Section-22 shall cease to hold his office as such member, if he ceases to be a Teacher.

21.3.POWERS AND DUTIES OF THE ACADEMIC COUNCIL

In addition to the powers and duties mentioned in Section-23 of the Act, the Academic Council shall perform the following duties:-

- i.To make recommendations to the Executive Council regarding conferment of Honorary degree of Doctorate and other academic distinctions;
- ii.To make the recommendations to the Executive Council regarding fixation, payment and receipt of fees and penalty for non- payment on time by the students of the University;
- iii.To constitute Committees for the institution of endowments, scholarships, fellowships, studentships, medals, prizes, grant- in-aid, etc. and to formulate regulations for such awards from time to time;
- iv.To refer to the Faculty / Board of Studies any academic matter as it may deem fit for discussion.

21.4.MEETINGS AND CONDUCT OF BUSINESS OF THE ACADEMIC COUNCIL:

i. Meetings of the Academic Council

The Academic Council shall meet at least once in every half year by giving fifteen days notice. In addition, the Vice-Chancellor may call special meeting of the Academic Council at any time to consider issues of special importance or urgency or on written requisition, signed by at least 1/2 members of the Council.

ii. Conduct of the Academic Council

i. Notice of meetings

A notice of fifteen clear days of the ordinary meeting shall be given to the members of

the Council. The Chairperson of the Council shall be competent to call a special meeting of the Council at a shorter notice of not less than three clear days.

Note: "Clear" days means excluding the day of issue of notice and day of meeting.

ii. Agenda

- a. The agenda of the meeting shall be framed by the Secretary of the Academic Council with the approval of the Chairperson. The copy of agenda notes shall be sent to all the members of the Academic Council along with the copies of relevant papers, wherever necessary at least seven clear days before the date of any meeting except when the meeting is a special and emergent meeting in which case the agenda shall be sent at least two clear days before the date of such meeting.
- b. Any member of the Academic Council may suggest to the Secretary, items or motions for the agenda of an ordinary meeting of the Academic Council. Item from the members of the Council for being considered for inclusion in the agenda may be forwarded to the Registrar at least 20 days in advance of the date of the meeting.
- c. Supplementary agenda of the meeting shall be circulated as decided by the Chairperson.
- d. Any motion or amendments proposed to be moved by any member shall be included in the agenda with all relevant papers concerning the same. It shall be the duty of the Chairperson of the Academic Council to scrutinise the motion or amendment when received and admit the same to the agenda, if it pertains to the scope of the Academic Council, and another member duly seconds it.

iii. Quorum

- i. One third of the total number of members of Academic Council, on the day of the meeting, shall constitute the quorum of the meeting. If the required quorum is not forthcoming for any of the aforesaid meeting, the Chairperson shall adjourn the meeting.
- ii. The Chairperson shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

iv. Casting Vote

When there is equal voting for and against any motion, amendment, point of order, or any matter, which calls for voting, the Chairperson of the Academic Council shall have the privilege of a casting vote.

v. Minutes of the Meeting

The Secretary of the Academic Council shall record the Minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting after prior

approval of the Chairperson.

vi. Action Taken Report

The minutes presented in the next meeting shall accompany the ‘Action Taken Report’ as approved by the Vice-Chancellor.

22. FACULTIES

(Under Sec. 24 of the Act)

22.1.FACULTIES OF THE UNIVERSITY:

The University shall have the following Faculties for the group or subjects specified below:-

- i. Faculty of Sahitya (including Vedic study, Sanskrit language and its literature),
- ii. Faculty of Darshan (Indian Philosophy),
- iii. Faculty of Indian Culture and Fine Arts including tradition of folklore of the State of Gujarat,
- iv. Faculty of Teachers’ training (Shikshak-Prashikshan),
- v. Faculty of modern science and ancient shastras such as Dharmashasra, Puranas, Ayurved, Astronomy, Manuscriptology, Epigraphy, Physics and Chemistry,
- vi. Faculty of a comparative study.
- vii. Faculty of Vyakarana
- viii. Faculty of Vijnan and Abhinav Vidya
- ix. Faculty of Ved- Vedang
- x. Faculty of Puran
- xi. Faculty of Yoga and Ayurveda

Note: The term of the office of the members other than the ex-officio members shall be three years.

- i. In addition to the faculties mentioned in Section 31(1) of the Act, some other faculties may be incorporated in future through the ratification by the Executive Council.
- ii. Any subjects / courses which are not mentioned above may be added with the prior approval of the Executive Council.

22.2.CONSTITUTION OF THE FACULTY:

Each Faculty shall consist of:-

- i. Dean of the Faculty nominated by the Vice-Chancellor by rotation on the basis of experience and merit from amongst the University teachers and college teachers.
 - ii. Three teachers nominated by the Vice-Chancellor from the University Departments other than the Deans of Faculty and Colleges,
 - iii. two persons to be co-opted by the Faculty in respect of each Department in the Faculty from amongst such persons who are experts in the subjects dealt with by the Department.
 - iv. Registrar or his nominee to be the Member Secretary
- i. A teacher in a subject included in more than one Faculty shall, within one month from the date on which he becomes a member of the other faculty, select by intimation in writing to the Registrar, any one of such Faculties to which he wishes to be assigned, if he intends to make such selection. The Vice-Chancellor shall assign to him any one of such Faculties and the selection or assignment so made shall be irrevocable for the entire term of membership.
 - ii. The seat of a person on a Faculty shall be vacated by death, resignation, absence from three consecutive ordinary meetings without prior intimation to the Authority or on his ceasing to hold a particular office or to answer a particular designation by virtue of which he was nominated, shall be filled up by the Vice-Chancellor by nomination.

22.3.MEETINGS AND CONDUCT OF BUSINESS OF THE FACULTIES:

i. Meetings of the Faculties:

Each Faculty shall meet ordinarily once in every term and at such other times when convened by the Dean of the Faculty with the prior approval of the Vice-Chancellor.

ii. Conduct of the Meeting

i. Notice of meetings

A notice of ten clear days of the meeting shall be given to the members of the faculties. The Chairperson of the Faculties shall be competent to call a special meeting of the faculties at a shorter notice of not less than three clear days.

Note: "Clear" days means excluding the day of issue of notice and day of meeting.

ii. Agenda

1. The agenda of the meeting shall be framed by the Member Secretary of the Faculty with the approval of the Chairperson. The same shall be sent to all the members of the faculty along with the copies of relevant papers, wherever necessary at least five clear days before the date of any meeting except when the meeting is a special and emergent meeting in which case the agenda shall be sent at least two clear days before the date of such meeting.
2. Any member of the faculty may suggest the Secretary on items or motions for the agenda of an ordinary meeting of the faculties two clear days before the date of an ordinary meeting.
3. Any motion or amendments proposed to be moved by any member shall be included in the agenda with all relevant papers concerning the same. It shall be the duty of the Chairperson of the Faculty to scrutinise the motion or amendment when received and admit the same to the agenda, if it pertains to the scope of the faculty concerned, and another member duly seconds it.

iii. Quorum

- (1) One-third of the total number of members shall form the quorum for the meeting of the faculty.
- (2) In the event of non-quorum of meeting, after thirty minutes, the chairperson can take the decision for the further proceedings.

iv. Casting Vote

When there is equal voting for and against any motion, amendment, point of order, or any matter, which calls for voting, the Chairperson of the Faculty shall have the privilege of a casting vote.

v. Minutes of the Meeting

The Secretary of the Faculty shall record the Minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting after approval of the Dean.

vi. Taken Report

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairperson.

23. FINANCE AND ACCOUNTS COMMITTEE

(Under Sec. 44 And 27 of the Act)

23.1.CONSTITUTION OF FINANCE AND ACCOUNTS COMMITTEE:

There shall be a Finance and Accounts Committee consisting of the following members constituted under Section-27 of the Act: -

- i. The Vice-Chancellor, ex-officio Chairperson;
- ii. The Registrar;
- iii. One member of the Executive Council to be nominated by the Vice-Chancellor;
- iv. One member of the Academic Council to be nominated by the Vice-Chancellor;
- v. Two experts to be nominated by the Executive Council;
- vi. The Chief Accounts Officer- Secretary;

Note-1: The term of the office of the members other than the ex-officio members shall be three years.

Note-2: A nominated member may resign from his office by writing under his hand addressed to the Vice-Chancellor and the resignation shall take effect from the date it is accepted by the Vice-Chancellor.

23.2.POWERS AND DUTIES OF THE FINANCE AND ACCOUNTS COMMITTEE:

The powers and duties of the Finance and Accounts Committee shall be as under:-

- (i) to examine the annual accounts and annual estimates of the University and to advise the Executive Council thereon;
- (ii) to review from time to time the financial position of the University;
- (iii) to make recommendations to the Executive Council on all financial policy matters of the University;
- (iv) to make recommendations to the Executive Council on all proposals involving raising of funds, receipts and expenditure;
- (v) to provide guidelines for investment of surplus funds;
- (vi) to make recommendations to the Executive Council on proposals involving expenditure for which no provision has been made in the budget or for which expenditure in excess of the amount provided in the budget needs to be incurred;

- (vii) to open accounts in any Scheduled Bank, operate such accounts and to issue instructions to the bank for the operation of such accounts;
- (viii) to operate the University Fund;
- (ix) to review the expenditure incurred by the University;
- (x) to ensure proper utilization of the money by the University according to budget provisions;
- (xi) to review the position of financial resources of the University;
- (xii) to formulate budget programmes;
- (xiii) to recommend economy in administrative expenses;
- (xiv) to perform such other functions relating to accounts and audit of the revenue and expenditure of the University as may be signed to it by the Executive Council,
- (xv) to advise the Executive Council in financial matters whenever such advice is sought by the Executive Council, and
- (xvi) to exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Executive Council.

23.3.Meetings and conduct of business of the Finance and Accounts Committee:

i. Notice

A written notice calling the meeting of the Finance and Account Committee shall be of not less than fifteen clear days invariably before the date of the meeting.

Note: “Clear” days means excluding the day of issue of notice and day of meeting.

ii. Agenda

1. The Chief Accounts officer/ Chief Account Officer shall frame the agenda of a meeting of the Finance and Account Committee with the approval of the Vice-Chancellor.
2. The agenda of the meeting shall be sent to all members of the Finance and Accounts Committee along with the copies of relevant papers whenever necessary at least seven days before the day of such meeting.
3. If the Chairperson of the Finance and Accounts Committee is of the opinion that any matter, not already included in the agenda, is of an urgent nature and / or requires immediate attention because of any event which has occurred after circulation of the agenda; he may include the same in the agenda even during the course of the meeting.
4. The Chairperson of the committee shall be competent to decide the order in

which the item on the agenda may be taken up and his decision in this regard shall be final.

5. Items from the members of the committee for being considered for inclusion in the agenda may be forwarded to the Finance and Account Officer/ Chief Account Officer at least 10 days in advance of the date of the meeting.

iii. **Attendance**

Each member, before he takes his seat shall mark his attendance along with his signature in a prescribed register.

iv. **Meetings:**

The Finance and Accounts Committee shall meet at least four times in a year to examine the accounts and to scrutinise the proposals for expenditure.

v. **Quorum:**

Four members shall constitute a quorum for a meeting of the Finance and Accounts Committee.

vi. **Voting:**

All proposals shall be decided by a majority of votes of the members present.

vii. **Minutes of the Meeting**

The Member Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.

viii. **Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairperson.

24. THE RESEARCH ADVISORY COMMITTEE

(Under Sec.44 of the Act)

24.1.THE RESEARCH ADVISORY COMMITTEE:

For the purpose of organizing and coordinating the post-graduate Instruction and Research in concerned area/ discipline in the University, there shall be constituted a Committee, to be known as the Research Advisory Committee.

24.2.CONSTITUTION OF THE RESEARCH ADVISORY COMMITTEE:

The Research Council shall include:

- | | | |
|----|---|------------------|
| 1. | The Vice-Chancellor- | Chairperson |
| 2. | All Deans of Faculties of the University- | Member |
| 3. | Two External Experts from other Universities/ Institutions
Member (To be nominated by the Vice-Chancellor) | Members |
| 4. | Director (Research) | Member |
| 5. | The Controller of Examination | Member |
| 6. | The Registrar | Member |
| 7. | Research Officer | Member Secretary |

The term of Office of the members other than ex-officio members shall be for a period of three years.

24.3.DUTIES AND FUNCTIONS OF THE RESEARCH ADVISORY COMMITTEE:

The Council shall perform the following duties and functions:-

- i. To prepare research policy documents of the University.
- ii. To prepare scope of research, which will include major & minor projects, consultancy or any other research activities as may be assigned by the Academic Council.
- iii. To review the research proposals and finalize the topic of research.
- iv. To conduct and promote inter-disciplinary and multi-disciplinary research works/ programmes and avail/arrange funding thereof at University/ National/ International level.
- v. To indicate the priority areas of research in the departments particularly with reference to the role and responsibility of the University and considering the facilities available in the University and also create facilities wherever necessary in keeping with the major thrust areas accepted for the concerned Departments and individual interest of the members of the faculty.
- vii. In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If, the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the campus with specific reasons for cancellation of the registration of the research scholar.

- viii. To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
- ix. To evaluate institutional research projects and critically examine the progress thereof from time to time.
- x. To review the current status of research in each department and critically examine the progress there from time to time;
- xi. To indicate the priority areas of research in the University.
- xii. To evolve norms for consultancy and sharing of revenue among the Principal Investigator, other associates and the University.
- xiii. To perform such other functions as may be assigned to it by the Vice-Chancellor, Academic Council and Executive Council.

24.4.Meetings and conduct of business of the Research Advisory Committee:

i. Meeting:

- (1) The Research Advisory Committee shall meet regularly at least twice a year.
- (2) The Research Advisory Committee may determine its own procedures for working.

ii. Quorum:

- A. One third of the total number of members of Research Advisory Committee shall constitute the quorum of the meeting.
- B. The Chairperson shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

iii. Minutes of the Meeting

The Secretary of the Research Advisory Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting after prior approval of the Chairperson.

v. Action Taken Report

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairperson.

25. BOARD OF STUDIES

(Under Section: 57(xxii))

25.1.CONSTITUTION OF THE BOARD OF STUDIES

- i. Each Department shall have a Board of Studies comprising the following members
 - a. Head of the Department: Chairperson & Convenor;
 - b. All the Professors of the Department (ex officio members);
 - c. The senior most Associate Professor and the senior most Assistant Professor by rotation shall be a member of Board of Studies to be nominated by the Vice-Chancellor;
 - d. Two faculty members nominated by the Vice Chancellor from amongst the faculty members belonging to allied/ cognate subjects;
 - e. Two subject experts, not in the service of the university, to be nominated by the Vice chancellor;
 - f. Two experts to be invited by the Chairperson in case need is felt for that person's inputs for specialized area;
 - g. Two Teachers/ Asst. Professors from Affiliated Colleges of the concerned subject to be nominated by the Vice- Chancellor;
- ii. The term of the members of the Board of Studies except Ex-officio members shall be for a period of three years.
- iii. A Teacher of the University Department/ Centre/ Affiliated college shall cease to be a member if he/she ceases to be a teacher of the concerned Department / Centre/ Affiliated college.
- iv. Any casual vacancy may be filled for the un-expired period.
- v. The Board of Studies shall ordinarily meet at least twice a year and on such occasions as may be determined by the Vice-Chancellor.
- vi. The quorum for the Board of Studies Meetings shall be 50% of the members which shall include at least one outside expert.
- vii. In the absence of the Chairperson, the senior-most member present shall act as Chairperson for that meeting.
- viii. If in the opinion of the Dean of the Faculty concerned, it is not necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he/she considers that a matter could be disposed off by circulation among the members of Board of Studies, he/she may issue necessary instructions to that effect.

25.2.THE BOARD OF STUDIES SHALL HAVE THE FOLLOWING POWERS AND DUTIES, NAMELY:

- (a) to recommend to the Academic Council through the faculty or faculties concerned and the introduction of new certificate courses, diplomas degrees, Under Graduate/ Post Graduate degrees and Research Programmes;
- (b) to recommend to the Academic Council through the faculty or faculties concerned for the discontinuation of any of the programmes mentioned above in (a), which have become irrelevant;
- (c) to recommend to the Academic Council through the faculty concerned, the course syllabi, course duration, course structures, credits and evaluation schemes of various courses;
- (d) to recommend the reference books or supplementary reading books and such other material useful for study of the course;
- (e) to recommend to the faculty, modifications in respect of addition, modification, deletion or updating of courses;
- (f) to prepare the panels of paper-setters, examiners (including Ph.D.) and moderators for the university examinations and evaluation, based on the criteria laid down by the Academic Council and recommend them to the Board of Examination and Evaluation;
- (g) to suggest to the Dean of the faculty concerned, organization of orientation and refresher courses in the subject in the summer or winter vacations;
- (h) to prepare the requirements with regard to library, laboratory, equipment in respect of courses concerned;
- (i) to suggest extension programs with respect to the courses introduced;
- (j) to understand the requirements of industry or corporate or society at large and to incorporate them into the syllabi to make the teaching-learning process relevant to the needs of the time;
- (k) to encourage learning by collaboration and participation by using information and communication technology tools;
- (l) to design curricula, add vocational content to every discipline and to prescribe the minimum period to pursue skill development programmes and the level of proficiency expected.
- (m) To suggest the adoption of MOOCs and SWAYAM courses for the syllabi as per the requirement of the concerned course.

25.3. MEETINGS AND CONDUCT OF BUSINESS OF THE BOARD OF STUDIES:

1. Meetings for Board of Studies:

The Board of Studies shall meet at least three times a year and or on requisition of one-third of its sitting members.

2. Notice of the Meeting for Board of Studies:

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

3. Quorum of Board of Studies:

The quorum for the meeting of the Board of Studies shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

4. Selection of the Chairperson for Board of Studies:

The Chairperson of the Board of Studies shall be the senior most member of Board of Studies as per appointment seniority.

5. Co-option for the Board of Studies:

Co-option of one head of the department who is recognized for imparting teaching to post-graduate students in an affiliated college or recognized institution having post-graduate teaching in that subject, when there is no University department in that subject, one professor from other University and four experts under the relevant provisions of the Act, shall take place in the first meeting of the Board of Studies in the manner decided by the Board of Studies in the first meeting.

6. Conduct of Business for Board of Studies:

- i. The Chairperson or in his absence, a person selected by the members present from amongst themselves shall preside at the meeting.
- ii. Any two or more Boards may, and at the request of the Academic Council or the Board of Management, shall meet and act in concurrence and render a joint report upon any matter which lies within the purview of both or all of them. The quorum of a joint meeting of the Boards shall include a full quorum of each Board represented, no member present being counted on more than one separate quorum. The joint meeting shall select one of the Chairpersons of the Boards of Studies as the Chairperson.
- iii. All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.
- iv. If required, the Chairperson may invite members of the Centre for Internal Quality Assurance (CIQA) to the meetings of the Boards of Studies for assistance or seeking inputs on any matter. The member(s) so invited would be treated as an invitee and shall not have the right to vote on any decision of the Boards of Studies.

7. Minutes of the Meeting for Board of Studies:

- (1) The minutes of the meeting of the Board of Studies shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Studies.

CHAPTER IV

COMMITTEES OF THE UNIVERSITY

26. COMMITTEES OF THE UNIVERSITY

The following shall be the Committees of the University as per Section- 44 of the Act:

1. Planning, Development and Monitoring Committee
2. Joint Consultative Committee for the Employees of the University
3. Library Committee
4. Construction Committee
5. Purchase Committee
6. Committee for promoting Health and General Welfare of the Students
7. Committee for promoting welfare of the employees of the University
8. College Development Committee for the Affiliated Colleges
9. Security Committee
10. Publication Committee
11. Sports and Cultural Activities Committee
12. Legal Committee
13. Internal Quality Assurance Cell (IQAC)
14. Hostel Committee
15. The Examination and Evaluation Board
16. The National Education Policy (NEP) – 2020 implementation committee.

27. PLANNING, DEVELOPMENT AND MONITORING COMMITTEE

[Under Sec. - 44 of the Act]

27.1.CONSTITUTION:

There shall be a Planning, Development and Monitoring Committee constituted under Section-44 of the act consisting of following members:-

- i. The Vice-Chancellor - Chairperson
- ii. All University Officers
- iii. Director of PG Studies
- iv. Principal of the Constituent College
- v. Two outside experts to be nominated by the Vice-Chancellor
- vi. University Engineer.
- vii. The Registrar - Member Secretary

Note: Non-official Members nominated on the committee by the Vice- Chancellor shall hold office for a period of three years from the date of nomination or the period of membership whichever is earlier.

- i. The seat of a person on the Planning, Development and Monitoring Committee shall be vacated by death, resignation, absence from two consecutive ordinary meetings without prior intimation to the Authority or on his ceasing to hold a particular office or to answer a particular designation by virtue of which he was nominated, shall be filled up by the Vice-Chancellor by nomination.
- ii. The Committee may co-opt such number of persons who are not members of the Vice- Chancellor as its members as it thinks fit.
- iii. **POWERS AND FUNCTIONS OF THE PLANNING, DEVELOPMENT AND MONITORING COMMITTEE:**

The powers and functions of the Planning, Development and Monitoring Committee shall be as under:

- (1)
 - (i) To examine the present status and suggest measures for raising the standard of education and research;
 - (ii) To strengthen interdisciplinary programmes and inter-departmental cooperation;
 - (iii) To create links and develop specific scheme of Inter- University and University/community interaction and to develop ideas and schemes on improving cultural activities on the campus;

- (iv) To prepare university development plans both short term and long term keeping in view the objectives of the University as laid down in the Act and with due regard to national policy;
- (v) To monitor regularly implementation of schemes approved by the UGC, State Government, Central Government and other agencies and suggest methods for proper implementation;
- (vi) To advise the Academic Council or Executive Council on any matter on which its advice is sought;
- (2) To scrutinise the proposals of the University submitted to it by the officers of the University.
- (3) To discuss, formulate and recommend the outline of the programme of the University including Plan and Non-Plan outlay in the areas of Teaching and Research and submit the same to the appropriate authority.
- (4) make recommendations on all matters relating to the Development and Planning to the concerned authority of the University.
- (5) undertake quinquennial updating of the University Development Plans

27.2.MEETINGS AND CONDUCT OF BUSINESS OF THE COMMITTEE:

i. Meetings:

The Committee shall meet at least twice in a year and at such other times as may be convened by the Vice-Chancellor.

ii. Quorum:

One-third of the members shall constitute a quorum for a meeting of the Committee. If the required quorum is not forthcoming for any of the aforesaid meeting, the Chairperson shall adjourn the meeting.

iii. Adjourned Meeting:

The Chairperson shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

iv. Voting:

All proposals shall be decided by a majority of votes of the members present and voting. In case of equality of votes, the Chairperson shall have a casting vote. In the event of non quorum of meeting, after thirty minutes, the chairperson can take the decision for the further proceedings.

v. Minutes of the Meeting

The Member Secretary of the Committee shall record the minutes of the meeting and

send a copy of the same to the members within ten days from the date of meeting.

vi. **Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairperson.

vii. **Other Provision**

- I. The Member Secretary of the Committee shall maintain the record related to all the matters of development and planning of the university pertaining to various faculties with special reference to education and research as well as plans of the past and future projects.
- II. All the recommendations of the Committee shall be placed before the Executive Council for consideration.

28. JOINT CONSULTATIVE COMMITTEE FOR THE EMPLOYEES OF THE UNIVERSITY

(Under Sec.-44 of the Act)

28.1.CONSTITUTION:

There shall be a Joint Consultative Committee for the employees of the University consisting of the following members constituted under Section-44 of the Act:-

- i. The Vice-Chancellor - Chairperson
- ii. Two members of the Executive Council nominated by the Vice- Chancellor.
- iii. Two representatives of the teaching staff and two representatives of the non-teaching staff of the University to be nominated by themselves.
- iv. The Finance and Account Officer
- v. The Registrar - Member Secretary

Note: The Term of office of the members referred to in clause (2) above shall be co-terminus with the term of office of the Executive Council and of those referred to in clause (3) above shall be three calendar years or they cease to hold their position.

28.2.FUNCTIONS OF THE COMMITTEE:

The functions of the Committee shall be as under:-

- i. To promote harmonious relations and secure the greatest measure of co-operation between the university and its employees in matters of common concern with a view to further increasing the efficiency of services and promoting the well-being

of the employees.

- ii. To consider and make recommendations on any matter pertaining to the welfare of the employees referred to it by either any member of the committee or by any authorities of the University or by any recognised organisation of the non-teaching employees of the University.
- iii. To recommend activities and programmes to improve efficiency of the employees of the University.
- iv. The scope of the committee shall include all matters relating to conditions of service and work, welfare of the employees and improvement of efficiency and standard of work, provided that individual cases shall not be considered by the committee.

Provided that nothing contained in this Regulation shall be deemed to prevent any employee of the university from making any individual representation to the University in respect of a matter concerning him as an employee.

