Ordinance

Indira Gandhi National Tribal University,
Amarkantak- 484 886 (M.P.)
(Under Gazette Notification No. 52 of 2007 of the Parliament)

Submitted to
Ministry of Human Resource Development
(Govt. of India)
New Delhi
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EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS
AND FUNCTIONS OF THE VICE-CHANCELLOR

[Section 32 (1) (r) of the Act; Statute 2(5) (iii)]

SALARY

1. Pay: As notified by the University Grants Commission/Central Government from time to time.
2. Dearness and other Allowances: As notified by the Central Government from time to time other than House Rent Allowance.
3. The Vice-Chancellor shall be entitled to such terminal benefits and allowances as fixed by the Central Government from time to time.
4. The Vice-Chancellor shall be entitled to leave travel Concession, as approved by the University from time to time.
5. Vice-Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself and his family members obtained from the Private OPD/Private Wards of any approved Hospital / Nursing Home as approved by the University.
6. Vice-Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from his home town to place of duty and back on his/her assuming office and relinquishing it on the expiry of his/her tenure.
7. The Vice-Chancellor shall be entitled to receive Travelling Allowance at the rates fixed by the Executive Council.

Leave:

1. (a) The Vice-Chancellor shall, during the tenure of his office, be entitled to leave on Full Pay at the rate of 30 days in the calendar year. The Leave shall be credited to his account in advance in two half yearly instalments of 15 days each on the first day of January and the first day of July every year.

Provided that if the Vice-Chancellor assumes or relinquishes the charge of the Office of the Vice-Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2 1/2 days for each completed months of service.

(b) The Leave at the credit of the Vice-Chancellor at the close of the Previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so
carried forward plus the credit for that half year, do not exceed the maximum limit of 300 days.

(c) The Vice-Chancellor, on relinquishing the charge of his/her office, shall be entitled for the number of days equivalent of the leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.

(d) The Vice-Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of medical certificate, provided that when such commuted leave is availed of it is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.

(e) The Vice-Chancellor shall also be entitled to avail himself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of five year on medical grounds or otherwise.

2. In case the Vice-Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.

3. During the period of such Leave, the Vice-Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities or services as may have been provided.

4. In the case of any absence of the Vice-Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period, so spent shall be treated on duty.

5. Where an employee of the University is appointed as the Vice-Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Vice-Chancellor. Similarly, on his/her relinquishing the post of the Vice-Chancellor and in event of his/her re-joining his/her old post, he/she shall be entitled to carry back the Leave at his/her credit to the new post.

6. Further he/she may be allowed to contribute to any provident fund of which he/she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his/her appointment as Vice-Chancellor.

7. If a person, employed in another institution, is appointed the Vice-Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior to his/ her appointment as the Vice-Chancellor and till he/she continues to hold his/ her lien on the post. The University
shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she permanently employed, as admissible under the Rules.

Amenities
1. The Vice-Chancellor shall be entitled to have water, power and rent free furnished residential accommodation with such furniture, as may be approved by the University. The premises of his/her lodging will be maintained by the University.
2. The Vice-Chancellor shall be entitled to the facility of a free official car. He shall also be entitled to mobile phone and free telephone (with STD and ISD) service at his/her residence.
3. The Vice-Chancellor shall be entitled to one cook and two attendants at his/her residence.

POWER AND FUNCTIONS
The Vice-Chancellor is the Chief Executive and Academic Head of the University and as such his/her power and duties include, among others, the following:
1. To ensure that the provisions of the Act, Statutes, Ordinances and Regulations are fully observed.
2. To delegate his powers for day-to-day work to the Pro-Vice-Chancellor (s). Deans, Head of the Departments and other officers who should act on the basis of clear rules laid down in this regard.
3. To ensure that the routine items regarding creation of temporary posts for short duration and sanction of leave etc. should not normally be referred to the Executive council.
4. To make appointments of Deans, Heads, Proctors, Dean of Students Welfare and Wardens etc. The appointment of the Pro-Vice-Chancellor (or Rector) and equivalent officers, however, may be made as per the provisions of the Act and Statutes.
5. Power, not to act upon any decision of any authority, if he is of the opinion that it is ultravires of the provisions of the Act or Statues or Ordinances or that such a decision is not in the best interests of the University. In both the cases he could ask the authority concerned to review the decision and if differences persist, the matter be referred immediately to the Visitor whose decision shall be final and binding on the Vice-Chancellor.
6. As the chairman of the authorities, bodies and committees of the University he should be empowered to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behaviour unbecoming of a member.
7. All the disciplinary powers in regard to students and employees shall vest with the Vice-Chancellor. He shall have the powers to suspend an employee and initiate disciplinary action against him. However, the Vice-Chancellor could delegate these powers to other officers.

8. He shall be responsible for holding and conducting the University examinations properly at the scheduled time and for ensuring that results of such examinations are published expeditiously and that academic session of the University start and end on proper dates.

9. In an emergent situation to take any action on behalf of any authority in which the power is vested and to report the action taken in the next meeting of the authority.

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

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

12. To exercise all administrative and financial powers as defined in Statutes/ Ordinance.

13. He/ she shall pass such Orders and take such measures that are necessary to implement any of the above.
EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS
AND FUNCTIONS OF THE PRO VICE-CHANCELLOR
[Section 32 (1) (r) of the Act; Statute 4(3)]

The Pro Vice-Chancellor shall receive a salary as follows:

1. **Pay:** As notified by the Central Government from time to time.

2. **Dearness and other / Allowances:** As fixed by the Central Government from time to time.

   Where an employee of this University or any other Institution / Government and its organisations is appointed as Pro Vice-Chancellor, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/Contributory Provident Fund/Pension/ Gratuity/ Transfer TA) to which he was entitled prior to his appointment as Pro Vice-Chancellor, and till he/she continues to hold his/her lien on that post.

3. The Pro Vice-Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself/ herself and his/ her family members obtained from the Private OPD/Private Wards of any approved Hospital / Nursing Home as approved by the University.

4. The Pro Vice-Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her assuring office and relinquishing it on the expiry of his/her tenure.

5. The Pro Vice-Chancellor shall be entitled to receive Travelling Allowance at the rates fixed by the Executive Council.

6. The Pro Vice-Chancellor shall be entitled to have water, power and rent free furnished residential accommodation. The premises of his/her lodging will be maintained by the University.

7. The Pro Vice-Chancellor shall be entitled to the facility of a staff car for journey performed between Office and his/her Residence. He shall also be entitled to mobile phone and free telephone (with STD and ISD) service at his/her residence.

8. The Pro Vice-Chancellor shall be entitled to an attendant at his/her residence.

9. **Leave:**

   a. The Pro Vice-Chancellor shall be entitled to leave on Full Pay at the rate of 30 days in the calendar year. The Leave shall be credited to his/her account in advance in two half yearly instalments of 15 days each on the first day of January and the first day of July every year.
Provided that if the Pro Vice-Chancellor assumes or relinquishes the charge of the Office of the Pro Vice-Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2½ days for each completed month of service.

b. The Leave at the Credit of the Pro Vice-Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.

c. The Pro Vice-Chancellor, on relinquishing the charge of his/her office, shall be entitled to receive a sum equivalent of the Leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.

d. The Pro Vice-Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of Medical certificate, provided that when such commuted leave is availed of it is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.

e. In case the Pro Vice-Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.

f. During the period of such Leave, the Pro Vice-Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities or services as may have been provided.

g. In the case of any absence of the Pro Vice-Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period so spent shall be treated as on duty.

h. Where an employee of the University is appointed as the Pro-Vice-Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Pro-Vice-Chancellor. Similarly, on his/her relinquishing the post of the Pro-Vice-Chancellor and in event of his/her re-joining his/her old post, he/she shall be entitled to carry back the Leave at his/her credit to the new post.

Further he/she may be allowed to contribute to any provident fund of which he/she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his/her appointment as Vice-Chancellor.
i. If a person, employed in another institution, is appointed the Pro Vice-Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior the his/her appointment as the Pro Vice-Chancellor and till he/she continues to hold his/her line on this post. The University shall also pay Leave Salary, Provident Fund, and Pension Contributions to the Institution, where he/she permanently employed, as admissible under the Rules.

POWERS AND FUNCTIONS
The Pro Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him/her by the Vice-Chancellor.
ORDINANCE - 3

DIRECTOR OF REGIONAL CAMPUS/ CENTRE
[Section 16 of the Act]

1. The Director shall be the Academic and Administrative Head of the Regional Campus/ Centre.

2. The Director of the Regional Campus/Centre shall be the whole time salaried officer appointed on the basis of direct recruitment on the recommendation of the selection committee, constituted as per the Statute 18; in such pay scale as recommended by U.G.C and adopted by the Executive Council from time to time.

3. The Director shall retire at the age of sixty five years.

4. The Director of the Regional Campus/Centre shall be non-vacational employee of the University.

5. The services of the Director shall be governed by the Act, Statutes, Ordinances and regulations of the University.

6. The services of the Director may be utilized anywhere as per administrative exigencies of the University.

7. He shall attend the meetings of all the statutory bodies as prescribed by the Statutes.

8. He shall execute the academic calendar of the University in the Regional Campus/Centre.

9. The Director shall be entitled to unfurnished residential accommodation for which he/she should pay prescribed licence fee. In case of non-availability of such accommodation he/she will be entitled to obtain HRA as per Central Government Rules. Mobile phone and free telephone service shall be provided.

10. The Director shall be entitled to such leaves, allowances, provident fund and other financial benefits as prescribed by the University from time to time for its non-vacational staff. He shall be entitled to the facility of staff car between the office and his/her residence.

11. The Director shall be entitled to all the service benefits as applicable to other employees of the University.

12. There shall be a Management Board for the development of Regional Campus/ Centre which shall be constituted as per the approval of the Executive Council.

13. The Director shall be the chairman of the management board.

Provided that the Vice-Chancellor shall preside, if present.

14. The Director shall have the power to recommend disciplinary action/ suspension pending inquiry to impose the penalty against the employees of the Regional Campus/ Centre to the management board of the Regional Campus/Centre. The University shall act as per rules.
a) provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity to showing cause against the action proposed to be taken in regard to him/her.

b) For non- teaching staff, except group A official, the decision of management board shall be forwarded to the Vice-Chancellor and appeal should lie within 60 days of the issue of the Order against which of the employee is aggrieved. The decision of the Vice-Chancellor shall be the final.

c) The Group A and academic staff, not satisfied by the Order of the decision of management board, may appeal to the Executive Council within 60 days of the order. The decision of the Executive Council shall be final.

15. The Director shall have power to sanction all kinds of leaves such as casual leave, half-pay leave, medical leave and earned leave to staff of the Regional Campus / Centre.

16. The leave of the Director shall be sanctioned by the Vice-Chancellor of the University.

17. He shall prepare and submit the proposals pertaining to the socio-economic development of the tribes of the Region and curriculum related activities of Regional Campus/Centre after the recommendation of management board to the University authority for approval and implementations.

18. He shall forward/ recommend the applications of the employees of the Regional Campus/ Centre for deputation/lien to the University for Outside Employment.

19. He shall approve the applications of the teachers for local and national seminars, workshops and training.

20. He shall forward/recommend the applications of the teachers to attend the international seminars, workshops, training etc. to the University for proper approval.

21. The duty of the Director, Regional Campus/ Centre shall be as follows:

   a) to organize and supervise the teaching and research activities of the Regional Campus/ Centre.

   b) to frame the time-table of Regional Campus/ Centre in conformity with the allocation of the teaching work with the approval of management board.

   c) to maintain discipline in the Regional Campus/ Centre as per the Ordinance of the University.

   d) to assign the teachers in the Regional Campus/ Centre such duties as may be necessary for proper functioning of the Regional Campus / Centre.

   e) to assign work and exercise to control over the teaching and non-teaching staff of the Regional Campus/ Centre.

   f) to conduct the staff meeting of Regional Campus/ Centre and submit the report to the University.

   g) to maintain the minutes of all the meetings. For implementation if necessary he shall obtain the recommendation of the management board for approval of the Vice-Chancellor.
h) The Director of the Regional campus/centre shall have the right to present and to speak at meetings of the committee of the faculty of the regional campus/centre and shall have the right to vote there at unless he is a member thereof.

i) be the custodian of the record and such other property of the regional campus/centre on behalf of the Registrar of the University.

22. The Director shall send a brief report about the working of the Regional Campus/ Centre for inclusion in the Annual Report of the University.

23. If the Office of the Director of Regional Campus/ Centre become vacant due to death, resignation or otherwise, or if he is unable to perform his duties due to ill-health or any other cause, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

24. The Director shall arrange and superintend the examination of Regional Campus/ Centre in the manner prescribed by the Ordinance.

25. He shall organize the examination as per the direction of the University and shall pay honorarium and remuneration in consultation with the Controller of Examination.

26. He shall prepare the budget of the Regional Campus/ Centre and submit it to the University through management board for inclusion in the University Budget for placing it in the Finance Committee.

27. The Annual Accounts and balance sheet of the Regional Campus/ Centre shall be prepared by the Director under the direction of the Finance Officer after the approval of the management board. After the approval, matter shall be reported to Executive council.

28. Accounts of Regional Campus/ Centre shall be prepared under the direction of the Director concerned and submitted to respective AG of the State for audit after recommendation of the management board and Finance Committee and approval of the Vice-Chancellor.

29. The Director shall submit a copy of the Annual Account together with the audit report thereon to the University for the approval of the court and Visitor along with the observation of the Executive Council.

30. He shall be responsible and answerable to the expenditure of the Regional Campus/ Centre and if there shall be any anomalies, University authority shall take appropriate action as deems fit.

31. The Director shall be empowered to accept donation, institute chairs, and distribute scholarship for the development of his/ her campus/ Centre from public / institution / organization.

32. Any new proposal regarding financial and academic with regard to Regional Campus/ Centre shall be forwarded to the Vice-Chancellor through the Management Board.

33. Notwithstanding the above, the Director shall perform any additional duties as assigned to him/her by the Vice-Chancellor and Higher Authorities of the University.
DEANS OF THE FACULTY- APPOINTMENT, POWERS AND DUTIES
[Section 15 of the Act; Statute 5]

1. Every Dean of the Faculty shall be appointed by the Vice-Chancellor from amongst the Professors in the faculty of Headquarter for a period of three years and shall be eligible for reappointment
   Provided that a Dean on attaining the superannuation shall cease to hold office as such.
   Provided further that if at any time there is no professor in the faculty, the Vice-Chancellor, or a Dean authorized by the Vice-Chancellor on this behalf, shall exercise the power of the Dean of the faculty.

2. The Dean of the department shall be a non-vacational officer and shall be entitled to leave and salaries corresponding to other non-vacational officers of the University.

3. 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 such person as the Vice-Chancellor may appoint for the purpose.

4. The Dean shall have the right to be present and to speak at meetings of the committees of the faculty, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

5. Admission and Examination shall be conducted under the general supervision of the Dean of the concerned Faculty.

6. To maintain discipline among teaching and non-teaching employees of respective faculty, the Dean shall report to the Vice-Chancellor with his opinion.

7. The Dean of the Faculty shall:
   a) Co-ordinate and generally supervise the teaching and research works in the Faculty through the Heads of the Departments;
   b) Take steps to promote inter-disciplinary teaching and research, wherever necessary;
   c) Maintain discipline in the classrooms through the Heads of the Departments;
   d) Keep a record of the evaluation of sessional work and of the attendance of the students in lectures, tutorials or seminars when these are prescribed;
   e) Arrange the examinations of the University in respect of the students of the Faculty in accordance with such directions as may be given by the Academic Council in consultation with the Controller of Examination;
   f) Allotments of the hostel seats of respective faculty;
   g) Appointment of Wardens as per the direction of Vice-Chancellor;
h) Sanction field work by the teachers and other research/technical staff of the University/Regional Campuses/Centres with regards to projects, researches and library consultation approved by the University within the sanctioned provision;

i) Sanction/forward the leave applications of the Head of the Departments of the respective Faculty. However, the leave applications of Dean shall be applied directly to the Vice-Chancellor;

j) be responsible for observance of the provisions of the Act/Statutes/Ordinances and Regulations relating to the Faculty;

k) Convene and preside over the meetings of the Faculty and keep the minutes of the meetings; and

(f) Dean of the Faculty concerned shall be the Nodal Officer for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean may constitute a committee comprising of a senior faculty as chairman and two to three faculty members to process and finalise the request for acceptance of credit.

(g) Perform such other academic duties as may be assigned to him by the Academic Council, the Executive Council or the Vice-Chancellor.
EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS
AND FUNCTIONS OF THE REGISTRAR
[Section 32 (1) (r) of the Act; Statute 6(3)]

1. The Registrar shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection Committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that the Registrar shall retire on attaining the age of sixty-two years.

Where an employee of this University or any other Institution / Government and its organisations is appointed as Registrar, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/Contributory Provident Fund/Pension/Gratuity/Transfer TA) to which he was entitled prior to his appointment as Registrar, and till he/she continues to hold his/her lien on that post.

2. The terms and conditions of service of the Registrar shall be such as prescribed for other non-vacational employees of the University.

3. 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.

4. If the services of the Registrar are borrowed from Government or any other organization/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.

5. A Registrar on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice-Chancellor.

6. The Registrar shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also to mobile phone and free telephone (with STD and ISD) service at his/her residence.

7. The Registrar shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non-vacational staff.

8. The Registrar shall be entitled to the facility of staff car between the office and his/her residence.

RESPONSIBILITIES AND DUTIES

1. The Registrar shall have power to take disciplinary Action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the
Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or withholding of increment.

(a) Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the Action proposed to be taken in regard to him.

(b) An appeal shall lie to the Vice-Chancellor against any order of the registrar imposing any of the penalties specified in sub-clause (a).

(c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations.

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

2. The Registrar shall be ex officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of either of these authorities and he shall be ex officio Member-Secretary of the Court.

3. It shall be the duty of the Registrar –

(a) To be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge.

(b) To issue all notices convening meetings of the court, the Executive Council, the Academic Council and of any Committees appointed by those authorities.

(c) To keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities.

(d) To conduct the official correspondences of the court, the Executive Council and the Academic Council.

(e) To supply to the visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings.

(f) To represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and

(g) To perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Executives Council or the Vice-Chancellor.
EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE FINANCE OFFICER
[Section 32 (1) (r) of the Act; Statute 7(3)]

1. The Finance Officer shall be a whole time salaried officer appointed on the basis of direct recruitment on the recommendations of a Selection committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that if the Finance Officer is appointed on deputation basis from an organization/Accounts/Audit service/cadre, his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.

Provided further that the Finance Officer shall retire on attaining the age of sixty-two years.

2. Where an employee of this University or any other Institution/Government and its organisations is appointed as Finance Officer, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/Contributory Provident Fund/Pension/Gratuity/Transfer TA) to which he was entitled prior to his appointment as Pro Vice-Chancellor, and till he/she continues to hold his/her lien on that post.

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

4. The terms and conditions of service to the Finance Officer shall be such as prescribed of other non-vacational employees of the University.

5. If the services of the Finances Officer are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.

6. A Finance Officer on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice-Chancellor.

7. The Finance Officer shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee and also mobile phone and free telephone (with STD and ISD) service at his/her residence.

8. The Finance Officer shall be entitled to such Leave, Allowances, provident Fund and other, terminal benefits as prescribed by the University from time to time for its non vocational staff.
9. The Finance Officer shall be entitled to the facility of staff car between the Office and his/her residence.

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

1. The Finance Officer shall-
   a. exercise general supervision over the funds of the University and shall advise it as regards to its financial policy; and
   b. perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes of the Ordinances.

2. Subject to the control of the Executive Council, the Finance Officer shall.
   a. hold and manage the property and investments of the University including trust and endowed property.
   b. ensure that the limits fixed by the Executive Council for recurring and nonrecurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted.
   c. be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council.
   d. keep a constant watch on the state of the cash and bank balances and on the state of investments;
   e. watch the progress of the collection of revenue and advise on the methods of collection employed;
   f. ensure that the register of buildings, lands, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialized Laboratories;
   g. bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary Action persons at fault; and
   h. call for from any office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.

3. Any receipt given by the Finance Officer or the person or person duly authorized in this behalf by the Executive council for any money payable to the University shall be sufficient discharge for payment of such money.
EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS
[Section 32 (1) (r) of the Act; Statute 8(3)]

1. The Controller of Examinations shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that if the Controller of Examinations is appointed on deputation basis from any organization his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.

2. Where an employee of this University or any other Institution/ Government and its organisations is appointed as Controller of Examinations, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/Pension/Gratuity/Transfer TA) to which he was entitled prior to his appointment as Controller of Examinations, and till he/she continues to hold his/her lien on that post.

3. The terms and conditions of service of the Controller of Examinations shall be such as prescribed of other non-vacational employees of the University.

4. If the Services of the Controller of Examinations are borrowed from Government or any other organization/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.

5. When the office of the Controller of Examinations is vacant or when the Controller of Examinations 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.

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

7. The Controller of Examinations shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also to mobile phone and free telephone (with STD and ISD) service at his/her residence.
8. The Controller of Examinations shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non-vocational staff.

9. The Controller of Examinations shall be entitled to the facility of staff car between the Office and his/her residence.

RESPNSIBILITIES AND DUTIES

Subject to the provision of the Act, Statutes and Ordinance, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of examinations and such duties and functions as may be assigned to him from time to time by the Executive Council/ Vice-Chancellor.
EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE LIBRARIAN

[Section 32 (1) (r) of the Act; Statute 2(5) (iii)]

1. The Librarian shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection Committee Constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that if the librarian is appointed on deputation basis from any organization his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.

Provided that the Librarian shall retire on attaining the age of sixty two years.

2. Where an employee of this University of any other Institution/Government and its organisations is appointed as Librarian, he/she shall continue to be governed by the same retirement benefit schemes, (namely general Provident Fund/Contributory Provident Fund /Pension /Gratuity / Transfer TA) to which he was entitled prior to his appointment as Librarian, and till he/she continued to hold his/her lien on that post.

3. The terms and conditions of service of the Librarian shall be such as prescribed of other non-vacational employees of the University.

4. If the services of the Librarian are borrowed from Government or any other organization /Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.

5. When the office of the Librarian is vacant or when the Librarian 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.

6. A Librarian on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice-Chancellor.

7. The Librarian shall be entitled to unfurnished residential accommodation for which he shall pay prescribed licenses fee as also a free telephone service (with STD facility) at his/her residence.

8. The Librarian shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non-vocational staff.
9. The Librarian shall be entitled to the facility of staff car between the Office and his/her residence.

RESPONSIBILITIES AND DUTIES

The Librarian shall exercise such power and perform such duties as may be assigned to him/her by the Executive Council.
DRAFT ORDINANCE -9

POWERS AND FUNCTIONS OF THE DEAN, STUDENTS' WELFARE
[Section 32 (1) (o) and (r) of the Act]

1. The Dean of Students' Welfare (DSW) shall be appointed amongst the faculty members not below the rank of the Associate Professor by the Vice-Chancellor for a period of three years.

2. The (DSW) shall look after the general welfare of the students outside the classroom which contribute to the growth and development of their personality. The DSW shall endeavor to promote understanding among the students of fuller realisation of their objects through fruitful intellectual, social, cultural and corporate life in the University.

3. The DSW shall assist the Vice-Chancellor in all matters affecting, students generally and shall exercise such powers and perform such other duties as assigned to the DSW by the Vice-chancellor.

4. In addition to all other duties, the DSW shall perform duties and functions in respect of the following matters in consultation and coordination with other relevant Officers and units of the University:

   (a) arrangement of facilities for educational tours and excursions and participation in sports activities outside the University;
   (b) organisation of social and cultural activities with student participation-
   (c) organisation of student bodies in the University and their functioning;
   (d) student-teacher/ non-teaching staff relationship;
   (e) financial aid to needy students;
   (f) securing fellowships or scholarships for further studies in the country or abroad;
   (g) health and medical services;
   (h) students’ counselling;
   (i) special arrangement to be provided, if any, to women students, and differently abled students;
   (j) liaison between University administration and students;
   (k) student-information services;
   (l) alumni association;

   Decide and distribute fellowship and scholarships and

   (m) Issue of certificates as authorized and delegated by the Vice-chancellor

4. The DSW shall maintain essential particulars of each student from the date of his enrollment in the University.
5. The DSW may communicate with the parents/guardians of the students in respect of any matter requiring assistance and cooperation of the parents/guardians.

6. The DSW shall function under the control of the Vice-Chancellor and will be a member of Discipline Committee and other Committees involving students and student's matters.

7. The DSW shall report to the Vice-chancellor cases of students who require special attention or whose conduct and activities are not in the best interests of the University or who are not likely to profit by their continuance in the University.

