

SARDAR PATEL UNIVERSITY



BOMBAY ACT No. XL OF 1955¹

(The Sardar Patel University Act, 1955)

(31st October, 1955)

Amended by Bombay Act XLVI of 1959

Adapted and modified by the Gujarat Adaptation of Laws
(State and Concurrent Subjects) Order, 1960

Amended by Gujarat Act No. XL of 1963

Amended by Gujarat Act No. 8 of 1966

Amended by Gujarat Act No. 15 of 1970

Amended by Gujarat Ordinance No. 3 of 1978

Amended by Gujarat Act No. 11 of 1979

Amended by Gujarat Act No. 19 of 1980

Amended by Gujarat Act No. 10 of 1982

Amended by Gujarat Act No. 9 of 1983

Amended by Gujarat Act No. 14 of 2002

Amended by Gujarat Universities Laws (Amendment) Ordinance No. 2 of 2003

Amended by Gujarat Act No. 9 of 2009

An Act to establish and incorporate a teaching and affiliating University at Vallabh Vidyanagar

WHEREAS it is necessary to accelerate the process of regeneration of villages by the application of modern arts, sciences and technology to rural requirements.

AND WHEREAS it is also necessary and expedient to establish and incorporate a teaching and affiliating University ²[...] in a rural setting at Vallabh Vidyanagar; it is hereby enacted in the Sixth Year of the Republic of India as follows:-

CHAPTER I PRELIMINARY

1. (1) This act may be called the ³[Sardar Patel University Act, 1955].
- (2) This section shall come into force at once.

*Short title and
Commencement*

¹ For Statement of Objects and reasons, see Bombay Government Gazette, 1955. Part V, Page 232

² The words "with Hindi in Devnagari script as the medium of instruction and examination" were deleted by the Gujarat Act No. 15 of 1970, Section 2.

³ These words and figures were substituted for "Sardar Vallabhbhai Vidyapeeth Act, 1955" by Gujarat Act No. 8 of 1966, S.2

- (3) The State Government may, by notification in the *Official Gazette*, direct that all or any of the remaining provisions of this Act shall come into force on such date or dates as may be specified in the notification.

2. ¹[In the Sardar Patel University Act. 1955 (hereinafter referred to as "The Principal Act"), in section 2];

Definitions

- (1) "affiliated college" means a college affiliated under Section 44 and includes also a college deemed to be affiliated under Section 5;
- (2) "college" means degree college or an intermediate college;
- (3) "constituent college" means university college or an affiliated college made constituent under Section 50;
- (4) "degree college" means a college which is authorized to submit its students to an examination qualifying for any degree of the University;
- (5) "department" means a department designated as such by the Ordinances with reference to a subject or a group of subjects;
- (6) ²["Commissioner of Higher Education" means the Commissioner of Higher Education, Gujarat State.]
- (7) "Fellow" means an Ex-officio Fellow or an Ordinary Fellow appointed under the provisions of this Act;
- (8) "Head Master" means the head of a ³["Higher Secondary School"]
- (9) "Head of Department" means a teacher principally responsible for instruction, training or research in a department;
- (10) ⁴["Higher Secondary School" means a school imparting Higher Secondary Education as the defined by clause (hhh) of section 2 of the Gujarat Secondary and Higher Secondary Education Act, 1972];
- (11) "hostel" means a unit of residence for students maintained or recognized by the University under this Act;
- (12) "intermediate college" means a college other than a degree college;
- (13) "prescribed" means prescribed by Statutes or Ordinances;
- (14) "Principal" means the head of a college;
- (15) "recognized institution" means an institution recognized under Section 46 and includes also an institution deemed to have been recognized under Section 5;

¹ These words were substituted by Gujarat Act No. 9 of 2009

² These words were substituted by Gujarat Act No. 9 of 2009

³ These words were substituted by Gujarat Act No. 9 of 2009

⁴ These words were substituted by Gujarat Act No. 9 of 2009

- (16) "registered graduate" means a graduate registered under Section 16;
- (17) "Schedule" means a schedule appended to this Act;
- (18) "secondary teachers" means such class of teachers imparting instruction in High Schools as may be declared to be secondary teachers by Statutes;
- (19) "Statutes" and "Ordinances" ¹[and "Regulations"] mean respectively, the Statutes and Ordinances ²[and Regulations] of the University made under this Act and for the time being in force;
- (20) "teacher" means a professor, reader or lecturer imparting instruction or guiding research in the University, an affiliated college or recognized institution or such other person as may be declared to be a teacher by the Statutes;
- (21) "Teacher of the University" means a teacher appointed or recognized by the University for imparting instruction on its behalf;
- (22) "University" means the ³[Sardar Patel University];
- (23) "University Area" means the area specified in Schedule I;
- (24) "University College" means a college which the University may establish or maintain under this Act or a college transferred to the University and maintained by it;
- (25) "University Department" means any collegiate or post-graduate or research institution or department maintained by the University.