28.3.MEETINGS AND CONDUCT OF BUSINESS OF THE COMMITTEE:

i. **Meetings:**

The Committee shall meet as and when convened by the Registrar, but it shall meet at least once in a year.

ii. **Quorum:**

Four members of the Committee shall form a quorum for a meeting thereof.

iii. **Adjourned Meeting:**

The Chairperson shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

iv. **Voting:**

All proposals shall be decided by a majority of votes of the members present. In case of equality of votes, the chairperson shall have a right of casting vote.

v. **Minutes of the Meeting**

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.

vi. **Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairperson.

vii. **Deliberations and Recommendations of the Committee:**

The substance of the deliberations of a meeting of the committee as well as the resolution, if any passed thereof shall be laid before the Executive Council for consideration at its next or subsequent meeting.

29. LIBRARY COMMITTEE

(Under Sec.-44 of the Act)

29.1.CONSTITUTION:

There shall be a Library Committee of the University consisting of the following members constituted under Section-44 of the Act:-

- i. The Vice-Chancellor - Chairperson
- ii. All Deans of Faculties
- iii. The Director (Research)
- iv. Director of PG Studies
- v. The Registrar
- vi. The Finance and Accounts Officer of the University
- vii. Two Research Students (male and female) nominated by the Vice-Chancellor
- viii. Principal of the Constituent College
- ix. The University Librarian or his/her nominee shall Act as a Member Secretary.

The term of office of a member of the Committee shall be two years.

29.2.FUNCTIONS OF THE COMMITTEE:

Subject to general control of the Executive Council, the functions of the Library Committee shall be as under:

- i. To manage the library and advise the Executive Council on any matter connected with the Library referred to it by the Executive Council.
- ii. To make recommendations to the Executive Council / Academic Council regarding the following:
 - a. Information regarding purchase of books and writing off the unserviceable books or loss of books; (Books shall include manuscripts and periodicals).

- b. Verification of the accounts of all fund provided for the purpose of the Library.
 - c. requirement of the staff of the Library;
 - d. Computerisation and automation of Library;
 - e. Up-skilling of existing library staff in the field of automation, computerisation and networking of libraries;
 - f. Creation and augmentation of data bases to support academic and research work;
 - g. Establishment of information centres to support modern information services;
 - h. Establishment of information and co-operative communication network for linking libraries and academicians to share limited resources at national level;
 - i. Any other matter connected with the library.
- iii. The committee shall report to the Executive Council for information, the purchase of books and the disposal of the books.
 - iv. The Library Committee shall make rules governing the use of the Library. These rules and or amendments there to shall be submitted to the Executive Council for approval and shall be the operative only after their approval.

29.3.MEETINGS AND CONDUCT OF BUSINESS OF THE COMMITTEE:

- i. **Meetings:**
The Committee shall meet as an when convened by the Registrar, but it shall meet at least once in a year.
- ii. **Quorum:**
Six members of the Committee shall form a quorum for a meeting thereof.
- iii. **Adjourned Meeting:**
The Chairperson shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.
- iv. **Voting:**

All proposals shall be decided by a majority of votes of the members present. In case of equality of votes, the chairperson shall have a right of casting vote.
- v. **Minutes of the Meeting:**

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.
- vi. **Action Taken Report:**
The minutes presented in the next meeting shall accompany the ‘Action Taken Report’ as approved by the Chairperson.

30. CONSTRUCTION COMMITTEE:

(Under Sec.-44 of the Act)

30.1.CONSTITUTION:

There shall be a Construction Committee of the University consisting of following members:

- i. The Vice-Chancellor, ex-officio Chairperson;
- ii. One member of the Executive Council to be nominated by the Vice- Chancellor;
- iii. One member of Academic Council to be nominated by the Vice Chancellor;
- iv. One member of Finance Committee to be nominated by the Vice Chancellor;
- v. Two Technical Members, out of whom one will be the Executive Engineer of R and B, Gir-Somnath or his representative and one will be Engineer of Engineering College/other University Engineer.
- vi. The Finance and Accounts Officer
- vii. The Registrar
- viii. The University Engineer - Member Secretary

Note: The term of the nominated members of the Committee shall be three years.

30.2.FUNCTIONS OF THE COMMITTEE:

The Committee shall,-

- i. under direction and overall superintendence of the Executive Council, be responsible for the execution of all types of works, including major works to be executed through the agency of the Public Works Department;
Provided that, in case of denial by public works department to complete the work within stipulated time the University reserves the right to execute work through agency appointed by the university after following coded procedure.
- ii. accord administrative approval and financial sanction, subject to availability of funds in the budget, to the maintenance work;
- iii. recommend and obtain administrative approval and expenditure sanction of the Executive Council in respect of all minor and major works;
- iv. recommend to the Executive Council through the Finance and Accounts Committee, a 'Programme of Works' to be executed in the ensuing year, specifying maintenance works, minor works and major works, separately;
- v. on getting administrative approval and expenditure sanction of the Executive Council to minor and major works, to get the plans and estimates of such works prepared from the University Engineer of the university or the Architect selected

- for a project.;
- vi. maintain a list of approved contractors on the basis of their technical experience and financial capability for execution of maintenance works and minor works;
 - vii. be responsible for making technical scrutiny as may be considered necessary by it;
 - viii. be responsible, after careful scrutiny, for the acceptance of tenders received for maintenance works and major works;
 - ix. exercise general supervision over the work of the technical staff of the university, and in particular, ensure that essential records and data are maintained up-to-date and that the rejected tenders are retained for a reasonable period;
 - x. ensure that the University Engineer certifies the completion of works in accordance with the designs finally approved by the architect, if appointed, in respect of maintenance works and minor works;
 - xi. associate and deliberate with the consulting Architects, as and when necessary;
 - xii. settle rates not covered by the tender and settle claims and disputes with contractors in respect of maintenance works and minor works;
 - xiii. exercise such powers, as delegated to it by the Executive Council.

The Committee may constitute one or more sub-committees to oversee the work of any project.

30.3.Meetings and conduct of business of the Construction Committee:

- i. **Meetings:**
The Committee shall meet when convened by the Vice-Chancellor, but it shall meet at least twice in a year.
- ii. **Quorum:**
One-third members of the Committee shall form a quorum for a meeting thereof. Provided, presence of two out of three technical members shall be required to form a Quorum.
- iii. **Minutes of the Meeting**
The Member Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.
- iv. **Action Taken Report**
The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairperson.

31. PURCHASE COMMITTEE

(Under Sec.-44 of the Act)

NOTE: THE PROVISIONS GIVEN IN THE PURCHASE GUIDELINES PRESCRIBED BY THE GOVT. OF GUJARAT IN 2024 AND FROM TIME TO TIME FOR PROCURMENT OF UNIVERSITY ITEMS WILL BE FOLLOWED BY THE UNIVERSITY.

31.1.CONSTITUTION:

There shall be a Purchase Committee of the University consisting of the following members:-

- i. The Vice-Chancellor – Chairperson
- ii. One member of the Executive Council to be nominated by the Vice-Chancellor.
- iii. One member of the Academic Council to be nominated by the Vice-Chancellor.
- iv. Two Faculty Deans to be nominated by the Vice-Chancellor.
- v. The Director of Research.
- vi. University Librarian
- vii. The Registrar
- viii. The Principal of the Constituent College.
- ix. The University Engineer
- x. The Chief Accounts Officer - Member Secretary

Note-1: The Finance and Accounts Officer shall ordinarily act as the Secretary of the purchase committee and during his absence, the Registrar shall act as the Secretary of the committee.

Note-2: All members of the committee, other than ex-officio members, shall hold office for a period of two years.

31.2.FUNCTIONS OF THE COMMITTEE:

Subject to general control of the Executive Council, the functions of the Purchase Committee of the University shall be as under:

(1) To be responsible for procurement of Goods as defined hereunder:-

The term “goods” includes all articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machineries, equipments etc. purchased

or otherwise acquired for the use of the University but excludes books, publications, periodicals etc. for a library.

- (2) To recommend the purchase procedure and advise the finance committee and the Executive Council for disposal of the obsolete, unserviceable, surplus, and unused items to be disposed based on the State Government Purchase Policy from time to time.
- (3) To provide overall guidance, co-ordination, and supervision for the purchase procedure in the university.
- (4) To facilitate the write off proposals of unserviceable articles for the approval of competent authority.
- (5) To scrutinise the tenders, pre-qualification bids received in response to the advertisement issued by the University.

31.3.MEETINGS AND CONDUCT OF BUSINESS OF THE COMMITTEE:

i. **Meetings:**

The Committee shall meet as and when convened by the Vice-Chancellor, but it shall meet at least twice a year.

ii. **Quorum:**

Five members of the Committee shall form a quorum for a meeting thereof. No quorum shall be necessary for a meeting which has been adjourned for want of quorum.

iii. **Adjourned Meeting:**

The Chairperson shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

iv. **Minutes of the Meeting:**

The Member Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.

v. **Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairperson.

32. COMMITTEE FOR PROMOTING HEALTH AND GENERAL WELFARE OF THE STUDENTS

(Under Sec.-44 of the Act)

32.1.CONSTITUTION:

There shall be a Committee for promoting Health and General Welfare of the Students consisting of the following members:-

- i. The Vice-Chancellor- Chairperson
- ii. Two Deans / Head of the Departments appointed by the Vice- Chancellor
- iii. Medical Officer of the University / Civil Surgeon of the Government Civil Hospital
- iv. The Chief Warden/ Rector of all the hostels of the University.
- v. University Librarian
- vi. Two student representatives, one male and one female, to be nominated by the Vice-Chancellor .
- vii. The Registrar;
- viii. Director of Physical Education;
- ix. Director of Student Development and NSS - Member secretary.

The term of the office of a member of the Committee shall be two years.

32.2.FUNCTIONS OF THE COMMITTEE:

The functions of the Committee for promoting Health and General Welfare of the Students of the University shall be as follows:-

Furnish to the Executive Council its recommendations among others on the following issues, namely:-

- i. residence, conduct and discipline of the students of the University.
- ii. arrangements for promoting the health and general welfare of the students.

32.3.Meetings and conduct of business of the Committee:

i. Meetings:

The committee may hold its meetings once in a period of three months.

ii. Quorum:

Five members of the Committee shall form a quorum for a meeting thereof. No quorum shall be necessary for a meeting which has been adjourned for want of quorum.

iii. **Adjourned Meeting**

The Chairperson shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

iv. **Minutes of the Meeting**

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.

v. **Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairperson.

33. COMMITTEE FOR PROMOTING WELFARE OF THE EMPLOYEES OF THE UNIVERSITY

(Under Sec.-44 of the Act)

33.1.CONSTITUTION:

There shall be a Committee for Promoting Welfare of the Employees of the University consisting of the following members:-

- i. The Registrar - Chairperson
- ii. One Dean to be nominated by the Vice-Chancellor
- iii. One Head of Department to be nominated by the Vice-Chancellor
- iv. One Professor / Associate Professor/ Assistant Professor to be nominated by the Vice-Chancellor
- v. Two representatives nominated by the Teaching employees from amongst themselves.
- vi. Two representatives nominated by the Non-Teaching employees from amongst themselves.
- vii. The Finance and Accounts Officer of the University
- viii. The Deputy Registrar - Member Secretary

Note: The members of the Committee at Sr. No. (2) to (6) shall hold office for a period of two years from the date of nomination or the period of membership whichever is earlier.

33.2.FUNCTIONS OF THE COMMITTEE:

The Committee shall recommend measures for the general welfare of the University employees, the scope, and the extent of the same being decided by the Vice-Chancellor from time to time.

33.3.MEETINGS AND CONDUCT OF BUSINESS OF THE COMMITTEE:

i. Meetings:

The committee may hold its meetings once in a period of six months.

ii. Quorum:

Five members of the Committee shall form a quorum for a meeting thereof. The meeting will be adjourned for want of quorum.

iii. Adjourned Meeting:

The Chairperson shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

iv. Minutes of the Meeting

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting after prior approval of the chairperson.

v. Action Taken Report

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairperson.

34. COLLEGE DEVELOPMENT COMMITTEE FOR THE AFFILIATED COLLEGES

(Under Sec.-44 of the Act)

34.1.CONSTITUTION:

There shall be a College Development Committee constituted for the Affiliated Colleges. The committee comprise of the following members:-

- i. The Vice-Chancellor – Chairperson.

- ii. One member of the Executive Council to be nominated by the nominated by the Vice-Chancellor.
- iii. One member of the Academic Council to be nominated by the Vice-Chancellor.
- iv. One Dean from the Deans of the various faculties to be nominated by the Vice-Chancellor by rotation
- v. One principal of an affiliated College to be nominated by the Vice-Chancellor.
- vi. One teacher from the University Department to be nominated by the Vice-Chancellor.
- vii. One representative of the Management of affiliated Colleges to be nominated by the Vice-Chancellor.
- viii. Such other members as may be nominated by the Vice-Chancellor subject to the condition that the total number of the members of the committee shall not exceed 15.
- ix. The Registrar - Member Secretary

34.2.TENURE OF MEMBERS:

The term of the office of the nominated members of the Committee shall be three years.

Provided that a member who is nominated on the Committee shall cease to be a member of the Committee as and when he ceases to hold the office by virtue of which he was nominated. In case of casual vacancy, the vacancy shall be filled in through nomination by the Vice- Chancellor for the unexpired portion of the term.

34.3.FUNCTIONS OF THE COMMITTEE:

The functions of the Committee shall be as under:

- i. To ensure proper planning and integrated development of affiliated colleges and provide necessary help and guidance to the Colleges in their development.
- ii. To recommend steps to be taken to facilitate the link between the University, University Grants Commission (UGC), State Government and the affiliated colleges.
- iii. To act as deliberative body.
- iv. To make suggestions to the University on issues pertaining to the development of affiliated Colleges.
- v. To suggest strategies to take advantage and benefits of various schemes of the regulatory bodies and the State Government.
- vi. To suggest measures for improvement of standards of instruction and examination in affiliated colleges and provide guidance for National Assessment and Accreditation

Council (NAAC) / National Board of Accreditation (NBA).

34.4.MEETINGS AND CONDUCT OF BUSINESS OF THE COMMITTEE:

i. Meetings:

The College Development Committee for the Affiliated Colleges shall meet at regular intervals at least twice in an academic year, on a date to be fixed by the Vice-Chancellor.

ii. Quorum:

One-third of the total members of the Committee shall constitute a quorum for the meeting and all issues shall be decided by a majority of votes of the members present.

iii. Adjourned Meeting:

The Chairperson shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

iv. Minutes of the Meeting

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting after the prior approval of the Chairperson.

v. Action Taken Report

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairperson.

Note: Same procedure shall be followed for the Development of Pathshalas.

35. SECURITY COMMITTEE

(Under Sec.-44 of the Act)

35.1.CONSTITUTION:

There shall be a Security Committee of the University consisting of the following members:-

- i. The Registrar – Chairperson
- ii. The Finance and Accounts Officer of the University
- iii. Five members nominated by the Vice-Chancellor from the Heads of Departments/ Constituent College.

- iv. Chief Warden/ Warden of Boys and Girls Hostel.
- v. Director of Student's Development and NSS
- vi. The University Engineer – Member Secretary

35.2.TENURE OF THE MEMBERS

The term of office of the nominated members of the Committee shall be two years.

35.3.FUNCTIONS OF THE COMMITTEE:

- i. The functions of the Security Committee of the University shall be as under:-
- ii. to recommend the fixing of the Security Agency at University main campus and offices.
- iii. to monitor the services of the security through the Committee.
- iv. to fix and recover the charges from the Security Agency for the losses caused to the University property.
- v. to assess the security conditions of the hostels, colleges, departments, etc.,

35.4.MEETINGS AND CONDUCT OF BUSINESS OF THE SECURITY COMMITTEE:

i. Meetings:

The Security Committee shall meet at regular intervals at least twice in a year, on a date to be fixed by the Chairperson.

ii. Quorum:

One-third of the total number of the Committee shall constitute a quorum for the meeting and all questions shall be decided by a majority of votes of the members present.

iii. Adjourned Meeting:

The Chairperson shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

iv. Minutes of the Meeting

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting after the prior approval of the Chairperson.

v. Action Taken Report

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairperson.

36. PUBLICATION COMMITTEE

(Under Sec.-44 of the Act)

36.1.CONSTITUTION

There shall be a Publication Committee of the University consisting of the following members:-

- i. The Vice Chancellor – Chairperson
- ii. The Registrar
- iii. The Director of Research
- iv. Two Deans of Faculties to be nominated by the Vice-Chancellor.
- v. Director of P.G. Studies
- vi. The Finance and Accounts Officer
- vii. University Librarian;
- viii. One expert to be nominated by the Vice Chancellor
- ix. The Research Officer - Member Secretary

36.2.TENURE:

Term of office of a member of the Committee, except the ex officio members, shall be two years.

36.3.FUNCTIONS OF THE COMMITTEE:

The functions of the Publication Committee of the University shall be as under:-

1. to recommend to the Executive Council, the appropriation of the publication grants of the University;
2. to undertake, with the sanction of the Executive Council, the publication of-
 - a) A University Journal;
 - b) Any other work, literary or scientific, considered suitable by the Committee on grounds of its originality;
 - c) Books/ Text-books/ Research Books/ Research Journals/ Reference Books of

- sufficiently high academic nature;
d) Any Academic or publication work

36.4.MEETINGS AND CONDUCT OF BUSINESS OF THE COMMITTEE:

i. **Meetings:**

The Publication Committee shall meet at regular intervals at least twice in a year, on a date to be fixed by the Chairperson.

ii. **Quorum:**

One-third of the total number of the members shall constitute a quorum for the meeting and all issue shall be decided by a majority of votes of the members present.

iii. **Adjourned Meeting:**

The Chairperson shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

iv. **Minutes of the Meeting**

The Secretary of the Committee shall maintain all the records and minutes of the meetings and send copy of the minutes to the members within ten days from the date of meeting after prior approval of the Chairperson.

v. **Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairperson.

37. SPORTS AND CULTURAL ACTIVITIES COMMITTEE

(Under Sec.-44 of the Act)

37.1.CONSTITUTION

There shall be a Sports and Cultural Activities Committee of the University consisting of the following members:-

- i. Director of Sports and Physical Education - Chairperson
- ii. Director of P. G. Studies
- iii. N.S.S. Programme Officer/ Coordinator
- iv. The Principal of Constituent College.

- v. Finance Officer or his/ her nominee
- vi. University Librarian
- vii. University Engineer.
- viii. Chief Warden/ Warden/ Rector
- ix. Two student (male & female) representatives to be nominated by the Vice-Chancellor
- x. Assistant Professor (Physical Education) - Member Secretary

37.2.TENURE

The term of office of a member of the Committee, except the ex-officio members, shall be two years.

37.3.FUNCTIONS OF THE COMMITTEE

The functions of the Sports and Cultural Activities Committee of the University shall be as under:-

- i. to foster and encourage sports, cultural and Literary activities, and sportsmanship amongst the students of the University,
- ii. to organise, control, manage and supervise Sports tournaments, youth festivals and Sarsvat Samaroh; and other competitions within the jurisdiction of the University,
- iii. to legislate their conduct,
- iv. to undertake and conduct Inter-University Competitions.
- v. to prepare the budget for presentation to the Executive Council
- vi. to provide for coaching in games and sports and other competitions;
- vii. to develop the sports facilities of the University and generally, to take such other steps as may be found necessary for the due discharge of its responsibilities.

37.4.MEETINGS AND CONDUCT OF BUSINESS OF THE COMMITTEE:

i. Meetings:

The Sports and Cultural Activities Committee shall meet at regular intervals at least twice in a year, on a date to be fixed by the Chairperson.

ii. Quorum:

One-third of the total numbers of the Committee shall constitute a quorum for the

meeting and all issues shall be decided by a majority of votes of the members present after prior approval of the chairperson.

iii. **Adjourned Meeting:**

The Chairperson shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

iv. **Minutes of the Meeting**

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.

v. **Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairperson.

38. LEGAL COMMITTEE

(Under Sec.-44 of the Act)

38.1.CONSTITUTION

There shall be a Legal Committee of the University consisting of the following members:-

- i. The Vice-Chancellor,
- ii. The Finance and Accounts Officer
- iii. One expert nominated by the Executive Council
- iv. One member form Executive Council to be nominated by the Vice-Chancellor.
- v. The Registrar
- vi. Legal Officer - Member Secretary

38.2.TENURE

The term of office of a member of the Committee, except the ex-officio members, shall be two years.

38.3.FUNCTIONS OF THE COMMITTEE:

The functions of the Legal Committee of the University shall be as under:-

- i. To recommend the name/s of Legal Advisor for such period and on such remuneration and other terms and conditions.
- ii. To recommend the penal of advocates.
- iii. To review the cases filed in the court to arrive at the compromise, if needed.
- iv. the Committee shall have the power to issue notifications in order to regulate Legal Aid activities in the University
- v. To suggest the way to deal with any legal matters within the scope of the University.
- vi. To create awareness and educate different Stake Holders of the University about various Legislations, Polices, Acts, Statutes, Rules, Regulations, Regulations, etc. pertaining to the University.

38.4.MEETINGS AND CONDUCT OF BUSINESS OF THE COMMITTEE:

- i. **Meetings:**

The Legal Committee shall meet at regular intervals at least twice in a year, on a date to be fixed by the Chairperson.

- ii. **Quorum:**

One-third of the total number of the members shall constitute a quorum for the meeting and all issue shall be decided by a majority of votes of the members present.

- iii. **Adjourned Meeting:**

The Chairperson shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

- iv. **Minutes of the Meeting**

The Secretary of the Committee shall maintain all the records and minutes of the meetings and send copy of the minutes to the members within ten days from the date of meeting after prior approval of the Chairperson.

- v. **Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairperson.

39. INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Under Sec.-44 of the Act)

39.1. There shall be Internal Quality Assurance Committee (IQAC) constituted to:

- i. develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of University, and
- ii. promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

39.2.CONSTITUTION

The members of IQAC will be as follows:-

- i. The Vice-Chancellor - Chairperson
- ii. Teachers to represent all level (Three to eight);
- iii. One member of the Executive Council to be nominated by the Vice Chancellor;
- iv. Few Senior administrative officers
- v. One nominee each from local society, Students and Alumni
- vi. One nominee each from Employers /Industrialists/Stakeholders
- vii. One of the senior teachers as the coordinator/Director of the IQAC.

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities. The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter.

39.3.OBJECTIVE

The primary aim of IQAC is

- i. To develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.
- ii. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

39.4.THE ROLE OF COORDINATOR OF IQAC:

- i. The Coordinator/ Head of IQAC shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from amongst the senior

Professors of the University.

- ii. The term of appointment shall be initially for a period of two years.
- iii. Subject to the general control and supervision of the Vice- Chancellor, he shall exercise such powers and duties required for achieving the objectives of IQAC.
- iv. When the office of the Head-IQAC falls vacant, or when he/she is unable to attend office due to any reason, the duties of the Coordinator/ Head of IQAC shall be performed by such other person as the Vice- Chancellor may appoint for the purpose until permanent arrangements are made.

39.5.FUNCTIONS OF THE COMMITTEE:

The functions of the Internal Quality Assurance Committee (IQAC) of the University shall be as under:

- i. To develop and apply quality benchmarks/parameters for the various academic and administrative activities of the University;
- ii. To facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- iii. To arrange for feedback responses from students, parents, and other stakeholders on quality-related institutional processes;
- iv. To disseminate information on the various quality parameters of higher education;
- v. To organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- vi. To document the various programs/activities of the University, leading to quality improvement;
- vii. To act as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices;
- viii. To develop and maintain Institutional database through Management Information System for the purpose of maintaining / enhancing the institutional quality;
- ix. To develop Quality Culture in the University;
- x. To interact with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.

39.6.ANNUAL QUALITY ASSURANCE REPORT (AQAR):

The Committee shall prepare the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format and submit the same to the Executive Council.

39.7.MEETINGS AND CONDUCT OF BUSINESS OF THE COMMITTEE:**i. Meetings:**

The Internal Quality Assurance Committee (IQAC) shall meet at regular intervals at least thrice in a year, on a date to be fixed by the Chairperson.

ii. Agenda

The Head (IQAC) shall frame the agenda of a meeting of the Committee with the approval of the Vice-Chancellor.

iii. Quorum:

One-third of the total number of the members shall constitute a quorum for the meeting and all issue shall be decided by a majority of votes of the members present.

iv. Adjourned Meeting:

The Chairperson shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

v. Minutes of the Meeting

The Secretary of the Committee shall maintain all the records and minutes of the meetings and send copy of the minutes to the members within ten days from the date of meeting after prior approval of the Chairperson.

vi. Action Taken Report

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairperson.

40. HOSTEL COMMITTEE

(Under Sec.-44 of the Act)

40.1.CONSTITUTION

There shall be a Hostel Committee of the University consisting of the following members:-

- i. Director of Students' Development – Chairperson
- ii. University Engineer
- iii. One Student representative from each hostel nominated by the Chairperson.
- iv. One Girl student representative per 50 students of the hostel/s nominated by the Rector / Head of the Hostel
- v. Assistant Professor (Physical Education)
- vi. Chairperson of the Students' Grievance Representative/ Redressal Cell Council (S.R.C.)
- vii. Chief Warden of Hostel
- viii. Warden - Member Secretary

The term of office of members of the Committee, except the ex-officio members, shall be Two year.

40.2.FUNCTIONS OF THE COMMITTEE:

The functions of the Hostel Committee of the University shall be as under:-

- i. The Committee shall review from time to time, but at least once in a semester, measures to be taken to ensure proper working of the utility services, food management, accommodation, health and other facilities provided in the hostel.
- ii. Ensure that rules for Hostel and its Management are followed.