8. The DSW shall be entitled to such allowance/special pay as the Executive Council may determine from time to time.

9. Provide that if the work of the Dean Students’ Welfare is not satisfactory, the Vice-Chancellor shall remove him/her from the post of DSW.
HEADS OF DEPARTMENTS- APPOINTMENT, POWERS AND DUTIES

[Section 32 (1) (r) of the Act]

1. Each department (Ordinance No. 9) shall have a head, who shall be appointed by the Vice-Chancellor from amongst the Professors/ Associate Professors of the departments on rotation basis.

2. He/ She shall be appointed for a period of three years or such shorter duration as decided by the Vice-Chancellor provided that under special circumstances, if Professors/ Associate Professors are not available, Vice-Chancellor may appoint a head from amongst Professors of allied departments, for the period of not exceeding one year.

3. Provided further that the Vice-Chancellor would review the performance of the head from time to time, if the performance is not satisfied, he/ she may be terminated from the current term of appointment of headship.

4. Head of the department shall be a non-vacational officer and shall be entitled to leave and salaries corresponding to other non-vacational officers of the University.

5. Head of the department shall be supported by a Departmental Committee consisting of all Professors, Senior Associate Professor and Senior Assistant Professor, which will take decisions of all important matters/ activities of the department.

6. The Head of the Department shall:
   a) be the Academic and administrative Head of the Department under supervision of the Dean of respective faculty;
   b) convene and preside over the meetings of the Department, Board of Studies and Departmental Research Committee (DRC);
   c) frame the time table in conformity with the allocation of the teaching work made by the Department;
   d) Maintain discipline in the Classroom and Laboratories through teachers of the Department;
   e) assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
   f) maintain discipline among the teachers; he shall report to the Dean for necessary action;
   g) assign work and exercise control over the non-teaching staff in the Department;
   h) be responsible for the coordination and supervision of teaching and research in the Department;
i) recommend casual leave and restricted leave application of the members of the teaching and non-teaching staff of the Department;

j) recommend earned leave, medical leave, special casual leave and duty leave application of the members of the teaching and non-teaching staff of the Department through the Dean of the faculty concerned according to the Rules framed for the purpose;

k) His/ Her own leave shall be applied to Vice-Chancellor through the Dean of the faculty concerned.

l) be custodian of records, equipments, furniture, books of the departmental library and other properties of the department on behalf of the Registrar;

m) operate the Budget and maintain of the accounts of the Department;

n) promote and undertake inter-disciplinary academic activities and research programmes with other departments and agencies.

o) forward the research project proposals of the departments;

p) presence of head of the department during examination be necessary, examination in the department shall be conducted under his/ her general supervision;

q) be responsible for observance of the provisions of the Act/Statutes/ Ordinances and Regulations relating to the Department;

r) perform such other functions as may be assigned to him/her from time to time by the Dean, the Board of the school concerned, the Academic Council, the Executive Council and the Vice-Chancellor; and

s) To render such duties as may be desired by the Vice-Chancellor in performance of his/ her official duties.
ORDINANCE -11

THE PROCTOR
[Section 32 (1) (r) of the Act]

1. The Proctor shall be appointed by the Vice-Chancellor from amongst the teachers, of the University not below the rank of Associate Professor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as may be delegated/assigned to him/her by the Vice-chancellor.

"Students", referred to above, mean regular and ex-students of the University on the rolls of Faculty/ Department/ Regional Campuses/ Centres/ Hostels.

2. The Proctor shall hold office for a period of three years and shall be eligible for reappointment.

3. The Proctor shall have all such powers delegated to him/her by the Vice-Chancellor.

4. The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.

5. The Proctor shall be the Secretary of the Student Discipline Committee, and he/she shall convene the meetings of the Committee.

6. The Proctor shall be assisted by Deputy Proctors and Assistant Proctors appointed by the Vice-chancellor for a term of three years.

7. The Deputy Proctors and Assistant Proctors shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.

8. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.

9. The Proctor shall in case any indiscipline in the hostel takes action in consultation of warden.

10. The Proctor shall:

    (1) monitor the disciplinary climate prevailing in the student community;

    (2) take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;

    (3) collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary the Proctor shall place the relevant information before the Vice-Chancellor or the Student Discipline Committee for their decision; and

    (4) issue all orders relating to disciplinary proceedings against students.
11. The Proctor shall make arrangement for the maintenance of Cycle/Scooter Stands in the Faculties.
12. The Proctor shall maintain liaison with the local Administration in matters regarding the law and order situation in the University Campus.
13. The Proctor shall have the power:
   (1) to suspend or institute proceedings in cases of breach of discipline referred to him/her by the Vice-chancellor or reported to him/her by any other person or noticed by himself/herself;
   (2) to suspend or gate a student up to a maximum period of two weeks- and
   (3) to impose a fine as prescribed from time to time.
14. In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Student Discipline Committee for suitable action.
15. Foreign students’ welfare (visa etc.)
16. VIP Security
17. Protection of University property The Proctor shall perform such other functions as the Vice-chancellor may direct from time to time.
DRAFT ORDINANCE – 12

ASSIGNMENT OF DEPARTMENTS TO FACULTIES
[Section 32 of the Act; Statute 15 (5)]

1. The University shall establish the following departments in the faculties as may be approved by the UGC/MHRD from time to time. The assignment of various Departments to various Faculties shall be as under:

**Faculty of Social Science:**
(i) Department of Economics.
(ii) Department of Sociology and Social Anthropology.
(iv) Department of History.
(v) Department of Political Science and Human Rights.
(iv) Department of Geography and Regional Development
(iv) Department of Social Work
(v) Department of Ancient Indian history, Culture & Archaeology

**Faculty of Humanities and Philology:**
(i) Department of English and Foreign Languages
(ii) Department of Hindi.
(iii) Department of Psychology.
(iv) Department of Philosophy.

**Faculty of Science:**
(i) Department of Botany.
(ii) Department of Zoology.
(iii) Department of Chemistry.
(iv) Department of Environment Science.
(v) Department of Biotechnology
(vi) Department of Physics.
(vii) Department of Mathematics and Statistics.
(viii) Department of Meteorology.
(ix) Department of Geology and Mineralogy
(x) Department of Home Science and Nutrition

**Faculty of Commerce and Management:**
(i) Department of Commerce.
(ii) Department of Business Management.
(iii) Department of Tourism, Hospitality and Hotel Management.
(vi) Department of Forest Management.
Faculty of Computronics:
(i) Department of Computer Science.
(ii) Department of Information Technology.

Faculty of Tribal Studies:
(i) Department of tribal Art, Folk Literature and Culture
(ii) Department of Tribal Languages and Comparative linguistics.
(iii) Department of Folk History, Museology and Traditional Medicine.

Faculty of Education:
(i) Department of Education.
(ii) Department of Physical Education

Faculty of Law:
(i) Department of Law

Faculty of Pharmacy:
(i) Department of Pharmacy

Faculty of Journalism and Mass Communication:
(i) Department of Journalism and Mass Communication
ORDINANCE 13

COURSES OF STUDY
[Section 32 (1) (b) of the Act]

1. There shall be Courses of study in the University for the Degrees Diplomas and Certificates in various Faculties as under:

The following shall be the Degrees conferred by the University:

<table>
<thead>
<tr>
<th>Name of the Degree</th>
<th>Abbreviation</th>
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<tbody>
<tr>
<td>Bachelor of Arts (Honours)</td>
<td>B.A. (Hons)</td>
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<tr>
<td>Bachelor of Science (Honours)</td>
<td>B.Sc. (Hons)</td>
</tr>
<tr>
<td>Bachelor of Commerce (Honours)</td>
<td>B.Com. (Hons)</td>
</tr>
<tr>
<td>Bachelor of Business Administration</td>
<td>B.B.A.</td>
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<tr>
<td>Bachelor of Computer Application</td>
<td>B.C.A.</td>
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<tr>
<td>Bachelor of Education</td>
<td>B.Ed.*</td>
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<tr>
<td>Bachelor of Physical Education</td>
<td>B.P.Ed.*</td>
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<tr>
<td>Bachelor of Journalism and Mass Communications</td>
<td>B.J.M.C.</td>
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<tr>
<td>Bachelor of Art in Law</td>
<td>B.A.LLB.</td>
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<tr>
<td>Bachelor of Pharmacy</td>
<td>B.Pharm. *</td>
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<tr>
<td>Bachelor of Social Work</td>
<td>B.S.W.</td>
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<tr>
<td>Master of Arts</td>
<td>M.A.</td>
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<tr>
<td>Master of Science</td>
<td>M.Sc.</td>
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<tr>
<td>Master of Commerce</td>
<td>M.Com.</td>
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<tr>
<td>Master of Business Administration</td>
<td>M.B.A.*</td>
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<tr>
<td>Master of Computer Science or Application</td>
<td>M.C.A.*</td>
</tr>
<tr>
<td>Master of Education</td>
<td>M.Ed.*</td>
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<tr>
<td>Master of Physical Education</td>
<td>M.P.Ed.*</td>
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<tr>
<td>Master of Journalism and Mass Communication</td>
<td>M.J.M.C.</td>
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<tr>
<td>Master of Pharmacy</td>
<td>M.Pharm.*</td>
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<tr>
<td>Master of Social Work</td>
<td>M.S.W.</td>
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* Subject to approval from statutory bodies
2. The Regulations in respect of all the Courses listed above shall be framed by the University.

In addition to the above the Academic Council shall have the power to introduce, modify or discontinue a programme on the recommendations of the concerned Faculty Board.

3. The percentage of marks as given in the minimum eligibility requirements and allotted seats shall be approved by the Academic Council from time to time.

4. The Degrees/Diplomas/Certificates as decided by the University in the minimum eligibility conditions shall be from those Universities/Institutions/Boards which have been recognised by the University.
ORDINANCE -14

REGIONAL CAMPUSES /CENTRES
[Section 32 (1) (m) of the Act; Statute 39]

1. The University shall establish Regional Campuses/ Centres in tribal populated area in the states in accordance with Indira Gandhi National Tribal University Act and Statutes. All the Regional Campuses/ Centres shall be governed by Indira Gandhi National Tribal University, Amarkantak.

2. Each Regional Campus/ Centre shall have a Director who shall be the Head of the Regional Campus/ Centre.

3. The Regional Campuses/ Centres shall have following powers and functions:
   i. To provide avenues of education, especially higher education and research facilities primarily for the tribal population of the region.
   ii. To disseminate and advance knowledge by providing instructional and research facilities in tribal art, tradition, culture, language, medicinal systems, customs, flora, fauna, forest based economic activities and advancement in technologies relating to the natural resources of the region.
   iii. To provide interdisciplinary research facilities in collaboration with other organizations, especially for undertaking cultural studies and research on tribal population of the region.
   iv. To formulate tribal centric development models, publish reports and monographs and to organize conferences and seminars on issues relating to tribes.
   v. To explore the appropriate measures for the promotion of the members of the tribal communities in accordance with their own needs by access higher education through regional campuses/ centres.
   vi. To take appropriate measures for improvement of social, educational and economic conditions of tribes of respective regions.
   vii. The regional campuses/ centres shall perform other innovative works for regional development by the competent authorities.
   viii. The regional campuses/ centres shall perform all other functions as directed by the University from time to time.

4. **Management Committee**: The Board shall consist of the following members:-

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<tbody>
<tr>
<td>i.</td>
<td>Director</td>
<td>Chairman</td>
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<td>ii.</td>
<td>Secretary/ Commissioner of Higher Education of the</td>
<td>Member</td>
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<td>State</td>
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<td>iii. Registrar of the nearest Central University</td>
<td>Member</td>
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<td>iv. At least one member being the member of the Executive Council and nominated by the Chairman of Executive council</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>v. One educationist belonging to Scheduled Tribe community of the State in which the Regional Campus / Centre is located</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>vi. One Professor of Regional Campus/Centre nominated by Vice- Chancellor</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>vii. Dy. Registrar / Assistant Registrar of Regional Campus/ Centre</td>
<td>Secretary</td>
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</table>

More than 50% of the existing members shall form the quorum of the meeting.

5. **Inspection of the Regional Campus/ Centre**: Every Regional Campus/ Centre shall be inspected by the University as per the Statute 31 (4 to 6).
1. Application form for admission to the various programmes offered by the University shall be as prescribed by the Academic council of the University from time to time.

2. The last date for the receipt of applications for admission to various Faculties of the University shall be fixed each year by the Academic Council.

3. The last date for admission to the Faculty of the University shall be fixed each year by the Academic Council.

4. The number of students to be admitted to the Faculty of the University in the coming session shall be prescribed each year by the Academic Council.

5. Admission of students shall be made strictly on the basis of merit adjudged through All-India Common Entrance Test or such other methods decided by the Vice-Chancellor, wherever applicable aimed at assessing knowledge, comprehension and aptitude of the student to pursue higher studies through written test/viva/group discussion/personal interview or a combination of these.

6. However, provided that in case of courses where the intake of students is small, admission shall be made on the basis of the merit adjudged through the marks obtained in the qualifying examination. The decision to this effect will be taken by the Academic Council on the recommendation of the Faculty.

7. The Entrance Examination shall be held at headquarters and other such places as decided by the University.

8. Question Paper(s) for entrance examination(s) shall be set by expert(s) appointed by the Vice-Chancellor or any appropriate authority.

9. During an entrance examination, the candidates shall be under the disciplinary control of the Chief Superintendent to be appointed by the Competent Authority/Controller of Examinations, whose instruction on the conduct of examination shall be final and binding.

10. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/ she may be expelled from the examination.

11. The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations/Registrar who will refer the matter...
to the Examination Discipline Committee for such further action as the Committee may deem fit.

12. Relevant provisions aimed at maintenance of discipline during entrance examinations of the relevant Ordinance shall be applicable to entrance examinations wherever applicable.

13. Admissions to the various programmes of studies shall be made by the Admission Committee of the concerned Faculty comprising of the Dean as Chairman, Heads of the departments as members, two nominees of the Vice-Chancellor out of which one nominee shall represent the ST Category.

14. The syllabi, format, duration, scheme of evaluation of the entrance examination shall be decided by the Admission Committee and approved by the Academic Council.

15. Minimum qualifications for admission to the programmes in various Departments shall be prescribed by the Academic Council.

16. In case of a tie/bracketed score in the marks scored in the entrance test, the marks obtained in the qualifying exam will be taken in consideration for deciding merit.

17. Only such candidates who have passed an examination of an Indian University/ Board established or recognized by State/ Central governments or such other examination as has been recognized equivalent by State/Central governments/university shall be considered of admission.

18. Reservation for admission shall be governed as per the Government rules, where the University/ Regional Campus/ Centre is located. Provided that University/ Regional Campus/ Centre may make a special provision for the promotion of education interest and welfare of the members belonging to ST category by providing adequate percentage of seats in the matter of admission. Provided further that nothing in this section shall be deemed to prevent the University from making special provisions for admission of women, persons with disabilities or of persons belonging to the weaker section of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens. Provided further that no such special provision shall be made on the ground of domicile.

19. The commencement of classes for all courses, other than professional courses, shall be governed by the UGC norms concerning Minimum Standards of Instruction for the Grant of Degrees as issued and amended from time to time.
20. The minimum and maximum duration for the programmes offered by the University shall be prescribed by the Academic Council in conformity with requirements of regulations prescribed by national regulatory bodies from time to time.

21. A candidate shall be admitted to the programme in a Faculty on his/her enrollment as a student of the University after paying the fee prescribed by the University.

22. A Student admitted to the University shall be a member either of a Hall of Residence/Hostel or he/she can be a day scholar candidate.

23. The Residency of the students and their membership will be decided by the University authority.

24. If at any time, it is found that a student has made a false or incorrect statement or other fraudulent means have been used for securing admission his/her name shall be removed from the rolls of the University.

25. The minimum eligibility criteria for admission to various courses will be decided by the committee appointed by the Academic Council in accordance with UGC Regulation/Regulation of other Statutory Bodies if any.

27. Director/Dean of Regional Campus/Head of the Department shall submit a complete list (in duplicate) of all students admitted to the Regional Campuses/Departments for the semester to the University within 15 days of the last date of admission.

28. Director/Dean/Head of the Department may permit a student of Under-graduate course:-
   (i) to change his/her optional subject during the 1st semester.
   or
   (ii) to change his/her course from one Faculty to the course of another Faculty during the 1st semester.

These will be permitted within 15 days of the commencement of the Academic year in which the student is so admitted.

29. A student who has taken admission in the first semester for Post–Graduate course may be permitted to change his/her subject within 15 days of the commencement of the academic year.

30. A student shall be deemed to be enrolled as a student of a Department of the University/Regional Campus/Centre as soon as he/she has been so accepted by the Head of the Department/Dean of the Regional Campus/centre subject to the final acceptance of his/her enrolment application by the University. The decision of the Department/Regional Campus in accepting or rejecting the application of a student for admission shall be final.
ORDINANCE -16

ADMISSION COMMITTEE
[Section 5(xxi) of the Act]

1. There shall be Admission Committee for all the Programmes in each Faculty/ Department for regulating the admissions to all Courses offered in the University comprising the following:

(i) The Dean of the Faculty concerned (in case of single discipline Faculty) / Head of the Department : Chairman
(ii) One faculty member, not below the rank of an Associate Professor to be nominated by the Dean : Member
(iii) Three teachers, one each from amongst the Professors, Associate Professors and Assistant Professors by rotation : Members
(iv) One person each representing SC/ ST/ OBC/ Women and Minority candidates from the teaching community preferably if not already represented by the above members : Members

2. The Committee shall:

   i. scrutinize the Application Forms for admission of the candidates in accordance with the conditions of admission prescribed by the Academic Council from time to time;

   ii. conduct the Admission Test(s) and/or Interview; or as otherwise provided.

   iii. however in case of Common Entrance test, the performance in such test will form the basis for subsequent admission process.

   iv. after the evaluation of the Admission test(s), a reasonable number of candidates from each category will be called for admission to the course concerned subject to their scoring the minimum cut-off marks in the entrance test for admission to different courses as prescribed by the Academic Council:

   v. prepare the merit list based on the marks obtained by the candidates in the Admission Test and/or Interview as decided by the Academic Council;

   vi. prepare a list of the candidates selected for admission to be submitted by the Chairman of the Committee to the Dean of the Faculty concerned;

   vii. Suggest methods to improve reliability and standard of the entrance test(s).

3. The members of the Committee other than ex-officio members shall hold office for a term of one academic year.
4. In case of non-availability of any teacher from any of the aforesaid categories, the Head of the Department may appoint another teacher from the remaining categories of the teachers by rotation.

5. The Chairman of Admission Committee may co-opt not more than three members of the Department/Centre representing different areas of specialisation under intimation to the Vice-chancellor.

6. Not less than 50% of total number of members of the Committee shall form the quorum.
ENTRANCE EXAMINATION

[Section 32 (1) (r) of the Act]

1. There shall be entrance examination for the technical, professional and other courses as decided by the University authorities or as per the guidelines of Competent Authorities/ GOI from time to time.

2. The format of the entrance examination shall be decided and approved by the concerned Faculty or as per the guidelines of Competent Authorities/ GOI.

3. The Entrance Examination shall be held at headquarters and other such places as specified and approved by the University or as per the guidelines of Competent Authorities/ GOI from time to time.

Provided that (in case the entrance examination organized by the University) the Heads of Departments concerned shall prepare the question bank for the entrance examinations to be forwarded to the Controller of Examinations through the Dean of the Faculty concerned. The Controller of Examinations shall set the question paper from the question banks received in confidential manner and conduct the entrance examination.

4. Question papers of all examinations shall be set and answered as per “Medium of Instructions Ordinance.

5. During an entrance examination the candidates shall be under the disciplinary control of the Chief Superintendent of the centre, who shall issue the necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/ she may be expelled from the examination for that session.

6. The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The Committee will make recommendations for disciplinary action as deem fit to the Vice –Chancellor, whose decision shall be final.
RESERVATION OF SEATS AND OTHER SPECIAL PROVISIONS FOR ADMISSION
[Section 5 (xxx) and 7 of the Act]

1. Reservation of Seats
   i. Reservation of seats shall be in accordance with the provisions of the Central Educational Institutions (Reservation in Admission) Act 2006 and Circulars of Government of India issued and amended in this regard from time to time.
   ii. Candidates seeking admission under the reserved categories shall be required to fulfill the prescribed eligibility conditions for admission to the Course.
   iii. The relaxation in the minimum prescribed percentage of marks in the qualifying examination for admission to a Course shall be permissible only in one of the categories.
   iv. If a candidate in the reserved category qualifies for admission in the general category he/she shall be transferred to the general category without prejudice to the number of seats already allocated in that category which will be offered to the next eligible candidate in that category.
   v. If sufficient number of candidates are not available in OBC category, such vacant seats shall be transferred to the general category.
   vi. The relaxation of marks as given in Para 4.1 (c) and 4.2 (a) below will not be applicable to the candidates applying for the admission to Part - time/ Evening Courses in the University.

2. Scheduled Castes and Scheduled Tribes
   i. Reservation for Scheduled Castes, Scheduled Tribes and OBC candidates shall be based on state percentage population of reserve category and as per norms of GOI and rules of State Govt., where the University/ Regional Campuses/ Centres are located. The number of seats under reservation shall not exceed 50% of the total seats available.
   ii. The reservation, as mentioned in sub-para (i) above, is interchangeable, i.e., if sufficient number of candidates is not available to fill up the seats reserved for Scheduled Tribes, they may be filled up by suitable candidates from Scheduled Castes and vice-versa.
iii. Candidates belonging to Scheduled Castes and Scheduled Tribes will be given relaxation to the extent of 5 in the aggregate of marks obtained in the qualifying examination.

iv. The Application Form of a candidate in this category must be submitted along with a Certificate of Verification from one of the following authorities:

   (a) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/City Magistrate (not below the rank of First Class Stipendiary Magistrate /Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner.

   (b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.

   (c) Revenue Officer not below the rank of Tehsildar.

   (d) Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

   (e) Administrator/Secretary to Administrator/Development Officer (Laccadive and Minicoy Islands).

   (f) An Application Form received without certificate is liable to be rejected.

v. The vacant seats of SC/ST which could not be filled, due to non-availability of either Scheduled Caste or Scheduled Tribe candidates or both, with the pass marks in the entrance test, if any, may be thrown open to the general category in that year provided this has been notified to the Special Commission for Scheduled Castes/Tribes of University Grants Commission and Ministry of Human Resource Development and concurrence has been obtained.

3. Special provision for Admission

   i. Outstanding Players

   (a) A specified number of seats in both the under-graduate and post-graduate Courses, may be earmarked by the Academic Council for admission of outstanding players and sports persons, who have represented their Universities/Region/State, provided that they fulfill the minimum eligibility requirements prescribed for seeking admission to various Courses.

   (b) Relaxation to the extent of 5 of marks in the aggregate or in the subject, as the case may be, will be given to such candidates.
(c) Such students will be nominated by the Vice-chancellor over and above the seats allotted to each Course, on the recommendation of the Games and Sports Committee.

ii. **N. C. C. Cadets**
   (a) Relaxation to the extent of 5 of marks in the aggregate or in one subject, as the case may be, will be given to NCC Cadets having the following NCC Certificates for admission to all Courses: (i) "A" Certificate for admission to undergraduate Courses. (ii) "B" or "C" Certificate for admission to a postgraduate Course.
   (b) Students admitted on the basis of NCC will have to continue in the NCC at least for one year.
   (c) The relaxation of marks on the basis of NCC Certificate shall be permissible only on the production of a certificate duly verified by the NCC Officer.

iii. **N. S. S. Volunteers**
    NSS volunteers who have attended two 10 days' Special Camps and one National Integration Camp or Republic Day Camp may be provided a relaxation of 2 marks in the aggregate or in one subject as the case may be, for admission to all Courses. Relaxation of marks given on the basis of NSS Certificates shall be permissible on the production of relevant Certificates.

iv. **Physically Handicapped**
    Relaxation to the extent of 5 marks in the prescribed percentage of marks for the admission in B.Ed. and Dip. in Basic Training Courses may be given to the handicapped candidates, provided they produce a Certificate from a competent authority and qualify the admission test and interview.

v. **Kashmiri Migrants**
    As per GOI norms.

vi. **Dependent children of Leprosy affected persons**
    As per IGNTU norms.

vii. **Foreign Students**
    a. The admission of foreign students may not exceed 10 of the total number of students admitted to a Course, subject to their qualifying in the admission test and satisfying other conditions as laid down from time to time by the Academic Council.
b. In addition to the above provision the foreign candidates sponsored by the Government of India, may also be admitted as per the conditions provided in various schemes.

c. Every foreign student shall have to undergo a medical test (including test for AIDS) within a week from the date of admission.

d. Foreign students admitted to a programme shall produce student visa within one month after completion of the admission. In case of failure to produce such certificate within the stipulated period the admission shall stand cancelled.
FEES PAYABLE BY STUDENTS OF THE UNIVERSITY

1. The Executive Council on the recommendations of the Academic Council shall, from time to
time prescribe the fees payable by students.