¹ These words were inserted by Gujarat Act No. 8 of 1996, S.3 (i).

² These words were inserted *ibid.* S.3 (i)

³ These words were substituted for "Sardar Vallabhbhai Vidyapeeth" *ibid.* S.3 (ii).

CHAPTER II THE UNIVERSITY

Incorporation of the University

3. (1) The Chancellor, the Vice-Chancellor, ¹[the Pro-Vice Chancellor], the Fellows and the members of the Syndicate ²[and the Academic Council] of the University and all persons who may hereafter be appointed or elected as such officers, Fellows or members under this Act, so long as they continue to be such officers, Fellows or members, are hereby constituted and declared to be one body corporate by the name of the ³[Sardar Patel University] and such body corporate shall, by such name, have perpetual succession and a common seal and by such name shall sue and be sued.
- (2) The University shall be competent to acquire and hold property, both movable and immovable, to lease, sell or otherwise transfer any movable or immovable property which may have become vested in, or may have been acquired by it for the purpose of the University, ⁴[to raise loans upon the security of its assets] and to contract and do all other things necessary for the purposes of this Act.

⁵[provided that the power to raise loans upon the security of its assets shall be exercised after obtaining previous permission of the State Government],

Powers of university

4. Subject to such conditions as may be prescribed by or under the provisions of this Act, the University shall have the following powers namely:-
- (1) to provide for instruction, teaching and training in such branches of learning and courses of study as it may think fit and to make provision for research and for the advancement and dissemination of knowledge;
 - (2) to make such provision as would enable affiliated colleges and recognized institutions to undertake specialization of studies;
 - (3) to organise, control and co-ordinate the programme of teaching and research and other activities of the University, whether carried on in constituent colleges or in University Departments or in affiliated colleges or recognised institutions;
 - (4) to organize university laboratories, libraries, museums and other equipment for teaching and research;

¹ These word were inserted by Gujarat Act No. 10 of 1982.

² These word were inserted by Gujarat Act No. 8 of 1966, S.4 (i).

³ These word were substituted for "Sardar Vallabhbhai Vidyapeeth", *ibid.* S.4 (ii).

⁴ These word were inserted by Gujarat Act. XL of 1963.

⁵ This proviso was inserted, *ibid.*

- (5) to establish, maintain and manage college, ¹[University] departments or practicing schools and institutions attached to colleges, ²[University] departments or schools for the purpose of practical work, experiment, research or preparatory instruction and institutes of research of specialized studies;
- (6) to institute professorships, readerships, lectureships and any other posts of teachers required by the University;
- (7) to appoint or recognize persons as professors, readers or lecturers or otherwise as teachers of the University;
- (8) to lay down the courses of instruction for various examinations;
- (9) to guide the teaching in colleges or recognized institutions;
- (10) to institute degrees, diplomas and other academic distinctions;
- (11) to hold examinations including University Entrance examination and confer degrees, diplomas and other academic distinctions on persons who:-
 - (a) have pursued approved courses of study in the University or in an affiliated college or in a recognized institution unless exempted there from in the manner prescribed by the ³[Statutes, Ordinances or Regulations] and have passed the examinations prescribed by the University; or
 - (b) have carried on research under conditions prescribed by the Ordinances ⁴[and Regulations];
- (12) to confer honorary degrees or other academic distinctions in the manner laid down by the Statutes;
- (13) to grant such diplomas and certificates to and to provide such lectures, instruction, and training, for persons not being enrolled as students of the University as the University may determine by the ⁵[Statutes, Ordinances and Regulations];
- (14) to admit educational institutions to the privileges of the University and to withdraw such privileges;
- (15) to inspect colleges and recognized institutions and to take measures to ensure that proper standards of instruction, teaching or training are maintained in them;

¹ This word was inserted by Gujarat Act No. 8 of 1966, S.5 (i).

² This word was inserted *ibid.*

³ These words were substituted for "Statues or Ordinance" *ibid.* S.5 (2) (1).