40.3.MEETINGS AND CONDUCT OF BUSINESS OF THE COMMITTEE:

i. Meetings:

The Committee shall meet at regular intervals at least once in a semester, on a date to be fixed by the Chairperson.

ii. Quorum:

One-third of the total number of the members shall constitute a quorum for the meeting

and all issue shall be decided by a majority of votes of the members present.

iii. **Minutes of the Meeting**

The Secretary of the Committee shall maintain all the records and minutes of the meetings and send copy of the minutes to the members within ten days from the date of meeting after prior approval of the Chairperson.

iv. **Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairperson.

41. THE BOARD OF EXAMINATIONS AND EVALUATION

(Under Sec.-44 of the Act)

41.1.CONSTITUTION

The Board of Examinations and Evaluation shall consist of the following members, namely: —

- i. The Vice-Chancellor - Chairperson;
- ii. The Deans of Faculties – Members;
- iii. The Registrar- Member
- iv. Two Principals other than Dean, nominated by the Vice- Chancellors;
- v. One Executive Council member other than the dean to be nominated by the Vice-Chancellor.
- vi. One Academic Council member other than the dean to be nominated by the Vice-Chancellor
- vii. Two teachers from affiliated college other than Heads of Departments or Principal having minimum teaching experience of Five years to be nominated by the Vice-Chancellor (male and female)- Member;
- viii. One Professor/ Associate Professor of the University Departments to be nominated by the Vice Chancellor;
- ix. One expert in the field of evaluation in computerized environment to be nominated by the Vice-Chancellor
- x. One expert not below the rank of Deputy Registrar of other Statutory University

from State of Gujarat who has experience related to examination work in computerized environment as an invited to be nominated by the Vice- Chancellor.

- xi. Director of Research- Member;
- xii. Controller of Examination - Member-Secretary

The term of office of members of the Committee, except the ex-officio members, shall be Two year.

41.2.POWERS, DUTIES AND FUNCTIONS OF BOARD OF EXAMINATIONS AND EVALUATION:

The Board of Examinations and Evaluation shall have the following powers, functions and duties, namely: —

- i.
 - (a) to devise policy, mechanism and operational strategies to do the tasks relating to assessment of performance of students efficiently and in a time bound manner;
 - (b) to ensure proper conduct of examinations of the university, including moderation, tabulation, evaluation and timely declaration of results;
 - (c) Provided that, the Board of Examinations and Evaluation shall consider the requests of students and give its recommendations for such of the students involved in sports and cultural activities at state/ national/ international
 - (d) to prepare the financial estimates relating to examinations and evaluation for incorporation in the annual financial estimates (budget) of the university and shall submit the same to the Finance and Accounts Committee;
 - (e) to arrange for strict vigilance during the conduct of examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc;
 - (f) to establish procedures and devise operative mechanism for credit assessment in the modular structure by the teachers and use computer technology for the entire process of assessment and evaluation including creating and effectively using a repository of question banks;
 - (g) to ensure that the assessment of answer books for award of degrees, diplomas or certificates shall be done centrally through central assessment system by following system of masking and de-masking of answer books or any other alternative system for ensuring the objective of secrecy;
 - (h) to undertake examination and evaluation reforms in order to make examination and evaluation system more efficient;
 - (i) to appoint paper-setters, examiners and moderators from amongst the persons included in the panels prepared by the respective Boards of Studies and, wherever

necessary, having regard to the recommendations made by the Committee under clause (b) of sub-section (5), remove them or debar them;

- (j) to approve detailed programme of examinations and evaluation as prepared by the Controller Of Examinations.
 - (k) to consider the reports of review of results of university examinations forwarded by the Controller Of Examinations;
 - (l) to hear and decide the complaints relating to conduct of examinations and evaluation;
 - (m) to exercise such other powers in relation to examinations and evaluation as may be assigned to it by or under the Act.
- iii. In case of any emergency requiring immediate action to be taken, the Chairperson of the Board of Examinations and Evaluation or any other officer or person authorized by him in that behalf, shall take such action as he thinks fit and necessary, and shall report the action taken by him at the next meeting of the Board
- iv. In order to appoint paper-setters, examiners and moderators, the Board of Examinations and Evaluation shall constitute committees for every subject consisting of, -
- a. the Dean of the concerned faculty - Chairperson;
 - b. the Chairperson of the Board of Studies concerned;
 - c. two members of the Board of Studies, nominated by it from amongst its members of whom at least one shall be a post-graduate teacher;

The Director of Board of Examinations and Evaluation/ Controller of Examinations shall act as a Secretary of such Committee

The Committee shall prepare lists of persons for various examinations and tests, included in the panels to be prepared by the Board of Studies and shall submit them to the Vice-Chancellor, who shall submit the same with his recommendations, if any, to the Board of Examinations and Evaluation, which shall then appoint paper-setters, examiners and moderators, and where necessary referees

No member of the Board of Examinations and Evaluation or the committees constituted under this section shall be appointed as a paper-setter, examiner, moderator or referee:

Provided that, the Vice-Chancellor shall have power to appoint a member of the Board of Examinations and Evaluation or the committees constituted under this section, as a paper-setter, examiner, moderator or referee where no teacher relating to such subject who is not a member of the Board of Examinations and Evaluation or the committees is available.

- v. It shall be obligatory on every teacher and on the non-teaching employee of the University, affiliated, conducted colleges, community colleges or recognized institutions to render necessary assistance and service in respect of examinations of the university and evaluation of students as prescribed by these Regulations. If any teacher or non-teaching employee fails to comply with the order of the university or college or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or non-teaching employee of any affiliated college, conducted college, community college or recognized institution, to comply with the order of the university in this respect, the Vice-Chancellor shall have power to take an appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher, as may be prescribed by the Regulations.
- vi. (A). In order to investigate and take disciplinary action for failure to comply with the order of the university for rendering assistance or service in respect of examinations by or on behalf of the university or evaluation of students or formal practices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever, the Board of Examinations and Evaluation shall constitute a committee of not more than five persons of whom one shall be the Chairperson;
- (B) Such committee shall submit its report and recommendations to the Vice-Chancellor, who may direct the Director, Board of Examinations/ Controller Of Examinations and Evaluation, the disciplinary action to be taken against the person or persons involved in the malpractices, directly or indirectly, and the Director, Board of Examinations and Evaluation shall proceed to implement the decision of the Vice-Chancellor.

41.3.MEETINGS AND CONDUCT OF BUSINESS OF THE COMMITTEE:

i. **Meetings:**

The Board of Examinations and Evaluation shall meet at regular intervals at least twice in a year, on a date to be fixed by the Chairperson.

ii. **Agenda**

The secretary shall frame the agenda of a meeting of the Committee with the approval of the Vice-Chancellor.

iii. **Quorum:**

One-third of the total number of the members shall constitute a quorum for the meeting and all issue shall be decided by a majority of votes of the members present.

iv. **Adjourned Meeting:**

The Chairperson shall be competent to conduct such an adjourned meeting after half an

hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

v. **Minutes of the Meeting**

The Secretary of the Committee shall maintain all the records and minutes of the meetings and send copy of the minutes to the members within ten days from the date of meeting after prior approval of the Chairperson.

vi. **Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairperson.

42. THE NATIONAL EDUCATION POLICY (NEP) – 2020 IMPLEMENTATION COMMITTEE.

42.1.CONSTITUTION

The NEP-2020 Implementation Committee of the University shall consist of the following members, namely: -

- i. Vice-Chancellor;
- ii. Deans of the Faculty;
- iii. Two members of Academic Council;
- iv. IQAC committee Chairman/ Coordinator of the university;
- v. Five IQAC coordinators of the affiliated colleges/ recognised institutions/ learner support centres to be nominated by Vice- Chancellor from NAAC accredited colleges on seniority basis, by rotation;
- vi. Three principals of affiliated/ constituent colleges or recognized institution to be nominated by Vice-Chancellor by rotation

42.2.TENURE

The term of office of the members shall be three years The NEP-2020 Implementation Committee shall meet at least four times in a year

42.3.DUTIES AND FUNCTIONS:

The powers and functions of the Committee shall be as follows:

Subject to the provisions of the Act and the regulations, the NEP-2020 Implementation Committee shall have the following powers, namely: -

- i. to introduce and nurture innovations in the existing education teaching system through Choice Based Credit System (CBCS) and interdisciplinary, multidisciplinary, skill based approach so as to reflect robust intellectual and inexhaustible creativity

- etc. as recommended by UGC, Skill Development Council, State and Central Government regulations
- ii. to establish Academic Bank of Credits (ABC), a national-level facility which will be a bank for academic purposes with students as academic account holders, as per the guidelines issued by UGC under NEP-2020
 - iii. to have a robust mechanism to develop plan and strategies, encourage & motivate students for Research Internship with Faculty and Researchers at institutions as per guidelines issued by UGC under NEP-2020
 - iv. to make innovative pedagogies and to develop the linkage of Graduate Attributes with learning needs and pedagogical approaches to better serve towards achieving the vision of NEP-2020 as per the guidelines issued by UGC
 - v. to develop various strategies and initiatives and provide an excellent opportunity through a wide array of activities and linkages for Internationalization such as internationally relevant curricula, brand building of Education Institutions in abroad, academic and research collaboration with foreign universities, credit recognition under twinning arrangements, global citizenship approach and engaging with foreign alumni
 - vi. to develop Multiple Entry and Exit option as per UGC guidelines in academic programs which would remove rigid boundaries and create new possibilities for students to choose and learn the subject(s) of their choices
 - vii. to develop seamless student mobility, between or within degree-granting institutions through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption as per the guidelines issued by UGC for NEP-2020
 - viii. to implement Multidisciplinary and Holistic Education in institutions as per the guidelines issued by UGC for NEP-2020
 - ix. to develop separate 'Centres of Adult Education' for achieving 100% literacy as per the guidelines issued by UGC for NEP-2020
 - x. To increase GER(Gross Enrolment Ratio) as per the target decided by the Government
 - xi. to include provision of IKS programs in their IDPs and offer IKS programs
 - xii. to establish teacher education programs within composite multidisciplinary programs and develop rigorous training for teachers in learner-centric pedagogy and on how to become high-quality online content creators themselves using online teaching platforms and tools as per the guidelines issued by UGC for NEP-2020
 - xiii. to carry out all instructions, norms, regulations as and when issued by UGC from time to time, University authorities and the State Government.

CHAPTER V

CELLS OF THE UNIVERSITY

43. CELLS OF THE UNIVERSITY:

The following are the Cells of the University:-

- (1) Anti-Ragging Cell
- (2) Anti-Discrimination Cell
- (3) Gender Sensitisation Cell.
- (4) Grievance Redressal Cell
- (5) Recruitment Cell.

44. ANTI RAGGING CELL

44.1.OBJECTIVE:

There shall be an anti-ragging cell in the University with the objective: To eliminate ragging in all its forms from university by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

44.2.WHAT CONSTITUTES RAGGING?

Ragging constitutes one or more of any of the following acts:

- i. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- ii. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- iii. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- iv. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- v. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- vi. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- vii. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- viii. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- ix. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- x. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality,

regional origins, linguistic identity, place of birth, place of residence or economic background.

44.3.COMMITTEE:

- i. The Vice-Chancellor shall constitute the anti-ragging committee for every academic year as per the UGC's guidelines from time to time. The committee shall have a diverse mix of membership in terms of level as well as gender.
- ii. The committee shall consist of three senior faculty members out of which at least one shall be a woman and senior most amongst them shall be the Chairperson. The committee shall also consist of two representatives from amongst the parents of the students including a woman to be nominated by the Head;

Provided that in case of an educational institution exclusively for boys or girls, all the members may be male or female, as the case may be.

- iii. The parents of the students nominated in a committee shall hold office for a maximum term of two academic sessions.

44.4.DUTIES, FUNCTIONS OF THE CELL:

The Anti- Ragging cell shall:

- i. be overall responsible to stop and prevent ragging and take all necessary preventive measures to prohibit ragging in educational institute and shall ensure that no person practice ragging in any form within or outside the premises of an educational institution and adopt required measures to achieve the object;
- ii. obtain an undertaking in writing from the students, in case he/she is eighteen years of age or above and from his/her parents/guardian and the student concerned in case he/she is less than eighteen years that he/she shall not attempt, abet or commit ragging inside or outside the educational institution at the time of admission;
- iii. give full publicity to the provisions of the Regulations and about the members of the committee along with their mobile numbers etc. by placing the same at prominent places as well as at notice board in the educational institution and make it a part of prospectus and upload on its website;
- iv. give full publicity to the punishments to be awarded for ragging through open circulars and suitable posters in the educational institution;
- v. and notify any change in the constitution of the committee immediately and shall take necessary action as per clause (iii) above;
- vi. The committee or any member thereof shall have power to inspect any class room, hostel room or any other enclosure where it apprehends that any incident of ragging is being committed or there is apprehension of the same.
- vii. The committee may take appropriate steps and suggest such measures as deemed

necessary to the Vice-Chancellor.

- viii. On receipt of an information by any member of the committee from the Head, a student, parents or any source in writing or through any electronic media that an act of ragging is being committed or there is apprehension of the same, he/she shall intimate the same to the Chairperson and may conduct raid, if necessary or take other appropriate steps to stop the act of ragging.
- ix. The member or the committee may conduct on the spot inquiry observing a fair and transparent procedure and the principle of natural justice and shall give an adequate opportunity to the victim student and student accused of ragging and other witnesses and may also ask them to produce other documents or witnesses, if necessary, concerning the incident of ragging.
- x. The committee shall submit the inquiry report to the Head within seventy-two hours of the incident for appropriate action under the Regulations.

Provided that in case an offence is committed under the provisions of Bharatiya Nyaya Sanhita, 2023 and is a cognizable offence, the member shall immediately report the matter to the Head.

- xi. The Head shall examine the report and if satisfied will take appropriate action as per the gravity of offence.
- xii. On receipt of the report of ragging, the Vice- Chancellor will direct the committee to make an inquiry and report.
- xiii. The committee on receipt of any information concerning any reported incident of ragging, the Vice- Chancellor, shall immediately determine if a criminal offence is made out and if so, it either on his/her own motion or through a member of the committee authorized by him/her, proceed to file First Information Report immediately.

Provided that the educational institution shall also continue with its own inquiry and other measures without waiting for action on the part of the police and such remedial action shall be initiated and complete immediately.

- xiv. If the Vice- Chancellor is not satisfied with the report made by the committee, he/she may, himself/herself, conduct an independent enquiry and pass any appropriate orders in writing, for reasons to be recorded therein.
- xv. He/she may also decide to lodge First Information Report if an offence is found to have been committed under the Bharatiya Nyaya Sanhita, 2023 and is a Cognizable offence.
- xvi. In a proven case of ragging, whether First Information Report has been lodged or not, the Head shall impose a punishment of suspension for at least a period of two semesters or one annual academic year, as the case may be, and may also impose any one combination, of penalties as described in these regulations.

- xvii. Depending upon the nature and gravity of the offence as reported by the committee, the Vice- Chancellor may impose any one or combination of the following punishments upon the students(s) found guilty: -
- i. withholding or withdrawing scholarship or fellowship and other benefits;
 - ii. forfeiting campus placement opportunities or recommendations;
 - iii. debarring from appearing in any test or examination or other evaluation process;
 - iv. withholding of result;
 - v. debarring from representing the educational institution in any regional, national or international meet, tournament, youth festival etc.
 - vi. suspension or expulsion from the hostel;
 - vii. cancellation of admission;
 - viii. rustication from the educational institution for a period, ranging upto three years;
 - ix. expulsion from the educational institution and consequent debarring from admission to any other educational institution for a period of three years;
 - x. imposition of fine upto thirty-five thousand rupees.
 - xi. The Vice- Chancellor shall ensure that there is no contravention of the provisions of this Regulations or direction or order made there under by an educational institution.
 - xii. The provisions of this Regulations shall be in addition to and not in derogation of the Bharatiya Nyaya Sanhita, 2023, Bharatiya Nagarik Suraksha Sanhita, 2023 and the provisions of the University Act and other Laws

(To be added in Annexure list)

SELF DECLARATION BY THE STUDENT

1. I, _____(full name of student with admission/registration/enrolment number) S/o, D/o Mr./Mrs./Ms. _____, having been admitted to _____(name of the institution), have carefully read “SHRI SOMNATH SANSKRIT UNIVERSITY’S REGULATIONS ON PROHIBITION OF RAGGING, 2024” and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause of the Anti-ragging Regulations of the university and am aware as to what constitutes ragging.
3. I have also, in particular, perused penalty clause of the Regulations and I am fully aware

of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that:
 - (a) I will not indulge in any behavior or act that may be constituted as ragging under the Regulations.
 - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any other law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country or abroad on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ 20.....

Signature of the Student

Name:

(To be added in the Annexure List)

SELF DECLARAION BY PARENT/GUARDIAN

1. I, Mr./Mrs./Ms _____ (full name of parent/guardian) father/mother/guardian of, (full name of student) _____ Roll Number _____, having been admitted _____ to(course) _____ Institution _____ have carefully read “SHRI SOMNATH SANSKRIT UNIVERSITY’S REGULATIONS ON PROHIBITION OF RAGGING, 2024” and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause of the Anti-ragging Regulations of the university and am aware as to what constitutes ragging.
3. I have also, in particular, perused penalty clause of the Regulations and I am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:

- (a) My ward will not indulge in any behaviour or act that may be constituted as ragging under the Regulations.
- (b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to Regulations without prejudice to any other criminal action that may be taken against my ward under any penal law or any, law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country or abroad on account of being found guilty of, abetting or being part of a conspiracy to promote ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ 20.....

Signature of the Parent/Guardian

Name: _____

Address: _____

Telephone/Mobile No. _____

Email ID _____

Signature of the Student

Name: _____

Address: _____

Telephone/Mobile No. _____

Email ID _____

45. ANTI-DISCRIMINATION CELL

45.1.OBJECTIVES OF THE CELL:

To promote equality among all sections of the students and staff without prejudice to their belonging to any social group and for this purpose there will be an Anti-Discrimination Cell in the University.

45.2.CONSTITUTION OF THE CELL:

- i. The Vice-Chancellor shall appoint an Anti-Discrimination Officer from amongst the Professors to look after the Cell. The Vice-Chancellor shall also appoint the teachers and other members for functioning of the Cell.
- ii. The appointment of the Anti-Discrimination Officers and other members shall be on honorary basis.

- iii. The tenure of the Anti-Discrimination Officer shall be of three years and it can be renewed for further one more term.

45.3.DEFINITIONS

For this purpose: -

- i. **“Discrimination”** means any distinction, exclusion, limitation of preference which has the purpose of effect of nullifying or impairing equality of treatment in education and in particular:-
 - a. Of depriving a student or a group of students on the basis of caste, creed, religion, language, ethnicity, gender, disability of access to education of any type or at any level;
 - b. Of imposing conditions on any student or group of students which are in compatible with the dignity of human; and
 - c. Of subjecting to the provision of establishing or maintaining separate educational system or institutions for student or group of students based on caste, creed, religion, language, ethnicity, gender and disabilities.
- ii. **“Equity”** means a level playing field for all students in respect of the entitlement and opportunity for enjoyment of all legitimate rights.
- iii. **“Harassment”** means unwanted conduct which is persistent and demeans, humiliates or creates a hostile and intimidating environment or is calculated to undue submission by actual or threatened adverse consequences.
- iv. **“Ragging”** means any of the act as defined under the UGC regulations on Curbing the Menace of Ragging in Higher Edu- cation Institutions, 2009.
- v. **“Unfavorable treatment”** means any adverse changes in the working environment, denial of training and denial of opportu- nities for advancement, unfavorable probationary reports, vexations, grievances and exclusion by peers.
- vi. **“Victimization”** means any unfavorable treatment to a student/ staff on the basis of caste, creed, religion, language, ethnicity, gender and disability.

45.4.FUNCTIONS OF THE CELL

The Cell shall take appropriate measures to -

- i. Safeguard the interest of the students and staff without any prejudice to their caste, creed, religion, language, ethnicity, gender and disability.
- ii. Eliminate discrimination against or harassment of any student/ staff in all forms in the University by providing it and by providing for preventive and protective

measures to facilitate its eradication and punishments for those who indulge in any form of discrimination or harassment.

- iii. promote equity among students/staff of all sections of the society. To take steps to educate the educational fraternity and public and raise public awareness on the importance of equity and overcoming any form of caste based discrimination/harassment against students/staff belonging to the marginalised sections including SC/ST students/staff of the University.
- iv. uphold and comply with the direction of the Hon'ble Supreme Court, Government of India and UGC and be vigilant on any act amounting to discrimination.
- v. monitors the timely submission of report to Executive Council and to the UGC through the Registrar.

45.5.CONSTITUTION OF ADVISORY COMMITTEES:

For furtherance of the Anti-Discrimination Cell, the Vice-Chancellor shall constitute advisory committee for SC/STs and advisory committee for OBCs. These committees shall also advise and monitor on the matter relating to reservation of students and of staff recruitment. The Vice- Chancellor shall be the Chairperson of the Committees and the Anti- Discrimination Officer shall work as the secretary of the Committees. The committee shall meet at least once in a year.

45.6.PROCEDURE TO DEAL WITH THE INCIDENTS OF DISCRIMINATION.

The University shall notify the contact details of the members of the Anti-Discrimination Cell and of the Advisory Committees. The victimized student/staff shall inform to any member of the Cell or Committee in writing with his/her signature.

45.7.PRELIMINARY ENQUIRY:

After receipt of complaint of Discrimination, the complaint shall be forwarded to the Anti-Discrimination Officer within 24 hours. The Anti-Discrimination Officer or the member of the cell shall promptly enquire preliminary into the matter in consultation with/instruction of the Vice-Chancellor and give his report within a week time along with the supporting documents. The preliminary investigation/details of the complaint shall be brought to the notice of the Vice-Chancellor/Registrar of the University.

45.8.INQUIRY COMMITTEE:

If required, the Vice-Chancellor shall appoint inquiry committee from amongst the members of the Cell and/or advisory committee in consultation with the Anti-Discrimination Officer and the inquiry committee shall promptly conduct inquiry into the complaint.

The inquiry committee shall complete the inquiry and submit the report with the recommendations for punishment within fifteen days.

45.9.ACTION ON THE REPORT OF THE INQUIRY COMMITTEE:

Thereafter, the said report and recommendations by the Anti-Discrimination officer shall be considered by the Vice-Chancellor for deciding the punishment to the erring student/staff.

The appeal against the decision of punishment to the student//staff shall be made before the Executive Council.

The report of the inquiry committee along with the recommendations thereof and the decision of the Vice-Chancellor shall be placed before the concerned Advisory Committee.

46. GENDER SENSITIZATION CELL (GENDER COMMITTEE)**46.1.OBJECTIVES OF THE CELL:**

- i. To commit the zero tolerance policy towards sexual harassment, to spread the message of gender equality, in order to eliminate gender bias and gender insecurity, there shall be a Gender Sensitization Cell in the University.
- ii. The cell shall ensure compliance to the UGC's regulations, directions of the Government of India in this regard.

46.2.Constitution of the Cell:

- i. The Vice-Chancellor shall appoint an Officer from amongst the Professor to look after the Cell. The Vice-Chancellor shall also appoint the teachers and other members for functioning of the Cell.
- ii. The appointment of the Officer and other members shall be on honorary basis.
- iii. The tenure of the Officer shall be of three years and it can be renewed for further one more term.

46.3.Objectives of the Cell:

- i. The cell shall publicly notify the provisions against sexual harassment and ensure their wide dissemination.
- ii. The cell shall conduct seminars, display posters display, organise exhibitions, celebrate women's day and such other programmes for women empowerment. The cell has also been mainly entrusted with taking up cases of women harassment in the University. The cell will also suggest measures on women health and safety.

46.4.INTERNAL COMPLAINTS COMMITTEE (ICC) FOR PREVENTION OF SEXUAL HARASSMENT:

The Guidelines issued by the UGC to deal with the complaints received related to the Sexual Harassment shall be followed by the University by following all the laid down procedures.

47. GRIEVANCE REDRESSAL CELL

47.1.(1) UNIVERSITY GRIEVANCE REDRESSAL CELL (UGRC):

- i. In case of grievance against the university department/s, college/ institution, it shall be referred to University Grievance Redressal Cell (UGRC) for which the Vice-Chancellor of the university shall constitute a University Grievance Redressal Cell (UGRC) consisting of the six members for a college or an affiliated institution, keeping in view the location of the college or recognized institution. The UGRC shall be constituted by the Vice-chancellor of the university consisting of:—
 - (a) Dean / Senior professor – Chairperson;
 - (b) three members from amongst the members of the EC, of whom one shall be a woman and one shall be from Scheduled Castes or Scheduled Tribes or Denotified Tribes or Nomadic Tribes or Other Backward Classes;
 - (c) Director, Students' Development - Member Secretary.
- ii. The Chairperson and members of the Cell shall have a term of two years.
- iii. The quorum for the meeting shall be three, including Chairperson.
- iv. The UGRC shall follow the principles of natural justice while deciding the grievance of the students.
- v. The UGRC shall resolve the grievance within a period of fifteen days of receiving the complaint.
- vi. The UGRC shall suggest periodically to the EC and University, as the case may be different ways and means to minimize and prevent such grievances.
- vii. The UGRC shall provide a copy of the order to the aggrieved person(s).