2. Students admitted to various programmes of studies shall pay the fee as prescribed.

3. Due date and mode of payment:
   i. The students shall deposit fees as prescribed by the University from time to time.
   ii. Fees shall be paid on or before the date fixed by the University.

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

6. **Concession in fees:**

   (1) The Dean of the Faculty, on the recommendations of a Committee consisting of the following, shall grant free-ships up to the percentage which may be prescribed by the University Grants Commission in his / her regard.

   (i) Dean – Chairman

   (ii) Three Heads of Department nominated by the Vice-Chancellor.

   (iii) Three students of the Department concerned nominated by the Vice-Chancellor.

   (2) If the number of applicants for free-ships is more than the number of free ships available, the committee referred to in sub-clause(1) may recommend half free-ships to some of the applicants so that the total of free-ships does not exceed the prescribed percentage.

   (3) Applications for concession in fees shall be submitted on the prescribed form to the Dean of the Faculty concerned through the Head of the Department by 31st August or by such other date as may be specified by the Dean. Applications received after that date shall not ordinarily be entertained.

   (4) The following factors shall be taken into account while making recommendations on the applications of students for grant of free ships;

   (a) Academic record of the student;

   (b) His/her progress in studies in the case of renewal of free-ships;

   (c) His / her financial condition and

   (d) Any other factor, which shall also be recorded. The list of students, whom concessions have been awarded ordinarily shall be notified by 30th September.

   (5) Free-ships granted during the academic year shall not be renewed automatically in the following year. The students in need of such concession shall submit fresh applications every year, which shall be considered along with new applications received in the year.

   (6) A free ship granted to a student may be cancelled if his/her conduct or progress in studies if found to be unsatisfactory or if his/her financial condition improves and he/she is no longer in need of fee concession.

   (7) Fees concession for SC/ST/Kashmiri migrant students and any other category as per Govt. of India directives shall be applicable.
Refund of fees, security deposit etc:

1. Security deposit or caution money are refundable, on the application from the students on his/her leaving the University, after deducting all dues, fines and other claims against him/her.

2. If any student does not claim the refund of any amount lying to his/her credit within one calendar year of his/her leaving the University, it shall be considered to have been donated by him/her to the Students Aid Fund.

Explanation:
The period of one year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his/her name is struck off from the rolls of the University.

3. If, after having paid the fees, a candidate desire his/her admission to be cancelled, he shall be refunded all fees and deposits except Tuition fee for one month, Admission Fee and Enrollment fee, provided his/her application for withdrawal is received by the Registrar at least five clear days before the commencement of the academic session concerned or within five clear days after the completion of admission.

4. If, after having paid his/her fees a candidate does not join the University, only the sports fee and security Deposit shall be refunded to him/her, provided his/her application for withdrawal is received by the Registrar not later than 15 clear days after the commencement of the academic session concerned.

5. Application for withdrawal received after the expiry of 15 days from the commencement of the academic session would entitle a student for the refund of Security Deposit/Caution Money only.

6. If a Student owes any money to University on account of any damage he/she may have caused to the University property, it shall be along with outstanding Tuition Fee and fines, if any deducted from the Security Deposit due to him/her.

8. The fees and its structure for the various University courses shall be decided by the Academic Council from time to time under following heads:

I. Administrative process fee
   (a) Application Form Fee (with Brochure & Examination Fee)
   (b) Enrollment Fee

II. Extra Curricular Activities Fee
   (a) Sports Fee
   (b) Cultural Activities Fee
(c) Students Welfare Fee
(d) Medical Fee

(III) Course Fees
(a) Tuition Fee
(b) Laboratory Fee
(c) Library Fee

(IV) Deposits (Refundable)
(a) Caution Money (Laboratory)
(b) Caution Money (Library)
(c) Caution Money (Hostel)

The fee under these heads shall be charged from time to time as per the recommendations of the Academic Council.

(9) Students shall not be issued Hall Ticket or allowed to appear at the Examinations unless they have cleared their dues and paid the examination fee.

(10) Fees for rechecking:
The fees rechecking shall be fixed by the University.
Provided that the fees shall be refunded to the candidate if, on re-checking the results, any error or omission is discovered in the results notified by the University.

(11) Fees for the supply of Statement of Marks:
(1) Every candidate shall pay along with the examination fee, a fee as fixed by the University for the supply of statement of marks for each examination.
(2) The candidate shall collect the statement of marks through the Head of the Department/ Centre concerned.
(3) Duplicate copies of Statement of Marks shall be supplied on payment of a fee as fixed by the University for each statement of marks.

(12) Fees for issuing transfer, provisional and other certificates:
(1) The following shall be the fees for issuing Transfer/Provisional and other Certificates and for duplicate copies thereof.

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<thead>
<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>a</td>
<td>Transfer Certificate/ Migration Certificate</td>
</tr>
<tr>
<td></td>
<td>Duplicate copy of the Transfer Certificate</td>
</tr>
<tr>
<td>b</td>
<td>Provisional Certificate of having passed an examination of the University</td>
</tr>
<tr>
<td></td>
<td>Duplicate copy of the above</td>
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<tr>
<td></td>
<td>Degree Certificate (In-Person)</td>
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<tr>
<td>c</td>
<td>Degree Certificate (In-absentia)</td>
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<td></td>
<td>Duplicate copy of Degree (on production of FIR)</td>
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<tr>
<td>d</td>
<td>Bonafide Certificate</td>
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<tr>
<td>e</td>
<td>Any other Certificate</td>
</tr>
<tr>
<td>f</td>
<td>Duplicate copy of any other certificate</td>
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(2) A student or candidate, who wishes to add or to alter him/her name as originally recorded in the University Register shall pay a fees fixed for the purpose by the University. Such addition or alteration shall be made to his/her original name as alias in the University Enrolment Register after he has fulfilled the necessary formalities.
ENROLMENT, MIGRATION AND TRANSFER OF STUDENTS
[Section 32 (1) (r)]

1. Any person who has passed the qualifying examination in such subjects and with such standards of attainments as may be prescribed by the Admission Committee constituted for this purpose from time to time shall be eligible for enrolment as a student in the University/Regional Campuses/Centres.

2. Applications for enrolment of students in the University/Regional Campuses/Centres shall be made to the Competent Authority through the Director/H.O.D. in the prescribed form, and shall be accompanied by a non-refundable fee prescribed by the university for that session.

3. No student shall be deemed to have been admitted to any course of study in the University unless he is enrolled in the University.

4. All application forms for enrolment of students shall reach the Competent Authority on or before 1st of November of their I semester. Application for enrolment received after the prescribed date shall not be entertained.

5. In the case of students who apply for enrolment, the Director/HOD shall send to the University, a general certificate to the effect that he is satisfied, on inspection of original document, that the students concerned have passed the qualifying examination entitling them for admission to the respective University Courses.

6. On payment of a late fee as prescribed by the university, the Vice-Chancellor may, for special reasons to be recorded, permit the enrolment of student whose application forms, enrolment fee and the required certificates have been submitted after scheduled date. If the Vice-Chancellor is satisfied that the delay in submission of Migration and other Certificates required is not due to any lack of diligence on the part of the student concerned in obtaining it he may remit the late fee.

7. The application for admission must be supported by migration/no objection certificate from the concerned University/Board;
Provided that the application of a student who has not completed his Course of study and has not appeared at the examination for which he was reading in any other University or Board in India shall be considered for admission in a Course of this University whose pattern and syllabi are similar to that Course studied by him in the former University/Board.
8. Transfer of a student from one Regional Campuses/ Centres to another/ University (wherever applicable) during a particular Course of study shall be permitted only on production of:
   (i) A transfer/no objection certificate issued by the Director/ Head of the Regional Campuses/ Centres/ Department of the University from which the migration is sought;
   (ii) Certified copies of the report of attendance against his/ her name in the register of students of the Regional Campuses/ Centres/ Department concerned; and
   (iii) A certificate from the University/ Regional Campuses/ Centres testifying to the conduct of the student.

9. No student shall be allowed to migrate from one Department/ Regional Campus to another without a Leaving or Transfer Certificate signed by the Head of the Department/ Director from which he/ she migrates.

10. No student migrating from one Department/Regional Campus to another shall be required to pay tuition fees for the month for which he has already paid tuition fees in the Department/Regional Campus from which he/she migrates.

11. If, during the academic year, a student wishes to migrate from one Department/Regional Campus to another he shall:
   (i) give notice of his intention to migrate;
   (ii) make payment of all fees, due up to that date;
   (iii) refund whatever scholarship or bursary has been paid to him from the University funds, if required to do so, under the rules of the University.

12. When a student has made all payments indicated in the preceding paragraph, Director/ Head of the Department can grant him a Transfer or Leaving Certificate.

13. No person who is under a sentence of expulsion or rustication from the University or who has been debarred from taking any University examination shall be granted a Migration/Transfer Certificate during the period for which he has been so expelled, rusticated or debarred.

14. No person who is under the sentence of expulsion or rustication from another University or from a College affiliated to another University shall be admitted to any course of studies.

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

[Section 32 (1) (c) of the Act]

English and Hindi shall be the languages of instruction and examination for under-graduate classes and English shall be the medium of instruction and examination in post-graduate classes.

Provided that in the subjects of literature and language the medium of instruction and examination shall be the language and script of the respective literature and language.
ORDINANCE -22

CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS

[Section 32 (1) (r) of the Act]

Ragging is prohibited and punishable under the UGC Regulations on “Curbing the Menace of Ragging in Higher Educational Institutions (2009)” as issued and amended by the UGC from time to time.
CONDITIONS OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY

[Section 32 (1) (i) of the Act]

1. The objectives of the Halls of Residence (Hostels) are as follows:
(a) to provide to the students of the University/ Regional Campuses/ Centres a congenial place to live so that they can devote themselves to pursuit of higher learning;
(b) to provide enlightened guardianship to the students during an impressionable age when they are living away from their parents/guardians;
(c) to ensure that students coming from different backgrounds have an opportunity to live together, imbibe a spirit of co-operation and goodwill and acquire broader societal frame;
(d) to provide opportunities for co-curricular and extra-curricular activities for all round development or individual personality and for giving expression to their artistic and creative talent; and
(e) to develop in the students the capacity to govern their own affairs.

2. Residence in Campus
(a) The students residing in the Halls of Residence/ Hostels shall pay such fee as may be prescribed by the University from time to time.
(b) The University shall maintain such Halls of Residence/ Hostels as may be necessary to fulfill the objectives of residence.
(c) Every Hall of Residence shall have a name as the University may assign to it.
(d) A reasonable number of students shall be accommodated in a room of Hall of Residence/ Hostel.
(e) Each Hall of Residence shall be under the charge of a Warden.

3. Supervision and Control - Central Committee on Residence
(a) The supervision and control of the Halls of Residence/ Hostels is vested in the Vice-Chancellor. The Chief Warden will assist the Vice-Chancellor in performing his function with the help of a Central Committee on Residence.
(b) The Central Committee shall be appointed by the Vice-Chancellor or by such person he may specify on his behalf and shall comprise the following:
(i) Dean, Students' Welfare/ Director, Regional Campus/ Centre;
(ii) Chief Warden;
(iii) Director Sports; and
(iv) 1 Warden of Halls of Residence/ Hostels nominated by Vice-Chancellor
(v) 1 Teacher nominated by Vice-Chancellor
(c) The term of office of the Central Committee shall be two years.
(d) The functions of the Committee shall be as follows:
   (i) Management, selection and admission of students to the University Halls of Residence/Hostels.
   (ii) Supervision of the Halls of Residence/Hostels and advice University on matters of policy, etc; relating to their management;
   (iii) Maintenance of discipline amongst the resident students;
   (iv) Transfer of a student from one Hall/Hostel to another; and
   (v) Such other duties as may be assigned by the Vice-Chancellor.
(e) The Committee may admonish a student for misconduct, may impose a fine as fixed by the University on a student, may remove a student from the Hall of Residence/Hostel.
(f) The Central Committee shall meet as often as necessary. Meetings shall be convened and presided over by the DSW/Director, Regional Campus/Centre and 1/3 of its members shall form the quorum.
(g) The DSW/Director, Regional Campus/Centre shall submit the decision of the Committee to the Vice-Chancellor who will, wherever necessary, place it before the Executive Council for consideration and further action.

4. **Warden, Prefect and Local Committee**

   (a) The management of each Hall of Residence/Hostel and the Mess attached to it shall vest in the Warden who will be assisted by the Prefect, appointed by the Warden, and a Local Committee which may consist of:
      (i) Warden-Chairperson;
      (ii) Prefect(s); and
      (iii) Three students of the Hall of Residence/Hostel.

   (b) The Local Committee shall be appointed by the Warden and its term of office shall be one year.

   (c) One or more Prefects may be appointed by the Warden who shall assign him/her such duties as he may deem proper for the smooth functioning of the Hall of Residence/Hostel.

   (d) The Prefect shall hold office for one year and shall be entitled to avail free single occupancy in the Hall of Residence/Hostel during the period of office.

5. **Eligibility and Procedure: Admissions to Halls of Residence**
a. All students registered for full-time Programmes of study, and who are not employed anywhere, are eligible to apply for accommodation in the Halls of Residence/ Hostels of the University and will be given first preference.

(i) As soon as a student ceases to satisfy any one of the conditions in (a) above, he will become ineligible for accommodation in the Hall of Residence/ Hostel.

(ii) Students desirous of residing in University hall/ Hostel may apply in the prescribed form after admission to the Course in the Department/ Regional Campus/ Centre.

(iii) The Heads of Departments may forward all applications of selected candidates for admission to their respective departments to the Dean, Student's Welfare/ Director, Regional Campus/ Centre. The applications shall be scrutinised by the Central Committee which will allot a seat in the room of the Hall of Residence/ Hostel to the applicant on the basis of merit.

(iv) Students joining the University for the first time and those from distant places will be given preference for accommodation in the Hall of Residence/ Hostel.

(v) The accommodation will be allotted for one academic year at a time. Every student shall submit a fresh application for admission to Hall of Residence/ Hostel in every subsequent year of study. The applications should reach the Warden of the Hall of Residence/ Hostel concerned at least 15 days before the commencement of the academic session each year. Re-admission will be permitted only after the resident is admitted to a Programme of study and after furnishing proof of having paid all Hall/ Hostel /tuition dues.

b. Research personnel on projects sponsored by organisations like ICCSR, CSIR, UGC, ICAR, ICSSR, ICHR, ICPR in the University on a salary-net exceeding the amount of UGC, ICAR and other recognized funding agencies will be accommodated in a Hall of Residence/ Hostel during the tenure of the project subject to availability.

6. **Appointment, Powers and Functions of Chief Warden**

1. Chief Warden of Halls of Residence/ Hostels shall be appointed amongst the faculty members not below the rank of Associate Professor by the Vice-Chancellor for a period of two years and they shall be eligible for reappointment.

2. The Chief Warden of the Halls of Residence/ Hostels shall perform such duties as are assigned to them by the Vice-Chancellor.

3. Unfurnished residential accommodation will be provided to the Chief Warden on rent-free basis for the period of the Warden-ship.
4. He/she shall be entitled to such allowance/special pay as the Executive Council may determine from time to time.

7. **Appointment, Powers and Functions of Wardens**

   Wardens of Halls of Residence/ Hostels shall be appointed by the Vice-Chancellor for a period of two years and they shall be eligible for reappointment.

1. The Wardens of the Halls of Residence/ Hostels shall perform such duties as are assigned to them by the Chief Warden from time to time and they shall function in consultation with the Chief Warden.

2. Subject to the guidelines of the Central Committee the Warden shall allot rooms to the students and maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.

3. Unfurnished residential accommodation will be provided to a Warden on rent-free basis for the period of the Warden-ship.

4. He/she shall be entitled to such allowance/special pay as the Executive Council may determine from time to time.

5. On the expiry of his/her term or on the termination of his/her appointment, the Warden shall be required to vacate his/her accommodation. The Warden shall also be required to vacate the room before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted – special permission by the Vice-Chancellor on the recommendation of the Chief Warden concerned for retaining the room.

6. In addition to the specific duties assigned by the Vice -Chancellor the Wardens shall perform the following duties:

   (i) Welfare of students and observe discipline amongst the residents in the Halls of Residence/ Hostels and to maintain daily record of the resident students such as students present each day, students absent from the Halls of Residence/ Hostels together with reasons for absence.

   (ii) Oversee health, hygiene and general life of the students in the Halls of Residence/ Hostels and to ensure that the students observe the Regulations and discipline in accordance with the Rules framed thereof.

   (iii) Report to the Chief Warden all cases of misbehavior, indiscipline and illness of students residing in his Hall of Residence/ Hostel.
(iv) Safe custody and maintenance of such properties of the concerned Hall of Residence/ Hostel as are entrusted for their repairs within the funds allotted and norms laid down by the University authorities for the same.

7. The Warden shall have the right to inspect rooms.

8. The Wardens shall have administrative control over the staff assigned to the Hall of Residence/ Hostel.

9. The Warden shall be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students.

10. The Warden shall be responsible for the proper upkeep and maintenance of such properties of the concerned Hall of Residence/ Hostel, as are under his/her charge.

11. The Warden shall allot and supervise Rooms and Guest Rooms.

12. The Warden shall check the Resident Student's Register and the Guest Room Register.

13. The Warden shall take disciplinary action against a resident student for keeping any unauthorized guest.

14. The Warden shall order double-locking of rooms of resident students and their re-opening, when required.

15. The Warden shall take action for the eviction of resident students in consultation with the Chief Warden.

16. The Warden shall periodically verify the furniture and fittings of the rooms with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.

17. In case of misuse/ damage of the property in the Hall of Residence/ Hostel by the students, the Warden shall impose necessary fines including withholding of the hostel deposit amount.

8. **Miscellaneous**

i. All students of the University, residing on campus, shall be under the disciplinary control of the Vice-Chancellor, and of the authorities of the University.

ii. The conditions of admission, accommodation and the organisation of mess in the Hall of Residence/ Hostel maintained by Warden shall be in accordance with the Rules which may be framed in this regard by the University.

iii. The prior approval of the Chief Warden shall be necessary for a Warden to go on leave. When a Warden is on leave his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.
ORDINANCE -24

AWARD OF FELLOWSHIP, SCHOLARSHIPS, STUDENTSHIPS, MEDALS AND PRIZES

[Section 5 (xiii) and 32 (1) (g) of the Act]

1. In order to encourage meritorious and deserving students to pursue Courses of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, Studentships and Free-ships, for financial help, and also provide for award of Medals and Prizes.

2. There shall be instituted Scholarships in every subject to be awarded to the students of the University/ Regional Campuses/ Centres subject to availability of funds. Rules for award of the same will be laid down in the Regulations.

3. There shall be fee concession in the form of half and full Free-ships of tuition fee in each School and teaching Departments as per norms of the UGC.

4. There shall also be a scheme of merit Scholarship, subject to availability of funds, where the first and second rank holders in every subject will be awarded Scholarship the quantum of which shall be decided by the University from time to time.

5. All types of Scholarships and Free ships shall be administered at the University level by a Committee to be constituted by the Vice-Chancellor.

6. There shall be Fellowships instituted in the University, subject to availability of funds, for studies or research as approved under the norms of UGC or other funding Agencies from time to time.

7. There shall be a scheme to award medals/ prizes to the meritorious students of the University and Regional Campuses/ Centres/ Institutions for their best performance in various University Examinations.

8. The University shall have power to institute endowments from time to time in accordance with the Indira Gandhi National University, Amarkantak Act 2007.

9. There shall also be a Committee constituted by the Vice-Chancellor for administration of each endowment and to implement the objects of the endowment.

10. Detailed guidelines shall be framed from time to time by the Executive Council governing the administration of Scholarships, Free-ships, Fellowships, Medals and other such endowments created in the University.

11. The University shall have the power to accept donations from time to time intended for the award of Fellowships, Scholarships, Medals and prizes for the students to be governed by regulations.
ORDINANCE -25

STUDENTS DISCIPLINE
[Section 5 (xxv) of the Act; Statute 29(1)]

1. Discipline includes the observance of good conduct and orderly behaviour by the students of the University;

2. The following and such other Rules as framed by the University from time to time, shall strictly be observed by the students of the University;
   i. Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places;
   ii. No student shall visit places or areas declared by the University as "trespass/ prohibited areas" for the students;
   iii. Every student shall always carry on his/her Identity Card issued by the competent authority;
   iv. Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the University;
   v. Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action;
   vi. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the competent authority; and
   vii. If a student is found to be continuously absent from Classes without information for a period of 15 days in one or more Classes, his/her name shall be struck off the rolls. He/she may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee etc. He/she will not be readmitted beyond the prescribed period.

3. Indiscipline shall include:
   i. Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
   ii. Causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc;
   iii. Disobeying the instructions of teachers or the authorities;
   iv. Misconduct or misbehaviour of any nature at the time of elections to the student bodies or at meetings or during curricular or extra-curricular activities of the University.
   v. Misconduct or misbehaviour of any nature at the Examination Centre;
vi. Misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any invitee/guest to the University;

vii. Causing damage, spoiling or disfiguring to the property/equipment of the University.

viii. Inciting others to do any of the aforesaid acts;

ix. Giving publicity to misleading accounts or rumour amongst the students;

x. Mischief, misbehaviour and/or nuisance committed by the students in the campus/hostels;

xi. Refusing to produce or surrender the identity card as and when required by Proctorial and other staff of the University.

xii. Any act and form of sexual harassment, ragging or discrimination on the basis of caste, category, religion, race;

xiii. Engaging in unlawful activities that includes membership of banned organizations, organizing meetings and processions without due permission of the competent authorities; and

xiv. Any other conduct anywhere which is considered to be unbecoming of a student.

4. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:

   (1) Fine;
   (2) Campus Ban;
   (3) Expulsion; and
   (4) Rustication.

However, no such punishment shall be imposed on an erring student unless he/she is given a fair chance to defend himself/herself. This shall not preclude the Vice-Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him/her.

5. All powers relating to discipline and disciplinary action in relation to the student shall vest in the Vice-chancellor. However, the Vice-chancellor may delegate all or any of his powers as he deems proper to the competent authority or to the Discipline Committee as the case may be or any functionary of the University.

6. (i) Without prejudice to Section 13(5), there shall be a Discipline Committee comprising of the following members:

   (1) Vice-Chancellor's nominee or Pro-Vice-Chancellor
   (2) Dean Students' Welfare
   (3) Deans of the Faculties
(4) Warden, who shall be invited, when the matter concerning his/her Hostel is required to be placed before the Committee for consideration.

(5) Proctor (Member/Secretary)

(ii) Subject to any powers conferred by the Act and the Statute on the Vice-chancellor, the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.

(iii) The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other Orders under them shall be binding on all the students of the University.

(iv) When a student has been found guilty of grave misconduct or persistent idleness, the Head of the Department/ Director may after informing his/ her guardian and after taking into consideration the nature and gravity of misconduct, expel, rusticate or disqualify such student subject to approval of Vice-Chancellor.

(v) The recommendations of the Discipline Committee shall be submitted to the Vice-chancellor whose decision will be final and binding. However, the Vice-Chancellor, if he is of the opinion that the case merits' review, may refer the case back to the Discipline Committee for reconsideration.

(vi) Appeal against the decision of the Vice-chancellor will be dealt in accordance with the provisions of Section 39 and 40 of the IGNTU Act 2007.

(vii) One-third of the total members shall constitute the quorum for a meeting of the said Committee.
TRANSFER OF CREDIT
[Under Section 5 (xxx) of the Act]

This Ordinance is aimed at providing a framework for promoting and facilitating the Inter-university transfer and mobility of students across different Universities of India and abroad can work well. A fully evolved credit transfer scheme involves:

(a) transfer of credits by students of the University to other Universities/educational institutions; and

(b) acceptance of credits earned by a student from other Universities.

In the absence of a national qualification framework and credit transfer scheme, individual Universities can, at the most, create a facilitative mechanism for transfer of credit to other Universities/educational institution by prescribing a procedure for the issue of transcript to students seeking transfer of credit.

As regards acceptance of credit transfer from other Universities, an individual University can, even in the absence of a national policy, put in place a framework and procedure for accepting transfer of credits earned by their students from other Universities. However, due safeguards will have to be put in place to ensure that the credit transfer does not lead to dilution in the quality.

This Ordinance is aimed at prescribing:

(a) procedure for facilitating and promoting transfer of credits earned by the students of the University to other Universities/educational institutions; and

(b) policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/educational institutions.

Facilitation for Transfer of Credits to other Universities/educational institutions:

1. The University shall facilitate transfer of credits earned by its students to other Universities/educational institutions.