⁴ These words were inserted, *ibid.* S.5 (2) (ii).

⁵ These words were substituted for "Statues & Ordinances," *ibid.* S.5 (3).

- (16) to control and co-ordinate the activities of, and give financial aid to, affiliated colleges and recognized institutions ¹[and to regulate the fees to be paid by students in such colleges];
- (17) to hold and manage trusts and endowments and to institute and award fellowships, travelling fellowships, scholarships, studentships, exhibitions, medals and prizes;
- (18) to make special provision for the spread of University education among classes and communities, which are educationally backward;
- (19) to make special provision for disseminating knowledge and promoting art and culture;
- (20) to fix, to demand and to receive such fees and other charges as may be prescribed by the Ordinances;
- (21) to establish, maintain and manage hostels;
- (22) to recognize hostels not maintained by the University, to inspect such hostels and to withdraw recognition there from;
- (23) to supervise and control the conduct and discipline of the students of the University and to provide for and to supervise and control their residence and to make arrangements for promoting their health and general welfare;
- (24) to conduct, co-ordinate, regulate and control post-graduate research work and teaching in the affiliated colleges and the institutions recognized by the University;
- (25) to co-ordinate, regulate and control the conduct of post-intermediate teaching and instruction in affiliated colleges and to undertake the same in University Colleges;
- (26) to institute and manage -
 - (a) Printing and Publication Department,
 - (b) University Extension Boards,
 - (c) Information Bureaux, and
 - (d) Employment Bureaux;
- (27) to make provision -
 - (a) for extra-mural teaching and research,
 - (b) for physical and military training,
 - (c) for Students' Unions, and
 - (d) for sports and athletic clubs;
- (28) to provide for training for competitive examinations for services under the Union or the State Governments.

¹ These words were added by Gujarat Act No. 15 of 1970. Section 3 (i)

- (29) to promote the development of the study ¹[of Gujarati and Hindi in Devnagari script and the use of Gujarati or Hindi in Devnagari script or both] as medium of instruction and examination;
- (30) to co-operate with other Universities and authorities in such manner and for such purpose as the University may determine;
- (31) to do all such acts and things whether incidental to the powers aforesaid or not as may be requisite in order to further the objects of the University and generally to cultivate and promote arts, science and other branches of learning and culture.
5. (1) No educational institution situated within the University area shall, save with the consent of the University and the sanction of the State Government, be associated in any way with, or seek admission to any privileges of any other University established by law. *Jurisdiction and admission to privileges*
- (2) Any such privileges enjoyed from such other University, before the date on which this section comes into force, by any educational institution situated within the University area shall be deemed to be withdrawn with effect from such date.
- (3) With effect from such date all educational institutions admitted to the privileges of the Gujarat University and situated within the University area shall be deemed to be admitted to the privileges of the University, and the University shall, as far as may be possible and consistent with this Act, admit such institutions to all such privileges as they had from the Gujarat University immediately, before such date.
- ²(4)]
6. (1) No person shall be excluded from any office of the University or from membership of any of its authorities or from admission to any degree, diploma or other academic distinction or course of study on the grounds only of religion, race, caste, sex, place of birth, or political or other opinion: *University open to all irrespective of religion, race, caste, sex, place of birth or opinion*
- provided that the University may, subject to the previous sanction of the State Government, maintain, affiliate or recognize any college or institution exclusively for women either for education, instruction or residence, or reserve for women or members of classes and communities which are educationally backward, places for the purposes of admission as students in any college or institution maintained or controlled by the University.

¹ These words were substituted for the words “of Hindi in Devanagari script and of Gujarati and the use of such Hindi” by Gujarat Act No. 15 of 1970, Section 4 (ii).

² This sub-section was deleted *ibid.* S.4.