47.2.Any person aggrieved by the decision of University Grievance Redressal Cell may within a period of six days prefer an appeal to the Ombudsperson.

47.3.In case the grievance is against any member in the Cell, the concerned member shall abstain himself from the proceeding on such issue.

47.4.OMBUDSPERSON

1. The university shall appoint an Ombudsperson to hear and decide the appeals against the decisions of the University Grievance Redressal Cell.
2. The Ombudsperson shall be a person not related to the university and who is a judge not below the rank of retired District Judge or a retired Vice- Chancellor or a retired Registrar or a retired Professor or a retired Principal.
3. The Ombudsperson shall not, at the time of appointment during one year before such appointment or in the course of his tenure as Ombudsperson be in a conflict of interest with the university where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement towards the university.
4. The Ombudsperson, or any member of his immediate family shall not—
 - (a) hold or have held at any point in the past, any post or employment in the office of profit in the university;
 - (b) have any significant relationship, including personal, family, professional or financial, with the university;
 - (c) hold any position in university by whatever name called, in the administration or governance structure of the university.
5. The Ombudsperson in the university shall be appointed by the Vice- Chancellor of the university, with the approval of the Executive Council of the university, on part-time basis from a panel of three names recommended by the Search Committee consisting of the following members, namely:—
 - (a) Eminent educationist nominated by the Executive Council-Chairperson;
 - (b) Vice-Chancellor of the public university to be nominated by the State Government - Member;
 - (c) Vice-Chancellor of the concerned university - Member;
 - (d) Registrar of the concerned university - Secretary.
6. The Ombudsperson shall be a part-time officer appointed for a period of three years, from the date he resumes the office and may be re-appointed for another one term in the same university. It shall be ensured by the university that the office of Ombudsperson shall not remain vacant for a period more than three months and within such period of vacancy, the Vice- Chancellor shall assign temporary charge to the sitting Ombudsperson from any of the universities governed by the Government of Gujarat.
7. The Ombudsperson shall be paid the sitting fee per day as approved by the Executive Council of the University for hearing the cases, in addition to

reimbursement of the conveyance.

- 8 The Ombudsperson may be removed on charges of proven misconduct or misbehaviour or for violation of any of the conditions mentioned in sub- clauses (3) and (4) above, by the Vice-Chancellor with the approval of the Executive Council of the University.

47.5.POWERS AND FUNCTIONS OF OMBUDSPERSON.

- i. The Ombudsperson shall have power to hear and decide appeals against the decisions of the Institutional Grievance Redressal Cell or University Grievance Redressal Cell.
- ii. No appeals for revaluation or remarking of answer sheets shall be entertained by the Ombudsperson. However, appeals relating to issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.
- iii. The Ombudsperson may seek an assistance of any person as amicus curiae, for hearing complaints of alleged discrimination.
- iv. The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving an appeal from the student.

47.6.PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON AND GRIEVANCE REDRESSAL CELL.

- i. University or college or recognized institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student of that university or college or recognized institution may submit an application seeking grievance redressal.
- ii. On receipt of any online complaint, the university or college or recognized institution shall refer the complaint to the appropriate Grievance Redressal Cell or the Ombudsperson, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.
- iii. The Grievance Redressal Cell or the Ombudsperson, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the university or college or recognized institution and the aggrieved person.
- iv. An aggrieved person may appear either in person or be represented by such person other than legal practitioner, as may be authorized to present his case.
- v. The grievances not resolved at the appropriate Grievance Redressal Cell(s) shall be referred to the Ombudsperson.
- vi. The university or college or recognized institution shall co-operate with the Ombudsperson or the Grievance Redressal Cell(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson or Grievance Redressal Cell(s), as the case may be, to the Vice-Chancellor of the

university.

- vii. On the conclusion of proceedings, appropriate Grievance Redressal Cell or the Ombudsperson, as the case may be, shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.
- viii. Every order under the signature of the Ombudsperson or Chairperson of the appropriate Grievance Redressal Cell, as the case may be, shall be provided to the aggrieved person and the university or college or recognized institution, as the case may be, and shall be placed on the website of the university or college or recognized institution.
- ix. The university or college or recognized institution, as the case may be, shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the university or college or recognized institution, as the case may be, shall be reported by the Ombudsperson to the University Grants Commission.
- x. In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

47.7. INFORMATION REGARDING OMBUDSPERSON AND GRIEVANCE REDRESSAL CELL.

The university or college or recognized institution, as the case may be, shall provide detailed information regarding provisions of Grievance Redressal Cell(s) and Ombudsperson on their website and in their prospectus prominently.

47.8. CONSEQUENCES OF NON- COMPLIANCE.

The University Grants Commission, in respect of any university or college or recognized institution, as the case may be, which wilfully contravenes this Statute or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal Cell(s), as the case may be, may proceed to take one or more of the following actions, namely:—

- (1) Withdrawal of declaration of fitness to receive grants under section 12B of the University Grants Commission Act, 1956 (3 of 1956);
- (2) Withholding any grant allocated to the university or college or recognized institution, as the case may be;
- (3) Declaring the university or college or recognized institution, as the case may be, ineligible for consideration for any assistance under any of the general or special assistance programmes of the University Grants Commission;
- (4) Informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the

website of the University Grants Commission, declaring that the university or college or recognized institution, as the case may be, does not possess the minimum standards for redressal of grievances;

- (5) Recommend to the affiliating university for withdrawal of affiliation, in case of a college and withdrawal of recognition in case of recognized institution;
- (6) Recommend to the concerned State Government for necessary and appropriate action, in case of a university;
- (7) Take necessary and appropriate actions against any university or college or recognized institution, as the case may be, for non-compliance:

Provided that no action shall be taken by the University Grants Commission unless the university or college or recognized institution, as the case may be, has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

CHAPTER VI

48. AFFILIATION OF POST GRADUATE AND RESEARCH CENTRE

(Under Sec 5 (bb) & 57 (v) of the Act).

48.1. ESTABLISHMENT OF THE CENTERS:

All post-graduate institutions, teaching and training shall be conducted by the University, or subject to control of the University at the Centers of such affiliated colleges and in such subjects as may be prescribed.

The recognised centre shall impart post-graduate instructions training and/or teaching in the subjects of the various faculties.

48.2. REQUIREMENTS OF LOCAL STAFF FOR THE RECOGNISED CENTRE:

The following shall be the requirements for recognition of a centre:-

- i. For instituting a post-graduate centre in the subject concerned, it shall be necessary that full teaching of all the papers in the subject be organised and implemented.
- ii. It shall be necessary for a post-graduate centre in a subject concerned to have its required post-graduate teachers in the subjects as may be determined by the University.

48.3. WORKING DAYS OF THE CENTRE:

No Centre shall work for less than five days a week where practical work is not involved and six days a week where practical work is involved with not more than four lectures to be delivered on Sundays, if necessary.

48.4. GENERAL CONDITIONS FOR GRANTING PERMISSION TO OPEN A CENTRE:

- i. The college shall comply with all the provisions of the Act and also the rules and regulations of the University framed in this regard.
- ii. Colleges having permanent affiliation or at least four years of continuous affiliation only shall be eligible to start postgraduate programmes.
- iii. In addition to the core faculty, retired teachers having more than five years of teaching experience at the P.G. level may be appointed as visiting faculty to handle certain specialized topics/subjects, if need be. In exceptional cases, eminent persons may also be invited to deliver lectures.

- iv. There shall be a separate faculty for each P.G. programme. The under-graduate teachers shall not be allowed to handle P.G. classes. The number of teaching posts, the qualifications (as prescribed by the University) of the teaching staff, their recruitment procedure and conditions of service shall be in accordance with the Regulations of the University in private colleges and shall be such as to ensure the imparting of adequate instructions to the students in the courses of studies to be undertaken by the College. However, the service conditions of employees shall be as prescribed by the Government.
- v. The students shall be admitted to the postgraduate programmes as per the regulations prescribed for the concerned programme by the University and also as per the guidelines of admissions issued by the State Government from time to time.
- vi. The College shall collect tuition and other fees as prescribed by the University / State Government from time to time.
- vii. The intake for each postgraduate programme shall be as fixed by the University/State Government.
- viii. The academic and welfare activities of the backward classes and Scheduled Castes/Tribes students shall be properly looked after and special attention shall be paid by the colleges to their problems adhering to the State rules and directions on reservation.
- ix. No college shall impose levies on teaching and non-teaching staff for meeting recurring or non-recurring general or special expenditure of the college or impose cuts in their salaries for any other purpose.
- x. The college must have undisputed possession of land measuring at least 5 acres and shall submit a blue print of the proposed building for the college.

48.5. Requirements pertaining to Library:

- i. The College shall have a separate Library for the postgraduate programmes. The Library shall have facilities like Reading Room, Journal Section, Text Book Section and Reference Section along with Internet facility. The seating capacity shall be in accordance with the strength of the P.G. students.
- ii. The library should have adequate number of books and journals (both Indian and Foreign) in the concerned disciplines. There should be internet facilities to enable the faculty and scholars to have access to worldwide information. Database relating to the concerned disciplines should be procured by the colleges offering P.G. courses.

48.6. REQUIREMENTS OF RESEARCH FACILITIES:

The postgraduate teaching will be more meaningful, if the Centre creates facilities for research in the concerned disciplines. This will enable the faculty members of the concerned disciplines to keep themselves abreast of the latest developments in their own areas of specializations. If the Centre creates research facilities, it will enable the faculty

members to initiate projects and also apply for funding from specific agencies.

48.7.PROCEDURE FOR OBTAINING RECOGNITION OF A CENTRE:

- i. The authorities of an affiliated college desiring to have/start a post- graduate centre for a particular subject at their college which have two passed out batches of under-graduate, shall apply to the University in a prescribed form in terms of condition laid down above along with fees per semester as prescribed by the University.
- ii. The affiliated colleges applying to the University for recognition of post-graduate centres in one subject or more shall undertake the responsibility of fulfilling the requirements of such a, centre and other terms and conditions as laid down by the University from time to time.

48.8.PRELIMINARY PROJECT REPORT:

The college which intends to apply for postgraduate programmes shall submit a preliminary project report showing the infrastructure and other facilities available for each programme, sufficient proof of financial and other resources for sustaining the programme. The college shall also give an undertaking that it abides by all the conditions mentioned above if it is considered for granting affiliation to postgraduate programmes. The preliminary project report must be submitted as per proforma which may be laid down by the University.

48.9.EVALUATION OF THE PRELIMINARY REPORT:

After receiving the preliminary project report the University shall constitute a Committee including the Dean of the concerned faculty and one or two expert members to evaluate the preliminary report and give its opinion about the feasibility and need for starting the postgraduate programme in the college.

48.10. LOCAL INQUIRY COMMITTEE:

Based on the Committee's report, the University shall arrange to send a Local Inquiry Committee in accordance with the provisions of the Act and Regulations to visit the college and give its report.' While giving its recommendations the Local Inquiry Committee shall strictly follow the above guidelines and shall not recommend, if the Centre is incapable of fulfilling the conditions.

48.11. OTHER CONDITIONS:

- i. There shall be separate classrooms, staff rooms, Ladies common room and laboratories for the P.G. programmes. The size of the classrooms, laboratories etc. shall be in accordance with the intake fixed for each programme.
- ii. There shall be separate hostel facility for boys and girls of P.G. students.
- iii. The college shall satisfy the University that adequate financial provision is available and that the college has deposited the endowment funds.

- iv. The college shall also satisfy that it has adequate recurring income from its own resources for its continued and efficient functioning.
- v. All registers and records as required to be maintained under University Regulation/Government orders shall be maintained and will be made available as and when required for inspection by the University/ Government.
- vi. In case of post-graduate teacher of a particular place requiring to go to a recognised centre for collaboration in its teaching work, the inviting post-graduate centre will bear the expenses of lodging and actual travelling expenses of the visiting teachers.

48.12. FINAL APPROVAL/DISAPPROVAL:

- i. Based on the report of Local Inquiry Committee, the University will approve/disapprove the affiliation.
- ii. Notwithstanding the guidelines laid down above, all the conditions prescribed by the Act and Regulations in respect of Affiliation shall be mandatory.

Note: The Exercise on affiliation shall begin at least nine months in advance and get completed at least two months before the admissions are made in the College.

Note: The terms and conditions mentioned in the prescribed form of the university for applying for affiliation of a Post Graduate Centre are to be followed strictly.

(Annexure)

CHAPTER VII

49. AFFILIATION, RECOGNITION AND APPROVAL OF COLLEGES

(Under Sec 50 & 56 of the Act)

49.1. APPLICATION FOR AFFILIATION OF A COLLEGE –

i. GENERAL:

Subject to the provisions contained in Sections-50 of the Act, a college desiring to obtain affiliation shall apply to the Registrar in the form prescribed by the University so as to reach on or before the 31st March of the year preceding the year from which affiliation is intended to take effect. The application shall be sent to the Registrar of the University along with the prescribed fees in the form of Demand Draft drawn in favour of the University Fund Account.

Provided that on the recommendation of the Vice-Chancellor, the Academic Council and Executive Council may if it is satisfied that there are special reasons to do so after recording the reasons, entertain a letter of application sent to the Registrar after 31st March with late fees as well as penalty fees as mentioned in the Regulations. In no case, a request for further postponement of any date of application beyond 31st August of the previous year shall be entertained.

- i. The application to start a new college and to get it affiliated to the University can be submitted by Central / State Government institutions and Registered Society / Trust.
- ii. If the applicant is a Society or a Trust, it should have been registered before the date of submission of the application for the affiliation under one of the following:-
 - a. Societies Registration Act, 1860
 - b. Bombay Public Trust Act, 1950
 - c. Under the Law of any other State
- iii. The application shall contain an undertaking that after the college is affiliated, any transfer of management and all changes in the teaching staff and all other changes which result in any of the aforesaid requirements not being fulfilled or continued to be fulfilled shall be forthwith reported to the Executive Council.
- iv. An application made under sub-section (1) of Section-40 may be withdrawn at any time before an order is made under sub- section (6) thereof.

49.2.NORMS AND STANDARDS FOR AFFILIATION OF UNDER GRADUATE COLLEGES.

The norms and standards for affiliation of Under Graduate Colleges shall be as may be laid down by the Government and UGC from time to time.

49.3.MAXIMUM NUMBER OF STUDENTS TO BE ADMITTED IN AFFILIATED COLLEGE:

On recommendation of the Academic Council, the Executive Council shall approve the maximum number of students to be admitted in affiliated college considering the norms and standards for affiliation prescribed by the State Government and UGC.

49.4.REQUIREMENTS FOR A COLLEGE SEEKING AFFILIATION:

The proposed College seeking affiliation to the University shall satisfy the following requirements:-

[The requirements at Sr. No. (i) to (vi) is applicable to the College not run by the State / Central Government.]

- 1 It shall be managed by a duly constituted and registered Society or Trust.
- 2 It shall satisfy the University that adequate financial provision is available for running the college as laid down by the Government. In particular, it shall produce evidence of creating and maintaining a Corpus Fund permanently in the name of the college by way of irrevocable Government Securities per programme or Fixed Deposit Receipts for like amounts jointly held by the college and the University for a minimum lock in period of three years The interest accrued out of it may be utilised by the college with the prior permission of the University for strengthening its infrastructure facilities.
- 3 It shall also provide an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.
- 4 The fees shall be recovered from the students as laid down by the University from time to time.
- 5 For recruitment of the principal and members of the teaching staff of the college, there will be a selection committee of the college which shall include -
 - a. in case of recruitment of the principal, a representative of the University nominated by the Vice-Chancellor; and
 - b. in case of recruitment of a member of the teaching staff of the college, a representative of the University nominated by the Vice-Chancellor and the Head of the Department, if any, concerned with the subject to be taught by such member;

Provided that this sub-clause shall not apply to a college established and administered by minority based on religion or language.

6 The college shall comply with the Regulations providing for conditions of service including pay and allowances of the teaching and other academic and non-academic staff of an affiliated college, not being a Government college or a college maintained by the Government.

7 The qualifications of the teaching staff and the conditions governing their tenure of office are such as to make due provision for the education to be imparted by the college.

8 The building/s in which the college is/are to be located is/are suitable and that a provision has been or shall be made, in conformity with the norms.

9 It shall provide hostels with lodging facility as per norms.

10 Due provision is made or shall be made for a library. The library will have at least one copy of reference books recommended by the UGC and multiple copies for issue to the students.

11 Due provision shall be made for the residence of the principal, other members of the teaching staff as well as non-teaching staff in the campus or near the college or the place provided for the residence of students.

12 The college must have a sports ground.

13 Such other conditions as may be specified by the University in accordance with the provision of the Act or by the UGC.

49.5.DOCUMENTS TO ACCOMPANY THE APPLICATION FOR AFFILIATION:

The application for affiliation shall be submitted along with the certified copies of the following documents:-

- i. Registration of the Society / Trust along with details of Constitution and Memorandum of Association, names and addresses of all members of the Executive Authorities of the Society / Trust.
- ii. Letter from the competent authority designated by the Government for classification of land and its location as Metropolitan or other areas,
- iii. Land Use Certificate from the competent authority designated by the Government;

- iv. Registered land / Government leased land documents in the name of the applicant;
- v. Appropriate order from the Government permitting the Society/ Trust to start the college with details of the programmes intended to be offered
- vi. Building Plan of the proposed college prepared by a registered Architect and approved by the competent authority designated by the Government;
- vii. Registered documents by the registered Society / Trust earmarking land and buildings for the proposed college;
- viii. Details of the latest fund position along with photocopies of relevant bank accounts, including the evidence of the Corpus Fund earmarked for the purpose as may be specified by the Government.
- ix. Detailed Project Report giving -
 - a. background of the Society / Trust with reference to its experience in promoting, managing and operating educational institutions; details of its promoters including their background; its activities in the social, charitable and educational spheres since its inception and its Vision and Mission;
 - b. development plan for the college with timeline, spelling out its growth plan over the first ten years period in terms of phasing of academic programmes, increase in students' intake and introduction of post graduate and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty, and other support facilities, including students' amenities, such as hostels, sports and recreational facilities.
 - c. architectural master plan indicating the land use pattern including those for the future,
 - d. policy with regard to faculty recruitment, retention and development;
 - e. structure of academic and administrative governance;
 - f. sources of financing of capital and operating expenditure, besides funds to be generated through students' fees; and
 - g. resource projections and their utilisation schedule.
- x. Details of the teaching staff appointed along with the qualifications, conditions of service and copies of the reports of the selection committees.

49.6.BOND TO BE EXECUTED BY THE REGISTERED SOCIETY / TRUST:

The Registered Society / Trust proposing the affiliation of a college shall execute a bond:-

- i. to impart instruction only in the subjects and for the programmes in the faculties for which affiliation has been granted by the University and shall not seek retrospective affiliation. All such programmes shall follow the syllabi approved by the appropriate academic bodies of the University and other regulatory bodies like University Grants Commission (UGC) / NCTE, etc.,
- ii. to comply with all the provisions of the Act, the Rules and Regulations of the University framed in this regard.
- iii. to follow the UGC (Affiliation of Colleges by University) Regulations, 2009 as published by the UGC in Gazette of India on 20-2-2010 as may be amended from time to time and to follow Rules, Regulations and Guidelines of the Statutory / other regulatory bodies issued from time to time,
- iv. to the effect that the number of teaching posts, the qualifications of teaching staff and their recruitment / promotion procedures as prescribed by the UGC and conditions of service shall be in accordance with the Regulations of the University / State Government / UGC, and shall ensure imparting of adequate instruction to the students in the programmes of studies to be undertaken by the college and that the Student-Teacher Ratio in the college shall be as per the UGC norms;
- v. to the effect that the members of the teaching and non-teaching staff shall be regularly and fully paid pay with applicable allowances as prescribed by the UGC / State Government, as the case may be, from time to time,
- vi. to the effect that appointment of members of the teaching and the non-teaching staff shall be made only on considerations of merit based on qualifications and experience prescribed for them and not by demanding or accepting any donation or other consideration;
- vii. to the effect that the college shall obtain the eligibility approval of the appointed teaching staff from the University within three months of affiliation and shall report all changes in the teaching staff and all other changes that may affect the fulfillment of the conditions for affiliation to the University

within a fortnight of changes coming into effect and obtain approval of the University.

- viii. to the effect that all fees to be charged from the students shall be as per the fee structure laid down by the University / State Government.
- ix. to the effect that the college shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents / guardians in addition to the prescribed fee and other charges as laid down by the University / State Government.
- x. to the effect that no student shall be admitted to any programme of study by the college in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University.
- xi. to the effect that the college shall not, without the prior permission of the University, suspend offering an already approved programme of study.
- xii. to the effect that the academic and welfare activities of the students belonging to the Scheduled Castes, Scheduled Tribes and other disadvantaged groups, including minorities, wherever applicable, shall be properly taken care of by the college.
- xiii. to the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Regulations / Orders of the UGC / University / Government shall be maintained and made available to the University as and when required for inspection.
- xiv. to the effect that the college shall furnish all such returns and other information as the UGC / University / Government may require to enable it to monitor and judge the performance of the college with regard to maintenance of academic standards and shall take such action as the UGC / University / Government may direct to maintain the same.
- xv. to the effect that it shall not lease the college building or premises or reduce the number or area of class-rooms, other rooms, library, etc.
- xvi. to the effect that it shall not utilise the college building / premises for any part thereof for any purpose other than the normal activity of the college without prior permission of the University.

49.7.PRELIMINARY SCRUTINY, INSPECTION AND GRANT OF TEMPORARY AFFILIATION:

- i. On the receipt of the application, the Executive Council or the person/s appointed by the Executive Council shall make preliminary scrutiny of the same and if found satisfactory the Vice-Chancellor shall issue a letter of intent, within two weeks from the date of receipt of the application by the University, to cause and inspection through a local inquiry committee within a period of three months for physical verification of all requirements for the grant of temporary affiliation.
- ii. The Executive Council shall make such further inquiry as may appear to it to be necessary.
- iii. The Executive Council shall give due consideration to the request, if any, made by the applicant for reconsideration of any of the conditions conveyed to him.

49.8.MEDIUM OF INSTRUCTION:

Every affiliated college shall, in respect of the medium of education comply with the provisions made in that behalf under these Regulations.

49.9.LOCAL INQUIRY COMMITTEE (LIC):

The affiliation shall be subject to an inspection by the Local Inquiry Committee (LIC) consisting of the following:-

- i. Dean who is the member of the College Development Committee - Chairperson
- ii. An expert to be nominated by the Vice-Chancellor for each of the subject areas proposed,
- iii. A representative of the Director of Education not below the rank of Deputy Director, and
- iv. The Executive Engineer of the State Government.

49.10. REQUIREMENTS TO BE SATISFIED DURING INSPECTION:

The proposed college seeking affiliation, at the time of inspection by the University, shall satisfy the following requirements:-

- i. undisputed ownership and possession of land as per norms laid down by the Government.
- ii. administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University concerned for each of the higher education programme with adequate scope for future expansion in

conformity with those prescribed by the UGC / Statutory / Regulatory body concerned, taking care that all buildings constructed in the college are disabled friendly;

- iii. academic building sufficient to accommodate the faculties, lecture / seminar rooms, library and laboratories with a minimum of 15 sq.ft. per student in lecture / seminar rooms / library and 20 sq.ft. per student in each of the laboratories;
- iv. number of teaching and non-teaching staff as per University norms;
- v. adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage, etc. in conformity with the norms laid down by the State PWD;
- vi. a library with at least 1000 books, or 100 books in different titles on each subject, whichever is more, of the proposed programmes to include both text books and reference books, besides two journals per subject, along with a book bank facility for students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the UGC from time to time,
- vii. a multi-purpose complex / an auditorium and facilities for sports, canteen, health care, separate common rooms and separate hostels for boys and girls as per the local requirements as decided by the University;
- viii. appropriate furniture for lecture / seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi-purpose complex / auditorium, common rooms and hostel rooms, and for other facilities;
- ix. a duly constituted managing body as specified by the University.

49.11. REPORT OF THE LOCAL INQUIRY COMMITTEE:

- i. The report of the Local Inquiry Committee shall be submitted by the Chairperson to the Vice-Chancellor duly filled in and signed by all the members. The Vice-Chancellor shall place this report before the Academic Council and on recommendation of the Academic Council, the Executive Council shall decide to grant, or reject, temporary affiliation to the college, recording the reasons in writing for its decision within three months of inspection.

Provided that where the views of the Academic Council with regard to the affiliation of a college are not acceptable to the Executive Council, the Council shall refer the matter again to the Academic Council, with or without its comments, and the Academic Council shall communicate again to the Board its views with regard to the affiliation of the college.

- ii. The University may call upon any college so inspected to take, within a specified period, such action as may appear to it to be necessary in respect of any of the matters referred to in the sub- section (2) of Section-53 of the Act.