2. A student of the University seeking transfer of credit to other Universities/educational institutions shall submit a written request, along with the fee as prescribed by the Academic Council from time to time, to the Controller of Examination.

3. The Controller of Examination, upon receipt of such request, shall issue a "complete transcript of the Courses taken by the student in the University and shall forward the application of the students to the University/educational institution concerned.
Policy and Procedure for accepting Credit Transfer from other Universities

4. The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/educational institutions/research institutions:
   a. Universities recognised under Section 12(b) of the UGC Act.
   b. Universities that are members of the Association of Indian Universities.
   c. Such foreign University, the Courses/Programmes of which are recognised as equivalent to those of Indian Universities by the Association of Indian Universities.
   d. Indian Institutes of Technology (IIT)
   e. Indian Institutes of Management (IIM)
   f. National Institutes of Technology (NIT)
   g. Indian Institutes of Science Education and Research (IISER)
   h. Indian Institutes of Information Technology (IIIT)
   i. Schools of Planning and Architecture (SPA)
   j. All India Institute of Medical Sciences (AIIMS)
   k. Such Indian or Foreign University/educational institution/research institution with which the University has signed an MOU for students and faculty exchange.
   l. Any other University/educational institution/research institution that have been recognised and approved for the purpose of credit transfer by the Academic Council of the University.

5. Request for acceptance of transfer of credits shall:
   a. be entertained only if received from such candidates who have been duly selected for admission in a programme of study, as per the Rules and regulations governing admission in the University;
   b. have to be made by the student concerned within 10 days from the date of his/her admission in the University.
   c. have to made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time.
   d. have to be supported by such documents as may be prescribed by the Academic Council.

6. Dean of the Faculty concerned shall be the Nodal Office for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean may constitute a committee comprising a senior faculty as chairman and two to three faculty members to process and finalise the request for acceptance of credit.
7. The maximum credits that can be accepted for transfer shall not exceed 20 of the total credits required for the completion of the Programme of study in which a student has been admitted. Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least B grade or GPA of 2 or 50 marks, as the case may be. In case a student has earned more credits from other Universities/educational institutions/research institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the Faculty concerned in this regard shall be considered as final.

8. The credit equivalence for accepting credit transfer shall be determined as under:
   a. for credit earned by students from Universities that have the credit system in place, a Course work requiring 15 hours of contact hours shall be considered as equivalent to 1 credit of the University; and
   b. for Courses completed from Universities/educational institutions/research institutions that do not follow credit system but have semester system in place, a course work requiring a minimum 30 lecture hours per semester shall be considered as equivalent to 2 credits of the University; and
   c. for Courses completed from Universities/educational institutions/research institutions that neither follow the credit system nor have the semester system, a Course work requiring formal classroom instruction/lab work of at least 60 hours per semester it shall be considered as equivalent to 2 credits of the University.

9. The University may also permit its students to accumulate certain credits from other Universities/educational institutions/research institutions in full or partial fulfillment of the required Course work. In such cases:
   a. the student shall be required to obtain prior approval of the Dean of the School;
   b. the Courses can be undertaken only in the institutions specified in para 4 above; and
   c. the maximum number of credits that can be accumulated by a student from other institutions shall not exceed 20 of the total credits prescribed for the successful completion of the programme of study.
EXAMINATIONS (IN GENERAL)
[Section 32 (1) (h) of the Act; Statute 39]

1. In this ordinance and in other Ordinances relating to the examinations, unless there is anything repugnant in the subject or context:-
   a) “Academic Year or Years” means commencing on such date in July and ending with such date in June of the year following as may be approved by the Academic Council.
   b) “Admission to an Examination” means the issuance of an admission card to a candidate in token of his having complied with all the conditions laid down in the relevant Ordinance, by a Competent Officer of the University. Provided that a candidate who does not fulfill all the conditions may, at the discretion of a Competent Officer of the University, be admitted provisionally and, in case these Conditions are not fulfilled by him in due course his/ her admission to the examination shall be liable to be quashed.
   c) “Applicant” means a person who has submitted an duly filled application to the University in the form prescribed for admission to an examination.
   d) “Candidate” means a regular student, who has been admitted to an examination by the University/ Regional Campus/ Centre.
   e) “Examinee” means a candidate who presents himself for an examination to which he has been admitted.
   f) “Examination” means an examination prescribed by the University under an Ordinance (Conduct of Examination No. 28).
   g) “Examination Fee” means the fee prescribed by the Competent Authority and includes the fee for Mark Sheets, but does not include any other fee.
   h) An “Ex-student” is a student, who, having once been admitted to an examination of this University, is again required to take the same examination by reason of his failure or absence thereat and shall include a student who may have joined a University/ Regional Campus/ Centre again in the same class.
   i) “Under-Graduate Examination” means an examination leading to the First Degree of the University.

2. Any word or expression occurring in the Act of the University and used in this Ordinance shall, unless there is anything repugnant to the subject or context, have the meaning assigned to it under the Act.

3. In this Ordinance unless a different intention appears-
   (a) Words referred to masculine gender shall be reference to all genders, and
(b) Words in the singular shall include the plural and vice-versa.

4. Save as otherwise specifically provided, the conditions prescribed for admission to examination under this Ordinance shall apply to all persons who wish to appear in the examinations of the University.

5. The Director/H.O.D. shall send to the Competent Authority a certificate of fulfillment of required attendance and credits at least two weeks before the date of the commencement of the written examination.

6. If an examinee is suffering from any communicable diseases or disability, the Centre Superintendent shall make separate arrangements in the examination centre.

7. Notwithstanding anything in any Examination Ordinance, the following provisions shall apply in regard to the deficiency in attendance at lectures and practical for the course of study in the various faculties/ Regional Campus/ Centre, namely-

(a) A deficiency of attendance at lectures of practical to the extent of 15% may be condoned by the Director/H.O.D. on being satisfied that the same deficiency in attendance was due to circumstances beyond the control of the student. The Director/H.O.D. shall submit to the Competent Authority two weeks before the commencement of the examination a list of students whose deficiency is condoned by him.

(b) In no case shall the deficiency above fifteen percent be condoned.

8. All under-graduate students of University/ Regional Campus/ Centre in all Faculties shall participate in any one of the following activities and comply with the provisions of the relevant Ordinances in this behalf, namely;

- National Cadet Corps, where such training facilities are provided;
- Physical Training;
- National Social Service Scheme, where such training facilities are provided;
- Co-curricular activities;
- Extension activities;
- Any other activities (subject to the approval from University authorities)

9. University candidate shall submit his/her application form for admission to the examination through the Director/H.O.D. His application shall be accompanied by:

a) Three copies of his recent passport size self attested photographs.

b) The prescribed fees.

10. The Director/H.O.D. shall forward such forms and fees to the Competent Authority before the scheduled date as prescribed by the University.

11. Application forms received after the prescribed date shall not be accepted;
Provided that candidates who are unsuccessful at the semester Examinations may submit their application forms for admission to the corresponding examinations to be held in next semester within the scheduled date prescribed by the University.

Provided further that any person may apply for admission to the examination within 7 days from the last date, on payment of a late fee as prescribed by the University.

12. No examination shall, as far as possible, be held on a Sunday or a Public Holiday, except the Entrance Examination.

13. Ordinarily the Syllabi and the scheme for the University Examinations shall be available on the University Website (www.igntu.nic.in).

14. The Academic Council shall notify the Academic calendar.

15. Each Academic year shall be divided into two Semesters. First Semester shall be commencing from July to December and Second Semester shall be commencing from January to June.

16. The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any subject in which the University conducts examination shall be determined from time to time by the Academic Council after considering the recommendations of the Board of Studies and the Faculties concerned. All changes in Syllabi or in the scheme of examinations shall be notified for general information before the commencement of the courses.

17. Examinations shall be held at such places and the dates as may be notified by the University/ competent authorities.

18. (i) (a) A candidate who is unable to present himself/ herself for any examination shall not receive a refund of his fees;

(b) An applicant who is found ineligible for an examination shall not be entitled to refund the examination fee.

(ii) If a candidate suppresses some vital information and tries to appear at an examination for which he is not entitled and later on it has come to the notice of the authority concerned, he/she shall be debarred from the examination and the total amount of fee paid by him shall be forfeited.

19. All examinations except sessional/ practical and viva-voce shall be conducted by means of printed or computerized question papers.

20. Unless otherwise specified, examinees shall have the option to write their answer as per the “Medium of Instruction” Ordinance no. 17 of the IGNTU, Amarkantak.

21. Unless otherwise specified, each paper shall be of three hours duration.

22. In order to pass an examination, an examinee must satisfy the condition as laid down in the ordinance of the concerned examination.
23. Unless there is a specific provision in an examination ordinance, no student shall be allowed to appear simultaneously with another University examination.

24. All the physically challenged candidates (i.e. the blind, the deaf, Dependent children of Leprosy affected persons etc.) appearing at any of the university examination shall be exempted from payment of all fees prescribed for the examination including the fee for the Mark Sheets.

25. Notwithstanding anything to the contrary in this ordinance, no person shall be admitted to a university examination if he has already passed the same examinations or an examination of another university which has been recognized as equivalent to that examination.
CONDUCT OF EXAMINATIONS
[Section 32 (1) (h) of the Act]

1. Examinations of the University, other than the doctorate examination shall be open to regular and eligible students, i.e. such students who have undergone a regular course of study in the University for a period specified for that course of study after fulfilling the minimum attendance and credit requirements as laid down by the University.

2. All examinations of the University (except entrance examinations) shall be conducted at University headquarters/ Regional Campuses/ Centres through internal assessment by the faculty members concerned. The format and timing of continuous internal assessment shall be decided by the concerned faculty member and the format and timing of the end-semester examinations shall be decided by the Faculty. Provided however that all end-semester examinations for different Departments/ Centres in a Faculty shall normally be conducted in a commonly agreed time frame within the semester.

3. Question papers of all examinations shall be set and answered as per “Medium of Instructions” Ordinance No. 21.

4. Dates of all University Examinations shall be published for general information not less than twenty days before the date of commencement of the examination. However the period may be reduced in extreme circumstances subject to approval of Vice-Chancellor.

5. All arrangements for the conduct of the Examinations shall be made by the Controller of Examination/ Competent Authority.

6. Examiners shall be appointed by the Controller of Examination in accordance with the provisions of the statute.

7. Each Board of Studies shall submit to the Controller of Examination the names and addresses of External and Internal persons considered suitable for appointment as Paper Setter/Examiners in each paper of each subject assigned to the Board. The list shall contain the names of at least three persons for each paper.

8. The Controller of Examination/Competent Authority may place the list of persons appointed as examiners in the previous year to each Board of Studies for its information.

9. The Controller of Examination/Competent Authority shall maintain a permanent list of teachers in the University or Colleges stating their academic qualifications and experiences, the examinations in which they have acted as examiners in the past and such other information regarding their suitability or otherwise for acting as examiners in any particular paper or papers.
10. Internal and External Examiners:

An “Internal Examiner” means a person who is a member of the University/ Regional Campus/ Centre.

An “External Examiner” means a person who is not a member University/ Regional Campus/ Centre.

11. A teacher of the University may be appointed as an External Examiner at the Practical Examination in another Department/ Campus/ Centre in the Under-graduate and Post-graduate examinations.

12. If the number of examinees for a paper at an examination exceeds 200, there may be appointed one Head Examiner and one or more co-examiners, depending upon the number of examinees for each paper.

13. The Head examiner shall:

   (A) Set the paper, and
   
   (B) Prepare a memorandum of instructions for the guidance of his co-examiners.

14. The Head Examiner and Co-examiner shall evaluate such number of answer books as may be assigned to them by the Controller of Examination/Competent Authority, subject to the overall control of the Vice-Chancellor.

15. Intimation of appointment to the External examiners shall be accompanied by a copy of the Ordinance relating to the examination for which they are appointed, as also information regarding the remuneration which they shall be entitled to draw if they act as examiners. The examiners shall also be furnished with a list of all matters which they are expected to perform.

Provided that out of three copies of Dissertation submitted to the University, the first copy shall be sent to the Examiner who shall always be an external expert. In case, a candidate offers an identical subject for dissertation in the same year which has been offered by another candidate at his or other places, such dissertation shall be sent to the same examiner for adjudication.

16. Each paper setter shall send to the Controller of Examination/Competent Authority, addressed by name, the required number of copy(s) of question paper(s) that he sets in a sealed cover, enclosed within another sealed cover so as to reach on or before the prescribed date. He shall also furnish a certificate to the effect that he has destroyed all notes and manuscripts in connection with the question paper(s) he has set. Copyright of any question paper set by an examiner shall vest in the University.
17. Paper-Setters not sending their question papers to the Controller of Examination/Competent Authority within the time fixed shall ipso facto cease to be examiners.

18. Examiners shall be appointed for the examinations of one semester only, but they shall be eligible for reappointment. The examiners shall be required to keep secret the fact of their appointment and marks awarded by them to examinees.

19. A confidential record of mistakes committed by examiners shall be preserved by the Controller of Examination/Competent Authority for future guidance.

20. Paper setters and moderators shall observe absolute secrecy with regards to the contents of the question paper set or moderated by them.

21. (i) If a near relation of a member of the Paper-setter/Moderator is expected to appear in the Examinations for which the Committee is to moderate the question papers, the member shall not be present at the meeting when that question paper is being moderated. His absence and reasons thereof shall be recorded in the minutes.

(ii) In case the number of remaining members is only one the Vice-Chancellor shall appoint an additional member of the committee.

(Note: “near relation” shall mean and include son, daughter, father, mother, brother, sister, wife, husband, first cousins, direct in-laws, direct grand-children and direct dependents of the member).

22. All written examinations shall be conducted by means of a printed or Computerised papers. The written examination in a particular paper or a subject shall be held on the same date and at the same time at all centres of the examination, unless otherwise ordered by the Vice-Chancellor.

23. The written part of the examination shall commence on the date prescribed by the Controller of Examination/Competent Authority.

24. There shall be an Internal Examiner and an External Examiner to conduct the Practical Examinations.

25. The marks at the practical examination including Viva-Voce, if any, shall be allotted by the External and Internal examiners in consultation with each other, the judgment of the External Examiner being treated as final in case of difference of opinion between them. The marks for record work wherever necessary shall be indicated separately.

26. (i) The External and Internal Examiners both shall sign each page of foils and counterfoils, showing final marks allotted to the examinees. The Examiners shall submit these foils and counterfoils to the Controller of Examination/Competent Authority within 24 hours of the conclusion of the practical examination. If it is not possible to submit the foils and
counterfoils personally to the Controller of Examination/Competent Authority, they shall send them by Registered/Speed Post within 24 hours of the conclusion Practical Examination.

(ii) The answer books used by the examinees for their practical examination shall also be sent to the Controller of Examination/Competent Authority together with a copy of the question paper set for the practical examination.

27. The Director/ HOD where the practical examination is to be held shall make all arrangements for the conduct of the practical examination at Campus/ Centre/ Department. The expenses incurred for conducting the practical examination shall be reimbursed by the University as per rules.

28. The Vice-Chancellor shall ordinarily appoint the Director or the Head of the Department, who is appointed as a centre of examination, as the Centre Superintendent for the University Examinations. Where the Head of the Department is unable to act as the Centre Superintendent, the Vice-Chancellor shall appoint a Senior Teacher of that Institution who may be so recommended by the Head of that Department as the Centre Superintendent to conduct the University Examinations and shall be responsible for all the examination related activities.

29. In exceptional cases the Vice-Chancellor may appoint a person as the Centre Superintendent for the University Examinations at a Centre even though he may not be an employee in that Institution.

30. The Controller of Examination/Competent Authority shall, at least a fortnight before the commencement of each examination, forward to the Centre Superintendent of each examination centre, the following:
   
   (A) General Instructions.
   (B) Blank Answer-books.
   (C) Code Plan with detailed Instructions.
   (D) Rules for the Guidance of Invigilators
   (E) Diary of Invigilators
   (F) Docket Forms for Account of Answer-books.
   (G) Absentee Statement.
   (H) Statement showing details of Returned Answer-books; and
   (I) Such other papers as are required for the proper conduct of the examinations.

31. The Controller of Examination/Competent Authority shall be responsible for the proper arrangements connected with the conduct of all examinations of the University.
32. The Centre Superintendent shall be responsible for the smooth conduct of the examinations at his Centre. All expenses incurred in connection with the conduct of the examinations at a centre shall be borne by the University as per rules, for which purpose the Centre Superintendent may draw such advances from the University. The Centre Superintendent shall submit a detailed account of the expenses incurred by him as soon as the examinations are over at his centre and in any case within one month of the date of the last paper at his centre. The account should be submitted in the prescribed forms supplied to the Centre Superintendent by the Account Section of the University. In case the amount exceeded is more than the advance amount, the balance amount will be reimbursed by the University subject to the submission by the Centre Superintendent. The Accounts Section shall also supply of the rules and rates of remuneration for the invigilators and other concerned, and for other expenses.

33. The University shall appoint Deputy Centre Superintendent from amongst teachers of the University/ Regional Campus/ Centre to assist the Centre Superintendent for proper Conduct of Examination. His duties shall be as per instructions issued by the University.

   (A) The Deputy Centre Superintendent should not leave Headquarters/place of his appointment as Deputy Centre Superintendent during the examination period even on holidays, without prior permission of the Centre Superintendent.

   (B) In case Deputy Centre Superintendent fails to report on the first day of examination, his absence be forthwith reported to the University and the Hon’ble Vice-Chancellor shall appoint another Deputy Centre Superintendent. The Centre Superintendent should verify the number of question paper packets sent by the University and actually available to him.

34. No person other than the examinees, invigilators and such other persons as may be permitted by the Centre Superintendent of a centre, shall be allowed to enter the premises of the Examination Centre.

35. Invigilators at the University Examinations at all centres shall be appointed from the following persons in the order of preference in which they are named:

   (A) Teachers.

   (B) Graduate Teachers of recognized Schools; and

   (C) Other persons with the special permission of the Vice-Chancellor.

36. The Vice-Chancellor may appoint an Observer at any centre, if it deems fit.
37. The Centre Superintendent, Deputy Superintendent, the Observer and the Invigilator and all other persons connected with the conduct of examinations shall be paid remuneration prescribed by the University.

38. Examinees at all examinations shall strictly follow the instructions that may be issued to them from time to time.

39. The procedure for deciding the case of an examinee using unfair means shall be as follows.
   (A) All cases of use of Unfair Means at the examination shall be forwarded in a sealed envelope on the same day indicating “UM” with a RED Circle around it on the top right corner of the sealed cover.
   (B) Each case shall be reported in Form U-1 prescribed for this purpose. Form U-1 shall contain:
   i. a statement in writing from the examinee (if the examinee refuses to give a statement, remark to that effect shall be made by the Centre Superintendent,
   ii. a report of Invigilator/Observer who first detects the use of Unfair Means with a clear and precise statement of the circumstances of the case,
   iii. the report of the Centre Superintendent as to how far the writings on paper, etc, seized from the examinee are relevant to (a) the syllabus for the paper of the day and (b) questions set in the question paper of the day,
   (C) Form U-2 shall be accompanied by the original answer book, additional answer book given after seizing the original one, all documents seized from the examinee with his signature and Roll Number on all of them and the counter-signature and seal of the Officer-in-Charge.
   (D) Form U-2 should be dispatched at the conclusion of all examinations at the Centre. The Centre Superintendent shall give in the form date wise detailed statement of the cases reported to the University.
   (E) The Examinee found guilty of use of unfair means should be allowed to take the remaining examination. His original answer book be taken away from him and a fresh answer book will be given for any remaining part of the question paper of the day which he has yet to solve. The Centre Superintendent at his discretion, may give the examinee extra time equal to the time spent in the completion of all formalities to avoid further complications.

40. Centre Superintendent shall dispatch the answer books to the Controller of Examination/ Director, Regional Campus/ Centre or otherwise as per the directions of University Authorities.
41. The Examiner shall report to the Controller of Examination/Competent Authority regarding any discrepancy.

42. The Examiner shall evaluate and return the answer-books and report the marks assigned by him to the Controller of Examination in the prescribed the format within the prescribed time.

43. On receipt of the evaluated answer-books, the Controller of Examination/Competent Authority shall arrange to have them checked to ensure that:
   (i) all answers written by the examinees are evaluated;
   (ii) that the marks allotted to each question are correctly recorded on the cover page of the answer-book;
   (iii) that the total shown on the cover page is correct;
   (iv) that if questions are evaluated in excess of the questions asked, the question/questions on which lowest marks are allotted is/are ignored and a note to that effect is made on the cover-page of the answer-books
   (v) that the examiner has signed on the cover page of the answer-book;
   (vi) that the number of marks reported by the examiner on the cover page of the answer-book and those reported by him in the prescribed forms (foils and counterfoils, etc.) tally.

44. The results of the examinees shall be tabulated in a form which shall be prepared in accordance with the provision of the concerned Ordinance.

45. The result of each examination shall be prepared by a person, hereinafter called the Tabulator.

46. Tabulators shall be either teachers of the University or staff members of the University office or both. They shall be appointed by the Controller of Examination or the Vice-Chancellor.

47. Results tabulated by the tabulators shall be scrutinized by a person hereinafter called the “Scrutineer”.

48. (1) The rates of remuneration payable to the Tabulators or Scrutineers shall be fixed by the Executive Council from time to time.

   (2) The Tabulators shall perform the following duties:
   (i) posting/entry of marks obtained by an examinee in the Tabulation Register/data sheet;
   (ii) totaling of marks including the aggregate, posted wherever so prescribed by the University;
(iii) indicating failures in accordance with the provisions of the Ordinance by drawing red circles around the marks posted;
(iv) stating the result at the proper place;

(Explanations: The result for purposes of this ordinance include Pass, Fail, Grade, Division, Distinction)
(v) preparation of list of examinees entitled for any awards, and
(vi) preparation of the result-sheet in the proforma prescribed for publication

(3) The Scrutineer shall also prepare the following reports for the information for the Controller of Examination or University Authorities, namely:-
(a) report of all marginal cases;
(b) comparative results of all centres;
(c) disparities that may be noticed in the results, namely:-
   i. number of passes or failures in a particular subject at any particular centre, if the same is disproportionate to the number of passes or failures in other subjects at that centre;
   ii. the result of any centre, if it is disproportionate to the general result of the University in that examination either in respect of failures or in respect of passes;
   iii. the result in a particular subject, if it is disproportionate to the general result of the University; and
   iv. such other discrepancies, which the tabulators and scrutineers deem it proper to bring to the notice of the Committee;
(d) the tabulators and scrutineers shall also make suitable suggestions to the Controller of Examination.

(4) “Scrutinizer means a person who is appointed by the Vice-Chancellor as such and who actually does the work of scrutiny of results.

“Scrutiny” shall mean and include:-
(i) checking of posting by the tabulators from the original statement submitted by the examiner.
(ii) Checking of totals;
(iii) Checking of circles indicating failures;
(iv) Checking of results prepared by the Tabulator (both in the Tabulation Register and the Result Sheet) including Division, Distinction, Merit Pass and Fail etc;
(v) Checking of the list of Awards prepared by the Tabulators.
49. A Result review Committee consisting of three members (Dean of concerned Faculty, Concerned Head and one person nominated by the Vice-Chancellor) shall be appointed by the Examination Committee each year to approve the results of examinations. No result shall be published by the Examination Committee unless it is approved by the Result review Committee.

50. Function of the Result review Committee:
The Result review Committee may interpret the provisions of any Ordinance, and Regulations in so far as it is necessary for publication of results, but it shall not make any alterations or changes in the Ordinances, or Regulations. The interpretation of the Result review Committee shall report to Controller of Examination, who shall place the same before the Vice-Chancellor, whose decision thereon shall be final.

51. Rechecking of Answer–books:
The answer–books may be scrutinized for verification of the correctness of the total of marks recorded and for verification that all answers have been assessed. An examinee may submit an application along with the prescribed fee for such rechecking to the Controller of Examination within a period of 15 days from the date of declaration of result.

52. On receipt of such an application, the Controller of Examination shall allow the answer-book of the applicant to be scrutinized by one of the scrutineers or a member of the Examination Committee as he may deem fit within one month of declaration of result.

53. If, as a result of such rechecking, it is found that the result of the examinee should be changed at the examination, the Controller of examination shall publish a supplementary list embodying the results of the rechecking after the approval of the Vice-Chancellor.

54. Except as ordered otherwise by the Examination Committee the written answer-books shall be destroyed or otherwise disposed off after one year from the date of publication of the results.

55. No representation regarding a result shall be entertained after the expiry of three months from the date of its declaration.

56. The Vice-Chancellor may decide spot-evaluation of answer books of each examinations in such faculties at one or more centres.

57. As IGNTU, being new University, any rules causing hardship may be release by the Vice-Chancellor of IGNTU, care by care, by speaking, order in, writing to be reported to the next Academic Council for its appreciation and further advice/guidance.