*Inspection
and
Inquiry*

- (2) It shall not be lawful for the University to impose on any person any test whatsoever relating to religion, race, caste, sex, place of birth, or political or other opinion in order to entitle him to be admitted as a teacher or to hold any office in the University or to qualify for any degree, diploma or other academic distinction or to enjoy or exercise any privileges of the University or benefaction thereof.
- 7.
- (1) The Chancellor shall have the right to cause an inspection to be made by such person or persons as he may direct, of the University, its buildings, laboratories, libraries, museums, workshops and equipment, of any institution, college or hostel maintained or recognized by, or affiliated to the University, of the teaching and other work conducted by the University, and of the conduct of examinations held by the University, and to cause an inquiry to be made in respect of any matter connected with the University. The Chancellor shall in every case give notice to the University of his intention to cause an inspection or inquiry to be made and the University shall be entitled to be represented thereat.
 - (2) The Chancellor shall communicate to the Syndicate and to the Senate his views with references to the results of such inspection or inquiry and shall, after ascertaining the opinion of the Syndicate and the Senate thereon, advise the University on the action to be taken.
 - (3) The Syndicate shall report to the Chancellor such action, if any, as it has taken or may propose to take upon the results of the inspection or inquiry. Such report shall be submitted with the opinion of the Senate thereon and within such time as the Chancellor may direct.
 - (4) Where the Syndicate does not within a reasonable time take action to the satisfaction of the Chancellor, the Chancellor may, after considering an explanation furnished or representation made by the Syndicate, issue such direction as he may think fit and the Syndicate shall comply with such direction.

CHAPTER III OFFICERS OF THE UNIVERSITY

8. The following shall be the officers of the University, namely :-
- (i) the Chancellor,
 - (ii) the Vice-Chancellor,
 - ¹[(iii)the Pro-Vice-Chancellor,]
 - (iii) the Deans of Faculties,
 - (iv) the Registrar, and
 - (v) such other officers in the service of the University as may be declared by the Statutes to be officers of the University.

*Officers of the
University*

²**8.A 1.** Eligibility of age limit for appointment, nomination, co-option in various authorities and on various offices:-

- (1) Notwithstanding anything contained in this Act, Statutes, Ordinances, regulations and Rules, no person shall be appointed, nominated or, as the case may be co-opted,-
 - (i) On the post of officers referred to in clauses (iii),(iv) and (v) of section 8;
 - (ii) on the post of teacher or
 - (iii) as a member of any of the authorities of the University, any committee or any other body thereof after he attains the age of 62 years :

Provided that nothing in this section shall apply to the Chairman or a member of any of the authorities of the Universities, committee or any other body thereof, who holds the Chairmanship or membership by virtue of his office as a Chancellor, Vice-Chancellor or, as the case may be the Pro-Vice Chancellor.

- (2) Any person who has been appointed on the posts referred to in clauses (i) and (ii) of sub-section (1) or nominated or co-opted as a member of any of the authorities of the University, any committee or any other body thereof, shall cease to hold his office as such or, as the case may be, to be a member after attaining the age of 62 years”.

- 9.(1) The Governor of ³[Gujarat] for the time being shall be the Chancellor of the University. He shall, by virtue of his office, be the head of the University and the President of the Senate

*The
Chancellor*

¹ This clause was inserted by Gujarat Act No. 10 of 1982.

² This clause was inserted by "Gujarat Universities Laws" (Amendment) ordinance 2 of 2003

³ This word was substituted for the word 'Bombay' by the Gujarat Adaptation of Laws (State and Concurrent Subjects) Order, 1960.

- and shall, when present, preside at the meetings of the senate and at any convocation of the University;
- (2) The Chancellor shall exercise such powers as may be conferred on him by or under the provisions of this Act.
- The Vice-Chancellor* ¹[10. (1) The Vice-Chancellor shall be appointed by the State Government from amongst three persons recommended under subsection (3) by a committee appointed for the purpose under sub-section (2).
- (2)(a) For the purposes of sub-section (1) the Chancellor shall appoint a committee which shall consist of the following members, namely:-
- (i) two members (not being persons connected with the University or with any affiliated college or recognised institution) out of whom one shall be a person nominated, in the manner prescribed by Statutes, by the Syndicate and the Academic Council jointly and the other shall be a person nominated, in the manner prescribed by Statutes, by the Vice-Chancellors of all the Universities established by law in the State of Gujarat.
- (ii) one member to be nominated by the Chancellor.
- (b) The Chancellor shall appoint one of the three members of the Committee as its Chairman.
- (3) The Committee so appointed shall, within such time and in such manner as may be prescribed by Statutes, select three persons whom it considers fit for being appointed Vice-Chancellor and shall recommend to the State Government the names of the persons so selected together with such other particulars as may be prescribed by the Statutes.
- (4) The Vice-Chancellor shall hold office for a term of three years and he shall be eligible for being appointed to that office for a further term of three years only.
- (5) The emoluments to be paid to the Vice-Chancellor, and the terms and conditions subject to which he shall hold office, shall be ²[determined by the State Government], provided that such emoluments or such terms and conditions shall not, during the currency of the term of the holder of that office, be varied to his disadvantage without his consent.
- (6) (a) During the leave of absence of the Vice-Chancellor, or

¹ This Section was substituted for the original by the Gujarat Act. No. 8 of 1966. S.6.