Note: The terms and conditions mentioned in the prescribed form of the university for applying for affiliation of a college are to be followed strictly. (Annexure)

49.12. DECISION OF THE EXECUTIVE COUNCIL ON THE APPLICATION:

- i. On the basis of the infrastructure and other facilities available at the college, the University shall decide the number of seats for each programme in the college.
- ii. The Executive Council of the University shall be the ultimate to decide granting, or not granting, affiliation.
- iii. Continuation of temporary affiliation of the programmes of study and the college itself shall be granted by the University on a year to year basis through inspection process prescribed in these Regulations.
- iv. If the University decides not to grant temporary affiliation to the college for reasons, recorded in writing, of its failure to meet the conditions / requirements for getting affiliation, the college may apply again as and when fulfils the conditions / requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

49.13. GRANT OF TEMPORARY AFFILIATION WITHOUT LOCAL INQUIRY:

- i. If the Executive Council is satisfied that there are special reasons to grant the affiliation to a College and if there is not enough time to carry out the Local Inquiry as per Regulation, the EC may in exceptional cases, after recording the reasons, allow the Registered Society / Trust to grant temporary affiliation to start the college for the first year of the programme in a readily available building, with the condition that all other academic and administrative requirements laid down by the Government and under the Regulations are satisfied and the college shall complete the buildings accordingly and other requirements cited in the detailed project report by the end of the second year and the college is moved completely to the proposed permanent building by the beginning of the third year, failing which the college shall not be granted renewal of temporary affiliation until the college moves to the permanent buildings.
- ii. It is further provided that, until and unless permanent affiliation is notified, the Institution concerned shall continue to apply for the extension of affiliation as may be required and

the Regulations and University shall continue its process for affiliation for the specific period laid down under the Regulations.

- iii. Continuation of temporary affiliation of the programmes of study and the college itself shall be granted by the University on a year to year basis through inspection process prescribed in these Regulations.

49.14. ELIGIBILITY CRITERIA FOR PERMANENT AFFILIATION:

The following shall be the eligibility criteria for granting permanent affiliation:-

- i. The college shall have completed at least five years of satisfactory performance after getting temporary affiliation and attained the academic and administrative standards as prescribed by the University / UGC / Statutory / Regulatory Body concerned from time to time.
- ii. The college shall have completed construction of buildings and all infrastructure / facilities as stipulated in the Regulations. Under no circumstances, extension of time for movement to the permanent building shall be granted beyond five years.
- iii. All the teaching and non-teaching staff are appointed on permanent basis (on regular basis in case of a Government college) on the UGC / Government scales of pay.
- iv. The college shall have a duly constituted College Council as per the norms.
- v. Every affiliated college shall furnish such reports, returns and other information as the Board, after consulting the Academic Council, may require to enable it to judge the efficiency of the college or the institution.

49.15. PROCEDURE FOR GRANTING PERMANENT AFFILIATION:

- i. A college which wishes to get permanent affiliation shall apply to the University any time after completing five years of temporary affiliation in the proforma along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar of the University
- ii. The procedure for according permanent affiliation shall be the same as for granting temporary affiliation given in the Regulations.
- iii. If the University decides not to recommend for granting permanent affiliation to the college for reasons, to be recorded in writing, of its failure to meet the conditions / requirements for getting such affiliation, the college may apply again as and when fulfills the conditions / requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

49.16. 8.16 CONCURRENCE TO BE OBTAINED FOR PERMANENT AFFILIATION FROM THE STATE GOVERNMENT:

- i. The Registrar shall submit the application and all proceedings, if any, of the Academic Council and the Executive Council relating thereto to the State Government which shall, after such inquiry as may appear to it to be necessary, grant or refuse the application or any part thereof.
- ii. Where the application or any part thereof is granted, the order of the State Government shall specify the programmes of the instructions in respect of which the college is affiliated and where the application or any part thereof is refused, the grounds of such refusal shall be recorded.
- iii. As soon as possible after the State Government makes its order, the Registrar shall submit to the Executive Council and the Academic Council a full report regarding the application, the action taken thereon and of all proceedings connected there- with.

49.17. APPLICATION FEES FOR AFFILIATION OF COLLEGES:

1. Every application for affiliation shall be accompanied with non- refundable which shall be published by the University every year.

Sr. No.	Application for Affiliation of Colleges	Fees in ₹
1.0	Form Fee	5,000
2.0	New College / Bifurcation of College / Amalgamation of College	25,000
3.0	Extension and renewal of Affiliation	10,000
4.0	Fee for additional subject	5,000
5.0	Renewal fees for subject	5,000
6.0	Permanent addition of new subject	25,000
7.0	Permanent affiliation	50,000
8.0	Visiting fee for the each visit of Local Inquiry Committee	25,000
9.0	Visiting fee for verifying the compliance of the quarries	25,000
10.0	Fee for changing the place of college	10,000
11.0	Fees for changing college trust / management	25,000
12.0	Fees or changing the name of the college	25,000

13.0 University Development Fee per Student as decided by the EC

2. The affiliated college shall have to pay development fees per student at the beginning of every academic year @ decided by the University from time to time in addition to the Examination fees.

3. The application and affiliation fees can be revised by the executive council from time to time.

49.18. LATE FEES AND PENALTY FEES:

1. The applicable rate of late fees and penalty fees shall be as under:

(1)	Application if received by 31st March of the preceding year	₹ 25000
(2)	Late fees if received by 31st May of the preceding year	₹ 25000
(3)	Penalty Fees if received by 31st August of the preceding year	₹ 50000*

*In addition to the amount of application fee.

i. The applicable rate for submission of late application form and the late fees for the late Application fee for Affiliation OR Bifurcation of any existing college into two colleges / unification of two colleges into one college OR Renewal of Affiliation OR Extension of Affiliation of Subject (per year) OR Permanent Affiliation Fee OR Local Inquiry Committee Visit Fee (Per Visit) OR Other Committee Fee (Per Visit) OR Changing Place of College OR Changing name of Trust of College OR Changing Name of College:-

(1)	Application if received by 15th July of the preceding year	₹ 25000
(2)	Late fees if received by 15th October of the preceding year	₹ 25000*

*In addition to the amount of application fee.

Note: The above amount of fees can be revised by the Executive Council from time to time.

49.19. 8.18 ELIGIBILITY TO APPLY FOR ADDITION TO PROGRAMMES OF INSTRUCTION OF STUDY:

- i. Any proposal for adding new programmes shall be considered by the University only after ensuring equitable distribution of facilities for higher education, having due regard, in particular, to the needs of the un-served, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction.
- ii. Any proposal for raising the existing under-graduate college to post- graduate studies level shall be considered by the University only after satisfactory completion of two years of the under-graduate programme and the proposed buildings, qualified faculty and other infrastructure facilities are fully created as per the Regulations.
- iii. Each application for addition of a new programme or for upgrading the existing programme to post-graduate level shall be accompanied by the prescribed fee in the form of Demand drafts drawn in favour of the Registrar of the University.
- iv. The procedure for according temporary affiliation to additional programmes of study or for upgrading the existing programmes in the college shall be the same as prescribed under the Regulations for temporary affiliation.

49.20. CLOSURE OF A COLLEGE - DISCONTINUATION OF SUBJECTS/ CLASSES/ DIVISION ETC.:

In the case of an intended (a) closure of a college, (b) discontinuance of teaching of all the subjects comprised in any of the faculties of a college, or (c) discontinuance of any of the classes or division thereof in any medium or media, it shall be incumbent for the management of the college to follow the following procedure:-

- (i) The management of an affiliated college shall not close the college, any of its faculties, or classes or division thereof without prior permission of the Executive Council. This intended (a) closer of the college, (b) faculty or (c) discontinuance of any of the classes or divisions thereof in any medium or media shall, if permitted be co-terminus with the closing of the academic year.
- (ii) If the management of an affiliated college desires to close the college, any of its faculties, or classes or divisions, it shall make an application in writing to the Registrar giving reasons for the same with non-returnable fee of Rs. 25,000/-.
The Executive Council may refuse to consider such an application, unless it is made on or before the 31st of August preceding the year from which the closer of the college, any of its faculties, or classes or divisions thereof as the case may be, is intended to make effect.
- (iii) On receipt of the application as stated above, the Executive Council shall (a) direct a local inquiry to be made by a competent person or persons authorised by the Executive Council in such manner as may be deemed necessary and relevant and (b) make such further inquiry as it may appear to be necessary and shall decide whether the application should be granted or re- fused either in whole or in part.

(iv) The Executive Council shall take the following aspects into consideration before arriving at a decision:-

- (a) the educational need of the locality;
- (b) interests of the students' community;
- (c) policy of the University in regard to giving encouragement of education facilities in various faculties or media;
- (d) Development of the faculty and interests of the members of the staff concerned;
- (e) Bonafide difficulties which the management is facing by the continuance of the college or classes or the faculty;
- (f) Any other relevant matter. In granting the application either in whole or in part, the Executive Council may lay down such conditions to be fulfilled by the management of the college as the Executive Council deems fit.

(v) On receipt of application under clause (1) of the Regulation in regard to closer or reduction in class, the Academic Council of the University shall, endeavor to encourage the management of any existing affiliated college or to take such action as may be considered necessary for keeping the college proposed to be closed down or classes proposed to be closed down in a state of continuous functioning or to encourage the formation of a new management for a like purpose.

(vi) The decision of the Executive Council shall be final.

(vii) No management of an affiliated college shall (a) effect the closing of a college, (b) discontinuance of teaching of all the subjects comprised in any of the faculties of a college, or (c) discontinuance of any of the classes or division thereof in any medium or media after the approval as envisaged above until and unless it was to the satisfaction of the University paid to the member of its staff which is retrenched, the compensation, provident fund and dues and other lawful dues either under the University Act or Regulation, Rules or Resolution made there under.

(viii) An application for (a) the closer of a college, (b) any of its faculties, or (c) discontinuance of any of the classes or divisions thereof in any medium or media may be withdrawn at any time with the permission of the Executive Council.

(ix) Nothing in this Regulation shall be deemed to take away any right of compensation or any other protection which is afforded by the Shree Somnath Sanskrit University Act or any other Act, Regulation or Rules made there under to which the member of the staff is entitled.

49.21. DISCONTINUATION OF FACULTY BY THE AFFILIATED COLLEGE:

Notwithstanding anything contained in these Regulations, an affiliated college desiring to discontinue any faculty or a part thereof for which the affiliation is granted, it will be permitted to do so after a detailed application has been submitted not later than 31st July

of the year preceding the year from which the process of closer is intended to commence with reasons and sanction of the University is obtained.

49.22. CHANGE OF LOCATION OF AN AFFILIATED COLLEGE

- (1) An affiliated college shall not change its location or name or give its building or a part of it on rental basis without prior permission of the University.
- (2) The Executive Council may accord permission to an affiliated college to change its location or name or to give its building or a part of it on rental basis subject to the following rules and procedure:-
 - (i) An application for permission to change its location/ name and an application for permission to give its building or a part of it on rental basis together with a fee of ₹ 10,000/- shall be submitted not later than 15th July of the year preceding the year from which the action of the college is included to take effect.
 - (ii) The application shall put forth elaborately the reasons for the purpose of application of the college.
 - (iii) The college shall submit the plan of the building together with an elaborate note detailing the physical facilities available in the building as per University norms in respect of the dimensions of the class-rooms including rooms for tutorials, teachers' rooms, library including the reading rooms, girls' common rooms, Principal's room, water-room, toilet, etc.
 - (iv) On receipt of the application, the Executive Council may appoint an Inquiry Committee to examine the proposal of the college and report with full justification.
 - (v) The report of the Inquiry Committee will be placed before the Executive Council after considering the re- port may either grant the permission asked for such conditions as may deem necessary to lay down or refuse the permission asked for.

49.23. CHANGE IN MANAGEMENT OF AN AFFILIATED COLLEGE:

- i. The management of an affiliated college shall not hand over the college or its management to any other body without the prior permission of the University.
- ii. The Executive Council may accord permission to the management of an affiliated college to hand over the college or its management to any other Body such other Body being a Public Trust or Registered Society, subject to the following rules and procedure:-
 - (a) The application for the change of the management accompanied with a fee ₹ 25,000/- shall be submitted to the University not later than 15th July of the year

preceding the year from which the change of management is intended to take effect.

- (b) The application shall be accompanied with the following documents:-
- (1) A true copy of the relevant resolution of the outgoing Trust or Society, as the case may be, intending to hand over the college and/or its management to another Trust or Society as the case may be;
 - (2) A true copy of the resolution intending to take over all the financial liabilities of the out-going management with regard to the teaching and non-teaching staff, the University, the State Government, the University Grants Commission or other statutory / regulatory bodies;
 - (3) A true copy of the resolution of the incoming Trust or Society, as the case may be, intending to take over the college and or its management;
 - (4) A true copy of the Memorandum and Articles of Association and balance sheet of the incoming management;
- iii. On receipt of the application, the Executive Council may appoint an Inquiry Committee to examine the proposal and report regarding the financial liability and the competence of the incoming management to manage the college.
- iv. The report of the Inquiry Committee will be placed before the Executive Council and the Executive Council may, after considering the report, either accord its permission to the proposed change over the management on such conditions as it may deem necessary to lay down or refuse the permission asked for.

49.24. WITHDRAWAL OF AFFILIATION: (SECTION-55)

- i. The affiliation granted can be withdrawn by the University under provisions of Section- 55 of the Act. If the University decides to withdraw the affiliation of the college accordingly, or; the affiliation stands terminated by the order of the University, temporarily or permanently, under Section-55 of the Act; such decision shall not affect the interests of the students of the college who were on its rolls at the time of issue of the order till they pass out the normal duration of programmes to which they are registered at that time. The University / Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.
- ii. If an affiliated college ceases to function or is shifted to a different location or is transferred to a different Society, Trust, individual or a group of individuals without the prior approval of the University, the affiliation granted to the college shall lapse automatically on such creaser, shifting or transfer, as the case may be, and it shall be treated as a new college for the purposes of future affiliation. The University/ Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.

CHAPTER VIII

50. SUBJECTS IN WHICH THE COURSES MAY BE IMPARTED BY THE UNIVERSITY AND AFFILIATED COLLEGES

[Under Sec. _____ of the Act)]

50.1.The University shall impart the courses through its constituent colleges, UG/PG Departments, Centers, affiliated colleges, recognised institutions and recognised Pathshalas. The University shall impart courses in various modes viz.

- i. Offline mode (Regular mode)
- ii. Online mode
- iii. Distance mode
- iv. Blended mode

On recommendations of the Academic Council, the Executive Council shall approve from time to time, the courses to be imparted by University, affiliated colleges and recognised institutions.

50.2.The subjects in which the Courses may be imparted by the University and Affiliated Colleges shall be as under:-

Course Name	Subject	Duration	Qualification
Vidyavaridhi (Ph.D.)	(1) Sahitya (2) Veda (3) Purana (4) Jyotisha (5) Paurohitya (6) Vyakarana, (7) Sarvadarshan	3-6 Years	Acharya/M.A. in Sanskrit with at least 55% marks.
Acharya (Master of Arts) Post-Graduation	(1) Sahitya (2) Veda (3) Purana (4) Jyotisha (5) Vastushastra (6) Paurohitya (7) Vyakarana (8) Sarvadarshan (9) Dharmshashtra (10) Swaminarayan Vedanta (11) Ramanuj Vedanta (12) Navya Nyaya (13) Purva Mimamsa (14) Advait Vedanta	2 Years	Graduation in Sanskrit as a main subject
M.A. (Master of Arts)	(1) Yoga (2) M.A.in Hindu Studies (3) M.A.in General Sanskrit	2 Years	Graduation in any subject
P.G.D.C.A.	Computer & Compulsory Sanskrit	1 Year	Graduation in any subject
Shiksha- Shastri (B.Ed.)	Sanskrit	2 Years	Graduation in Sanskrit with at least 50% marks

Shastri Graduation (Bachelor of Arts)	(1) Sahitya (2) Veda (3) Purana (4) Jyotisha (5) Vastushastra (6) Paurohitya (7) Vyakarana (8) Sarvadarshan (9) Dharmshashtra (10) Swaminarayan Vedanta (11) Ramanuj Vedanta (12) Navya Nyaya (13) Purva Mimamsa (14) Adavait Vedanta	4 Years NAP	12 th Standard in any stream
B.A.B.Ed. (4 Years)	(1) Sahitya (2) Veda (3) Purana (4) Jyotisha (5) Vyakarana (6) Sarvadarshana	4 Years NEP	12 th Standard in any stream with at least 50 % marks
P.G. Diploma (One Year)	(1) P.G.Diploma in Sanskrit and Hindu Religious Studies (2) P.G.Diploma in Temple Management (3) P.G.Diploma in Tourism	1 Year	Graduation in any subject
Diploma (One Year)	(1) Yoga (2) Temple Management (3) Vastushastra (4) Sanskrit Teaching (5) Jyotisha (6) Vedic Mathematics (7) Music (8) Sanskrit and Hindu Religious Studies (9) Karamkand (10) Vallabh Vedant (11) Rangmanch (12) Advance Rangmach (13) Sanskrit Language (14) Pandu Lipi Shastra	1 Year	12 th Standard
Diploma (Two Years)	Diploma in Fine Arts	2 Years	12 th Standard

Note: The University has the power to change the courses from time to time.

51. ADMISSION TO THE UNIVERSITY

51.1.ELIGIBILITY FOR ADMISSION TO THE UNIVERSITY

A candidate who has passed the Higher Secondary Examination/ Madhyama Examination (Std. 12) conducted by the Gujarat Secondary & Higher Secondary Education Board, Gandhinagar or an examination recognized as equivalent thereto shall be considered eligible for admission to first year of the degree courses or integrated courses as may be laid down by the State Government / UGC or any of the regulatory authority from time to time. For PG and other courses students shall be admitted considering the norms prescribed by the UGC from time to time.

51.2. SCRUTINY OF THE APPLICATIONS FOR ADMISSION

The Principal / Head of Department shall carefully scrutinize the enrolment application of

each student before granting him / her admission, subject to the approval of the University. Pending such approval, the admission granted by the Principal / Head of Department to a student shall be at the risk of the respective student.

51.3.FORWARDING OF APPLICATION TO THE UNIVERSITY

The Principal of an affiliated College / recognised Institution shall forward the applications to the Registrar of the University latest by the 31st of August every year, all the applications of the students eligible for admission to the University and admitted to the First Year of the Degree Course of this University for enrolment and shall at the same time pay a fee for each application at the rate laid down by the Executive Council from time to time.

51.4.EXCEPTION OF LATE APPLICATIONS FOR ADMISSION

- i. Notwithstanding anything contained herein above, the Vice-Chancellor shall have power to extend the last dates in special circumstances. The University may accept late applications for enrolment up to the end of the first term of the academic year with a late fee at the rate laid down by the Executive Council from time to time be charged.

Provided that the reasons for late submission are acceptable to the University.

- ii. No application for enrolment shall however be accepted by the University in any case after the end of the first term of the academic year in which the admission is made and the attendance or Term / Terms kept by the student whose application not received before due date or whose delay in submitting the application is not condoned, shall be treated as cancelled.

51.5.APPLICATION FOR ENROLMENT

- i. The application for enrolment which cannot be submitted by the student in time, the Principal shall report the University the name of such student latest by the 10th of September of the respective year, together with the information regarding the subjects taken by the student and the marks obtained by him/her at the S.S.C./H.S.C. or the equivalent Examination.
- ii. In the event of any doubt / dispute arising in connection with enrolment of any student, the Vice-Chancellor's decision shall be final.
- iii. All students whose applications for enrolment are submitted to the University shall submit the certified copy of the Passing Certificate from the examining body together with a photo copy thereof before the end of Academic Year during which they are admitted to any College affiliated to the University.
- iv. Notwithstanding anything contained above, the terms kept by the student and his/her result of that examination will be treated as cancelled if he/she fails to produce the required Certificates through the Principal of his/her College in any case latest before the next academic term following the declaration of his/her result of the respective examination.

51.6. PROVISIONAL ADMISSION TO THE EXAMINATION

A student who fails to produce the Certificate of having passed the relevant examination, before the end of the respective academic year of his/her admission he/she may be provisionally admitted to the examination at his/her own risk with a clear understanding that his/ her result of the respective examination shall be withheld till he/she produces the required Passing Certificate.

51.7. ADMISSION OF STUDENTS FROM OTHER UNIVERSITIES

- i. A student migrating from the jurisdiction of another University or a Statutory Examining Body and seeking admission to this University shall apply to the Registrar of this University for a Certificate of Eligibility and shall, at the same time pay a fee as laid down by the Executive Council from time to time. Such fee shall not be refunded, if an Eligibility Certificate is once issued to the applicant. In case, however a student to whom the Eligibility Certificate is issued will not be required to pay a fresh fee if he desired a change over from one course to another for admission to which he is otherwise eligible.
- ii. No student from the jurisdiction of another University or a Statutory Examining Body shall be admitted to any Department / Institution / College maintained by / affiliated to/ approved by / recognised by the University, except on production of a Certificate of Eligibility in the following form signed by the Registrar or an Officer of this University authorised by him.

FORM OF CERTIFICATE OF ELIGIBILITY

Admission to the affiliated colleges / institutions is under the control of the Principals of the respective colleges / institutions and granting of an Eligibility Certificate by the University does not necessarily confer any right on the candidates for admission to a particular college. The certificate fee will not be refunded in the event of the student failing to obtain admission to a college affiliated to this University.

This is to certify that Mr/ Miss/Mrs..... has passed theExamination from the..... University / Board in the year 20..... . He/ She is eligible for admission to Class in.....College/ Institution affiliated to this University.

Date - - 20

For Registrar

- iii. A candidate applying for Eligibility Certificate shall be required to submit along with the application in the prescribed form, a certified copy each of the following Certificates along with the respective, Certificate in original, duly attested by a Gazatted Officer/ M.L.A./ M.P./ Hon. Magistrate/ a member of the Board of

Governors/ Principals of affiliated colleges. The Original, certificates will be returned to the candidate on the issue of the Final Eligibility.

(a) Migration Certificate:

Certificate from the Registrar of the University or the Secretary of the Public Body form which the applicant has passed the Examination which he / she is studying in the affiliated colleges/ Department permitting him to prosecute his studies in the Shree Somnath Sanskrit University (Original Certificate shall not be returned.)

Note: Students passing the Higher Secondary / Madhyama Examination from the G.S.B/ Gujarat Higher Secondary Education Board are not required to produce Migration Certificate for Under Graduate Courses.

(b) Certificate of Marks:

In each subject at the H.S.C. / Madhyama Examination passed by the applicant (to be submitted by such applicants only as are seeking admission to this University just after passing a High School or School leaving or Higher Secondary Education Examination conducted by a Body other than a University.)

51.8.PROVISIONAL ELIGIBILITY CERTIFICATE

- i. The Registrar may issue a provisional Eligibility Certificate if he is satisfied that the applicant is prima facie eligible for admission to this University, at the applicant's own risk and solely on the condition that the applicant shall obtain the Final Eligibility Certificate before the close of the Academic term in which he / she is admitted provisionally or before the time limit extended if any.

Provided that if the student fails to obtain the Final Eligibility Certificate before the commencement of the Examination, he / she may be admitted to the examination with a clear understanding that his / her result of the respective University examination shall be withheld till he/ she obtain the Final Eligibility Certificate.

- ii. Notwithstanding anything contained in above regulation, the term or terms if any, kept by the student and his / her result of the Examination will be treated as cancelled if he / she fails to obtain the Final Eligibility Certificate within three months after the date of the declaration of the result.
- iii. A Provisional Eligibility Certificate to join University / College will be issued only on payment of the fee at the rate laid down by the Executive Council from time to time and on production of documentary evidence such as certificate of passing the examination issued either by the Head of the College/ Institution or the Secretary of State Education Board or a newspaper cutting, hard copy of website where in the names of successful candidates are published. When only the numbers of successful candidates are published the Hall Ticket or admission card shall also be produced. He/ She has to produce attendance Certificate if he/ she is studying while applying to the admission in this University.

- iv. If the University is satisfied that the delay on the part of the student in applying for the Eligibility Certificate was not due to any fault of his / her, own, it may while granting the Eligibility Certificate direct that it shall have retrospective effect from this date on which he / she applied for admission, so that the days on which he / she has registered his / her attendance before the issue of the Certificate can be taken into account.

51.9.GRANTING OF TERMS

- i. Terms can be granted only to the duly admitted students who shall attend for a prescribed number of days or periods at one or more of the colleges or institutions affiliated / recognized by the University.
- ii. The minimum attendance required for granting a term or a semester of a student shall be 75% of the total number of days or which classes have run in a given term / semester in all the faculties. For Post Graduate classes the 75% of attendance shall be counted based on lectures and practical work, drawing Projects etc. to be attended by a student.
- iii. However, in case if late admission either on account or revision of examination results or being on the waiting list of admission the attendance for the First Term shall be counted from the date on which the late admission is given.
- iv. A student whose attendance is falling short by 40% of minimum required attendance in the first term of the academic year shall be required to attend classes in the second term so that the total attendance of the second term shall be 90% of the working days of the second term. However, this will not apply to those faculties where semester system is in operation.

51.10.PURSUANCE OF MORE THAN ONE COURSE SIMULTANEOUSLY

The student shall pursue two courses simultaneously as prescribed by the UGC from time to time one through regular mode and another one through ODL/Online mode.

51.11. FOREIGN STUDENT/ N.R.I ADMISSION POLICY.

- i. The 5% of seats over and above the normal intake shall be for the students of foreign nationality/international students for admission to the programmes/ courses.
- ii. The foreign nationals seeking admission in the University shall have to get themselves registered with the Academic Section of the University in compliance with the schedule notified by the University. No foreign student will be admitted directly by any department/school. They will be registered only on the recommendation of their respective high Commissions/Embassies.
- iii. Foreign nationals shall be exempted from appearing in Admission Entrance Test conducted for admission to various undergraduate and post graduate programmes/ courses including professional courses. Foreign nationals who are stationed in India and have passed their last examination from Board/University in India shall

also be exempted from appearing in entrance test.