58. If any discrepancy emerged, the Vice-Chancellor may take appropriate action.
DISCIPLINE AMONG STUDENTS IN UNIVERSITY EXAMINATIONS

I. The end-semester examinations shall be held under the general supervision of the Head of Department with the help of the faculty member concerned. He/She shall be responsible for the fair and orderly conduct of the examination.

II. In case of detection of unfair means (as specified in clause 1 of General Guidelines below), the same shall be brought to the notice of the Centre Superintendent concerned who shall submit a full report of the same to the Dean concerned for further action specified under clause 5 of the General Guidelines below.

III. GENERAL GUIDELINES

(1) Use of Unfair means:

A candidate shall not use unfair means in connection with any examination. The following shall be deemed to unfair means:

a. Found in possession of incriminating material related/unrelated to the subject of the examination concerned.

b. Found copying either from the possessed material or from a neighbour.

c. Inter-changing of answer scripts.

d. Change of seat for copying.

e. Trying to help other candidates.

f. Found consulting neighbours.

g. Exchange of answer sheets, question papers with hand-written information or any other relevant materials.

h. Use of electronic devices for the purpose of malpractice.

i. Writing some other candidate’s register number in the main answer paper.

j. Insertion of pre-written answer sheets (Main sheets or Additional Sheets).

k. Threatening the invigilator or insubordinate behaviour as reported by the Chief Superintendent and/or Hall Superintendent.

l. Consulting the invigilator for answering the questions in the examination.

m. Cases of impersonation

n. Mass copying.

The Executive Council may declare any other act of omission or commission to be unfair means in respect of any or all the examination.
(2) If the Vice-Chancellor is satisfied that there has been mass-scale copying or use of unfair means on a mass-scale at particular centre(s), he may cancel the examination of all the candidates concerned and other re-examination.

(3) Where the invigilator in charge is satisfied that one third (1/3) or more students were involved in using unfair means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying.

(a) The Chief Superintendent of the examination centre shall report to the Controller of Examinations without delay and on the day of the occurrence if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.

(b) A candidate shall not be forced to give a statement but the fact of his/her having refused to make a statement shall be recorded by the Chief Superintendent and shall be got attested by two other members of the supervisory staff/invigilators of said examination hall on duty at the time of occurrence of the incident.

(c) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer-book. The answer-book in which the use of unfair means is suspected shall be seized by the Chief Superintendent, who shall send both the answer-books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.

(d) All cases of use of unfair means shall be reported immediately to the Controller of Examinations by the Centre Superintendent, examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examination as the case may be, with all the relevant material.

(4) Examination Discipline Committee

(a) All the cases of alleged use of unfair means shall be referred to a committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor.

(b) The Committee shall consist of three members drawn from amongst the teachers and officers of the University. One member will be nominated as Chairman from amongst them by the Vice-Chancellor.
(c) A member shall be appointed for a term of one year, and shall be eligible for re-appointment.

(d) Two members present shall constitute the quorum.

(e) Ordinarily, all decisions shall be taken by the committee by simple majority. If the members cannot reach a consensus, the case shall be referred to the Dean of the concerned Faculty for decision.

(f) All decisions taken by the Examination Discipline Committee will be placed before the Dean of the concerned Faculty.

(g) A candidate, within one month of receiving the decision of the University, may appeal to the Vice-Chancellor, in writing for a review of the case. The Vice-Chancellor shall consider the representation of the candidate and the decision of Vice-Chancellor shall be final.

(5) The Examination Discipline Committee may recommend one of the following punishments for cases of unfair means.

<table>
<thead>
<tr>
<th>Nature of unfair means</th>
<th>Scale of Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the candidate has used unfair means specified in sub-Clause (a) to (n) of Clause III (1)</td>
<td>Cancel all the University Examinations registered by the candidate in that session.</td>
</tr>
<tr>
<td>If the candidate has repeated the unfair means shown at III (1) (a) to (n) a second time.</td>
<td>Cancel the university Examination of all subjects registered by the candidate in that session and debar him/her for the next examination session (i.e. all University Examinations in the subsequent session)</td>
</tr>
<tr>
<td>If the candidate has repeated the unfair means shown at III (1) (a) to (n) a second time.</td>
<td>Cancel the University Examination of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University Examination.</td>
</tr>
<tr>
<td>If the candidate used unfair means in sub Clause (i) of Clause III (1)</td>
<td>Cancel the university Examinations of all subjects registered by the candidate during that semester only.</td>
</tr>
<tr>
<td>If the candidate used unfair means in sub Clause (j) of Clause III (1)</td>
<td>Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two subsequent examination sessions</td>
</tr>
<tr>
<td>If the candidate use unfair means in sub Clause (k) of Clause III (1).</td>
<td>Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University Examination.</td>
</tr>
<tr>
<td>If the candidate used unfair means in sub Clause (l) of Clause III (1).</td>
<td>Cancel the examination of all subjects registered by the candidate for that session.</td>
</tr>
<tr>
<td>If the candidate used unfair</td>
<td>Cancel the University Examinations of all</td>
</tr>
</tbody>
</table>
Fair and reasonable opportunities of hearing should be provided before panellizing any candidate.

**AWARD OF GRADES: CHOICE-BASED CREDIT SYSTEM (CBCS)**

Choice-Based Credit System (CBCS), a flexible system of learning wherein one has the liberty to take up education and courses as per one’s choice and earn credits for various courses shall be adopted. Since it had several unique features: Enhanced learning opportunities, ability to match students’ scholastic needs and aspirations, inter-institutional transferability of students (following the completion of a semester), part-completion of an academic programme in the institution of enrolment and part-completion in a specialized (and recognized) institution, improvement in educational quality and excellence, flexibility for working students to complete the programme over an extended period of time, standardization, comparability of educational programmes across the country, etc.

**Definitions:**

a. ‘Course’ means a Semester Course.

b. ‘Credits’ means the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction. In other words, Credit is the weightage assigned to a course in terms of contact hours.
Thus, normally in each course, credits shall be assigned on the basis of the number of lectures/tutorials/laboratory work and other forms of learning required for completing the course contents in a 15-week schedule (15 weeks x 6 working days a week) (i.e. as per UGC Guidelines minimum 180 days teaching in a year or 90 days teaching in a semester)

1 Credit = 1 hour of lecture per week

(1 Credit course = 15 hours of lectures per semester)

3 credits = 3 hours of instruction per week

(3 Credit course = 45 hours of lectures per semester)

As such

15 HOURS Lecture of a Theory Paper shall be treated as 1 CREDIT PAPER

Similarly, 30/ 45/ 60 HOURS Lecture of a Theory Paper shall be treated as 2/ 3/ 4 CREDIT PAPERs respectively.

Instructions shall take the form of lectures/tutorials/laboratory work/field work or other forms. In determining the number of hours of instruction required for a course involving laboratory or the field-work, the calculation of credits for hours shall be different.

For instance, 2 hours of laboratory work Shall be considered as equivalent to 1 hour of lecture. For field work, 3 hours could be considered equivalent to 1 hour of lecture.

30 hours laboratory work shall be treated as 1 CREDIT; similarly, 60 hours laboratory work shall be treated as 2 CREDITs.

The number of credits for courses shall vary on the basis of the nature and content of courses.

c. “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.

d. “Grade point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.

e. “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the manner explained below:

f. **The computation of average performance**

The average performance of a student in a Semester will be based on his/her SGPA (Semester Grade Point Average). The Semester Grade Point average will be computed as follows:
\[ SGPA = \frac{\sum_{i=1}^{n} C_i g_i}{\sum_{i=1}^{n} C_i} \text{ where } i = 1, 2, 3, \ldots, n \]

Where \( C_i \) is the number of credits assigned to the \( i \)th course and \( g_i \) is the grade Points earned in the \( i \)th course and \( n \) is the total number of courses to be offered by the candidates in the concerned Semester.

**Calculation of SGPA**

\[ (\text{Semester Grade Point Average}) = \frac{(C_1 \times g_1) + (C_2 \times g_2) + (C_3 \times g_3) + \ldots}{\text{Total No. of credits offered to the Student in the semester for which cumulative index is required}} \]

In this formula –
- \( C_1, C_2, C_3 \ldots \) is credit point of that respective paper
- \( g_1, g_2, g_3, \ldots \) is grade point secured by the student in respective Subject

The average performance of a candidate upto a given Semester will be judged by his/her CGPA (Cumulative Grade Point Average) up to the concerned Semester.

The formula for CGPA up to the given Semester will be:

\[ CGPA = \frac{\sum_{j=1}^{m} C_j g_j}{\sum_{j=1}^{m} C_j} \text{ where } j = 1, 2, 3, \ldots, n \]

Where \( C_j \) is the credit assigned to the \( j \)th course and \( g_j \) is the grade points earned for the \( j \)th course and \( m \) is the total number of courses up to the concerned Semester.

The average performance for the whole programme shall be measured by the final grade points average which will be the CGPA up to the end of the last Semester of the Programme.

**Note:** The SGPA and CGPA will be computed up to two places of decimal.

**Rule:** A Candidate will be considered to have passed a programme provided he has passed in the prescribed programme earning the minimum credits prescribed for the Course with other requirements of passing the programme as prescribed in the concerned Ordinances.

- **Continuous assessment:** The continuous assessment system encourages the students to continuously take active part in the learning process. The value, skills and knowledge imbibed by the students can be assessed by the faculty. Based on the subject and faculty discipline, the mode of continuous assessment is determined. The report suggests 50 per cent weightage for continuous evaluation and 50 per cent weightage for end-semester examinations. Out of the 50 per cent weightage for continuous evaluation, 25 per cent will be for one internal examination in the semester and the remaining 25 per cent will be for continuous assessment such as discussions/presentations/assignments/projects, attendance...
etc., as specified for the course. For the extension activities, the credits will be those earned on completion of the activities.

- The Grading System of evaluation will be as follows:
  The total marks obtained by the candidates will be put on a 10 point scale with 10 letter grades viz A++, A+, ………… F, carrying grade points 9, 8, 7, 6, 5, 4, 3, 2, 1, 0 respectively.

- These Shall be uniform for all courses.

- The Grade awarded to a Student should be based on the following percentage equivalence:

<table>
<thead>
<tr>
<th>Marks (in percentage equivalence)</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 -10</td>
<td>F</td>
</tr>
<tr>
<td>11-20</td>
<td>C</td>
</tr>
<tr>
<td>21-30</td>
<td>C'</td>
</tr>
<tr>
<td>31-40</td>
<td>C''</td>
</tr>
<tr>
<td>41-50</td>
<td>B</td>
</tr>
<tr>
<td>51-60</td>
<td>B'</td>
</tr>
<tr>
<td>61-70</td>
<td>B''</td>
</tr>
<tr>
<td>71-80</td>
<td>A</td>
</tr>
<tr>
<td>81 -90</td>
<td>A'</td>
</tr>
<tr>
<td>91 -100</td>
<td>A''</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent of Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A++</td>
<td>9</td>
</tr>
<tr>
<td>A+</td>
<td>8</td>
</tr>
<tr>
<td>A</td>
<td>7</td>
</tr>
<tr>
<td>B++</td>
<td>6</td>
</tr>
<tr>
<td>B+</td>
<td>5</td>
</tr>
<tr>
<td>B</td>
<td>4</td>
</tr>
<tr>
<td>C++</td>
<td>3</td>
</tr>
<tr>
<td>C+</td>
<td>2</td>
</tr>
<tr>
<td>C</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

A candidate getting five and above grade points will be considered to have passed the given course with assigned credits for the course. The students getting F letter grade will be considered as failed in the course.

The final CGPA obtained by the student shall be classified into following divisions:

<table>
<thead>
<tr>
<th>CGPA of 8.0 and above</th>
<th>I Division with Distinction</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGPA of 6.5 and below 8.0</td>
<td>I Division</td>
</tr>
<tr>
<td>CGPA of 5.5 and below 6.5</td>
<td>II Division</td>
</tr>
<tr>
<td>CGPA of 5.0 and below 5.5</td>
<td>III Division</td>
</tr>
<tr>
<td>CGPA below 5.0</td>
<td>Failed</td>
</tr>
</tbody>
</table>
ORDINANCE -29

APPOINTMENT OF EXAMINERS
[Act Section 32 (1) (h) of the Act; Statute 12(2)(xiii)]

I. For University Continuous And End Semester Examinations

The University continuous and end semester examinations shall be conducted by the Controller of Examination who will also decide the format of the examination after consultation and approval of the Head of the Department/Dean of School concerned.

II. For Award of M.Phil. and Ph.D. Degree

Examiners for M.Phil. and Ph.D. shall be appointed by the Vice-chancellor from amongst a panel of names recommended by the DRC and considered and approved by the Academic and Executive Councils.

For University Entrance Examinations

The examiners for entrance examinations (if conducted) for admission to various Programmes of the University shall be appointed by the Vice-Chancellor on the basis of the recommendations of the Deans of the Faculties concerned who will also recommend the syllabi and format for the same.
AWARD OF DEGREE, DIPLOMA AND CERTIFICATES
(For Regular on Campus Mode)
[Section 5 (ii), Section 32(1)(d) of the Act]

1. All the Courses of study leading to award of respective Degrees/Diplomas/ Certificates shall be conducted by the Faculties/ Departments/ Regional Campuses/ Centres established by the University.

2. **Duration of the Course**
   
i. The duration of the Course shall be five years for integrated programmes spread over ten semesters with exit option after three years (six semesters) leading to the award of the Undergraduate Degree.
   
ii. The duration of Under Graduate Course shall be three years (six semesters).
   
iii. The duration of Post Graduate Course shall be two/three years (four/six semesters).
   
iv. M.Phil. and Ph.D. Programmes shall be governed as per UGC norms/regulations (2009) as issued and amended from time to time.
   
v. The duration of the Certificate / Diploma Programmes shall be as decided by Academic Council from time to time.
   
vi. A Student shall be required to attend at least 75% of the classes actually held and required credits in each subject to the satisfaction of the Faculty/ Department / Regional Campus/ Centre and such seminars, sessionals and practical as may be prescribed.

Provided that the Dean of the Faculty/ Director, Regional Campus/ Centre concerned on the recommendations of the Head of the Department / Centre may condone the shortage in attendance not exceeding 5% for valid and convincing reasons.

Provided, further that students deputed by the University to take part in the extra co-curricular events be given a concession of up to 5% attendance, if necessary, in addition to the relaxation in the attendance requirement as provided above. Such concessions would be available for the days of actual participation in the event, including journey time with the prior approval of the Dean of the Students Welfare/ Director, Regional Campus/ Centre.

3. **Eligibility for admission:**
The eligibility criteria for admission to various Courses offered by the University are as approved by the Academic Council or any other body authorized for the purpose from time to time.

4. **Courses of study and framing of the Syllabi**
i. The Courses in a Subject of study shall be those approved by the Academic Council, on the recommendations of the Faculty Board, Board of Studies of the Department /Centre concerned.
ii. The Syllabi / Course structure for the Programme of study shall be as approved by the Academic Council on the recommendations of the Faculty Board, Board of Studies of the Department /Centre concerned.

5. **Removal of Students from the Courses**

The Dean of the Faculty/ Director, Regional Campus/ Centre on a reference from a Department or Centre may recommend to the Vice-Chancellor the removal of a student from a Course on the basis of unsatisfactory academic performance and / or misconduct (as defined in the Ordinance/ Regulations/ Rules).

6. **Conferment of Honorary Degrees**

The Executive Council may, on the recommendation of the Academic Council and by resolution passed by a majority of not less than two-thirds of the members present and voting, make proposals to the Visitor for the conferment of Honorary Degrees.

Provided that in case of emergency, the Executive Council may on its own, make such proposals.

The following Honorary Degrees may be conferred upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to learning or eminent services to the cause of Education or Society, a fit and proper person to receive such Degree(s):

- Doctor of Philosophy (Ph.D.)
- Doctor of Laws (LL.D.)
- Doctor of Literature (D.Lit.)
- Doctor of Letters
- Doctor of Science (D.Sc.)

Degrees, including Honorary Degrees, shall be conferred at convocation/ special Convocation and may be taken in person or *in absentia.*
ORDINANCE -31

CONVOCATION
[Section 32 (1) (r) of the Act; Statute 32]

Convocation
Convocation for the purpose of conferring Degrees shall be held on such date and place as may be fixed by the Chancellor.

Special Convocation
A special Convocation may be held at such time as, may be decided by the Executive Council for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendation of the Academic Council.
The Convocation shall consist of the body corporate of the University.
The Chancellor shall preside over at the Convocations of the University held for conferring Degrees.

Notice
Not less than four weeks' notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.
The Officer concerned shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat.
The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.
Provided that in case the Convocation is not held in a particular year, the Vice -Chancellor shall be competent to authorise admission of successful candidates in the year to their respective Degrees in absentia and issue the degrees on payment of prescribed fee.

Application
A candidate for the Degree must submit to the Officer concerned his/ her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee.
Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Chancellor and their Degrees shall be given by the Controller of Examinations on application and payment of the prescribed fee.
Fees
The fee for admission to the Degree (not applicable in case of conformant of honorary degree) at the Convocation in person and in absentia shall be fixed by the University.

Honorary Degree
Honorary Degree shall be conferred at Convocation / Special Convocation and may be taken in person or in absentia.

The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice-Chancellor or by a person nominated by him.

Candidates at the Convocation shall wear Academic Dress (gowns) appropriate to their respective Degree as specified by the University. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University.

Academic Dress
The Academic Dress of the University for the Convocation shall be as prescribed by the University.

Convocation Procedure
The Convocation Procedure shall be as laid down in the Regulations.
PROCEDURE / NORMS FOR APPOINTMENT TO THE POSTS OF PROFESSOR,
ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR

1. The University will issue all-India advertisement for recruitment to the teaching posts in leading national dailies giving at least 30 days time and make appointments there-to on all India basis on the recommendations of the Selection Committee as constituted in Statute 18(2).

2. In order to attract best talents, the University may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year.

3. The Chairman – Convenor shall issue to each member a Notice, not less than ten days before the meeting, stating the time and venue of the meeting. Meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor’s nominee and of the experts nominated by the Executive Council.

4. The Chairman- Convenor shall be entitled to vote at the Selection Committee meeting and shall have a casting vote in the case of a tie.

5. The recommendations of the Selection Committee shall be submitted to the Executive Council and orders of appointment shall issued after the approval of the Executive Council in accordance with Statute 12(2) (ii).

6. The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed by the UGC from time to time, shall be followed.
In addition to the above, the Vice-Chancellor may prescribe in consultation with the concerned Dean and Head of the Department, to the Academic Council such specification or any other condition as required for the post to be filled up.

7. The prescribed qualification and experience will be minimum, and the mere fact that candidate possessing the same will not entitle him/her for being called for interview.

8. The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem it.

9. It would be open to the Executive Council to offer appointment to suitable persons who may not have applied in accordance with Statute 19 (1).
10. The rules and procedures prescribed by the Govt. of India in respect of the Reserved categories shall be followed as provided in Section 7 of the University Act.

11. The Selection procedure shall be as laid down by the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education - 2010 and as amended from time to time.

12. If case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.

13. No recommendations should be made with a condition attached to the occurrence of the future events.

14. The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, may if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation.

15. The statutory provision for relaxing of age, minimum qualification, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PH categories will be made applicable to them.

16. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc. it shall be so stated and recorded.

17. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be as per the UGC Regulation referred to above.

18. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.

19. The in-service candidates should apply through Proper Channel.

20. Outstation candidates belonging to SC/ST categories called for interview will be paid equivalent to return single second class railway fare towards journey, expenses on production of Ticket numbers / proof.

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

22. The Chairman- Convenor shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act / Statute / Ordinance.
23. The Selection Committee’s recommendations, when approved by the Executive Council, shall remain valid for a period of one year from the date of such approval.

24. The application forms will be sold and registration fee collected at the rates prescribed by the University from time to time. The SC/ST/Physically Handicapped candidates need not pay Registration Fee.

25. In cases of any disputes or legal proceedings against the University, the jurisdiction shall be restricted to the High Court Jurisdiction at Jabalpur (M.P.).
NORMS / REGULATIONS FOR PROMOTION THROUGH CAREER ADVANCEMENT OF ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS AND PROFESSORS

The promotion through career advancement of Assistant Professors / Associate Professors / professor in the university shall be governed by the Norms / Regulations prescribed by the University Grants Commission in vogue and as amended from time to time.
MANNER OF APPOINTMENT AND EMOLUMENTS OF EMPLOYEES
OTHER THAN TEACHERS AND OTHER ACADEMIC STAFF
[Section 32 (1) (r) of the Act; Statute 24(2)]

The employees of the University, other than teachers and other academic staff, shall be grouped in to Group A, B and C category and such other categories as classified by Govt. of India from time to time.

The age, qualifications and method of recruitment for appointment to various posts in the University shall be such as may be prescribed in the cadre recruitment rules or as determined by the Executive Council from time to time by the University.

The emoluments of these employees shall be as prescribed by Govt. of India / UGC from time to time.

SELECTON COMMITTEE

The Selection Committee shall comprise the Following:

(i) Selection Committees for the posts of Groups A & B

(Other than Statutory positions)

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vice-Chancellor/ Pro-Vice-Chancellor* (*in the absence of Vice-Chancellor) or nominee of the Vice-Chancellor not below the rank of the professor.</td>
<td>Chairman</td>
</tr>
<tr>
<td>2</td>
<td>Two members from amongst the members of the Executive Council to be nominated by the Executive Council</td>
<td>Member</td>
</tr>
<tr>
<td>3</td>
<td>Two experts not in service of this University to be nominated by the Vice-Chancellor</td>
<td>Member</td>
</tr>
<tr>
<td>4</td>
<td>One member who is a woman, a SC/ST category and one minority member to be co-opted if he/she is not in the Selection Committee (in case the candidates appearing belong to any of the above category)</td>
<td>Member</td>
</tr>
<tr>
<td>5</td>
<td>The Head of the Department concerned</td>
<td>Member</td>
</tr>
<tr>
<td>6</td>
<td>Registrar</td>
<td>(Member-Secretary)</td>
</tr>
</tbody>
</table>

(ii) Selection Committee for the posts of Group C

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dean (any School of Studies) ( to be nominated by the)</td>
<td>Chairman</td>
</tr>
</tbody>
</table>
2 One member of Executive Council to be nominated by the Executive Council

3 Two members of the teaching staff of the University to be nominated by the Vice-Chancellor

4 One expert not in service of this University, to be nominated by the Vice-Chancellor

5 One member who is a woman, a SC/ST category and one minority member to be co-opted if he / she is not in the Selection Committee (in case the candidates appearing belong to any of the above category)

6 The Head of the Department concerned

7 Registrar / Deputy Registrar* (in the absence of Registrar to be nominated by the Vice-Chancellor) (Member Convener)

(a) The candidates for selection to the posts of Group A & B will be selected by Selection Committee through personal interview.

(b) University may conduct competitive written test / trade test / technical test for the selection of such posts as may be prescribed in the CRR.

(c) The candidates will be picked – up for interview on the basis of marks obtained in the written test, in order of merit, in the ratio of 10:1 of the vacancies to be filled –up.

1. The quorum for the Meeting shall be the two-third of the total members for the Selection Committees for the posts of Groups A & B/ C. Which shall include at least one outside expert.

2. The chairman will be entitled to vote at the Selection committee meeting and shall have a casting vote in case of a tie.

3. The recommendations of the Selection Committee in respect of the posts of groups A & B will be submitted to the Executive Council and orders of appointments will be issued only after the approval of the Executive Council.

4. The Vice-Chancellor may be authorized to make appointments on the basis of the recommendations of the Selection Committee to the posts of Groups C.

5. The rules and procedures prescribed by the Govt. of India in respect of the Reserved categories shall be followed as provided in Section 7 of the University Act and as prescribed by the GOI from time to time.
6. The rules of Govt. of India in regard to Pay & Allowances, Leave, Pension and P.F. shall be followed subject to amendments if any, from time to time.

7. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.

8. If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.

9. No recommendation should be made with a condition attached to it.

10. The University will have the right to relax any of the qualifications, experience, age, etc. in exceptionally deserving cases of all posts on the recommendations of the screening and Selection Committee.

11. The relaxation in age, qualification etc., shall be applicable to the SC/ST, OBC, physically challenged etc. candidates as per rules of GOI.

12. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age etc, it shall be so stated and recorded.

13. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons there-for.

14. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.

15. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number (10:1) on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.

16. The in-service candidates should apply through proper channel. The conditions of Age and experience will be relaxed for in-service candidates, on the recommendations of the Selection Committee.

17. Outstation candidates belonging to SC/ST categories called for interview will be paid equivalent to return single second class railway fare towards journey expenses on production of proof.