² These words were substituted for "such as may be prescribed by the Statutes" by Gujarat Act, No. 10 of 1982.

- (b) in the event of a permanent vacancy in the office of the Vice-Chancellor, until an appointment is made under subsection (1) to that office,

¹[the Pro-Vice-Chancellor, and in the absence of the Pro-Vice-Chancellor,] one of the Deans nominated by the Chancellor for the purpose shall carry on the current duties of the office of the Vice-Chancellor].

- 11.(1) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall, in the absence of the Chancellor, preside at a meeting of the Senate and any convocation of the University. He shall be an ex-officio member and the Chairman of the Syndicate ²[and of the academic Council] and of such other authorities of the University of which he is a member. He shall be entitled to be present, with the right to address, at any meeting of any other authority or body of the University.
- (2) The Vice-Chancellor shall have power to convene meetings of ³[the Senate and the Syndicate and the Academic Council]. He may delegate this power to any other officer of the University.
- (3) It shall be the duty of the Vice-Chancellor to ensure that this Act, ⁴[the Statutes, Ordinances and Regulations] are faithfully observed and he shall have all powers necessary for the purpose.
- (4) (a) In an emergency, which in the opinion of the Vice-Chancellor, requires that immediate action should be taken, he shall take such action as he deems necessary, and shall at the earliest opportunity thereafter ⁵[furnish information regarding his action] to such officer, authority or body, as would have in the ordinary course, dealt with the matter.
- (b) When action taken by the Vice-Chancellor, under this subsection affects any person in the service of the University, such person shall be entitled to prefer an appeal to the Syndicate through the officer, authority or body mentioned in clause (a) within fifteen days from the date on which such action is communicated to him.
- (5) The Vice-Chancellor shall give effect to the decisions or orders of the Syndicate regarding the appointment, dismissal, suspension and punishment of the persons in the service of the University or teachers of the University or regarding the recognition or withdrawal of the recognition of any such teacher and shall exercise general control over the affairs of the University. He shall be responsible for the proper administration of the affairs of the University in accordance with this Act, the Statutes and Ordinances.

*Powers of
Vice-
Chancellor*

¹ These words were inserted *ibid*.

² These words were inserted by Gujarat Act. No. 8 of 1966, S. 7 (1).

³ These words were substituted for "the Senate and the Syndicate," *ibid*. S. 7 (2).

⁴ These words were substituted for "the Statutes and Ordinances" by Gujarat Act No. 8 of 1966, S. 7(3).

⁵ These words were substituted for "report the action" by Gujarat Act No. 10 of 1982.

- ¹[(5A) (a) Subject to the provisions contained in sub-section (4) and notwithstanding anything contained in sub-section (5) where the Vice-Chancellor after making such inquiry as he deems fit is of opinion that the execution of any order or resolution of an authority specified in or declared under section 14, or the doing of anything which is about to be done or is being done by or on behalf of the University-
- (i) is inconsistent with the provisions of this Act or of any statute, ordinance, rule or regulation, or
 - (ii) is not in the interest of the University, or
 - (iii) is likely to lead to breach of peace, he may forward a copy of the order or resolution, or as the case may be, refer the doing of the thing, with a statement of reasons, to the authority which made the order or passed the resolution or proposes to do the thing for reconsideration by that authority as to whether the said order or resolution may not be rescinded, or revised or modified in the manner stated by him or the doing of the thing be refrained from.
- (b) Where the authority after reconsideration revises or modifies the order or the resolution in the manner stated by the Vice-Chancellor, then notwithstanding anything contained in clause (e) such revised or modified order or resolution shall revive from the date of such revision or modification.
- (c) Where the authority revises or modifies the order or resolution in such manner as is inconsistent with the manner stated by the Vice-Chancellor, the Vice-Chancellor shall refer the matter to the State Government for its decision.
- (d) The State Government may, on such reference, being made, revise or modify the order or resolution or direct that the order or resolution shall continue to be in force with or without modification permanently or for such period as it may specify:

provided that the order or resolution shall not be revised or modified or continued by the State Government without giving the concerned authority a reasonable opportunity of showing the cause against the order.