- iv. All the categories of foreign students shall come under the same category of 5% quota for foreign nationals for admission to various programmes/courses. This shall include foreign nationals with qualification attain either from Indian Board/University or Foreign Board/University.
- v. All admissions in foreign student category shall be done on individual merit and a single merit list of foreign students both with Indian and foreign qualifications shall be prepared for admissions in various programmes/courses.
- vi. At least one seat shall be reserved for foreign nationals in all the programmes/courses wherever the total number of seats for admission is less than 20.
- vii. Foreign nationals admitted to this University will be required to get medical insurance which is mandatory.
- viii. The foreign students shall have to pay annual fee as decided by the Academic Council. The 5% of seats over and above the normal intake shall be for the students of foreign nationality/international students for admission to the programmes/ courses.

CHAPTER X

52. EXAMINATION

(Under Sec. 57 (xv) of the Act.)

52.1.

- i. The University must strictly follow Standard Operating Procedure Implementation of National Education Policy – 2020 issued by the Education Department, Government of Gujarat.
- ii. Before the end of each academic year, the University shall prepare and publish a schedule of examinations for the next academic year and choice based credit system of evaluations for each and every course as per UGC norms where ever applicable, conducted by itself or by any affiliated college or recognized institutions within its jurisdiction and shall strictly adhere to the schedule Failing which the concerned authority or officer of the university shall have to make a reasoned report to the State Government within thirty days and the directions or decisions of the State Government in this regard shall be final and binding

Explanation I- “Schedule of Examinations” means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details about the practical examinations

Explanation II- “Choice based credit system” means an evaluation wherein modules taken by students shall be assessed immediately upon completion of required academic work as a part of continuous assessment or at the end of a semester:

Provided that, in case the university is unable to follow the said schedule due to reasons and circumstances beyond its control it shall, as soon as practicable, submit a report to the State Government incorporating the detailed reasons for making a deviation from the published schedule.

- iii. As per the guidelines of the NEP 2020, students would be evaluated following a holistic approach consisting of Continuous and Comprehensive Evaluation (CCE) and Semester End Evaluation (SEE). CCE would be conducted round the year to assess the ongoing learning progress through varied forms of assessment. CCE shall include multiple components, such as quizzes, assignments, projects, presentations, and class participation, to provide a holistic view of students' academic performance. SEE would serve as a summative assessment, measuring the students' learning outcomes at the end of the semester. SEE shall include final examinations following written evaluative methods deemed appropriate for the specific courses.
- iv. In each course of Major/ Minor/ Multidisciplinary/ Ability Enhancement Course (AEC)/ Skill Enhancement Course (SEC)/ Value Added Course (VAC)/ Indian Knowledge System (IKS), every credit carries 25 marks, of which 50% marks shall be assigned for CCE and rest 50% marks for SEE.

- v. The pattern of distribution of total marks across CCE and SEE for subjects with four and two credits shall be decided by the Academic Council on the recommendation of the Board of Studies Concerend.
- vi. Continuous and Comprehensive Evaluation (CCE) shall be conducted as a formative and internal assessment to assess students' learning progress regularly, at college level. All written external evaluation shall be invariably conducted by Universities themselves, irrespective of size of credits.
- iv. The components of CCE would be pre-decided for each course and communicated to the students at the start of the course. Clear guidelines shall be established for faculty to assess students based on predetermined criteria, ensuring consistency and fairness in evaluation.
- v. Regular formative assessments shall be conducted throughout the academic session, promoting continuous learning and feedback for students at college level. A robust feedback mechanism must be developed, allowing faculty to give constructive feedback to students.
- vi. The University and its constituents shall maintain detailed records of CCE assessments conducted for students enrolled therein, ensuring transparency and accountability in the evaluation process.
- vii. The evaluation results of individual tests/ assessments conducted as part of CCE must be communicated to students within one week. Results of daily or weekly evaluations must be communicated at the start of the following week.
- viii. In case of affiliated colleges/ recognised institutions/ learner support centres, the overall marks obtained by the student in CCE assessments shall be submitted to the Universities within 15 days of conclusion of the end- semester exams for consolidation and preparation of mark sheets/ grade sheets.
- ix. In case of student grievances related to the conduct or award of marks in CCE, students may approach the student grievance redressal cells constituted within their respective institutions or at the University level or authorities tasked with grievance redressal related to examinations.
- x. The Semester End Evaluation (SEE) shall be conducted by the affiliating University for the students enrolled therein and for students enrolled in its constituent/ affiliated colleges/ recognised institutions/ learner support centres as a summative and external assessment to evaluate students' overall understanding of the course content.
- xi. The Controllers of Examination (COEs) at the respective Universities would mandatorily conduct the examinations conducted as part of the Semester End Evaluation (SEE).
- xii. Semester End Evaluation (SEE) mandatorily carried out in written mode only, in presence of external evaluator assigned by the affiliating university.
- xiii. Paper setting and evaluation marking will be arranged by the affiliating university only. Qualified and experienced faculty members shall be responsible for setting SEE question

papers, ensuring alignment with the course objectives and academic standards.

- xiv. Results of SEE and its components shall be declared promptly within 30 days, and students shall have access to their results along with detailed feedback on their performance.
- xv. A transparent procedure at the University level for handling appeals and grievances related to SEE results shall be instituted, allowing students to seek clarification or challenge their grades if needed.
- xvi. All written external evaluation shall be invariably conducted by universities themselves irrespective of size of credits.

52.2.

i. Method of Examination

1. Unless provided for, examinations shall be conducted by one or more of the following methods:-
 - a. Written
 - b. Practical
 - c. Viva/Oral.
 - d. Computer based examination
 - e. OMR based examinations
 - f. Online Examination
2. Where there is more than one centre for written examinations in one paper of the same examination, the question papers shall be given out to candidates on the same day and at the same hour in every centre.
3. A candidate must answer either in Sanskrit / Gujarati/ Hindi / English. These rules shall not apply in case of question paper of languages other than Sanskrit / Gujarati / Hindi / English. However, the candidate will not be allowed to use multiple languages to answer question paper.

ii. Date, Place of Examination

1. All term end examinations shall ordinarily be held twice in the academic year unless otherwise decided by the Vice-Chancellor from time to time.
2. All examinations shall be conducted at such places, at such times and on such dates as the Vice-Chancellor may decide from time to time. A list of the Centers at which examinations will be held shall ordinarily be published not less than 15 days before commencement of examinations.
3. The programs for all Practical, Oral or Term work examinations, as the case may be shall be notified to the candidates at the centers fixed for the Examinations in theory at the time of the written examinations.

iii. **Application for the examination and conditions**

1. The last date for receiving the form of application for registration in respect of each examination specified by the University for each of the examination, along with the registration and examination and submit his application along with the registration and examination fees within the stipulated time limit.
2. The students should apply for the same in the prescribed examination form by paying the prescribed fees to the University within the time limit. The fees for the University End Semester examination shall be determined by the Executive Council and will be communicated to the colleges by the Controller of Examinations.
3. Where the last date for receipt of application forms by the Registrar/ Controller of Examinations fall on Sunday or Holiday declared as such by the University the forms shall be accepted on the next working day.
4. An application form for admission to an examination may be accepted by the Registrar/Controller of Examinations after the last date fixed for receiving such forms up to the expiry of a stipulated period on payment of a late fees and penalty fees at the rates laid down by the Executive Council from time to time. However, the Vice-Chancellor may permit acceptance of a form after the last date specified above, the reason considered satisfactory by him. The Vice-Chancellor may waive the payment of the late fee / penalty fee if it is satisfied that delay in the submission of the form was owing to unavoidable circumstances.
5. The Principals or Heads of Institutions, Heads of the Departments/ Teacher in Charge of the Post-Graduate Centers shall send the application forms along with the fees to the Registrar/Controller of Examinations on or before last date fixed for the receipt of the forms by the Registrar/Controller of Examinations. They may fix according to their convenience any earlier date not earlier than a fortnight as the last date for receiving the forms by them and payment of fees for candidates appearing from their respective college or institution.

iv. **Defective Application Form**

If a candidate has committed a mistake at the time of filling up the form for appearing at the examination or the form is incomplete or if there is any other mistake on the part of the candidate and on account of such mistake etc., the result of his examination requires to be corrected or if the mark-sheet is required to be corrected, such correction of mark- sheet or result may be made within a period of 60 days from the date of declaration of the respective result, provided a candidate pays fine for the correction of mark-sheet and for the correction of result as laid down by the Executive Council from time to time.

Provided further that if the application of the candidate is received after completion of 60 days from the date of declaration of the respective result, the Vice-Chancellor may correct the mark-sheet or the result as the case may be on acceptance of a fine as laid down by the Executive Council from time to time, if the situation is such that the

candidate cannot appear in the same examination again in accordance with the rules.

v. **Refund of Registration Fees and Examination Fee**

Registration fee and Examination fees are Non- Refundable.

vi. **Failure to pass an examination**

Failure to pass an examination will not debar the candidate from appearing in the same examination. However, in such a case, candidate will have to apply for a fresh registration and will also require to pay the examination fee within the time limit fixed by the University.

vii. **Alteration of Dates of Examinations**

When in the opinion of the Vice-Chancellor there is a sufficient reason for altering the dates for holding any examination fixed for a particular examination season, the Vice-Chancellor may alter the dates as it considers proper, and an announcement thereabout shall be made by the Registrar, suitably, in at least three newspapers to be selected by the Vice-Chancellor.

viii. **Exemptions**

Candidates who have obtained exemptions in examination and appears in the remaining paper/course/subjects without keeping any term, the marks obtained by the candidate in the ensuing attempts shall be carried forward when he obtains minimum marks fixed for passing in the paper/ course/subjects.

ix. **Blind candidates**

Notwithstanding anything contained in these Regulations, a blind candidate appearing at any of the examinations of this University will be exempted from payment of examination fees on production of a certificate regarding his blindness from a Civil Surgeon. However, he has to pay registration fees as may be prescribed by the University.

x. **Appointment of Amanuensis:**

The rules and regulations pertaining to appointment of amanuensis shall be as follows:-

An amanuensis shall be allowed in case of:

- Blind Candidates (visually handicapped); and
- The candidates, who are disabled due to an accident or disease and are unable to write with their own hands,

Provided that the candidates under above shall have to produce a medical certificate issued from the competent authority.

- a. Candidates who are suffering with writing disabilities and cannot write with their own hands would be entitled to seek assistance of computers for purpose of typing only, subject to the conditions that the computers/laptops shall be provided by the University on advance intimation by the concerned candidate to the office of CoE at least two weeks prior to the commencement of End Semester Examinations.

Provided further that the University shall ensure that the computer provided to the candidate does not have any data stored in it which is relevant to the examination in which the candidate is appearing, and that it does not have Internet facility. Such benefits to the physically challenged persons shall be allowed on production of a medical certificate from the designated authority.

- b. The Controller of Examinations, on receiving an Application from the candidate at least two weeks before the commencement of End Semester Examinations, will arrange for the appointment of an amanuensis and shall inform the Examination Centre Superintendent of the concerned examination.
- c. The amanuensis shall be a person of qualification not above 12th standard.
- d. The Examination Centre Superintendent of the Examinations shall arrange for a suitable room for the disabled candidate and appoint a Special Invigilator from the list supplied by the office of the Controller of Examinations.
- e. One extra hour will be given to the blind candidates for examinations of 3 hours of duration (i.e. 20 minutes per hour of examination).

52.5. ARRANGEMENTS

i. Arrangement

Subject to the regulations, rules of the University, the Controller of Examinations shall, under the directions of the Registrar / Vice- Chancellor, make all arrangements for the conduct of the examination, at the various centers of examination.

ii. Centre In-charge, Supervisor

It shall be competent to the Controller of Examinations to appoint a Centre In-charge and such other staff as are required for the conduct of the examinations, at each centre of examination subject to guidelines. Such persons shall be paid such remuneration as may be fixed by the University from time to time.

iii. Exclusion of candidates for misbehaviors

Candidates taking an examination shall be under the disciplinary of the Centre In-Charge, and shall obey his instructions. In the event of a candidate disobeying the instructions of the Centre In-Charge supporting examination staff or behaving insolently towards the Centre In-Charge or supporting examination staff, the candidate may be excluded from the day's examination and if he persists in misbehavior, he may be excluded from the rest of the examinations by the Centre In-

Charge. In all such cases, a full report of each case shall be sent to the Controller of Examinations, may, according to the gravity of the offence ratify the action taken, by the Centre In-Charge or further punish a candidate by cancelling the examination taken by him either in whole or in part, or debarring him from appearing for any University examination for a specified period or permanently.

iv. **Centre not to be changed**

Except with the special permission of the Registrar, no candidate for an examination shall be allowed to take the examination from any centre, other than the centre allotted to the students.

v. **Hall Ticket**

Every candidate who has been registered for an examination shall be given a Hall Ticket issued by the Controller of Examinations in the prescribed form. The Hall tickets shall be issued to each candidate through the Principal/ Head of Department/ Director where student is presently enrolled. The hall ticket of a candidate issued by the University shall not be cancelled or withheld except as provided for in the regulations.

vi. **Production of Hall Tickets**

Candidates shall bring with them their hall tickets, on each day of the examination and shall produce the same when demand for inspection by the Centre In-Charge or Supervisor or any officer authorised by the University for the purpose.

vii. **Cancellation of Hall Tickets**

It shall be competent for the Registrar/ CoE to cancel the Hall Ticket issued in the name of any candidate for misconduct or if it is found out that he is ineligible to take the examination.

viii. **Provisional Admission in Examination**

No candidate shall be admitted to an examination hall without his Hall Ticket, provided, however, that the Centre In-charge in due consultation with the Controller of Examinations shall have power to provisionally admit a candidate who has lost his Hall Ticket or a candidate whose Hall Ticket has not been found among those issued by the University due to some mistake in transmission or in the registration of the candidate.

52.6. APPOINTMENT AND DUTIES OF EXAMINERS

(Under Sec. - 57 (xiv) of the Act)

i. **APPOINTMENT OF EXAMINERS**

A. The BOS/ Dean of the concerned department shall prepare a panel of examiners from amongst the Teachers working in the University, Affiliated College and recognised Institutions. The BOS/ Dean shall also include the names of the Teachers as Examiners/ Academicians working in the other Universities/ Higher Education Institutions.

B. The panel prepared by the BOS/ COE shall be placed before the Board of Examination and Evaluation. The Board shall be free to include in the panel the names of persons even though the BOS/COE has not recommended the name and are qualified for the appointment. The panel prepared by the BOS/ Dean shall be placed before the Vice-Chancellor.

ii. **INSTRUCTIONS TO THE PAPER SETTERS**

- i. Paper setters at various semester examinations in all the subjects shall act in accordance with the instructions issued to them from time to time in this respect and their appointment as paper setter as confidential.
- ii. While framing a question paper, the following points should be considered:
 - a. The questions set should be from the prescribed syllabus only.
 - b. The paper should cover the whole of the prescribed syllabus.
 - c. The question should be worded with no ambiguity.
 - d. There should be a reasonably wide choice of questions to be answered.
 - e. The question paper should be such that a well-prepared student should be in a position to answer all the questions.
 - f. Main questions and sub-questions will be marked separately.
 - g. Only integral marks shall be assigned to each question and sub- question.
- iii. The paper setters should avoid repetition of questions at the past examinations, as far as possible. Repetition of entire question paper or a Section of a question paper or a set of questions shall be viewed seriously and suitable disciplinary action shall be taken.
- iv. The Instructions to the candidates should be given at the beginning of the question paper. These instructions should include instructions regarding the number of questions to be attempted for full credit in the paper.
- v. When a paper is composed of more than one section, specific instructions should be given to that effect. Section number should be written above the question with which the respective section begins.
- vi. The question numbers and sub-question numbers should be suitably written on the left-hand side, while the marks assigned to them should be written on the right-hand

side in round brackets.

- vii. If there is an alternate question to an original question, the alternate question should be given the same question number and written below the original question and word “OR” should be written between them.
- viii. Sudden change of a drastic nature in the pattern of a question paper as well as in the nature of the questions set should be avoided.
- ix. The numerical data required to solve problems should be given in the paper itself. Physical quantities shall be given in Standard-units only and only the standard abbreviations shall be used.
- x. Sketches, figures, tables, and other details which form part of the question paper should be submitted appropriately. The sketches and figures should be drawn neatly in black/blue ink only and should be easy for reproduction. Rough pencil sketches shall not be accepted.
- xi. The paper setter should inform to the Controller of Examinations, in writing, the specific requirements such as graph papers, drawing papers, data tables, etc.
- xii. The numerical questions should be set by taking into account the fact that the students are allowed to use non-programmable scientific calculators.
- xiii. Each question paper shall be submitted to the Controller of Examinations in a separate sealed envelope, specially provided for the same as per the instructions specified in appointment order. A receipt of the question paper shall be issued immediately on receiving the same, if submitted personally.
- xiv. The paper setters must destroy the rough notes, manuscripts, if any, of the question paper set as soon as the final draft is submitted to the office.
- xv. If the question paper is submitted online or uploaded on the portal, the original copy of the file must be permanently deleted from his computer and no copy in whatsoever form can be maintained by him.
- xvi. The paper setter shall also submit - solution for the question paper prepared by him.
- xvii. The Vice-Chancellor reserves the right to withhold or reduce the remuneration payable to paper setters and the Vice- Chancellor has powers to cancel any appointment of a paper setter or take any disciplinary action for negligence of any kind on the part of the paper setters in carrying out the work entrusted to them and in accordance with the instructions issued to them.
- xviii. The paper setter(s) have great responsibility of maintaining integrity of the examination system. Failure to do so, in particular with known intention, may attract disciplinary action and heavy penalty.

iii. **STANDARD OF QUESTION PAPERS**

The papers set in any subject shall be such as a candidate of decided ability, well prepared in the subject can reasonably be expected to answer within the time allotted.

iv. **PROHIBITION OF RELIGIOUS BELIEF OR PROFESSION OR POLITICAL VIEWS**

No question shall be put at any University examination calling for a declaration of religious belief or profession or political views on the part of the candidates and no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, profession or political views.

v. **PASSING OF EXAMINATIONS**

In order to pass Examination of any semester, a candidate shall have to secure following percentage of minimum marks:-

- A. 40% of the maximum marks allotted to each theory paper.
- B. 40% of the maximum marks allotted to each Practical/ Viva-Voce/ Project/ Dissertation/ Internship/ Thesis.
- C. 40% of the maximum marks allotted to each Internal/ Term work.

vi. **GRADE TABLE**

ABBREVIATION									
CCE : Continuous & Comprehensive Evaluation :			GR : Grade		GP : Grade Point		CGPA : Cumulative Grade Point Average		
SGPA : Semester Grade Point Average			CP : Credit Point		CR : Credit		SEE : Semester End Evaluation		
Marks Range	97.00 - 100	87.00 - 96.90	77.00 - 86.90	67.00 - 76.90	57.00 - 66.90	47.00 - 56.90	40.00 - 46.90	39.00 - 00.00	00.00 - 00.00
Grade	O	A+	A	B+	B	C	P	F	0
Grade Point	10	9	8	7	6	5	4	0	0
Description	Out Standing	Excellent	Very Good	Good	Above Average	Average	Pass	Fail	Absent

Semester Grade Point Average (SGPA): The SGPA is a ratio of sum of the number of Credit Grade Points scored from all the courses (subject) of given semester to the total credits of such semester in which the candidate studied.

(Credit Grade Points of each course = Credits x GP)

Cumulative Grade Point Average (CGPA): It is calculated as below for 6 semester programme:

$$\text{CGPA} = \frac{\{(\text{Credit}_1 \times \text{SGPA}_1 \} + \{ \text{Credit}_2 \times \text{SGPA}_2 \} + \{ \text{Credit}_3 \times \text{SGPA}_3 \} + \{ \text{Credit}_4 \times \text{SGPA}_4 \} + \{ \text{Credit}_5 \times \text{SGPA}_5 \} + \{ \text{Credit}_6 \times \text{SGPA}_6 \}}{\text{Total credits of programme (sum of credits of all semesters)}}$$

Or

$$\text{CGPA} = \frac{\text{Total credit grade points of all the courses (subjects) in the programme}}{\text{Total credits of programme}}$$

vii. **PUBLICATION OF RESULTS**

1. The Controller of Examinations shall submit the result to the Registrar. The Registrar shall have power to approve the results with the previous approval of Vice-Chancellor and publish the same.
2. For all examinations conducted by the University, the registered numbers of all successful candidates shall be classified and published in the order in which they were registered for the examination.
3. When the examination is by Thesis, a list of successful candidates, arranged in alphabetical order alone shall be published.

viii. **ADVERSE EFFECT ON THE RESULT OF AN EXAMINATION**

- i. In any case where it is found that the result of an examination has been affected by error, malpractice, improper conduct or other matter of whatsoever nature or when the result is required to be amended on the basis of verification of marks, it shall be competent for the Vice-Chancellor to amend such results in such manner as shall be in accordance with the true position and to make such declaration as the Vice-Chancellor shall in its discretion consider necessary in that behalf. No result shall be amended after the expiration of six months from the date of publication of the result by the University.
- ii. Notwithstanding anything contained herein above the result of no candidate at any University examination shall be altered to his detriment after three months from the declaration of the result except where it is required to be amended on account of the verification of marks.

ix. **AWARDS OF DIVISION**

1. Division shall be awarded only in the final semester.
2. Successful candidates in all the semester examination shall be awarded the division at the end of final semester examination taking the aggregate of marks obtained in all semesters as follows:
 - a) 60% and above First Division.
 - b) Less than 60% but not less than 45% Second Division.

c) Less than 45% but not less than 40% Third Division.

Provided the candidate has secured the minimum pass marks as specified under clause Passing of Examination above.

x. **DECLARATION OF RESULTS.**

The university shall strive to declare the results of every examination conducted by it within thirty days from the last date of the examination for that particular course and shall in any case declare the results latest within forty-five days thereof:

Provided that, if for any reasons whatsoever, the university is unable to finally declare the results of any examination and evaluation within the aforesaid period of forty-five days, Director, Board of Examinations and Evaluation / Controller of Examinations shall prepare a detailed report incorporating the reasons for such delay submit the same through Vice-Chancellor to the State Government, and the direction of the State Government in this regard shall be final and binding.

xi. **CONDONATION AND GRACE MARKS**

xii. **Condonation**

1. Where a candidate at a University Examination other than Entrance Examination fails in only one head of passing, his failure in the head of passing shall be condoned on the following basis:
2. For each one percent of marks in the grand total secured by the candidate above the minimum required for passing one mark shall be added subject to a maximum of Ten (10) marks as a grace in one head of passing in which candidate has failed.
3. A candidate getting the benefit of Condonation of this basis shall not be entitled to prizes or scholarships.
4. A candidate passing the examination under this regulation is eligible for a class, provided his percentage prior to Condonation entitles him.
5. For the purpose of this regulation, a fraction of one- half percent or more shall be considered one.
6. Provided further that the benefit of Condonation under this Regulations shall be applicable only if the student passes the entire examination.

Note: The benefits of this regulation shall be given only to a candidate who appears at a time in all the papers and practical (if any) without availing himself of exemptions from any subject or subjects a part thereof.

Note: (The expression " Head of passing" shall be deemed to include the aggregate of marks in an examination, where a candidate is required to obtain a certain percentage marks in order to be declared successful) A candidate whose failure is condoned under this Regulations shall be eligible for a class in the same

way as other successful candidates.

xiii. **Gracing Marks**

1. Grace Marks for passing in each course/ head of passing (Theory/ Practical/ oral/ External Semester End Exam)
2. Benefits of grace marks shall not be a right of the examinees. The examinee shall be given the benefit of grace marks only for passing in each course/head of passing (Theory/ Practical/ oral/ External Semester End Exam) as follows:

HEAD OF PASSING	GRACING MARKS UP TO
00-25	02
00-50	04
51-70	06
71-100	08
101-150	10
151-200	12
201-250	14

3. For an examinee the maximum number of papers in which gracing marks can be given in Three (03) papers for UG programme and (02) Two papers in PG, PG Diploma and Diploma programme in semester/yearly pattern.
4. The Examination branch may investigate a case where the marks awarded in a particular subject are unusually low or high, and decide suitable measures to rectify the result. In such a case, the examination branch should record the case, with observations in detail and appropriate recommendations, and forward the report to the Vice-Chancellor for approval of such measure as required for ratification of results. For any further gracing or corrective measure, the decision of Vice-Chancellor will be final.

Provided further that the benefit of gracing of marks under this Regulations shall be applicable only if the candidate passes the entire examination of semester or yearly.

xiv. **Grace Marks for Getting Higher Grade**

1. Gracing shall be given to a candidate/learner who has passed in all the subjects/courses without the benefit of either gracing or Condonation rules and whose total number of grade point is fall short up to 0.05 to get the next higher grade as the case may be.
2. Provided that benefits of above-mentioned grace shall not be given, if the candidate fails to secure necessary passing marks in the aggregate course / head of passing also, if prescribed, in the examination concerned.