18. The Chairman shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act/Statute/Ordinance.
19. Canvassing in any form on behalf of any candidate will disqualify such candidate.
20. The Selection Committee’s recommendations, when approved shall remain valid for a period of one year from the date of such approval.
21. The application forms will be sold and the registration fee collected as prescribed by the University from time to time. The SC/ST/Physically Handicapped candidates need not pay registration fee.
22. In case of any disputes any suits or legal proceedings against the University, the territorial jurisdiction shall be restricted to the High Court Jurisdiction at Jabalpur (M.P).

SCHEDULE – 1 Group-'C'

The constitution of the Departmental Promotion Committee for promoting to non-teaching posts with the maximum grade pay of Rs. 2,800/- (or the equivalent slab in the revised scale) or below be as follows:

(a) Registrar ... Chairman
(b) Dean of School or Head of the Section concerned
(c) Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members.
(d) Deputy Registrar (Administration)

SCHEDULE – II (Group A & B)

GROUP – B

The constitution of the Departmental Promotion Committee for promotion to non-teaching posts exceeding the grade pay of Rs. 4,600/- (or the equivalent slab in the revised scale) or below be as follows:

(a) Pro-Vice-Chancellor …… Chairman
(or senior most Dean in case PVC is not available)
(b) Two members of the Executive Council of whom at least one in the service of the University to be nominated by the Vice-Chancellor
(c) Head of the Department/Section concerned
(d) Two persons who are not in the service of the University to be nominated by the Vice Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members.

(Action of the Vice-Chancellor be reported to the Executive Council at the next meeting)

(e) Registrar ................................ Member Secretary.

GROUP A

The constitution of the Departmental Promotion Committee for promotion to non-teaching posts exceeding the grade pay of Rs. 5,400/- (or the equivalent slab in the revised scale) or below be as follows:

(e) Vice-Chancellor ........... Chairman
    (or PVC in case VC is not available)

(f) Two members of the Executive Council of whom a least one in the service of the University to be nominated by the Vice-Chancellor

(g) Head of the Department/Section concerned

(h) Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of the candidates appearing for the posts belongs to such categories and such representation is already not made by virtue of the other members.

(Action of the Vice-Chancellor be reported to the Executive Council at the next meeting)

(j) Registrar ............... Member Secretary

PROMOTION POLICY

Promotional avenues to the non-teaching staff shall be in accordance with the Rules as determined by the EC.

CADRE RECRUITMENT RULES

(1) The University shall have the following methods of recruitment for employees of the University, other than teachers and other academic staff.

(i) By direct recruitment:

(ii) By promotions;
(iii) By deputation of employees whose services are borrowed from other organisations

(iv) By appointment on contract service;

(v) Re-employment of persons who retried from service

(2) Appointment to a post in any grade by promotion shall be made, whether in permanent or officiating capacity, from amongst employees serving in posts in the next lower grade in a service, subject to such conditions of eligibility as may be prescribed by the Executive Council.

(3) Every appointment by promotion shall be on the basis of suitability, past performance and conduct, as evident in the Annual Confidential Reports, besides due regard to seniority, on the recommendation of the Departmental Promotion Committee, constituted for the purpose from time to time.

(4) Provided that the Departmental Promotion Committee for promotion to posts, the maximum grade pay which is Rs. 2,800/- or below (or such maximum pay as may be in the corresponding revised pay scale) shall be appointed in the manner provided in Schedule-I and that exceeding Rs. 2,800/- shall be as prescribed in Schedule-II

(5) The scales of pay for the posts in various employees of the university, other than teachers and other academic staff in the University shall be as prescribed by the UGC from time to time, and emoluments shall be drawn at the minimum of the scale or at such higher stage as may be fixed in accordance with the rules prescribed in this behalf by the GOI / UGC and specified in the appointment order.

(6) Provided that the pay scales may be revised from time to time by GOI / UGC and upon such revision, every employee shall have an option, to be exercised in writing within a prescribed time limit, as to the pay scale in which he/she shall draw his emoluments.

(7) Details of qualifications, experience and age etc. for selection to the following statutory, non-teaching posts.

The qualifications, experience and age etc. for selection to the following statutory, non-teaching posts should be as prescribed by Govt. of India / UGC from time to time.
WRITTEN CONTRACT OF APPOINTMENTS
[Section 38(1) of the Act; Statute 23(iii)]
Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which is hereby prescribed and appended to this ordinance.

TO BE TYPED ON NON – JUDICIAL STAMP PAPER
& SUBMIT ONE ORIGINAL AND TWO COPIES THEREOF.

SERVICE CONTRACT
ARTICLES OF AGREEMENT EXECUTED his / her the
_________________________ day of _______________________ the year Two Thousand the
_________________________ year of the Republic of India between
_________________________ S/O/D/O/W/O ____________________________ aged
_______________________________ years, residing at
____________________________________ of the first part (hereinafter called the party of the first part) and the Central University of .......................... of the second part.

WHEREAS the Indira Gandhi National Tribal University, Amarkantak (hereinafter referred in as “the University”) have engaged the party of the first part has agreed to server the University on the terms and conditions hereinafter contained;

Now these present witness and the parties here to respectively agree as follows:

(1) The party of the first part shall submit to the orders of the University and of the authorities under whom he may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty _____________ (Date) subject to the terms and conditions herein contained.

(2) The party of the first part shall devote his / her whole time and attention efficiently and diligently to his/her duties and at all time obey the rules including the University Servants Conduct Rules prescribed for the time being for the regulations of the branch of the University to which he may be attached and shall whenever required to perform such duties as may be assigned to him/her from time to time.

(3) The party of the first part shall be of the Teacher’s / Officer’s rank and his / her status shall be that of __________________________ (Designation) in __________________________ (Department /Centre/ Office) as on the date of appointment.
(4) The party of the first part shall be from the date of coming into force of these presents, be granted Rs. ________________________ (Basis Pay including the grade pay of Rs. ________________________) in the pay scale of Rs ________________________ He/she shall also be eligible for the usual allowance admissible under the rules of the University / Govt. of India in force.

(5) The party of the first shall, during the period of his / her agreement earn leave according to the rules applicable to him/her.

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

(7) His/her agreement may be terminated at any time within the said period of the age of superannuation / by either party, by giving three months notice in writing to the other. Provided always that either party may in lieu of the notice, given to the other party a sum equal to the salary of the period, which may fall short of three months.

(8) The Party of the first part shall be eligible to the benefit of the University Provident Fund / Pension / New Pension Scheme according to the rules applicable.

(9) The Party of the first part shall submit himself / herself for Self Appraisal PABS methodology as prescribed by the UGC as notified and amended from time to time.

(10) In regard to any matter in respect of which no provision has been made in this agreement, the provision of the rules made or deemed to have been made under Article 309 B & 313 of the Constitution of India, the provisions of any Act or Rule made by the University in regard to the employees borne in the category of the Teacher / Officer in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the University as their applicability shall be final.

IN WITNESS WHEREOF ______________________________ the party of the first part and the (Name) Registrar acting for and on behalf of and by the order and direction of the Executive Council, have hereunto set their hands in the ________________________ year of the REPUBLIC OF INDIA.

SIGNED BY THE PARTY OF THE FIRST PART :

IN THE PRESENCE OF :

Witness: 1) 2)
CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY
[Act Section 32 (1) (0), statute 23(1)]

Teachers of the University means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting researches in the University or in Regional Campuses/ Centres or Institution maintained by the University and are designated as teachers by the Ordinances.

A teacher of the University shall be whole time salaried employee of the University/ Regional Campuses/ Centers and shall devote his/her whole time to the University/ Regional Campuses/ Centers and does not include honorary, visiting, part time and ad-hoc teachers.

Provided that nothing contained in this Ordinance shall apply to the work undertaken in connection with the examination of Universities or learned bodies or Public Service Commissions or to any literary work or publication or radio / television talk or extension lectures or, with the permission of the Vice-Chancellor, to any other academic work.

No whole –time salaried teacher of the University shall without the permission of the Executive Council engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honararium is attached. However, teachers may engage in consultancy work as per UGC guidelines and with prior approval of the University.

Nature of Duties
Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required by and in accordance with the Act, the Statutes and Ordinances framed there-under, for the time being in force, whether the same relate to organisation of teaching, research, extension, examination of students, their discipline, welfare, and generally to act under the direction of the authorities of the University.

Period of Probation and Confirmation
The minimum period of probation shall be one year extendable by a maximum period of one and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by Central Government.

CONFIRMATION
It shall be the duty of the Registrar to place before the Executive Council the case of confirmation of a teacher on probation, not later than forty days before the end of the period of probation.

The Executive Council may then either confirm the teacher or decide not to confirm him, or extend the period of probation so as not to exceed twenty-four months in all.
In case the Executive council decides not to confirm the teacher, whether before the end of twenty-four months period of his / her probation, or before the end of the extended period of probation, as the case may be he shall be informed in writing to that effect, not later than thirty days before the expiration of that period.

Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting.

**Increment**

Every teacher shall be entitled to increment in his / her scale of pay, unless the same is withheld or postponed by a resolution of the Executive Council and after the teacher has been given due opportunity to make his / her written representation.

**Age of retirement**

Every confirmed teacher in the service of the University/ Regional Campuses/ Centres, shall continue in such service until he/ she attains the age of superannuation as prescribed by the UGC Govt. of India from time to time.

Provided further that if the date of Superannuation of a teacher falls at any time during the Academic Session the Executive Council may on the recommendation of the Vice-Chancellor re-employ the teacher for any period up to the end of the academic session with a view not to disturb the teaching work of the Department / Regional Campuses/ Centres.

In special cases, a teacher on his / her attaining the age of superannuation, may be re – employed on a contract in keeping with the regulations in this behalf as issued by the UGC from time to time.

**Variations in terms and conditions of service**

Every teacher shall be bound to work in conformity with the Act, Statutes, Ordinances, Regulations and rules of the University as well as a code of professional ethics as may be formulated by the University.

Provided that no change in the terms and conditions of service of a teacher shall be made after his / her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave salary and removal from service so as a adversely affect him.

**Professional code of conduct**

Every teacher of the University/ Regional Campuses/ Centres shall abide by the Code of Conduct framed by the University and the following lapses would constitute misconduct on the part of a University/ Regional Campuses/ Centres teacher.
(i) Any Lapses in performing his / her duties as assigned by the university from time to time.

(ii) Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his / her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the University/ Regional Campuses/ Centres.

(iii) Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his / her relationship with his / her colleagues and trying to use the above considerations for improvement of his / her prospects or any other such actions which are against the interest of the University/ Regional Campuses/ Centres.

(iv) Refusal to carry out the decisions by appropriate administrative and academic bodies and / or functionaries of the University/ Regional Campuses/ Centres.

(v) Indulging in Plagiarism of any sort within the legal meaning interpretation and expression of the term.

**Resignation**

A whole – time salaried teacher may at any time terminate his / her contract by giving the University three months notice in writing or on payment to the University of three months salary in lieu thereof. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof. Provided that the Executive Council may waive the requirement of notice at its discretion, so as not adversely affect to the teacher.

**Contract**

The written contract between a teacher and the University required to be entered into under Indira Gandhi National Tribal University Act shall be in the form prescribed by the Ordinances.

12. (i) **Fixation of pay of re-employed pensioners**

As per the Government of India Rules issued from time to time.

**Teaching Days, Work Load And Leave Rules**

The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the UGC and GOI from time to time.
CODE OF CONDUCT OF THE EMPLOYEES OF THE UNIVERSITY

[Section 5 (xxiv) of the act]

PART – I

1. These Rules may be called the “Indira Gandhi National Tribal University, Amarkantak (Conduct) Rules”.

2. Unless the context otherwise requires:
   (a) “Employee” means teaching and non-teaching employees of the University.
   (b) “Members of family” in relation to an employee includes:
      (i) The wife or husband, as the case may be, of the employee whether residing with
          the employee or not, but does not include a wife or husband, as the case may be,
          separated from the employee by a decree or orders of a competent court.
      (ii) Son or daughter or step son or step-daughter of the employee wholly dependent
           on him but does not include a child or step child who is no longer in any way
           dependent on the employee, or of whose custody the employee has been deprived
           by or under any law:
      (iii) Any other person related whether by blood or marriage to the employee or to the
             employee’s wife or husband, and wholly dependent on the employee.
   (c) “Prescribed Authority” means the Vice-Chancellor or the authority prescribed by the
       Executive Council for the purpose of these rules as a whole or for any particular rule.

PART – II

3. (1) Every employee shall at all times:
    (i) Maintain absolute integrity;
    (ii) Show devotion to duty and
    (iii) Do nothing which is unbecoming of an employee of the University.

   (2) (i) Every employee, holding a supervisory post shall take all possible steps to ensure
           the integrity and devotion to duty of all employees for the time being under his
           control and authority:
           (a) No employee shall, in the performance of his official duties, or in the exercise
               of powers conferred on him, act otherwise than in his best judgment, except when
               he is acting under the direction of his official superior.
           (b) The direction of the official superior shall ordinarily be in writing. Oral
               direction to subordinates shall be avoided, as far as possible. Where the issue of
oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.

(c) An employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

(iii) Unless otherwise state specifically in the terms of appointment and the contract, every whole time employee may be called upon to perform such duties as may be assigned to him by the competent authority beyond scheduled working hours and on closed holidays and Sundays.

(iv) An employee shall observe the scheduled hours of working during which he must be present at the place of his duty.

(v) Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. If an employee is absent from duty without permission for a continuous period of 90 days, he shall be treated as absconding from duty and his service shall be deemed as terminated.

Explanation: Nothing contained in clause (ii) of sub-rule 3(2) shall be construed as empowering an employee to evade his responsibilities, by seeking instructions from or approval of a superior officer or authority when such instructions are not necessary under the scheme of distributions of powers and responsibilities.

4. (i) No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm having official dealings with the University.

(ii) No employee shall, in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any other member of his family is interested in such matter or contract in any other manner.

5. (1) No employee shall be a member of, or be otherwise associated with any political party or any organisation which takes part in politics, he shall not shall he take part in subscribed in aid of, or assist in any other manner, any political movement or activity.

(2) It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be subversive of the Government or the University as by law established and where an employee is
unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the University.

(3) If any question arises whether a party is political party or whether any organisation takes part in or whether any movement or activity falls within the scope of sub-rule 5(2) the decision of the University thereon shall be final.

(4) No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in, an election to any legislature or local authority:

Provided that:

(i) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted:

(ii) An employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation: The display of an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

6. No employee shall join or continue to be a member of an association, the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India, public order, decency or morality.

7. No employee shall-

(i) engage himself or participate in any demonstration or strike which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order decency or morality, or which involves contempt of court, defamation or incitement to an offence; or

(ii) resort to or in any way abet in any form of strike or coercion or physical duress in connection with any matter pertaining to his services or the service of any other employee.

8. (i) No employee shall, except with the previous sanction of the University, own wholly or in part, or conduct, or participate in the editing or management of any newspaper or other periodical publication.

(ii) No employee shall, except with the previous sanction of the University, or of the prescribed authority or except the bonafide discharge of his duties-
(a) publish a book himself or through a publisher, or contribute an article to a book or a compilation or articles.

(b) Participate in a radio broadcast or contribute any article or write a letter to any newspaper or periodical either in his own name or anonymously or in the name of any other person:

**Provided that no such sanction shall be required**-

(i) If such publication is through a publisher and is of a purely literary, artistic or scientific character, or

(ii) Such broadcast or such contribution or writing is of a purely literary artistic or scientific character.

8. **A.**

(i) Whenever an employee wishes to put forth any claim or to seek redress of any grievance or any wrong done to him, he must forward his case through proper channel and shall not forward any advance copies of his application to any higher authority. Unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

(ii) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

9. No employee shall, in any radio broadcast or in any document published in his own name or in anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact opinion.

(i) Which has the effect of an adverse criticism of any current or recent policy or action of the University or the University Grants Commission or the Government; or

(ii) Which is capable of embarrassing the relations between the University and the Commission or the Government:

Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

10. **(1)** Save-as provided in sub-rule 10(3) below no employee shall except with the previous sanction of the University give evidence in connection with any enquiry conducted by any person, committee or authority.

    (2) Where any sanction has been accorded under sub-rule 10(1) no such employee giving such evidence shall criticise the policy or any action of the University or Commission or the Government.
(3) Nothing in this rule shall apply to-

(a) The evidence given at an enquiry before an authority appointed by the University, Commission, Government, Parliament or any State Legislature; or

(b) The evidence given in any judicial enquiry; or

(c) The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice Chancellor.

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

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

13. (1) Save as otherwise provided in these rules, no employee shall accept or permit any member of his family or any other person acting on his behalf to accept any gift.

Explanation: the expression "gift" shall include free transport, boarding lodging or other services or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with employee.

Note. 1. A casual meal, Lift or other special hospitality shall be deemed to be gift.

Note. 2. An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firm.

(2) On occasions, such as wedding, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives but he shall make a report to the University if the value of any such gift exceeds-

(i) Rs. 500 in the case of an employee holding any Class I (Group A) or Class II (Group B) post;

(ii) Rs. 250, in the case of an employee holding any class III (Group C) post: and

(iii) Rs. 100, in the case of an employee holding Class IV (Group C) post.
(3) On such occasions as are specified in sub-rule 13(2) an employee may accept gifts from his personal friends having no official dealing with him but he shall make a report to the University if the value of any such gift exceeds-

(i) Rs. 200, in the case of an employee holding any Class I (Group A) or Class II (Group B) post;
(ii) Rs. 100, in the case of an employee holding any class III (Group C) post: and
(in) Rs. 50, in the case of an employee holding Class IV (Group C) post.

(4) In any other case, an employee shall not accept, or permit any member of his family or any other person acting on his behalf to accept, any gift without the sanction of the University, if the value thereof exceeds

(i) Rs. 75, in the case of an employee holding any Class I (Group A) or Class II (Group B) post; and
(ii) Rs. 25, in the case of an employee holding any class III (Group C) or Class IV (Group C) post.

(5) Notwithstanding anything contained in sub-rules 13(2), 13(3) and 13(4) an employee may receive gifts of symbolic nature from foreign dignitaries and retain such gifts.

(6) Gifts from foreign dignitaries which are not of symbolic nature may be retained by an employee if the market value of the gift in the country of origin does not exceed Rs. 3,000.

(7) Where there is doubt whether gift received from a foreign dignitary is of symbolic nature or not, or where the market value of the gifts in the country of origin apparently exceeds Rs. 3,000 or where there is any doubt about the actual market value of the gifts, the acceptance of such gifts and retention thereof by the employee shall be regulated by the instructions issued by the government/University in this regard from time to time.

(8) An employee shall not accept any gift from any foreign firm which is either contracting with the University or is one with which the employee had/has or is likely to have official dealings. Acceptance of gifts by an employee from any foreign firm shall be subject to the provisions of sub-rule 13(4).

13A. No employee shall-
   I. Give or take or abet the giving or taking of dowry- or
   II. Demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be any dowry.
14. No employee shall except with the previous sanction of the Vice-chancellor, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other employee.

Provided that nothing in this rule shall apply to -

I. A farewell entertainment of a substantially private and informal character held in honour of an employee on the occasion of his retirement or transfer or any person who has recently joined the service of the University; or

II. Celebrating such occasions of receiving honour/ conformant for special achievements to any field/ discipline.

III. The Acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

Note: Exercise of pressure or influence of any sort on any employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character and the collection of subscriptions fro Group ‘C’ employees under any circumstances for the entertainment of any employee not belonging to Group "C" is forbidden.

15. (1) No employee shall except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment:

Provided that an employee may, without such sanction-

I. Undertake honorary work of a social or charitable nature; or

II. Undertake occasional work of a literary, artistic or scientific character; or

III. Participate in sports activities as amateur subject to the condition that in all the cases his official duties do not thereby suffer. He shall not undertake or shall discontinue such work or activity, if so directed by the University.

Explanation: Canvassing by an employee in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family shall be deemed to be breach of this sub-rule.

(2) Every employee shall report to the University if any member of his family is engaged in a trade or business or own or manages an insurance agency or commission agency.

(3) No employee shall, without the previous sanction of the University except in the discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purpose:
Provided that an employee may take part in the registration, promotion or management of:

(i) A co-operative society substantially for the benefit of the employees registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force;

or

(ii) A literary, scientific or charitable society registered under the Societies Registration Act, 1960 (2 of 1960) or any other law for the time being in force.

(4) No employee may accept any fee for any work done by him for any private or public body or any private person without the sanction of the competent authority of the University.

Provided that nothing in this rule shall apply to the employees receiving honorarium/ remuneration for the academic work from any Institution.

16. (1) No employee shall speculate in any stock, share, or other investment.

Explanation: Frequent purchase or sale or both of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

(2) No employee shall make or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his official duties.

(3) If any question arises whether any transaction is of the nature referred to in sub-rule 16(2) the decision of the University thereon shall be final.

(4) (i) No employee shall, save in the ordinary course of business with a bank or a public Limited company, either himself or through any member of his family or any other person acting on his behalf:

(a) Lend or borrow or deposit money, as a principal or an agent, to, or from, or with any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; or

(b) Lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that an employee may give to or accept from a relative or a personal fried, a purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee:
Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by an employee with the previous sanction of the University.

(ii) When an employee is appointed or transferred to a post of such nature as would involve him in the breach of any or the provisions of sub-rule 16(2) or sub-rule 16(4), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

17. An employee shall so manage his private affairs so as to avoid habitual indebtedness or insolvency. An employees against whom any legal proceedings is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forth with report the full facts of the legal proceedings to the University.

Note: The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence the employee could not have foreseen or over which he had no control, and had not proceeded from extravagant or dissipated habits shall be upon

18. (1) Every employee shall on his first appointment to the University service or post submit a return of his assets and liabilities, in such form as may be prescribed by the University, giving the full particulars regarding-

(a) The immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in the name of any member of his family or in the name of any other person.

(b) Shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him or similarly owned, acquired, or held by him.

(d) Debts and other liabilities incurred by him directly or indirectly.

Note 1: Sub-rule 18(1) shall not ordinarily apply to class IV (Group C) servants but the University may direct that it shall apply to any such employee or class (Group) of such employees.

Note 2: In all returns, the values of items of movable property worth less than Rs. 2,000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books etc. need not be included in such return.

Note 3: (i) Where and employee already belonging to a service, or holding a post is appointed to any other civil service or post he shall not be required to submit a fresh return under this clause.

(ii) Every employee belonging to any service or holding any post included in Group A or Group B shall submit an annual return in such form as may be prescribed by the
University in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family, or in the name of any other person.

(2) No employee shall, except with the previous knowledge of the University, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift of otherwise either in his own name or in the name of any member of his family:

Provided that the previous sanction of the University shall be obtained by the employee if any such transaction is:

With a person having official dealings with the employee.

(3) Where an employee enters' into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall, within one month from the date of such transaction, report the same to the University, if the value of such property exceeds Rs.10,000/- in the case of an employee holding any Class I (Group A) or Class II (Group B) post or Rs.5,000/- in the case of an employee holding any Class III (Group C) or Class IV (Group D) post:

Provided that the previous sanction of the University shall be obtained if any such transaction:

(i) With a person having official dealings with the employee.

(4) The University may, at any time by general or special order, require an employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall if so required by the University, include the details of the means by which, or the source from which, such property was acquired.

(5) The University may exempt any category of employee belonging to Class III (Group C) or Class IV (Group D) from any of the provisions of this rule except sub-rule (4).

No such exemption shall, however, be made without the concurrence of the Executive Council.

**Explanation 1:** For the purpose of sub-rule (1) the expression movable property includes:

(a) Jewellery, insurance policies the annual premia of which exceeds Rs.2,000/- or one sixth of the total annual emoluments received from the University, whichever is less, shares, securities and debentures;
(b) Loans advanced by such employees whether secured or not;
(c) Motor cars, motor cycles, horses, or any other means of conveyance; and
(d) Refrigerators, radios, radiograms and television sets.

**Explanation 2:** For the purpose of this rule, "lease" means, except where it is granted to a person having official dealings with the employee, a lease of immovable property from year to year of for any term exceeding one year of receiving a yearly rent.

18-A. Restriction in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.
Notwithstanding anything contained in sub-rule 18.2, no employee shall, except with the previous sanction of the prescribed authority:
(a) Acquire by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;
(b) Dispose of by sale, mortgage, gift, or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;
(c) Enter into any transaction with any foreigner, foreign Government, foreign organization or concern:
   (i) for the acquisition by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, or any immovable property.
   (ii) For the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of, any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

19 (1) No employee shall, except with the previous sanction of the University, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
(2) Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the University regarding such action.

20. No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.
21.1. No employee shall enter into or contract a marriage with a person having a spouse living; and

(2) No employee having a spouse living shall enter into or contract a marriage with any person;

Provided that the University may permit an employee to enter into or contract any such marriage as is referred to in clause 1 or clause 2, if it is satisfied that:

(a) Such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and

(b) There are other grounds for so doing.