¹ Sub-section (5A) was inserted, *ibid*

(e) The order, resolution or, as the case may be, the doing of thing, shall remain in abeyance from the date of the action of the Vice-Chancellor of forwarding the copy of order or resolution or of making reference under clause (a) till the date of the order of the State Government under clause (d)].

(6) The Vice-Chancellor shall exercise such other powers as may be prescribed by the ¹[Statutes, Ordinances and Regulations].

²[11A (1) The Pro-Vice-Chancellor shall be appointed by the State Government from amongst three persons recommended by the Vice-Chancellor Vice-Chancellor.

*Pro-
Vice-
Chancellor*

(2) The Pro-Vice-Chancellor shall hold office for a term of three years and he shall be eligible for reappointment to that office for a further term of three years only :

provided that no person appointed as a Pro-Vice-Chancellor shall continue to hold his office as such after he attains the age of 65 years.

(3) The Pro-Vice-Chancellor shall be a whole time salaried officer and his emoluments and conditions of service shall be such as shall be determined by the State Government :

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

(4) The Pro-Vice-Chancellor shall be the principal inspecting officer of the University and shall exercise such of the powers and perform such of the duties of the Vice-Chancellor or as the Vice-Chancellor may either specially or generally confer or impose on him with the approval of the Syndicate.

(5) The Pro-Vice-Chancellor shall, in the absence of the Vice-Chancellor, or in the event of his being unable to perform the duties of his office, exercise all the rights and powers and discharge all the functions and duties of the Vice-Chancellor.

¹ These words were substituted for “the Statutes and Ordinances” by Gujarat Act No. 8 of 1966, S.7 (4).

² Sub-section 11A was inserted by Gujarat Act No. 10 of 1982.

(6) The Pro-Vice-Chancellor shall preside-

- (a) in the absence of the Chancellor and the Vice-Chancellor, at the meeting of the Senate, and
- (b) in the absence of the Vice-Chancellor at the meeting of any other authority of the University or a committee thereof.]

- | | | |
|-----------------------|-----|---|
| <i>Registrar</i> | 12. | The Registrar shall be a whole-time salaried officer and shall act as the secretary of ¹ [the Senate, of the Syndicate and of the Academic Council]. He shall be appointed by the Syndicate in accordance with the statutes to be made in this behalf, and his emoluments and conditions of service shall be such as may be prescribed by the Statutes. He shall exercise such powers and perform such duties as may be prescribed by the ² [Statutes, Ordinances and Regulations]. |
| <i>Other officers</i> | 13. | The appointment of other officers of the University referred to in clause (v) of section 8 shall be made in such manner and the conditions of their service and their powers and duties shall be such as may be prescribed by the ³ [Statutes, Ordinances and Regulations, as the case may be]. |

¹ These words were substituted for “the Senate and of the Syndicate” by Gujarat Act No. 8 of 1966 S.8 (1).

² These words were substituted for “Statutes and Ordinances” by Gujarat Act No. 8 of 1966 S.8 (2).

³ Then words were substituted for “Statutes and Ordinances” ibid S.9.

CHAPTER IV AUTHORITIES OF THE UNIVERSITY

14. The following shall be the authorities of the University :-

*Authorities
of
University*

- (1) The Senate,
- (2) the Syndicate,
- ¹[(2-A) the Academic Council,]
- (3) the Faculties,
- (4) the Boards of Studies
- (5) the Board of Post-graduate Studies and Research,
- (6) such other bodies of the University as the Senate may declare by Statutes to be the authorities of the University.

(A) The Senate

15. The Senate shall consist of the following :-

*Constitution
of Senate*

I. Ex-officio Fellows

- (A) (i) The Chancellor,
- (ii) The Vice-Chancellor,
- (iii) ²[The last Ex-Vice-Chancellor of the University residing in the state.
- ³[(iiia)The Pro-Vice-Chancellor],
- (iv) The Heads of University Departments,
- (v) The Registrar
- (B) ⁴[(i)]
- ⁵[(ii) The Collector, Anand District]
- ⁶[(iii)]
- (iv) The Vice-Chancellors of other Universities established by law in the State of ⁴[Gujarat]
- (v) The secretary to the Government of Gujarat, Education Department ⁷[or an Officer not below the rank of Deputy Secretary, nominated by him];
- ⁸[(vi) The Commissioner/Director of Higher Education or an Officer of the said office, nominated by the State Government];

¹ This item was added by Gujarat Act. No. of 1966, S.10.