3. Provided further that the benefits of above-mentioned grace of grade point shall be given to the candidate for such examination/s only for which provision of award of Grade has been prescribed.
4. In case performance of the majority students found dissatisfactory than Vice Chancellor has powers to give general gracing to all the students in such cases.
5. A candidate whose total fails short of the requisite for making him eligible for Distinction or First class at any degree of Final semester/year examination of this University by 1, 2 or 3 marks shall be given the necessary marks by which his total falls short and declared to have passed with Distinction or First as the case may be.
6. The grace marks will be awarded only, if candidate appears in all the papers prescribed for the examination in case of candidates writing supplementary examinations. Absence of a candidate in any paper(s) that he/she registered for the examination will make him/her ineligible for grace marks.
7. The benefit of Gracing and Condonation marks (both) shall not be applicable simultaneously to the same candidate in any examination.

52.7.EXAMINATION DISCIPLINARY COMMITTEE (EDC)

i. Constitution of Malpractice Examination Committee (MPEC).

1. The Vice Chancellor shall constitute a Committee known as Malpractices Enquiry Committee (MPEC). The Committee shall consist of three members as under:
 - (i) A Dean of the faculty to be nominated by the Vice Chancellor
 - (ii) A Head of the Department to be nominated by the Vice-Chancellor
 - (iv) Senior faculty member to be nominated by the Vice-Chancellor
 - (v) Controller of Examinations as Member secretary.
2. The term of the Committee shall be Two years, unless otherwise specified in the order constituting the committee.
3. The committee shall enquire into cases of alleged malpractices in University examinations, in accordance with procedures outlined in these Regulations, and based on its findings, to recommend the imposition of appropriate penalties by the Disciplinary Authority, on the concerned student.

ii. Procedure for reporting of malpractice.

- (a) When a case of malpractice is detected at examination halls by any person appointed to supervise the examination other than the Chief Superintendent (e.g.:

Invigilator, Room superintendent, squad member, Dy Chief Superintendent, etc.) he shall immediately send intimation to the Chief Superintendent and seize all documents and materials concerned which are suspected to be evidence of the malpractice and detain the Candidate. On arrival of the Chief Superintendent, he shall hand over the candidate and the evidence along with a brief report.

- (b) If the candidate refuses to hand over the incriminating material or destroys or runs away with the material, the facts shall be recorded and duly witnessed by two members of the supervisory staff and the matter reported to the Controller of Examinations. If the candidate runs away, the assistance of police may be sought to apprehend and securing the presence of the candidate.
- (c) The Chief Superintendent when he himself detects the malpractice or on getting the report, shall conduct a preliminary enquiry. Should the enquiry indicate the commitment of malpractice, he shall obtain written statement from the candidate along with the report of the Room Superintendent/invigilator and forward it to the Controller of Examinations.
- (d) If the candidate refuses to give a written statement, the candidate shall be asked to record in writing his refusal to give a written statement. If he refuses to do even that, the facts shall be recorded and signed by the Chief Superintendent, duly witnessed by two members of the Supervisory staff.
- (e) The Chief Superintendent shall forward a report, along with the answer script and all other incriminating documents, materials or substances, report of the Room Superintendent, statement of the candidate and any other relevant material, in a sealed envelope, to the Controller of Examinations by name, who shall place the same before the MPEC.
- (f) The answer book of the candidate detected to be indulging in malpractice shall be seized by the Chief Superintendent and shall be sent to the Controller of Examinations in a separate sealed cover, super scribed "Alleged Malpractice Case," along with his report.
- (g) The Chief Superintendent shall expel the candidate detected to be indulging in malpractice.
- (h) If any case of malpractice is detected in the valuation Centre by the Custodian, Coordinator or other staff, the Custodian shall report the matter in writing along with all incriminating material and report of the staff who detected malpractice to the Controller of Examinations, by name.
- (i) In case the malpractice is detected by an examiner while evaluating an answer script, he shall return the script and other incriminating material, without further valuation, with reasons in writing, to the Controller of Examinations, through the custodian. If already valued, wholly or partially, the marks shall not be entered in the valuation sheet in which marks awarded to other candidates are furnished, but entered in a separate list which is sealed in a separate cover and sent along with other documents.

- (j) When a case of copying on a mass scale (more than 1/3 of the total candidates) at a particular examination hall is detected or reported, the Chief Superintendent shall ascertain the facts by a preliminary enquiry, report to the Controller of Examinations and cancel the examination of all the concerned candidates.

Annexure-

iii. Procedure for imposing penalties:-

- (a) No penalties shall be imposed on a candidate except after an enquiry is held by the MPEC.
- (b) The Controller of Examinations, on getting a report of a case of malpractice, shall issue a notice in writing to the accused student concerned, setting forth the relevant facts in brief, frame definite charges and ask him to show cause as to why action under the regulations should not be taken against him. The student shall also be instructed to appear before the MPEC on a fixed date, time and place.
- (c) The candidate shall be required to submit a written statement in his defense within the stipulated time specified.
- (d) If the accused student fails to reply in writing and to turn up on the date fixed, the MPEC may proceed with ex-parte decision and base its findings on the reports and other proceedings in the case and make appropriate recommendations to the Vice-Chancellor.
- (e) Where the accused student admits the charge of malpractices, as set out in the show cause notice, in his written reply to the charges, the MPEC may in its discretions, accept the same and make suitable recommendations to the Vice-chancellor including the proposed penalty.
- (f) Where the student appears on the fixed date, but denies the charge of malpractices, the MPEC shall proceed to carry out a detailed enquiry.
- (g) The MPEC may in its discretion, summon and examine any person not cited or any document not produced before it already.
- (h) The statements of each witness shall be recorded separately. The MPEC shall proceed to record its findings on each charge after taking into consideration the representations contained in the student's written reply in his defense, citing reasons for arriving at the findings. For purposes of proper identification, each witness examined and document exhibited shall bear an identifiable connotation and number (such as PW or DW or Exhibit No).
- (i) During the course of the inquiry, or on the completion of the inquiry, if the MPEC finds that any other person or persons, ought to have been named as accused of malpractice, the MPEC may in its discretion submit its report against the persons already presented before it, or postpone the further hearing till notice to such other person to show cause, is issued. The evidence already on record shall subject to all just exceptions be read as evidence against the person subsequently summoned.

- (j) The accused person shall not have the right or liberty to be assisted or represented by any legal practitioner or other person in the inquiry. But he shall have access to the papers or other materials produced during the inquiry. However, he shall not be entitled to get copies of any such documents or proceedings.
- (k) The MPEC in its discretion may also deny inspection of any document, or material, on grounds such as preserving the confidentiality and secrecy associated with valuation or on other similar grounds.
- (l) Where the MPEC finds that the accused student is trying to delay the proceedings by arising any tactic, or by unreasonably lengthy or irrelevant examination or cross examination of witnesses, the MPEC shall have the discretion to terminate the proceedings and proceed to give its findings with appropriate recommendations.
- (m) Where the proceedings relate to two or more students, the MPEC may jointly inquire into such cases, and where one of the cases has been commenced or inquired into earlier, the evidence on record may be read as evidence in the other case, with liberty to the accused student or students to recall and examine any witness subject to their paying travelling allowance.
- (n) On completion of the enquiry, the MPEC shall prepare a report recording its findings on each charge, together with reasons therefore and submit its report to the Vice Chancellor with its recommendation regarding the proposed penalty. However, if the proceedings of the inquiry establish a charge different from those originally framed, it may record its findings on such charges, provided that the findings on such charges shall not be recorded, unless the accused university student has admitted the facts constituting them or had the opportunity of defending himself against them.
- (o) The MPEC may also express its views on the role played by any staff members of institutions, in the malpractice alleged, for appropriate action by the University.
- (p) On the basis of such findings arrived at by the Vice Chancellor, he may proceed to pass one or more penalties specified in the Annexure-A after due consideration of the recommendations made by MPEC.
- (q) In case, the Vice Chancellor feels that, it is necessary or advisable to leave the matter for the decision of the Board of Management/ Executive Council, he may direct the case to be placed before the Board of Management/ Executive Council for its decision and the Board of Management/ Executive Council may consider and impose one or more of the said penalties.
- (r) The proceedings and records of the MPEC shall be preserved for a minimum period of 5 years from the date of submission of report of MPEC to the University.

iv. **Communication of orders imposing penalties.**

The Controller of Examinations shall communicate the final decision of the Vice-Chancellor/ Executive Council to the concerned University student, to his parents as well as to the heads of the department to which he belongs.

52.8.MALPRACTICES BY THE CENTRE

i. Malpractices by the Centre

1. If at any college which is recognised as Centre for any University Examination, it is found that the conduct of the examination is not done properly or malpractices are going on at the Centre, the Vice- Chancellor can terminate that particular examination centre for the time being or for the permanent period of time, as the case may be. In the event of such postponement/cancellation, the candidates entitled to appear at the centre at a subsequent examination shall have to appear at the centre as decided by the Vice-Chancellor.
2. The Vice-Chancellor may terminate the centre of examination which is in progress or future examination centre with or without permanent effect, if the Vice-Chancellor has enough reasons to do so.

ii. Constitution of the Examination Defaults Inquiry Committee

There shall be a Committee to be known as “Examination Defaults Inquiry Committee” to inquire into all cases of errors, mistakes, negligence, improper conduct, and malpractices, etc., in conduct of an examination. The Committee to be constituted by the Vice-Chancellor shall comprise of the following:-

- (a) The Vice-Chancellor - Chairperson
- (b) Two members of the Executive Council to be nominated by the Vice- Chancellor. - Members
- (c) Two members of the Academic Council to be nominated by the Vice Chancellor- Members
- (d) the Registrar - Member
- (e) the Controller of Examinations - Member Secretary.

Note-1: The term of the nominated members shall be for a specified period of time decided by the Vice-Chancellor.

Note-2: Any casual vacancy of a nominated member caused by death, resignation or on account of ceasing to be a member of the Executive Council, shall be filled in by the Vice-Chancellor, by making fresh nomination.

52.9.Duties and Functions of the Examination Default Inquiry Committee

The duties and functions of the Committee shall be -

- i. to inquire into all cases of errors, mistakes, negligence, improper conduct, and malpractices of any kind reported or suspected to have taken place at any level in conduct of an examination by -
 - a. a paper-setter,
 - b. an examiner,
 - c. a moderator,

- d. supervisor,
 - e. an officer or an employee of a College or the University (but not by a candidate)
- ii. to recommend to the Executive Council appropriate action required to be taken including the penal or deferent nature of action which may be proposed to be taken against the persons involved.
 - iii. the Committee may, for the purpose of inquiry and investigation, call any person or persons and record statements, call for explanations, give oral hearings or call for any records.

52.10. COMMON ACADEMIC CALENDAR.

The University must follow the Common Academic Calendar issued by the Education Department, Government of Gujarat.

52.11. EXAMINATIONS AND EVALUATION NOT INVALID FOR

No examination or evaluation or the results of an examination or evaluation shall be held invalid only for the reasons that the university has not followed the schedule as stipulated in sections of Examinations & Evaluation and Declaration of results, as the case may be.

CHAPTER XI
53. CONFERMENT OF DEGREES AND OTHER ACADEMIC
DISTINCTIONS

[Under Sec. - 57 (i) of the Act].

53.1.ELIGIBILITY FOR DEGREE:

Every student who passes a degree or a Post Graduate Diploma examination of the University shall be eligible, on payment of a prescribed fee, for receiving respective Degree in person or in absentia at his option.

53.2.EXAMINATIONS:

The University shall confer upon Degree to the person who has pursued approved courses of study at the University or an affiliated college and has passed the examinations or tests prescribed by the University.

53.3.AUTHORITY TO CONFER THE DEGREES:

The Chancellor or in his absence, the Vice-Chancellor shall on the recommendation of the Academic Council confer upon the persons who have fulfilled the requirements of the Act, Regulations, for the time being in force, degrees in UG, PG, Post Graduate Diploma and Doctorate either in person at a convocation or in absentia.

53.4.CONFERMENT OF DEGREES:

- i. Subject to the recommendation by the Academic Council the UG / PG degrees which shall bear the signature of the Vice-Chancellor shall be conferred at the convocation. The Duplicate degree Certificate shall be issued by the Registrar.
- ii. Subject to the proposal to confer an honorary degree being confirmed by the Chancellor under Section-48 of the Act, and the approval of the Executive Council under Section-48 of the Act, the Chancellor as the case may be presiding over the Convocation shall confer the honorary degree/title which shall bear his signature. In the absence of the Chancellor, the Vice-Chancellor shall confer the honorary degree / title.

53.5.PRESENTATION OF CANDIDATE FOR AWARDING DEGREE:

At the Convocation, the Deans of the respective Faculty nominated by the Vice-Chancellor in this behalf shall present to the Chancellor at the Convocation, the persons who have sought admission and have been recommended for conferment of the respective degrees in the order mentioned below:-

- | | |
|---------------------------|------------------------|
| (1) Honorary Degrees | 5. Bachelor's Degrees |
| (2) Doctor of Philosophy | 6. Diploma Courses |
| (3) Master Degrees | 7. Certificate Courses |
| (4) Post Graduate Diploma | |

54. CONVOCATION

[Under Sec. 57 (ii) of the Act]

1. In the academic calendar published by the University, in addition to the schedules for academic activities, the tentative dates for convocation shall be included.
2. The convocation shall be held within 120 days from the date of declaration of results of examinations.
3. Convocation shall be held on the dates to be fixed by the Vice-Chancellor in consultation with the Chancellor.
4. In the meeting preceding to the convocation, the Academic Council shall recommend to the Executive Council, the names of persons who are eligible for award of degrees, diplomas, certificates and academic distinctions. Upon recommendation of the Academic Council, the Executive Council shall accord approval to confer such degrees, diplomas, certificates and academic distinctions upon such eligible persons.
5. No degree, diploma, certificate and academic distinction shall be conferred unless the same has been specified by the University Grants Commission and instituted by the University in accordance with the provisions of the Act.
6. The University shall notify a programme for convocation at least thirty days before the date so fixed.
7. The University shall have the power to assign affiliated colleges/ recognised institutions/ learner support centres to hold graduation ceremony for their students on its behalf, on the date so fixed, for the purpose of distribution of degrees:

Provided that such graduation ceremony shall be held by the affiliated colleges/ recognised institutions/ learner support centres within one month after the convocation is held by the University.

8. Such affiliated colleges/ recognised institutions/ learner support centres shall be required to abide by the directions of the University and hold the graduation ceremonies as per the schedule fixed.
9. **Process of Convocation:**
 - i. A convocation for conferring Degree / Post Graduate Degree / Doctorate of Philosophy and Honorary Degrees shall be held ordinarily once in a year on such graduation day. However, the Executive Council may decide to hold a special convocation, if recommended by the Academic Council.
 - ii. The Convocation shall consist of the Academic Council and Executive Council.
 - iii. The Chancellor, shall preside over at the Convocations of the University. In the absence of the Chancellor, the Vice-Chancellor shall preside over the

Convocation.

10 Notice:

- i. Not less than ten weeks' notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.
- ii. The Officer concerned shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed there at.
- iii. The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.

11 Application:

- i. A candidate for the Degree must submit to the Officer concerned his application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person or in absentia along with the prescribed fee.
- ii. Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Chancellor.

12 Honorary Degree

- i. Honorary Degree shall be conferred at Convocation / Special Convocation and may be conferred in person or in absentia.
- ii. The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice-Chancellor.
- iii. Candidates at the Convocation shall wear Academic Costume appropriate to their respective Degree as specified by the University. No candidate shall be admitted to the Convocation who is not in proper Academic Costume as prescribed by the University.

13 Fees for award of Degree and Post Graduate Diploma:

Every person who has fulfilled the requirements of the Act and Regulations shall be eligible, on payment of fees and incidental charges prescribed by the University from time to time, to be admitted to receive the respective Degree / Post Graduate Degree / Doctorate Degree in person or in absentia at his option.

14 Date of Convocation:

- i. Keeping in view the notice period prescribed for the meeting of the Executive Council and Academic Council, two clear weeks' time for processing the proposal in the office of Hon'ble the Governor of Gujarat and the days required for the publication of advertisement in the newspapers; the Registrar shall in consultation with Vice-Chancellor propose to the Hon'ble Chancellor three alternate dates for holding the Convocation.
- ii. The Registrar shall then convey the dates to Hon'ble the Governor of

- Gujarat as Hon'ble Chancellor and obtain his consent.
- iii. After receipt of the consent from Hon'ble the Governor of Gujarat as Hon'ble Chancellor; the Registrar shall notify the date of Convocation in the newspapers at least 40 days prior to the date of Convocation.

15 Saraswat Atithi at Convocation:

An academician of eminence known for life-time contribution in various spheres of education and contemporary thoughts having unbiased vision and ability to ignite the minds of young recipients of the degrees or otherwise shall be invited by the Vice-Chancellor as the Saraswat Atithi for delivering the Convocation Address under the intimation of the Chancellor.

16 The Dais plan

- i. The Chancellor, Saraswat Atithi, the Chief Guest, the Vice-Chancellor and the Registrar of the University shall be invited on the dais.

Provided that there shall not be more than seven dignitaries on the dais. if Hon'ble Minister of Education is not able to attend the Convocation, Minister of State (Education) or Secretary in charge of Education Department, Government of Gujarat shall be invited on the dais as a special case.

- ii. The dais plan shall be approved by the office of the Hon'ble Governor.

17 The Language of Convocation:

The proceedings of Convocation for the purpose of conferment of degrees and other academic distinctions and the titles shall be in Sanskrit, English, Hindi and Gujarati or as may be determined by the Vice-Chancellor.

18 Academic Costumes:

The persons who form the academic procession and the graduates, Post Graduate and Doctorate candidates who are to be awarded degrees shall wear academic costumes as may be decided by the University.

19 Procession of Convocation:

- i. The Chief Guest, The Vice-Chancellor, the Registrar, the Controller of Examinations, the Deans, the members of the University Authorities shall assemble at University Administrative Building at the appointed hour and shall walk in procession and band in the following order to the Convocation Hall.
- ii. The procession will be led by the Controller of Examination with mace in following order:-
 - i. the Chancellor

- ii. the Minister of Education, Government of Gujarat
 - iii. the Saraswat Aatithi and the Chief Guest
 - iv. the Vice-Chancellor and the Registrar
 - v. the Members of the Executive Council and Academic Council,
 - vi. the Directors and Deans of all the Faculties
- iii. When the procession enters the Convocation Hall, the candidates and the audience shall rise and remain standing until the members of the procession have taken their seats.
 - iv. The Chancellor, the Minister of Education, Government of Gujarat, Saraswat atithi, the Chief Guest, the Vice-Chancellor, the Registrar, the Controller of Examinations, the Deans, the Finance and Accounts Officer, the members of University Authorities shall take their seats in places reserved for them.
 - v. The Registrar will then obtain the permission of the Chancellor or in his absence the Vice-Chancellor, to declare the Convocation open.
 - vi. Then the Chancellor/ the Vice-Chancellor shall declare the convocation open.
 - vii. The Vice-Chancellor then will deliver a welcome speech.

20 Awarding Degrees:

- i. For the award of degree at the Convocation, candidates present shall be formally presented to the Chancellor / Vice-Chancellor as the case may be for admission to their respective degrees. The Deans of respective faculty will present the candidates for admission to the respective under Graduate, Post-Graduate Diploma, Post-Graduate and Doctorate degrees.
- ii. The Deans of the concern faculty for the purpose of presentation of candidates for their admission to respective degrees shall be in the following form. The candidates when presented will rise in their seats.

*“Sir/Madam..... Chancellor / Vice-Chancellor, Sir, I present to you.....
Candidates who have been examined and found qualified for the Degree of to
which I pray that they may be now admitted”.*

(add sanskrit speech)

- iii. The Chancellor / Vice-Chancellor will admit the candidates to the degree in the following words:
“By virtue of the powers vested in me as the Chancellor / Vice- Chancellor of Shree Somnath Sanskrit University, I admit you to the degree of and I charge you that ever in your life and conversation you show yourselves worthy of the same”.
The candidates will then take their respective seats.
- iv. The Registrar or the person appointed for the purpose will then request the Chancellor / Vice-Chancellor to admit the candidates in absentia to the various degrees in the following words:

“Chancellor / Vice-Chancellor Sir, on behalf of the other _____ Candidates who have been examined and found qualified for the Degree of _____ and have been permitted to receive their degrees in absentia. I pray that they be admitted to their respective degrees”.

- v. The Chancellor / Vice-Chancellor will admit those candidates to their respective degrees in the following words:

“By virtue of the powers vested in me as the Chancellor / Vice- Chancellor of Shree Somnath Sanskrit University, I admit those candidates to their respective degrees in absentia.”

21 Award of Medals/Prizes:

- i. The person designated for the purpose will then present the candidates for receiving Gold Medals that will be given to them by the Chancellor
- ii. The person designated for the purpose will then present the candidates for receiving Prizes that will be given to them by the Chancellor.

22 Address by the Chief Guest.

23 Convocation Address:

The Convocation address will be delivered by the Saraswat Atithi.

24 Presidential Speech:

Presidential Speech will be delivered by the Chancellor or in absence by the Vice-Chancellor.

25 The Registrar shall propose a vote of thanks.

When all candidates have been admitted to their degrees, medals and prizes, the Registrar shall propose a vote of thanks.

26. Closing of Convocation:

- a. After this, the Registrar shall request the Chancellor / the Vice-Chancellor to declare the Convocation closed.
- b. The procession will then leave the Convocation Hall in the same order as that in which it entered. The degree holders and the audience shall keep standing till the procession leaves the convocation hall.

CHAPTER XII

OTHER PROVISIONS

55. PROCEDURE FOR RECOVERY OF DAMAGE OR LOSS FROM AN AUTHORITY OR BODY OR MEMBERS THEREOF OR FROM AN OFFICER.

55.1. COMPETENT AUTHORITY.

The Vice-Chancellor shall be the competent authority to take an action of recovery of damage or loss from any authority or body or members thereof or from any officer for causing damage or loss to the University. If the damage or loss to the University is caused by any action of the Vice-Chancellor, the Chancellor shall be the competent authority.

55.2. GROUNDS FOR RECOVERY OF DAMAGE OR LOSS.

Any damage or loss to the University shall be liable to be recovered from the authority or body or the concerned members thereof, jointly or severally, or from the officer concerned, if it is found that such damage or loss has been caused to the University-

- i. by any action, willful or negligent, on the part of the authority or body or officer concerned, which is not in conformity with the provisions of the Act, Statutes, Regulations or Regulations, except when done in good faith; or
- ii due to failure to act in conformity with the provisions of the Act, Statutes, Regulations or Regulations, by willful neglect or default on its or his part, as the case may be.

55.3. PROCEDURE FOR RECOVERY OF DAMAGE OR LOSS.

Procedure for Recovery of Damage or Loss:

1. On a complaint received against any authority or body or the concerned members thereof, or against the officer concerned, of having caused damage or loss to the University, the competent authority shall appoint a committee to determine whether there is a prima facie case for initiating an action of recovery of damage or loss from such authority or body or members thereof, or against such officer.
2. In case it is found that a prima facie case for initiating an action of recovery of damage or loss from such authority or body or members thereof, or against such officer concerned exists, the competent authority shall issue a notice in writing to the person/s concerned, to show cause as to why the damage or loss caused to the University shall not be recovered from him/them. The competent authority shall mention in the notice, the grounds on which it proposes to take the action and shall also specify the estimated amount of recovery and the period, being a period

which shall not be less than thirty days within which the person/s concerned should file his written explanation in reply to the notice. Copies of relevant documents which have been relied upon, shall also be supplied to the alleged person/s along with the show cause notice.

3. On receipt of such written explanation or on expiry of the period specified in the show cause notice issued under Clause mentioned above, the competent authority shall offer a fair opportunity to the alleged person/s to explain, either on his own or through his representative, why the damage or loss caused to the University be not recovered from him/ them, jointly or severally.
4. After taking into consideration the written explanation, if any, to the show cause notice, the statements of the alleged person/s, made and recorded during the course of hearing and the relevant documents, the competent authority shall determine the amount to be recovered from the alleged person/s, jointly or severally, and the period within which such amount shall be paid, which shall not be less than thirty days and more than six months. Provided that-
 - i. the total amount to be recovered shall not exceed the actual amount of the loss or damage caused to the University;
 - ii. Recovery shall be compensatory and not penal in nature;
 - iii. Recovery shall not be made for any remote or indirect loss or damage sustained by the University.
 - iv. The decision of the competent authority shall be communicated to the alleged person/s.
 - v. The procedure prescribed in Clauses (3) and (4) need not be followed when the person alleged admits the alleged act in writing.
 - vi. The amount so recovered shall be deposited in the appropriate fund of the University.

56. TRAVELLING ALLOWANCE AND DAILY ALLOWANCE
RULES FOR THE NON-OFFICIAL MEMBERS OF THE
EXECUTIVE COUNCIL AND OTHER COMMITTEES
(Under Sec. 57 (XXII))

56.1.APPLICABILITY:

These rules shall be applicable to the members of the Executive Council and Committees of the University and delegates appointed by the University who have to travel to attend a meeting or meetings called for the transaction of any business connected with the University.