(c) An employee who has married or marries a person other than of India Nationality shall forthwith intimate the fact to the University.

22. An employee shall:

(a) Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;

(b) Not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.

(c) Refrain from consuming any intoxicating drink or drug in a public place;

(d) Not appear in a public place in a state of intoxication;

(e) Not use any intoxicating drink or drug, to excess.

_Explanation:_ For the purpose of this rule, 'public place' means any place or premises (including a conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise.

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

24. Unless there is anything repugnant in the IGNTU Act, Statues, Ordinances, any amendments to the Central Civil Services (Conduct) Rules, 1964 shall be deemed to be the amendments of the relevant provision of these, rules or any order or administrative instruction already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government.
ORDINANCE -38

PREVENTION OF SEXUAL HARASSMENT OF WOMEN EMPLOYEES AT WORKPLACE
[Section 32 (1) (l) of the Act]

Gender equity, including protection from sexual harassment and right to work with dignity is universally recognised basic human right. Eradication of social evils has been the prime aim of Constitution of India. Article 15 of the Constitution of India prohibits discrimination of grounds of religion, race caste, sex, or place of birth. Article 42 makes provision for securing just and human conditions of work. Article 15 –A (e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional of sectional diversities, to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the “Elimination forms of discrimination against women.” Resultantly, the IGNTU, Amarkantak hereby introduces and enforces Ordinance titled “Sensitization, Prevention and Redressal of Sexual harassment.”

Bodies of SPARSH:
SPARSH shall include the Apex body of SPARSH (ABS) and the University Complaints Committee (UCC). The ABS shall aim to sensitize and work to prevent sexual harassment in the university. The UCC shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action.

Functions, Powers and Duties of ABS:
(i) To uphold the commitments of the IGNTU, Amarkantak to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.
(ii) To promote a social and psychological environment which will raise awareness about gender based discrimination and prevent sexual harassment and other acts of gender based violence.
(iii) To generate awareness about gender based discrimination, sexual harassment and other acts of gender based violence.

Functions, powers and Duties of UCC:
(i) To fulfill the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace.
(ii) To evolve a permanent mechanism for prevention and redressal of gender based discrimination. sexual harassment and other acts of gender based violence.
(iii) To ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints.

**Operational definitions:**

- **Sexual harassment:** This shall include such unwelcome sexual behaviour (whether directly or by implication) as:
  
  (a) Unwanted physical contact and advances.
  
  (b) A demand or request for sexual favours.
  
  (c) Sexually – coloured remarks.
  
  (d) Displaying pornography.
  
  (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

- **Academic staff:** This shall include any person on the staff of the university who is appointed to a teaching and/or research post, whether full time, temporary, adhoc, part time, visiting, honorary, or on special duty, or employees on a casual or project basis.

- **Campus:** This includes all the places vested, controlled and/or administered by the IGNTU, Amarkantak.

- **Non-governmental Organization (NGO):** This shall include any NGO registered under the Societies Registration Act or is a public Charitable Trust, Such an NGO should be engaged in work connect with gender equality.

- **Counsellor:** This shall include any women from among the staff, who has expertise in social and personal counselling on matters arising out of incidents of sexual harassment.

- **Non-teaching staff:** This shall include any person on the staff of the university who is not appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part time, on daily wages, on honorary or on special duty, or deputation, and shall include employees on a casual or project basis.

- **Resident:** This shall include any person who is a temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by the IGNTU, Amarkantak.

- **Service provider:** This shall include any person who runs on manages commercial enterprises, or provides services on the campus.

**Constitutions of ABS:**

The ABS committee shall consist of the following members, who will be nominated by the Vice Chancellor.

(i) The chairperson, a women nominated by the Vice Chancellor, IGNTU, Amarkantak from amongst the faculty members.
(ii) Five members representing various faculties/centers of the University, of which a least three shall be women.

(iii) Two students representatives of which at least one be girl student (names to be proposed by Dean, Student Welfare for Vice-Chancellor’s approval).

(iv) Two members from the non-teaching staff, of which at least one should be women.

(v) One woman NGO representative.

(vi) One woman counsellor.

**Constitution of UCC:**

The Vice-Chancellor shall nominate the members of UCC from among the members of the Apex Committee. It shall comprise of the following.

(i) Fiver (at least three women) teacher representatives.

(ii) One non-teaching staff representative of the University.

(iii) One person, with known contribution to women’s issues, to be co-opted from outside the University, who could be an NGO representative.

(iv) The chairperson shall be elected from amongst the above-mentioned members.

(v) One member-secretary shall also be elected from amongst the above-mentioned members.

**Term of office of chairperson and members of ABS and UCC:**

(i) The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office.

(ii) Provided that no chairperson or any member shall hold office for more than two terms.

**Vacancy of the office of chairperson or members of ABS/UCC:**

If the office of the chairperson or any other members becomes vacant, or if either of them remains absent without written intimation for three consecutive meetings, or for two months, whichever is more, another member may be appointed to fill in the vacancy. The new chairperson/member shall be nominated by the Vice-Chancellor.

**Procedures for Transaction of Business of ABS:**

(i) The ABS will hold at least five meetings/programmes in an academic year, with not more than 2 months gap between the two meetings.

(ii) Proceedings of all the meetings shall be recorded, confirmed and adopted ABS members.

(iii) Any member may request the chairperson to call an emergency meeting of the ABS for which at least 24 hours advance notice shall be given. The quorum for the meeting shall be one third members of the ABS.
**Procedures for Filing Complaints with the UCC:**

(i) Wide publicity to be given for filing complaints.

(ii) Complaints to be registered in strict confidentiality.

(iii) Taking cognizance of complaints about sexual harassment, the UCC shall conduct enquiries, provide assistance and redressal to the victims, recommend penalties and other action to be taken.

(iv) Any student resident, service provider, outsider, faculty member or non-teaching staff may a complaint of sexual harassment against a student, resident, service provider, outsider, faculty members or non-teaching – staff.

(v) The party may lodge a complaint directly to the Vice-Chancellor, or to any member of the UCC.

(vi) The complaint may be oral or in writing. If it is oral, it shall be put into writing by the UCC.

(vii) The UCC may hear both the parties (Complaint and the accused) in a manner as it may deem appropriate, and determine the course of action that the situation merits.

(viii) The UCC will be responsible for conducting a formal enquiry against the student/teacher/non-teaching staff member/service provider allegedly involved in a case on the basis of its findings during the preliminary enquiry.

(ix) The inquiry shall be conducted under the rules and procedure already laid down by the University and will be in conformity with the principles of natural justice.

(x) The formal inquiry shall commence within a week and shall be completed within two months from the date of its reference. If the UCC finds it impractical to dispose the case within the given time, it will be recorded in writing, and the period may be extended by the Vice-Chancellor.

**Penalties:**

These shall be awarded as per University rules for employees. Incase of students/service providers, they could include.

- Warning
- Debarring entry into hostel/Campus
- Withholding results
- Expulsion from the university
- Denial of re-admission
- Written apology
- Bond of good behaviour

**Note:** In case of harassment by an outsider, that is a person unconnected with the University, the university authorities shall initiate action by making a complaint with the appropriate authorities.
ORDINANCE -39

APPOINTMENT OF ADJUNCT FACULTY MEMBERS & SCHOLARS IN RESIDENCE
(Section 5 (ix) and (xviii) and Section 32 (1)(r) of the Act)

1. To encourage interdisciplinary collaboration in research and teaching, the Executive Council shall appoint adjunct faculty members, who preferably are relatively younger and mid-career professionals and specialists, from other Universities / reputed research institutions / organisations (AEC, ICSSR, CSIR, ICAR, ICHR etc).

2. Such faculty should possess postgraduate or doctoral qualifications and have academic and research credentials; will be eligible for appointment as Adjunct Faculty in a University Department and may also include professionals and specialists from PSUs (Public Sector Undertakings) and business corporations.

3. The adjunct faculty member will be appointed on a tenure appointment for one academic year, or for two semesters.

4. They will be offered a token honorarium as per UGC norms.
   Provided that under special circumstances, the Vice-Chancellor may sanction higher honorarium for this purpose.

5. The host University will provide them suitable office-space to facilitate their working and interaction with students and peers.

6. There will not be more than 5 such members at any given time in the University.

SCHOLARS-IN-RESIDENCE

7. Senior professionals and specialists from research and professional organizations (for example AEC, ICSSR, CSIR, ICAR, ICHR etc.) and those with PSUs and business corporations, with postgraduate or doctoral qualifications and with academic and research credentials will be eligible for appointment as Scholar-in-Residence in a University Department.

8. NRI (Non Resident Indians) and PIO (Professionals of Indian Origin) professionals and specialists, working in overseas organizations, will also be eligible for these positions. Similarly, these positions will be open to those overseas (non-Indian) professionals and specialists who have been dealing with India issues in their work.

9. The Scholar-in-residence will be appointed on a tenure appointment in University/ Regional Campuses/ Centres ranging, between six and twenty-four months and will be offered a
consolidated remuneration of up to Rs.80,000/- a month, and a contingency grant of Rs. 1,00,000/- per annum.

Provided that the University may fix the remuneration and contingent grant as per the direction of appropriate authority from time to time.

10. Besides, the host University will provide them suitable office-space and residential accommodation.

11. There will not be more than 5 such members at any given time in the University/ Regional Campuses/ Centres.

12. The Vice-Chancellor after consulting the person concerned and the Heads and Deans/ Director of concerned Faculty/ Regional Campuses/ Centres shall make his recommendation to the Executive Council for appointment as an adjunct faculty member/ scholar in residence.
ORDINANCE -40

FLOATING POSTS
[Section 32 (1) (r) of the Act]

1. There shall be a few floating posts of Professors, the number of which shall depend on the
   posts sanctioned by the University Grants Commission from time to time and as approved
   by the Executive Council of the University.

2. These posts shall not be assigned to any particular Department but shall be made available to
   certain Departments which may be finding it difficult to fill up certain vacancies by the
   normal procedure.

3. Persons appointed against these posts will be eminent scholars including those who may
   have retired as Professors from this University or any other University or similar institutions
   of higher learning in India or abroad.

4. All appointments under floating posts will initially be made ordinarily for one year and
   efforts shall continue for filling these posts in the normal course.
   Provided that no floating appointment shall be renewed at the end of the year if the vacant
   post in the Department is filled up.

5. No appointment letters to persons appointed under the floating posts shall be issued unless
   the appointee enters into a contract with the University as per Performa Prescribed for
   'Contract Appointment'.

6. Persons appointed under these posts shall be eligible to draw the pay last drawn or as fixed
   by the Executive Council in accordance with the U.G.C. guidelines in this regard.

7. Persons appointed under floating posts shall submit a report at the end of academic tenure.
DRAFT ORDINANCE -41

VISITING PROFESSORS
[Section 5(xviii) of the Act; Statute 12 (2) (xviii)]

1. A visiting Professor should be an eminent scholar in his/her field. Generally a person who has held or is holding the post of Professor or a person who has achieved distinction outside the University sector, should be considered for appointment as Visiting Professor.

2. The maximum tenure of appointment of a Visiting Professor shall be two years and the minimum - not less than three months.
   Provided that the competent authority may change the tenure of appointment.

3. The University may appoint a person up to the age of 70 years as a Visiting Professor.

4. A Professor should not be appointed as a Visiting Professor in the same University in which he/she holds a post immediately before or after superannuation.

5. If a superannuated person is appointed as a Visiting Professor, the honorarium payable should not exceed Rs.25,000/- p.m. excluding any superannuation benefits.

6. A person appointed as Visiting Professor from outside the country shall be paid an honorarium of up to Rs.25,000/- p.m.
   Provided that based on academic excellence of Visiting Professor from the country or abroad, competent authorities of the University may approve a higher honorarium.

7. In case a person serving in an Indian University is appointed as Visiting Professor, the honorarium payable should be determined on the basis of salary plus 10 of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance, if any) as per the rates of the parent University. The receiving University would also contribute towards pensionary benefits or CPF/GPF as per usual Rules.

8. It is expected that when a serving person is appointed as Visiting Professor, the parent University would give him/her duty leave without Pay.

9. If a person working abroad on a permanent basis is invited as a Visiting Professor, the University may meet the cost of international air travel from its own resources. Visiting Professor appointed may be paid travel expenses within India in accordance with the Rules of the University.

10. Guest House accommodation will be provided free of charge by the host University, but food charges would be paid by the Visiting Professor.
DRAFT ORDINANCE -42

VISITING FELLOW
[Section 5 (xviii) of the Act; Statute 12 (2) (xviii)]

1. A Visiting Fellow should be a scholar of eminence in his/her subject.

2. Superannuated persons up to the age of 70 years may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and maximum - up to three months.

3. The Visiting Fellow may be paid daily allowance not exceeding Rs 600/- per day for visits up to one month. For visits beyond one month the rate may be as in the case of Visiting Professor.

4. Travel expenses may be met in accordance with the Rules of the University.

5. The parent institution will grant academic leave with pay and usual allowance for the duration of the appointment as Visiting Fellow.

The same person may not be invited as Visiting Fellow more than once in a year in the same University, but the period of 3 months can be split up as desired by the University within the period of one year.
APPONNTMENT OF FACULTY AGAINST SANCTIONED POSTS UNDER
EXIGENT SITUATIONS
[Section 32 (1) (r) of the Act]

1. Since selection of Faculty against sanctioned position on regular basis takes time, especially in the case of the newly established University/ Institutions/ Regional Campuses/ Centres, the University may devise its own mechanism to appoint faculty on such terms and conditions as decided by the Executive Council.

2. Subject to fulfillment of qualifications and experience as prescribed and amended by the UGC from time to time, the University may identify faculty from other Universities and higher education institutions for such appointments.

3. The faculty so appointed may be taken for short / medium term engagement on the basis of deputation / lien and will not exceed a maximum of three years.

4. Such appointment shall be made against sanctioned positions and till such time that regular selections are made.

5. Appointments to temporary posts shall be made in the manner indicated below:
   i. if the temporary vacancy is for duration longer than one academic session, it shall be filled on the advice of the Selection Committee in accordance with the procedure indicated in the foregoing clauses:
      Provided that if the Vice-Chancellor is satisfied that in the interests of work it is necessary to fill the vacancy, the appointment may be made on a purely temporary basis on the advice of a local Selection Committee referred to in sub-clause (ii) for a period not exceeding six months;
   ii. if the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a local Selection Committee consisting of the Dean of the Faculty concerned, the Head of the Department and a nominee of the Vice-Chancellor:
      Provided that if the same person holds the offices of the Dean and the Head of the Department, the Selection Committee may contain two nominees of the Vice-Chancellor.
      Provided further that in the case of sudden casual vacancies of teaching posts caused by death or any other reason, the Dean may, in consultation with the Head of the Department concerned, make a temporary appointment for a month and report to the Vice-Chancellor and the Registrar about such appointment;
iii. no teacher appointed temporarily shall, if he is not recommended by a regular Selection Committee for appointment under the Statutes, be continued in service on such temporary employment, unless he is subsequently selected by a local Selection Committee or a regular Selection Committee, for a temporary or permanent appointment, as the case may be.

6. The emoluments and terms of service of such appointments shall be such as decided by the Executive Council.
1. Each Department shall have a Board of Studies comprising the following members:
   (a) Head of the Department; Chairman & Convener
   (b) All the Professors of the Department / Regional Campuses/ Centres (ex-officio members).
   (c) The senior most Associate Professor and the senior most Assistant Professor of the Department by rotation shall be a member of Board of Studies to be nominated by the Vice-Chancellor.
   (d) Two faculty members nominated by the Vice-Chancellor from amongst the faculty members (one may be from Regional Campus/ Centre) belonging to allied / cognate subjects.
   (e) Two subject experts, not in the service of the university, to be nominated by the Vice Chancellor.
   (f) One expert to be invited by the Chairman in case need is felt for that person’s inputs for specialized area.

2. The appointment of members specified at c, d, and e shall be for a period of three years.

3. A Teacher of the University Department/Regional Campus/ Centre shall cease to be a member if he/she ceases to be a teacher of the concerned Department/ Regional Campus/ Centre.

4. Any casual vacancy arising in the BOS may be filled for the un-expired period by the Vice-Chancellor, provided that the members so nominated shall be taken from and within the same category.

5. The Board of Studies shall ordinarily meet at least once a year and on such occasions as may be determined by the Vice-Chancellor.

6. The quorum for the Board of Studies Meetings shall be 50% of the members which shall include at least one outside expert.

7. In the absence of the Chairman, the senior-most member present shall act as Chairman for that meeting.

8. Functions of the Board shall be:
(i) to recommend to the Faculty, Courses of Study offered by the Department,
(ii) to recommend to the Faculty for appointment to the Examiners/ Paper Setters for the Courses offered, other than for the Research Degrees, in accordance with the provisions of regulations about Examinations of the University,
(iii) to recommend to the Faculty, measures for the improvement of teaching in the Department,
(iv) to perform such other functions as may be assigned to it by the Faculty, the Academic Council, the Executive Council and the Vice-Chancellor,
(v) to make recommendations to the Academic Council in regard to the syllabi of the course of study and examinations in the subjects with which it deals.

9. Notice of the meetings of the Board shall be issued at least 21 days before the date fixed for the meeting. Provided that in case of urgency the chairman may call the meeting at early date with the approval of the Dean of concerned Faculty.

10. The Chairman of the Board shall keep the minutes of the meeting of the Board.

11. The rules of conduct of the meeting shall be as may be prescribed by the Regulations.
ORDINANCE -45

FACULTY BOARD
[Section 32 (1) (r) of the Act; Statute 15]

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

Provided that not more than one person per subject shall be nominated.
Provided further that ordinarily at least one person among the five shall be from the State where the University headquarter is located.

2. The term of Office of members, other than that of the Dean and Professors shall be three years.

3. The Dean of the Faculty shall be the Chairperson of the Board and shall convene and preside over the meetings of the Faculty.

4. The powers and functions of the Faculty shall be as follows:
   a. To prescribe the qualifications and procedures for admission of candidates to the various study Programmes in the Departments of the Faculty;
   b. To co-ordinate the teaching, evaluation and research work in the Departments-in the Faculty;
   c. To constitute Committees to organise the teaching and research work in subjects or areas which do not fall within the sphere of any Department in the Faculty and to supervise the work of such Committees;
d. To consider Schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council;

e. To formulate arrangements for the Faculty to participate in the work of the different Centres of Studies in the University;

f. To promote and review research activities within the Faculty and to submit reports on research to the Academic Council;

g. To frame general Rules for continuous internal evaluation and end-semester examinations;

h. To consider and act on any proposal regarding the welfare of the students of the Faculty;

i. To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice-Chancellor; and

j. To delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from time to time.

5. The Board shall hold one meeting in an Academic year;

   Provided that the Dean may convene special meetings of the Board at his own initiative or at the suggestion of the Vice-Chancellor or on a written request from at least one-fifth of the members of the Board.

6. The quorum for the meeting of the Board shall be one-third of its total members.

7. Notice for any meeting of the Board shall be issued at least 21 days before the date fixed for the meetings. The Dean may convene emergency meeting of the Board at short notice.

8. Rules of conduct of the meetings shall be as prescribed by the Regulations in this regard.
ORDINANCE -46

RESEARCH DEGREE COMMITTEE
[Section 32 (1) (o and r) of the Act]

1. There shall be constituted a Board of Research Studies comprising of the following:
   (i) Vice-Chancellor / PVC - Chairperson - Ex-officio
   (ii) Deans of Faculties - Members-Ex-officio
   (iii) Heads of Departments of University/ Regional Campuses/ Centers (not exceeding 5 by rotation) - Members-Ex-officio
   (iv) Professors other than Deans of Faculties and Heads of Departments (not exceeding 5 by rotation) - Members-Ex-officio
   (v) Four Associate Professors to be nominated by the Vice-chancellor representing different disciplines in the University/ Regional Campuses/ Centers - Members
   (vi) Four external experts to be nominated by the Vice-chancellor representing different disciplines in the University - Members
   (vii) Registrar - Secretary-Ex-officio

2. Subject to the overall guidance of the Academic Council, the Research Degree Committee shall perform, interalia, the following functions:
   i) To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
   ii) To evaluate institutional research projects for funding by national /international agencies;
   iii) To review the current status of research in each department and critically examine the progress thereof from time to time;
   iv) To indicate the priority areas of research in the departments particularly with reference to the role and responsibility of the University under Section 5 (1) (i) and (xii) of University Act taking into account the facilities available in the University and also create facilities wherever necessary in keeping with the major thrust areas accepted for the concerned Departments and individual interest of the members of the faculty;
   v) To evolve norms for consultancy and sharing of revenue between the Principal Investigator and the University for approval of the Executive Council; and
vi) To perform such other functions as may be assigned to it by the Academic Council.

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

4. The Research Degree Committee may determine its own procedures for working.

5. The quorum of the Research Degree Committee shall be one-third of the total members;

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

7. The Research Degree Committee shall recommend to the Academic Council for the conformant of the research degrees. In case of any anomalies/ disputes, the decision of Academic Council shall be final.

8. In case of any anomaly, the decision of Academic Council shall be final.
(1) These Rules may be called the Travelling and Halting Allowance Rules of the Indira Gandhi National Tribal University, Amarkantak.

(2) These shall apply to:
   (1) Members of the authorities of the University and members of the Committee(s) appointed by the authorities or by the Vice Chancellor.
   (2) Officers and employees (teaching and non-teaching) of the University.
   (3) Students proceeding on approved excursions / field work and any other academic activities.

(3) Traveling and Halting Allowance shall be applicable to the following categories as below.

(a) Members of authorities, Members of Committees appointed by the above authorities.
   (I) Journey by Rail : AC II Tier each way fare for the members from the place of the residence to place of work and back/Journey by Air : As per rules of Govt. of India.
   (II) Rate of road mileage: As per rules of Government of India.
   (III) The rates of road mileage will be on the basis of prevailing rates in the Metropolitan city of a particular State and, if no rates have been fixed, then the rules of neighbouring States may be adopted. However, if no such rates have been prescribed, the following rates of road mileage allowance may be fixed subject to other conditions governing grant of Road Mileage Allowance and regulations of T.A. claim as per the order issued on the subject from time to time.
      (i) For journeys performed in own car/taxi Rs.16/km
      (ii) For journeys performed by auto-rickshaw/ Own scooter Rs. 8/km
      (iii) Daily Allowance: (as per Annexure)

Provided that the Vice-Chancellor may grant travelling and halting allowance at any other rate or rates in special cases, if necessary.

(b) Members of the authorities other than the employees of the University who reside at Headquarters shall be entitled to travelling allowance for attending meetings of authorities or Committees as prescribed under 3 (a)(2) above.

(c) Vice Chancellor
(i) Journey by Rail: Air conditioned or accommodation of the highest class provided by the Railway.

(ii) Journey by Air: Executive /Business Class

(iii) Rate of road mileage: Actual fare as per rules of Government of India.

(d) Other Employees of the University

For purposes of travelling/halting allowance members of the staff will be categorized into five grades as follows:

Basic Pay + NAP + Stagnation Increment.

Rs. 10,000 and above and those in the pay scales of HAG + pay scale and above

(i) Rs. 8,000 – 9,000
(ii) Rs. 5,400 – 7,600
(iii) Rs. 4,200 – 4,800
(iv) Below Rs. – 4,200

<table>
<thead>
<tr>
<th>Grade pay</th>
<th>Travel Entitlements</th>
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<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
</tr>
<tr>
<td>Officers drawing grade pay of Rs. 10,000/- and above and those in pay scale of HAG + and above</td>
<td>Business/Club class by air/AC First class by train</td>
</tr>
<tr>
<td>Officers drawing grade pay of Rs. 8000; 8700; 8900 and 9000/-</td>
<td>Economy class by air/AC First class by Train</td>
</tr>
<tr>
<td>Officers drawing grade pay of Rs. 5,400; 6000; 6600; 7000; 7,600/-</td>
<td>Economy class by air/AC II Tier class by train</td>
</tr>
<tr>
<td>Officers drawing grade pay of Rs. 4,200 – Rs. 4,600/- and Rs. 4800/-</td>
<td>AC II Tier class by train</td>
</tr>
<tr>
<td>Officers drawing grade pay below Rs. 4,200</td>
<td>First Class/AC III Tier /AC Chair car by train</td>
</tr>
</tbody>
</table>

Note 1: ‘Pay means, Pay in the revised scales of pay special pay, non practicing allowance, personal pay and any other emoluments which may be specially classed as pay, actually drawn by the person.

Note 2: In the case of re-employed persons, ‘Pay’ will include the amount of original pension and pension equivalent of retirement gratuity which he has been allowed to draw in addition to pay on re-employment. If the total of pay plus pension etc. exceeds the maximum of the pay scale of the post, such excess will be ignored.
Note 3: Honorarium or part time workers shall rank in such grade as the Vice-Chancellor may be decided on a case to case basis.