² These words were substituted for "The-ex-vice chancellors of the University" by Gujarat Universities Laws (Amendment) ordinance 2 of 2003.

³ This item was added by Gujarat Act No. 10 of 1982.

⁴ The words "The Chief Justice of Gujarat" were deleted, by Gujarat Act No. of 1966 S. 11(1) (a).

⁵ These words substituted for the "Minister of Education Gujarat" by Gujarat Act No. 9 of 2009.

⁶ The words "The Deputy Minister of Education, Gujarat" were deleted, *ibid.* S. 11(1) (a)m (i.e. Gujarat Act No. of 1966).

⁷ These words were inserted by Gujarat Act. 9 of 2009.

⁸ These words was substituted for "The Director of Education or his nominee who shall not be lower in rank than that of a Deputy Director of Education" by Gujarat Act No. 9 of 2009.

- ¹[(vii)The Chief District Medical Officer of Anand District;]
 (viii) The Director of Animal Husbandry and Veterinary Science,
 (ix) The Director of Agriculture or Joint or Deputy Director of Agriculture designated by the State Government,
²[(x) The Commissioner / Director of Industries, Gujarat State or an officer not below the rank of Deputy Commissioner / Joint Director of the said office, nominated by the State Government];
³[(xi) The Commissioner / Director of Technical Education, Gujarat State or an officer of the said office, nominated by the State Government];
⁴[(xia) The Commissioner / Director of Health and Medical Services and Medical Education or an officer of the said office, nominated by the State Government;
 (xii) The Chief Engineer or a Superintending Engineer; ⁵[Roads and Buildings Department], nominated by the State Government,
⁶[(xiii) The Chairman of the Gujarat Secondary and Higher Secondary Education Board.]
 (C) (i) Deans of Faculties,
 (ii) Principals of Colleges,
⁷[(iii)],
 (D) (i) (a) the President,
 (b) the Chairman, and
 (c) the Secretary of the Charutar Vidya Mandal;
⁸[(ii)].

II. Ordinary Fellows

- (A) Elected as specified below:
- (i) **One** teacher from each of the Faculties elected by the teachers of subjects comprised under that Faculty.
- (ii) **One** teacher from each of the affiliated colleges, constituent colleges and recognized institutions to be elected by the teachers in each college or institution, as the case may be.

¹ These words was substituted for "The Surgeon-General with the Government of Gujarat" by Gujarat Act No. 9 of 2009.

² These words were substituted for "The Director of Industries" by Gujarat Act No. 9 of 2009.

³ These words were substituted by Gujarat Act No. 9 of 2009.

⁴ These words were substituted by Gujarat Act No. 9 of 2009.

⁵ These words were substituted for "Public Works Department" by Gujarat Act No. 9 of 2009.

⁶ These words were substituted by Gujarat Act No. 14 of 2002

⁷ This clause was deleted by Gujarat Act No. 8 of 1966, S.11 (1) (b).

⁸ This clause was deleted by Gujarat Act No. 8 of 1966, S.11, (1) (c).

- (iii) **Five** representatives of the registered graduates of the University to be elected faculty-wise as determined by Statutes; such representatives being persons who are not teachers or secondary teachers :
provided that no faculty shall be represented by more than one representative.
- (iv) **One** representative to be elected by Head Masters,
¹[...] in the University area from amongst themselves.
- (v) **One** representative to be elected by secondary teachers in the University area from amongst themselves, such representative not being a Head Master.
- ²[(v-a) **One** representative to be elected by members of
^{2a}[Anand District Panchayat] from among themselves.]
- (vi) ³[**Two** representatives] to be elected by the members of the ⁴[Gujarat] Legislative Assembly from amongst its members;
Provided that every person elected under clauses (i) to (VI) shall continue to hold the office of a Fellow only so long as he is a member of the electing body.
- (B) (i) ⁵[**One** representative of] the Birla Education Trust to be nominated by the Birla Education Trust.
- (ii) ⁶[**One** representative of the Institute of Agriculture nominated by the trustees of Sheth Mansukhlal Chhaganlal Trust and by the Trustees of Sheth Munglal Goenka Trust, by rotation.]
- (iii) ⁷[**One** representative to be elected in the manner specified below from amongst themselves by donors other than those to whom clause (i) or (ii) applies, each donating money or property of the value of not less than five lakhs of rupees to, or for the purposes of the University, a college of the University or an institution of the University:

¹ The words and letters “Other than the Head Master of the G. J. Sharda Mandir at Vallabh Vidyanagar,” were deleted, by Gujarat Act No. 8 of 1966, S. II (2) (A) (i).