These rules **shall not apply to -**

- A. The Vice-Chancellor,
- B. Official members of the Executive Council,
- C. Officers of the University,
- D. Teachers of the University, **and**
- E. Other employees of the University

56.2.JOURNEY BY AIR:

The non-official members of the Executive Council and other committees can perform the journey by Air, as per existing TA and DA rules of Government of Gujarat. Such journey shall take place with prior permission of the Vice-Chancellor.

56.3.JOURNEY BY RAIL:

The non-official members of the Executive Council and other committees can perform the journey by rail in entitled Class as per existing TA and DA rules of Government of Gujarat. However, journey by 1st Class AC in Rail shall take place after prior approval of the Vice-Chancellor.

56.4.JOURNEY BY ROAD:

- i. The non-official members of the Executive Council and other committees shall be entitled to the road mileage at the following rates for the journey performed in personal vehicles. However, the actual expenditure incurred shall be claimed for journey performed in hired vehicle subject to production of receipt and prior approval of the Vice-Chancellor.

Rate of Road Mileage for the journey performed in personal vehicle shall be as per the State Government rules from time to time.

- ii. Where the Taxi/Auto Rickshaw and other modes of journey are shared by more than one member or where a member takes a single seat in Taxi/Auto Rickshaw etc., the mileage

allowance admissible shall be the actual share of hire charges limited to fifty percent of the rates shown above.

56.5.LOCAL JOURNEY OF HEAD QUARTERS IN CAMP WHILE ON TOUR.

- i. Journey from Railway Station/Bus Stand/Airport/place of duty to residence / duty point at the place of arrival and similarly on the day of departure from the place of camp.
- ii. Journey from the place of his stay to the place of duty, once for going and then coming back to the place of stay, every day, at the place of camp.

Note: No road mileage will be admissible for other journeys at the place of camp.

56.6.RATES OF DAILY ALLOWANCE:

Daily allowance for the entire journey starting from place of residence to place of meeting and back shall be regulated as follows:-

- i. Full daily allowance shall be granted for each completed calendar day of absence from place of residence reckoned from midnight to midnight.
- ii. For absence from place of residence for less than twenty four hours, the daily allowance shall be admissible, at the following percentage of the prescribed rates:
 - a. If the absence from place of residence does not exceed six hours - 30%
 - b. If the absence from place of residence exceed six hours but does not exceed twelve hours- 50%
 - c. If the absence from place of residence exceeds twelve hours- 100%
- iii. For days of departure and arrival at the place of meeting as well as when the period of absence from place of residence falls on more than one calendar day, they shall be reckoned as separate days and daily allowance shall be calculated for each day separately as per above sub-clause (2).

56.7.CONVEYANCE CHARGES TO THE LOCAL MEMBERS:

The conveyance charges admissible to the local members shall be paid as per prevailing rates prescribed by the University and Government in this regards.

56.8.SITTING ALLOWANCES TO THE NON-OFFICIAL MEMBERS:

The non-official members of University authority and selection committee shall be paid sitting allowance:

- (i) Rs.3,000/- per day for per meeting subject to maximum of Rs. 5,000/- per day irrespective of number of meetings in a day.
- (ii) The non official members of the other committee shall be paid sitting allowance ₹ 3000/- per meeting / per day and maximum of Rs. 5000/- per day irrespective of number of meetings in a day, which may be revised by the University from time to time.

57. TRANSFER CERTIFICATE AND MIGRATION CERTIFICATE

(Under Sec.57 (xx) of the Act.)

57.1.TRANSFER OF STUDENTS FROM ONE COLLEGE/ INSTITUTE/ PATHSHALA TO ANOTHER WITHIN THE UNIVERSITY

No student shall at any time be admitted to another college in the University area unless he/ she produces a transfer certificate from the Principal of the College he/ she leaves. The transfer certificate shall contained the following:-

- i. the number of days attended in each of the terms at the College, which he has left, passing his/her last University examination;
- ii. the number of college examinations in which he appeared with the result of such examinations and the number of college examinations in which he/she did not appear since the last University examination that he/she passed;
- iii. that he has no books in his/her possession belonging to the college he has left;
- iv. that he owes no dues to the college;
- v. that his conduct is satisfactory;
- vi. his date of birth as entered in the college register;
- vii. the Voluntary/Special/Principal subject or group of subjects including subsidiary subject in which he had attended courses of instruction at the college;
- viii. in those cases in which the record of work of students is compulsory (e.g. The Laboratory Journal) the record certified by the Principal of the College last attended by him.

57.2.DATE OF BIRTH IN THE TRANSFER CERTIFICATE

In case if any question arises regarding birth date shown in the Transfer Certificate, the decision of the Vice-Chancellor shall be final.

57.3.APPLICATION FOR TRANSFER CERTIFICATE

- i. Application for Transfer Certificate shall be made by the student without unnecessary delay to the Principal of the College to which he wishes to be transferred.
- ii. When a principal receives an application for a Transfer Certificate more than a month after the opening of a term, he may levy an additional fee as determined by the University from time to time before issuing the Certificate. The College shall issue the Transfer Certificate within a fortnight from the date of receipt application and fees for such a Certificate.

57.4. ATTENDANCE OF A STUDENT IN MORE THAN ONE COLLEGES/INSTITUTES/ PATHSHALAS

If as the result of a student leaving one college, to another, it is necessary for him to count the attendance registered in more than one college, to enable him to make up the necessary number of attendance, transfer certificate shall not be granted, except;

- (i) in case the parent or guardian with whom the student has been residing is transferred to another place,
- (ii) when a change of air for the improvement of the student health has been recommended by a recognized medical practitioner;
- (iii) for such other reason as may be found satisfactory to the Vice- Chancellor.

57.5.FEES FOR ISSUING A TRANSFER CERTIFICATE

The College shall be entitled to charge a fee as determined by the University from time to time for issuing a Transfer Certificate.

57.6.TRANSFER OF STUDENT BY UNIVERSITY:

The Vice-Chancellor shall be competent to permit students to join another college when a town in which the college attended by the student is situated, is declared infected with plague or other epidemic disease, or considering the any other reasons.

57.7.MIGRATION CERTIFICATE

A student migrating from this University will be issued a Migration Certificate on applying in a prescribed form through the principal of his college or institution last attended on paying a fee as determined by the University from time to time which will in no case be refunded if the Migration Certificate applied for is issued in favour of the student concerned.

58. RECOGNITION OF TEACHING FACULTY

(Under Sec.57 (xvi))

58.1.TYPES OF TEACHING FACULTY FOR POST-GRADUATE INSTRUCTION

There shall be three types of teaching faculty for Post-Graduate instruction:

- A. (i) Post-Graduate teaching faculty appointed by the University in its own Departments Constituent Colleges and Centers.
- (ii) Recognized Post-Graduate teaching faculty working in affiliated colleges or recognized / approved Institutions.
- B. Recognized Assistant Post-Graduate teaching faculty.

C. Recognized Post-Graduate teaching faculty.

58.2.APPLICATION FOR POST-GRADUATE TEACHING FACULTY

- i. Except in the case of persons of recognized eminence, recognition as a Post-Graduate teaching faculty will be granted only on application by the individual.
- ii. Every application for recognition as a Post-Graduate teaching faculty shall be made in writing in the form provided for the purpose by the University and submitted through the Head of the affiliated College or recognized Institution in which the applicant is working.
- iii. The teaching faculty as well as the Head of the affiliated College or recognized Institution through whom the application is submitted shall give such further Information as may be required in connection with the said application.

58.3.ATTACHMENT OF RECOGNISED TEACHING FACULTY / SUPERVISING TEACHING FACULTY FOR Ph.D.

Every recognized teacher must be attached to an affiliated College or a recognized Institution and his recognition will continue so long as he holds the designation on the basis of which the recognition was granted, provided that this rule may be waived by the Vice-Chancellor in the case of a retired P. G. teaching faculty, or in the case of a person holding Qualifications to teach Post-Graduate classes and working in Industry or Business, or in the case of persons of recognized eminence who are given recognition as Supervising Teachers for the Ph.D. Degree.

58.4.RECOGNITION OF A SUPERVISING TEACHING FACULTY FOR PH.D. RESEARCH WORK

The University shall recognize a teaching faculty as a supervising Teaching faculty for the Ph. D. degree in a subject as per norms prescribed by the Academic Council in accordance with the UGC's Regulations from time to time.

58.5.RECOGNITION AS POST-GRADUATE TEACHING FACULTY

The Academic Council shall prepare the norms for recognising the teaching faculties of the constituent colleges, affiliated colleges and recognised institutions as post graduate teaching faculty.

Note: In case of a Tutor / Demonstrator / junior lecturer who possesses the necessary qualifications for being appointed as an Assistant Professor, the half of the teaching experience gained by him / her on the post of Tutor/ Demonstrator/ Junior Lecturer as the case may be, shall be taken in to consideration as teaching experience as an Assistant Professor for the recognition.

58.6.PERIOD OF RECOGNITION OF POST-GRADUATE TEACHING FACULTY/ SUPERVISING TEACHING FACULTY AND ITS RENEWAL

The recognition granted to a Post-Graduate Teaching faculty on an Assistant Post-

Graduate Teaching faculty for Master's Degree and to a Supervising Teaching faculty for a Doctorate Degree shall ordinarily be for a period of not more than five years and not less than two years.

58.7. WITHDRAWAL OF RECOGNITION

The Executive Council may, at any time, on the recommendation of the Academic Council, withdraw the recognition of a recognized Supervising Teaching faculty for the Ph. D. Degree or a Post-Graduate Teaching faculty, or an Assistant Post-Graduate Teaching faculty.

58.8. TRANSFER OF RECOGNIZED TEACHING FACULTYS

The names of persons recognized as Post-Graduate Teaching faculties and Assistant Post-Graduate Teaching faculties whose services have been transferred from one college to another or who have been transferred from one post to another in the same College will continue on the list of Post-Graduate Teaching faculties provided they report to the Registrar about the said transfer, within a month from the date of such transfer.

59. REGISTRATION AND MAINTENANCE OF REGISTER OF REGISTERED STUDENTS:

(Under Section-57 (Vii) of the Act)

The Register of the registered students shall be maintained for each faculty by the Registrar as per provisions made in the respective regulations.

60. MEDIUM OF INSTRUCTION AND EXAMINATION

[Under Sec. 54 of the Act]

- i. Sanskrit shall be the medium of instruction and examination for Sanskrit based subjects and for other subjects, medium of instruction shall be Gujarati/Hindi/English as per the requirement.
- ii. It will be compulsory for any affiliated College, recognised Institution or University Department to use Sanskrit as medium of instruction.
- iii. In the First Semester of Shastri First Year and also at Diploma and Certificate course a student may use Sanskrit or Gujarati or English or Hindi as medium of examination.
- iv. At Shastri Third Year and Acharya Part I and Part II level, a student will have to use Sanskrit as medium of examination.

- v. It will be compulsory for any research student to submit his/her thesis in Sanskrit.
- vi. Notwithstanding anything contained in these Regulations, the medium of instruction and examination for Modern Indian languages will be in the respective languages only.
- vii. At B.Ed. level, it is compulsory for the students to use Sanskrit as a medium in paper No. five and six in the examination.
- viii. For Foreign Student as per the policy.

61. COMMON SEAL OF THE UNIVERSITY

[Under Sec. 21 (1) (iii) of the Act]

The Registrar shall be the custodian of the common seal of the University.

62. PREPARATION AND SUBMISSION OF ANNUAL REPORT

[Under Sec. 30 of the Act]

62.1.DATES OF SUBMISSION OF THE ANNUAL REPORT:

The Annual Report of the University for each year ending (31st March) shall be prepared under the direction of the Vice-Chancellor and submitted to the Executive Council on or before (31st October) of the said year. The same along with the Annual Accounts shall be forwarded to Government before..... (31st January) of the next year.

62.2.CONTENTS AND DETAILS OF ANNUAL REPORT:

- i. Introduction
- ii. Management and Administration
- iii. Education
- iv. A. Under Graduate Education B. Post Graduate Education
- v. Research
- vi. Students' Welfare and Other Activities
- vii. University Library
- viii. Finance
- ix. Estate

- x. University Achievements

Appendices

- xi. Civil works completed
- xii. Civil works on hand
- xiii. Details of University schemes
- xiv. List of Thesis submitted
- xv. List of Seminars, Symposia, Conferences organized
- xvi. List of University teachers who participated in Seminars, Symposia, Conferences and in the training programmes organized by the other Institutions
- xvii. Names and details of the dignitaries visited

63. ACCOUNTS / FINANCIAL ESTIMATES

[Under Sec- 29 of the Act]

63.1.FINANCIAL ESTIMATES:

- i. The Annual Financial Estimates of the University for each financial year shall be prepaid and get approved by the Finance and Accounts Committee. The same shall be in the following Form.
- ii. On receipt of the draft financial estimates recommended by the Finance and Accounts Committee and Planning, Development and Monitoring Committee, the Executive Council shall consider to modify if necessary and finally approve.

63.2.CLOSURE OF ANNUAL ACCOUNTS:

The Accounts of each Office, shall close annually on the last working day of the financial year i.e. 31st March and the balance of the cashbook, as on that day shall be communicated to the Vice-Chancellor.

63.3.FORM OF ANNUAL ACCOUNTS

The form of Annual Accounts shall be as laid down by the Executive Council. the contents of the same shall be as under:-

- i. General Information
- ii. Auditor's Report
- iii. Balance Sheet

- iv. Income and Expenditure Account
- v. Receipt and Payment Account
- vi. Schedule forming part of audited financial Statements:
 - a. University Fund
 - b. Capital Funds for fixed assets
 - c. Earn marked / Endowment Donation Funds
 - d. Unutilised grants and contributions
 - e. Current liabilities and provisions
 - f. Fixed Assets
 - g. Investments
 - h. Cash and Bank Balances
 - i. Current Assets, Loans and Advances
 - j. Grant In Aid and subsidies income
 - k. Academic Receipts
 - l. General Donations and Endowment Funds Receipt
 - m. Other Income
 - n. Salaries, Allowances and Employee Benefits
 - o. Academic Expenses
 - p. Examination Expenses
 - q. Maintenance, Electricity and Water Charges
 - r. Co-Curricular Activities and Students' Support Service
 - s. Endowment / Specific purpose fund expenditure
 - t. Administrative Expenses
 - u. Capital Expenditure From Grant Funds
- vii. Significant Accounting Policies
- viii. Notes on Accounts.

**64. ACCEPTANCE AND MANAGEMENT OF BEQUESTS,
DONATION AND ENDOWMENTS ETC. [SECTION-57 (VI)]**

- i. All offers of Bequests, Donations and Endowments, the management whereof is to be vested in the University, shall be accepted on the condition that the annual realisation therefrom shall be subject to a deduction of 10 percent of the amount realised and credited to the University fund at the commencement of every financial year.
- ii. Provided that the Executive Council may decide to waive off the 10 percent deduction in case of bequests, endowments, donations, gifts of movable or immovable property etc., received for improvement and development of activities relating to Educational and Research Programmes of the University.
- iii. The University shall not accept bequests, donations and endowments, the benefits whereof are sought to be restricted to any caste, creed, religion, community or region. The sums which are less than 2,00,000 and 1,00,000 for instituting gold medal and cash prizes respectively and 1,00,000 in the case of scholarship.

- iv. Subject to the provisions contained in sub-Regulation-R.189.2 above, the Executive Council shall decide the amount of donations from time to time.
- v. The investments of the amount of bequests, donations and endowments shall be made either in Government securities or in fixed deposits with the Nationalised Banks as may be decided by the Finance and Accounts Committee.
- vi. The management of the amounts received through bequests and donations meant for prizes, medals, shields, trophies etc. shall be as may be specified by under regulations to be approved by the Executive Council on the recommendations of the concerned authority of the University.
- vii. The bequests and donations for the fellowships, other than those sponsored by the Central Government, State Government, and public sector undertakings and from the Co-operative Institutions; shall not be accepted, if the realisation of annual income therefrom is less than ₹ 6,000 and if the fellowships sponsored is for a period of less than 3 years. The management/investment of such bequests and donations shall be governed by regulations made on this behalf by the Executive Council on the recommendations of the concerned authority of the University.
- viii. The transfer of movable and immovable property under Section-21 (1) of the Act, to the University shall be accepted by the Executive Council subject to the following conditions:-
 - i. the authority of the donor and the title of the such property is legally enforceable and that the property is free from encumbrances and liabilities.
 - ii. the current market value of such property, is sufficient to provide for a purpose, if any, for which the transfer is intended to be made.
 - iii. the benefits attendant and incidental to such transfer shall not be restricted to any race, creed, religion, caste, community or region.

Provided that the condition regarding race, creed, religion, caste and community shall not be applicable in case of scheduled tribes or scheduled castes.
 - iv. Such other condition as may be laid down by the Executive Council.

CHAPTER XIII

65. CONDITIONS OF RESIDENCE, RECOGNITION OF HOSTELS, CONDUCT AND DISCIPLINE OF THE STUDENTS

(Under Sec. 57 (xvii) and 57 (xviii) of the Act)

65.1.RESIDENCE OF THE STUDENTS

Every student of the University shall reside either —

- i. in the University Hostel, or in a recognized Hostel of a college, or in lodgings approved by the Executive Council of the University;

OR

- ii. with his parents / some person accepted by his college as his guardian.

65.2.RECOGNITION OF HOSTEL

Every Hostel maintained managed by the University or by a college affiliated to the University or an Institution recognized by it, shall be a recognized Hostel, provided that it fulfils all the conditions as laid down by the University.

- i. Every Hostel maintained managed by the University or by a college affiliated to the University or an Institution recognized by it, shall be a recognized Hostel, provided that it fulfils all the conditions as laid down by the University.
- ii. Private lodgings used by the University or College students shall also be approved by the University.

65.3.MINIMUM FACILITIES FOR PHYSICAL TRAINING GAMES AND SPORTS ETC.

All affiliated colleges shall provide the following minimum facilities for Physical Training Games and Sports etc., for the students resident and non-resident:-

- (1) Every affiliated college shall have its own separate play field. However, the colleges under one management and situated on a compact campus may have a common play field (Sport Complex)
- (2) The minimum area of the play field shall be as may be decided by the University from time to time. It will be obligatory for the college to provide facilities for any five of the games mentioned in (5) below.
- (3) Every affiliated college shall appoint at least one qualified Teacher for Physical Education.

- (4) The minimum qualification for a teacher of Physical Education in a college shall be a graduate of a recognized University with a Diploma in Physical Education or any qualification which is equivalent to it.
- (5) Every college shall have to provide deemed facilities for at least five games / sports from the following:
- | | |
|---------------|--------------------|
| 1. Athletics | 7. Gymnasium |
| 2. Cricket | 8. Football |
| 3. Hockey | 9. Volleyball |
| 4. Basketball | 10. Kabaddi |
| 5. Kho - Kho | 11. Table - Tennis |
| 6. Badminton | 12. Tennis |
- (6) Every year the college shall prepare a programme of Physical Training & Sports Activities to be conducted during the year and shall forward the same to the University within one month of the commencement of the academic year.
- (7) Whenever a Local Inquiry Committee for affiliation of a college or a Triennial Inspection Committee visits any applicant college; the Committee shall mention in its reports whether adequate facilities for the sports and games are provided by the college and provisions of this Regulations are dully observed by the College.

65.4.MEDICAL EXAMINATION OF STUDENTS

If in any year the University conducts a medical examination of students studying for a particular examination in a college affiliated to the University such medical examination shall be compulsory for all the students included in the scheme of medical examination. Students who do not present themselves for such examination shall not be allowed to appear at the University examination for which they are studying. If on account of illness or a similar unavoidable reason, a student fails to present himself for the medical examination conducted by the College/ University, he shall undergo such an examination at his own expense and submit the form prescribed by the University for medical examination, duly filled in by a qualified Medical Practitioner, to the University, through the Principal of his college, on receipt of which only he will be permitted to appear for the examination for which he is studying.

65.5.APPLICATION FOR RECOGNITION OF HOSTEL

Any person or body of persons managing or maintaining a Hostel, desirous of having it recognized by the University, shall apply to the University for recognition, with the following particulars:-

- i. The Locality of the Hostel and its surroundings;
- ii. The capacity of the Hostel and the approximate floor space provided for each inmate;
- iii. The number of students expected to be put in each room;
- iv. Arrangements made for water supply, lighting, sanitation, medical help, etc. in the Hostel;
- v. Arrangements made for boarding as well as for outdoor and indoor games;
- vi. Arrangements made for the running of Kitchen, for superintendence over the inmates, and in general for the management of the Hostel.

- vii. The financial statement relating to the Hostels.

65.6.GRANT OF RECOGNITION OF HOSTEL BY THE UNIVERSITY

On receipt of the application, the Executive Council, after any further inquiry which it may deem necessary, shall decide as to whether or not the recognition / approval is to be granted. Provisional recognition/ approval, may, however be granted by the Executive Council on such conditions as it may deem necessary.

65.7.SUSPENSION OR WITHDRAWAL OF THE RECOGNITION

- i. The University may suspend or withdraw the recognition granted to a Hostel managed by a person or persons, which is not conducted according to the condition of recognition, provided that no action shall be taken without giving the management of the Hostel concerned an opportunity of making such representation in the matter as he or it may desire to make.
- ii. The University may suspend or withdraw the recognition granted to a private lodging, if the owner / owners fails, fail to fulfill any of the conditions of approval or to supply any of the stipulated amenities to the students, provided that no action will be taken without giving the owner / owners concerned an opportunity of making such representation in the matter as he or they may desire to make.

65.8.INSPECTIONS OF HOSTELS

The University shall hold periodical inspections of all Hostels through the agency of the University.

65.9.REPORT ON THE WORKING OF THE HOSTEL

The management of every Hostel shall submit to the University at the end of every term, a report on the working of the Hostel for the term.

65.10. CONDUCT AND DISCIPLINE OF STUDENTS

- i. The Academic Council shall prepare the rules for conduct and discipline for students of the University and for the students residing in the hostels on recommendation of the Committee for Promoting Health and General Welfare of the Students. The Academic Council shall also prepare the conduct and discipline rules for the students appearing in the various examinations of the University.
- ii. In the case of indiscipline in the hostels and academic departments, the Committee for Promoting Health and General Welfare of the Students shall act as an Inquiry Committee and shall report to the Vice Chancellor and the Vice Chancellor shall take the necessary actions on report of the Committee.

CHAPTER IX

66. PERFORMANCE PAY ALLOWANCE OF TEACHING AND NON- TEACHING STAFF BEING SELECTED OR NOMINATED AS A MEMBER OF THE LEGISLATIVE ASSEMBLY OF THE STATE

66.1. INTIMATION TO THE UNIVERSITY.

- i. A teacher or a non-teaching employee selected or nominated as a member of the Legislative Assembly of the State, or of the Parliament shall intimate the Registrar of the University in writing within 21 days of his selection or nomination.
- ii. In case of teaching staff, he/she would be allowed to take teaching and research work at their respective institutions, however he/she would not be allowed to hold any administrative positions or discharge administrative responsibilities.
- iii. A teacher nominated as a member of the Legislative Assembly of the State, or of the Parliament shall communicate to the registrar whether they wish to continue with their teaching and research work within the University.

66.2. CONTINUITY OF SERVICE, RECODING OF ABSENCES/ LEAVE AND COMPUTATION OF PAY & ALLOWANCES.

- i. In case the teacher nominated as a member of the Legislative Assembly of the State, or of the Parliament opts to continue his/ her teaching and research work, he/she would be treated as lien/ on-duty when he/she attends the Parliament or state Legislature sessions, and also when they undertake any other parliamentary or state Legislative assignments. Their attendance and leaves would be tracked as per the usual practices, however based on their pre-occupation, the teaching and research workload may be reduced as deemed fit by the respective heads of the department. Teachers continuing with the teaching and research work may draw the admissible allowances from the Parliament/State Legislature Secretariat, along with the salaries from the University/ College.
- ii. In case the teacher does not wish to continue teaching and wish to take a leave of absence, he/she would not be entitled to any salary/ benefits from the University/ College, however, the period of his or her membership would be taken into account in determining the period of service, pension computation, determination of seniority and increments. Vice-Chancellor is authorized to appoint any person for time gap arrangement of said absent period of employee.
- iii. The non-teaching staff of the University would not be allowed to hold any administrative positions or discharge administrative responsibilities. Such employees would be treated as on leave and would not be entitled to any salary or allowances.
- iv. The teacher or non-teaching staff would continue invariably continue hold his post

during the period of his or her membership of the Legislative Assembly or of the Parliament. The period of his or her membership would be taken into account in determining the period of service, pension computation, determination of seniority and increments.

66.3.RELAXATION IN THE REQUIREMENTS OF CAREER ADVANCEMENT SCHEME (CAS), ACADEMIC PERFORMANCE INDICATORS (API) BASED PERFORMANCE BASED APPRAISAL SYSTEM (PBAS).

- i. In case of teachers opting to discharge their teaching and research duties, the CAS scores, API scores and Appraisal targets would be revised as per their workload assigned. Wherever scores or targets/ performance metrics are computed, these would be revised commensurate to the workload assigned as compared to the regular workload for the purpose of maintaining fair comparison.
- ii. In case of teacher's option to avail leave for their period of his or her membership of the Legislative Assembly or of the Parliament, the average scores and performance of the teacher in the last 3 years would be considered for the purpose of computation of the CAS/ API scores during the period of absence. In terms of targets, the minimum target for each metric would be deemed to have been achieved for the period of absence.