Revised rates shall be applicable as approved by appropriate authorities from time to time

(e) Students proceeding on academic activities.

(4) General

(i) A member of the staff will be paid traveling/halting allowance for travel in connection with official work or in connection with congresses, conferences or seminars when he/she is sent as a delegate by the University (and is not paid by the authorities organizing the congress etc) or when he to proceed on field work or accompany students on educational tour/field work. Approval of the competent authority prescribed for the purpose shall, however, be taken before undertaking such journeys. Note: In the case of congresses/conferences/seminars, approval of the Vice-Chancellor shall be obtained. The Deans may sanction field work by teachers and other Research/Technical Staff of the University in respect of project approved by the University and within the sanctioned provision.

(ii) In Case of other tours on official work, Finance Officer, Deans and Registrar may authorize the move in the case of staff working with them. In the case of Deans and Registrar the tour programme shall be got approved by the Vice-Chancellor of the University.

(iii) When a person combines tour with vacation/leave and does not return to headquarters immediately on completion of tour, he will be entitled to traveling/halting allowance for onward journey only.

(iv) When a member of vacation staff is required to come to headquarters from outside to attend, during vacation meetings of the Registrar or other Statutory bodies and of Committees appointed by these bodies or meetings of examination committees etc. he will be entitled to travel grant for the journey from the place of stay outside to the place of the meeting and back but not to any halting allowance.

(v) A person compulsory recalled to duty before the expiry of leave sanctioned to him will be entitled to draw travel grant from the place at which the communication reaches him provided the leave in curtailed by not less than a month. If the period by which the leave is curtailed is less than a month travel grant may be allowed at the discretion of the Vice Chancellor.
(a) A teacher attending conference/seminar/workshop etc. with the financial assistant under the scheme “Unassigned Grants” of University Grants Commission, rules of unassigned shall be followed.

(b) In respect of teacher nominated/deputed to attend the conferences/ seminar/ workshop from out of the University funds other than unassigned grants the following cases of teachers shall be considered for approval by the competent authority.

(i) A person who is nominated or elected as President of Chairman of the Conference/meeting/section etc.

(ii) A person whose paper has been accepted for being presented at the Conference/Seminar.

(iii) The travelling allowance shall not exceed the actual travelling expenses and halting allowance that they may be paid in special case to the participating shall be decided by the Vice Chancellor.

(iv) On educational tour/field work trips, the railways fare will be allowed at the concessional rate, where such concession is permissible under the railway regulations, by the class to which the person is entitled according to his grade.

(v) The authority competent to permit a person to proceed on tour etc. may sanction an advance to cover his travelling expenses for a period not exceeding thirty days. A second advance is not permissible except under special sanction of the Vice Chancellor, until an account has been given of the first advance.

(vi) The T.A. bills shall be submitted within a month of the completion of the tour, Balance out of the advance, if any, shall however be refundable immediately. Unless permitted by the Vice-Chancellor the entitlement of a person to travelling and halting allowances is forfeited as deemed to have been relinquished if the claim is not preferred within six months from the date on which they become due.

(vii) Travelling and halting allowances once drawn and admitted shall not be revised in consequence of revision of TA regulations or increase in pay resultant on promotion/grant of advance increments with retrospective effect except for late authorization/drawl of increments.

(viii) The Deans and Registrar will be their own Controlling Officers. They will also be Controlling Officers in the case of the staff working with them.
(ix) It is the duty of a Controlling Officer before signing or counter – signing a travelling allowance bill
(a) To see that the halt has not been unnecessarily or unduly protracted:
(b) To satisfy himself that traveling allowance for journey by Rail has been claimed for the class of accommodating actually used: and
(c) To observe any other instructions which the Registrar or the Vice-Chancellor may give for his guidance. The Controlling Officer may disallow any claim, in his opinion, does not fulfill the above conditions.

(x) The Controlling Officer may permit a person to draw the actual cost of hiring a conveyance not exceeding the scales given below in connection with a journey performed in the University’s interest within a radius of 8 kms. From his headquarters when a staff car / University conveyance is not made available and no travelling is admissible.

Rules in this regard shall be as prescribed as per Govt. of India rules issued and amended time to time.

Note: The conveyance hire reimbursed shall normally be the bus fare if the places to be visited are connected by the public conveyance. If on such routes any other conveyance is hired, the hire charges may be reimbursed on the certificate of the Finance Officer, Dean and Registrar that in the interest of the University work or due to the urgency it was necessary to hire such a Conveyance. If the places to be visited are not connected by public conveyance scooter fare may be paid.

Note 1: Conveyance expenses will not be reimbursed in respect of journey if the person concerned is granted any compensatory leave or otherwise receives any special remuneration, for the purpose of the duty which necessitated the journey. However, where the person is recalled to office from his residence the controlling officer may reimburse conveyance expenses in addition to the overtime allowance admissible to him.

Note 2: In the case of a person less than in rank of Assistant or equivalent conveyance expenses may be paid if he is required to come to office outside the ordinary hours of duty and does not receive any special remuneration / overtime allowance.

Note 3: When a person travels a class lower than that he is entitled, he shall be entitled to the reimbursement fare of the class actually used.
Vice-Chancellor shall be entitled for reimbursement of actual expenses for travels; fooding and lodging.

<table>
<thead>
<tr>
<th>Grade Pay (1)</th>
<th>Daily Allowance</th>
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<tbody>
<tr>
<td>Officers drawing grade pay of Rs. 10,000/- and above and those in of HAG + and above</td>
<td>Reimbursement for Hotel accommodation/guest house of upto Rs. 5000/- per day; reimbursement of AC taxi charges of upto 50 Kms per day of travels within the city and reimbursement of food bills not exceeding Rs. 800/- per day.</td>
</tr>
<tr>
<td>Officers drawing grade pay of Rs. 7,600 to – Rs. 9,000/-</td>
<td>Reimbursement for Hotel accommodation/guest house of upto Rs. 4000/- per day; reimbursement of non-AC taxi charges of upto 50 Kms per day for travel within the city and reimbursement of food bills not exceeding Rs. 500/- per day.</td>
</tr>
<tr>
<td>Officers drawing grade pay of Rs. 5,400 to – Rs. 7,000/-</td>
<td>Reimbursement for Hotel accommodating/guest house of upto Rs. 3000/- per day; reimbursement of taxi charges of upto Rs. 150 per day for travel within the city and reimbursement of food bills not exceeding Rs. 400/- per day.</td>
</tr>
<tr>
<td>Officers drawing grade pay of Rs. 4,200 to Rs. 4,800/-</td>
<td>Reimbursement for Hostel accommodation/guest house of upto Rs. 2000/- per day; reimbursement of taxi charges of upto Rs. 100 per day for travel within the city and reimbursement of food bill not exceeding Rs. 300/- per day.</td>
</tr>
<tr>
<td>Officers drawing grade pay below Rs. 4,200</td>
<td>Reimbursement for Hotel accommodation/guest house of upto Rs. 1500/- per day; reimbursement of travel charges of upto Rs. 50 per day for travel within the city and reimbursement of food bills not exceeding Rs. 300/- per day.</td>
</tr>
</tbody>
</table>
5. Honorarium - The honorarium of Rs. 2000.00 per day for actual days of business/meeting is permissible for the official and non-official members. However, the same may be revised by the Vice-Chancellor.

6. The Vice-Chancellor may, if he is of the opinion that the Travelling Allowance/Conveyance Allowance/Daily Allowances and honorarium mentioned above are not appropriate or insufficient, as per the urgency of the purpose, may sanction higher class of allowances, if required or as the case may be to the employees/any other persons.

7. Travellers are expected to give preferences to use the ITDC/Govt. run tourist Hotels/Guest houses etc.

8. Anything which is not contained in this ordinance may be dealt as per rules of Government of India.
ORDINANCE -48

RULES FOR MEDICAL REIMBURSEMENT
[Act Section 5(xxvi), 32 (1) (r); Statute 12 (2) (xix)]

The employees of the University will be governed by the Authorised Medical Attendance Rules applicable to the Central Government Employees residing in areas not covered under CGHS scheme.

The Executive Council shall identify a few hospitals for medical treatment for employees of the University.

NOTE:
Employees mean regular / retired employees (both teaching and non teaching) of the University appointed by the Executive Council against a clear vacancy including employees on deputation.
ORDINANCE -49

UNIVERSITY BUILDING COMMITTEE
[Section 32 (1) (m) of the Act]

1. There shall be a Building Committee consisting of the following members, namely;
   a. The Vice-Chancellor (Chairperson)
   b. A Representative of the CPWD/PWD not below the rank of Executive Engineer.
   c. A member of panning Board nominated by the Vice Chancellor
   d. The Finance Officer
   e. A Representative of User Department
   f. Two teachers of the University not below the rank of Professor nominated by the
      Vice Chancellor
   g. Principals of engineering college in the University or from nearby University
      Engineering College.
   h. The University Engineer
   i. The Registrar – Member Secretary

NOTE : The Dean of the Faculty /the Head of the Department / the Head of the Institution, who is the main user of the proposed Building, may be invited to attend the meeting in which the said project comes up for consideration.

2. The Committee shall:
   a. be responsible for finalizing the Plans and Estimates of the Various Building projects
      approved by the UGC, or other funding Agencies, and for proper utilization of the
      Grants received from the UGC etc:
   b. be responsible for the maintenance and upkeep of the University Buildings:
   c. assess the cost of repairs, additions, alteration and demolition of the University
      Buildings annually and prepare the Budget for the same to be submitted for approval
      of the Finance Committee and Executive Council.
   d. exercise all such powers, as delegated to it by the Executive Council from time to
time and
   e. Constitute one or more Sub-committees to look after any of the functions and
      responsibilities assigned to it.

3. The Committee shall meet at least twice in a year, or as and when necessary.

4. One third members shall from the quorum.
   Provided that at least one member having technical background shall represent.
5. The composition of the Building Committee should be intimated to the University Grants Commission immediately after it is constituted.

6. The Building Committee shall be responsible for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds received from the University Grants Commission the Government and from the University’s own resources.

**NOTE:** The above mentioned composition and functions shall stand amended as per the notifications / instructions issued by the UGC from time to time.
ORDINANCE -50

PURCHASE COMMITTEE
[Section 32 (1) (m) of the Act]

1. There shall be a Purchase Committee of the University for the purchase of goods consisting of the following members, namely:
   i. One of the Deans to be nominated by Vice-Chancellor (Chairman)
   ii. The Registrar
   iii. The Finance Officer
   iv. Head of the Department/ Institution concerned
   v. Officer in charge (DR/ AR) of Purchase & Procurement – (Secretary).

2. The above Committee shall be responsible for procurement of goods as defined hereunder; The term “goods” includes all articles, material, commodities, live stock, furniture, fixtures, raw material, spares, instruments, machineries, equipments etc. purchased of otherwise acquired for the use of the University but excludes books, publications, periodicals etc. for a library.

3. The Procedure to be followed in making procurement for the University Faculty Department/ Regional Campuses/ Centres/ Division/ Sections should conform to the following yardsticks;
   i. The specifications in terms of quality, type etc. as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring Faculty Department/ Regional Campuses/ Centres /Division /Section.
   ii. The specifications so worked out should meet the basic needs of the Department/ Centre / Section without including superfluous and non-essential features, which may result in unwarranted expenditure.
      a) Care should also be taken to avoid purchasing quantities in excess of requirement of avoid inventory carrying costs;
      b) Offers should be invited following a fair, transparent and reasonable procedure;
      c) The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects;
      d) The procuring authority should satisfy itself that the price of the selected offer is reasonable and consisted with the quality required;
e) At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.

f) Faculty Department/ Regional Campuses /Centres/ Division/ Section may with the approval of competent authority procure the required goods from firms under DGS&D rates.

iii. University may utilize the approved registered suppliers for procurement of goods through Limited Tender Enquiry. A Registrar/ Head of Department may also register suppliers of goods which are specifically required by the Department of Office.

4. **Purchase of goods without quotation:**

Purchase of goods upto the value of Rs. 25,000/- (Rupees Twenty Five Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

“I, ______________________________, am personally satisfied that these goods purchased are of the requisite quality and specification and leave been purchased form a reliable supplier at a reasonable price”.

5. **Purchase of goods by purchase committee:**

Purchase of goods costing above Rs. 25,000/- (Rupees Twenty Five Thousand) only and upto Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand) only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the competent authority. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

“Certified that we _______________, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality reliable and competent to supply the goods in question.”

6. The Executive Council may change the above mentioned limits of the amount in section 4 and 5 mutatis mutandis.
7. **Purchase of goods directly under rate contract:**
The University may directly procure goods under rate contract from DGS&D/ Laghu Udyog Nigam (Small Scale Industry). The prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The Faculty/ Department/ Regional Campuses/Centers /Division /Section shall make its own arrangement for inspection and testing of such goods where required.
A demand for goods should not be divided in to small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of competent authority required with reference to the estimated value of the total demand.

8. **Purchase of goods through bids :**
The University may follow the following standard method of obtaining bids in;

(i) Advertised Tender Enquiry;

(ii) Limited Tender Enquiry;

(iii) Single Tender Enquiry;

**Advertised Tender Enquiry :**

(i) Subject to exceptions incorporated under Rules as above, invitation to tenders by advertisement should be used for procurement of goods of estimated value Rs. 25 lakh (Rupees Twenty Five Lakh) and above. Advertisement in such case should be given in the Indian Trade Journal (ITJ) published by the Director General of Commercial Intelligence and Statistics, Kolkata and at least in one national daily having wide circulation.

(ii) The University should also publish all its advertised tender enquiries on the website and provide a link with NIC website. It should also have its website address in the advertisements in Indian Trade Journal and Newspapers.

(iii) The University should also host the complete bidding document in its website and permit perspective bidders to make use of documents downloaded from the website by payment of the amount specified, if priced.

(iv) Where the University feels that the goods of the required quality, specifications etc. may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the Department/ Regional Campuses/Centers /Section may send copies of the tender notice to the Indian embassies abroad as well as to the foreign embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries.
Ordinarily, the minimum time to be allowed for submission to bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids form abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

**Limited Tender Enquiry:**

(i) This method may be adopted when estimated value of the goods to be procured is up to Rupees Twenty-Five Lakhs. Copies of the bidding document should be sent directly by speed post/ registered post/ courier/e-mail to firms which are borne on the list of registered suppliers for the goods in question as referred to above. The number of supplier firms in Limited Tender Enquiry should be more than three. Further, web based publicity should be given for limited tenders. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.

(ii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty five lakhs, in the following circumstances.

(a) The competent authority in the University certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The University should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.

(b) There are sufficient reasons, to be recorded on writing by the competent authority, indicating that it will be in public interest to procure the goods through advertised tender enquiry.

(c) The sources of supply are definitely known and possibility of fresh source (s) beyond those being tapped, is remote.

(d) Sufficient time should be allowed for submission of bids in

**Limited Tender Enquiry cases : Two bid system**

For purchasing high value goods of a complex and technical nature, bids may be obtained in two parts as under;

(a) Technical bid consisting of all technical details along with commercial terms and conditions; and

(b) Financial bid indicating item-wise price for the items mentioned in the technical bid.
The technical bid and the financial bid should be sealed by the bidder in separate covers
duty super scribed and both sealed covers are to be put in a bigger cover which should
also be sealed and duty super scribed. The technical bids are to be opened and evaluated
by the competent committee or authority. At the second stage financial bids of only the
technically acceptable offers should be opened for further evaluation and ranking before
awarding the contract.

Late Bids:
In case of advertised tender enquiry or limited tender enquiry, late bids (bids received
after specified date and time for receipt of bids) should not be considered.

Single Tender Enquiry:
Procurement from a single source may be resorted to in the following circumstances;
(i) It is in the knowledge of the user department that only a particular firm is the
manufacturer of the required goods.
(ii) In case of emergency, the required goods are necessarily to be purchased from a
particular source and the reason for such decision is to be recorded and approval of
competent authority obtained.
(iii) For standardization of machinery or spare parts to be compatible to the existing sets
of equipment (on the advice of a competent technical expert and approved by the
competent authority), the required item is to be purchased only from a selected firm.

Contents of Bidding Document: All the terms, conditions, stipulations and information
to be incorporated in the bidding document are to be shown in the following headings:
(1) Instructions to Bidders.
(2) Conditions of Contract.
(3) Schedule of Requirements.
(4) Specifications and allied Technical Details.
(5) Price Schedule (to be utilized by the bidders for quoting their prices)
(6) Contract form.
(7) Other Standard Forms, if any, to be utilized by the purchaser and the bidders.

Bid Security:
(i) To safeguard against bidder’s withdrawing or altering its bid during the bid validity
period in case of advertised or limited tender enquiry, Bid Security (also known as
Earnest Money) is to be obtained from the bidders except those who are registered
with the Central Purchase Organization, National small Industries Corporation
(NSIC). The bidders should be asked to furnish bid security along with their bids.
Amount of bid security should ordinarily range between two to five percent of the estimated value of the good to be procured. The bid security may be accepted in the form of Account payee Demand Draft, fixed Deposit Receipt, Banker’s Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, safeguarding to purchaser’s interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final date of validity period.

(ii) Bids Securities of the unsuccessful bidder should be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 30th day of the award of the contract.

**Advance payment to supplier:**
Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or suppliers made. However, it may become necessary to make advance payments in the following types of cases;

(i) Advance payment demanded by firms holding maintenance contracts for servicing of Air-Conditioners, computers, other costly equipment, etc.

(ii) Advance payment demanded by firms against fabrication contracts turn-key contracts etc.

Such advance payments should not exceed the following limits:

(i) Thirty per cent of the contract value to private firms;

(ii) Forty per cent. Of the contract value to a State or Central Government agency or a Public Sector Undertaking; or

(iii) In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

University may relax, in consultation with the Finance Officer, the ceilings (including percentage laid down for advance payment for private firms) mentioned above. While making any advance payments as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm.

**Part Payment to suppliers:**
Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it despatches the goods from its premises in terms of the contract.

**Transparency, competition, fairness and elimination of arbitrariness in the procurement process:**
All conditions stipulated under Rule 160 of General Financial Rules, 2005 of Government of India issued by the Ministry of Finance Department of Expenditure shall be applicable.

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

9. The purchase committee shall approve the tenders of rates of the firms in different item requirements and the orders for the items approved by the aforesaid Committee shall be placed with these firms by University as and when necessary.

10. In case the rates of the approved by the firms go up/down subsequently, the Purchase Committee meeting shall be convened again to approve of the rates before purchase are made.

11. If the purchase of any item the rate which has not already been approved by the Committee should become necessary in exceptional circumstances and time does not permit the convening of a meeting of the Purchase Committee, the purchase of the item shall be approved by the competent authority and the same shall be placed before the next meeting of the Purchase Committee.

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

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

14. One third of the members shall form the quorum.

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

16. Anything not covered in the above rules will be governed by the GOI (GFR Rules 2005) as issued and amended from time to time.
ORDINANCE -51

DEANS' COMMITTEE
[Section 32 (1) (o) and (r) of the Act]

1. The University shall constitute a Committee of Deans of the University to be known as the Deans' Committee.

2. The Deans' Committee shall comprise the following:
   i. The Vice-Chancellor - Chairperson (Ex-Officio)
   ii. All Deans of Faculties - Members (Ex-Officio)
   iii. Registrar - Secretary

3. The functions of this Committee will be as follows:
   a. To recommend deputation of teachers for International Conferences;
   b. To consider such matters as may be necessary arising from the conduct of examinations, standard of results, etc;
   c. To consider general administrative matters relating to functioning of Schools and Departments; and
   d. To consider such other matters as may be assigned to it by the Executive Council or may be referred to by the Vice-chancellor.

4. The meetings of the Deans' Committee shall be convened by the Chairperson.

5. The quorum of the Committee shall be 1/3\textsuperscript{rd} of the total number.

6. The rules of conduct of meetings shall be as may be prescribed by Regulations in this regard.
EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEE
Section 32(l) of the Act

There shall be constituted a Mechanism for the redressal of the grievances of Employees and Students of the University.

Unless otherwise mentioned:
Student means all students who are registered for a Programme of study in any Faculty/ Centre/ Department/ or Campus maintained by the University.
Employee means any person appointed by the University and includes teachers and other staff of the University.

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

I. STUDENTS GRIEVANCE REDRESSAL COMMITTEE

Chairman - The Pro Vice-chancellor or such other person to be nominated by the Vice-chancellor.

Members:
Dean of the School concerned (special invitee)
3 Nominees of the Vice-chancellor.
Dean of Students' welfare, Member-Secretary.
3 Representatives of Students' Council.
POWERS AND FUNCTIONS

i. to entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;

ii. to enquire into the grievances, and make recommendations and report to the concerned authorities - Academic Council and Executive Council for redressal or suitable action; and

iii. to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

II. TEACHERS' GRIEVANCES COMMITTEE

There shall be constituted a Committee by the Executive Council consisting of the following:
Vice-Chancellor or his / her representative (Chairman)
Five representatives from the teachers community representing gender, minority, SC, ST, OBC.
Vice-Chancellor's nominee (Secretary)

POWERS AND FUNCTIONS

i. to entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group;

ii. to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and

iii. to recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

III. NON-TEACHING STAFF GRIEVANCES COMMITTEE

The Chairman - to be nominated by the Vice-chancellor.
Five representatives from the non-teaching community representing gender, minority, SC, ST, OBC
The Registrar or his nominee shall be the Member- Secretary of the Committee.
POWERS AND FUNCTIONS

i. to accept and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;

ii. to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and

to recommend appropriate action against complaints, if allegations made in the documents found to be baseless.
ORDINANCE -53

GAMES AND SPORTS COMMITTEE
[Section 32 (1) (o) of the Act]

1. (a) There shall be a Games and Sports Committee consisting of the following members, namely:

(1) Chairman, appointed by the Vice-Chancellor
(2) Dean Students' welfare
(3) Presidents of various Games and Sports Clubs
(4) One Outstanding Sportsman from among the students on rolls, nominated by the Chairman for a period of one year
(5) Director of Physical Education, who shall be the Ex-Officio Secretary of the Games and Sports Committee

(b) The Chairman of the Committee shall hold office for a term of two years.

2. The Committee shall:

(1) make arrangements and supervise the games and sports of the University and frame Regulations in this regard;
(2) frame the budget for games and sports;
(3) allocate finances to the various Clubs;
(4) maintain the play-grounds, gymnasia, swimming pools of the University;
(5) hold contests, competitions, tournaments, athletic meets etc.;
(6) recommend to the Vice-chancellor the names of outstanding players and sportsmen to be nominated for admission
(7) perform such other functions, as may be assigned to it by the Academic Council from time to time; and
(8) take measures to attract the sports talent available in the University.

3. The Director, P/E will operate the budget under the supervision of DSW.

4. The Committee shall hold its meetings under the supervision of the DSW.

5. One-third of the total members shall form the quorum for a meeting of the committee.
1. **Composition**

There shall be an Equivalence Committee consisting of the following members:

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<tr>
<td>1.</td>
<td>Pro-Vice-Chancellor or nominee of Vice-Chancellor</td>
<td>Chairman</td>
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<td>2.</td>
<td>Deans of the Faculties</td>
<td>Members</td>
</tr>
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<td>3.</td>
<td>One person nominated by the Academic Council from amongst its members for a period of three years</td>
<td>Member</td>
</tr>
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<td>4.</td>
<td>Controller of Examinations</td>
<td>Member</td>
</tr>
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<td>5.</td>
<td>Registrar</td>
<td>Member Secretary</td>
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2. **Functions**

The functions of this Committee shall be:

i. To examine and recommend to the Academic Council equivalence of such examinations/degrees as may be referred to it from time to time including those of foreign Universities;

ii. To examine and recommend to the Academic Council the equivalence of examination/degree conferred only from the recognized University/Institutions;

iii. To prepare a case of moving application for seeking recognition of Degrees/Diplomas and Certificates awarded by the University equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other institutions within and outside the country;

iv. To consider the proposal in respect of the recognition of new courses/examinations of other Universities/Boards/Institutions together with the report of the Dean of the concerned Faculty, who has examined the courses of study and the standard of the Courses and to recommend to the Academic Council the Examinations of other Universities/Boards/Institutions as equivalent to the corresponding Examinations of the University;

v. To examine and recommend to the Academic Council the withholding suspension or cancellation/recognition to any examination/degree for such reasons and such time as it may deem fit; and
vi. The Committee may invite a domain expert, wherever necessary to assist it in its functioning.

3. Rules of Business
   The Committee shall frame the Rules of business and lay down guidelines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, in this behalf, to the Equivalence Committee.

4. Not less than half the total number of members of the Committee shall constitute the quorum for a meeting of the Committee.