² This clause was added, *ibid.* S. 11 (2) (A) (ii).

^{2a} This word was substituted for the word 'Kaira' by Gujarat Act 9 of 2009.

³ These words were substituted for “One representative,” *ibid.* 11 (2) (A) (iii).

⁴ This word was substituted for the word “Bombay” by Gujarat Adaptation of Laws (State & Concurrent subject) Order, 1960.

⁵ These words were substituted for the words “Three representatives,” by Gujarat Act No. 8 of 1966, S. 11 (2) (B) (i).

⁶ This clause was substituted, *ibid.* S.11 (2) (B) (ii).

⁷ This clause was substituted, *ibid.* S.11 (2) (B) (iii).

- (1) if the donor is an individual, for the purpose of voting, the name of each such donor shall be enrolled on the register maintained by the University;
- (2) if the donor is an undivided Hindu family, trust, firm, company or body corporate, for the purpose of voting, the name of the person nominated from time to time by each such undivided Hindu family, trust, firm, company or body corporate shall be enrolled on the register maintained by the University;

provided that the right of electing representatives on the Senate shall not extend beyond the period of twenty years from the date of the acceptance of such donation by the University or college, or institution as the case may be.]

- (iv) ¹[Two] representatives to be elected in the manner specified below from amongst themselves by donors other than those to whom clause (i), (ii) or (iii) applies, each donating money or property of the value of not less than one lakh of rupees-

- (a) to, or for the purposes of, the ²[University, a college of the University or an institution of the University, or],

³[(b)],

- (1) if the donor is an individual, for the purpose of voting, the name of each such donor shall be enrolled on the register maintained by the University;
- (2) if the donor is an undivided Hindu family trust, firm, company or body corporate, for the purpose of voting, the name of the person nominated from time to time by each such undivided Hindu family, trust, firm, company or body corporate shall be enrolled on the register maintained by the University;
- (3) where sub-clause (4) does not apply, the persons whose names are enrolled on register under sub-clauses (1) and (2) shall elect ⁴[Two] representatives to the Senate;

¹ The word was substituted for "Five" by Gujarat Act No. 8 of 1966, S.11 (2). (B) (iv) (a).

² These words were substituted for the words "University, or", *ibid.* S.11 (2) (B) (iv) (b).

³ This clause was deleted, *ibid.* S. 11(2) (B) (iv) (c).

⁴ This word was substituted for the word "Five", *ibid.* S. 11 (2) (iv) (d).

- (4) if the number of names enrolled under sub-clauses (1) and (2) is ¹[Two], or less than ¹[Two], each person whose name is so enrolled shall be deemed to have been elected;

provided that the right of electing representatives on the Senate shall not extend beyond the period of twenty years from the date of the acceptance of such donation by the college institution or ²[University], as the case may be.

Explanation I : ³[.....]

Explanation II : For the purposes of clauses (iii) and (iv) of paragraph (B), the value of the property means, in the case of property donated, whether prior to or after the date of the coming into force of this Act, the market value of the property at the date of acceptance. The decision as to the market value shall rest with the Syndicate and shall be final.

(C) ⁴[Fifteen] persons nominated by the State Government.

16. (1) Subject to the provisions of sub-section (2), the following persons shall be entitled to have their names entered in the register of graduates or to be registered graduates namely:-

**Registered
Graduates**

- (a) persons who are the graduates of the University,
- (b) persons who being graduates of any other University are recognized as registered graduates in accordance with the Statutes.

(2) A person —

- (a) who is of unsound mind and stands so declared by a competent court;
- (b) who is an undercharged insolvent,
- (c) who is convicted by a Court of an offence punishable with transportation for life or imprisonment for more than six months and such offence involves moral turpitude, or

¹ This word was substituted for the word "Five" by Gujarat Act No. 8 of 1966. S.11 (2), (B) (iv) (d).

² This word was substituted for the word "Syndicate", *ibid.* S.11 (2) (B) (iv) (e).

³ The 'Explanation 1' was deleted, *Ibid.* S.11 (2) (B) (v).

⁴ This word was substituted for the word "Five" *ibid.* S.11 (2) (c).

- (d) who is a registered graduate of any other University established by law in the State of ¹[Gujarat]

shall be disqualified to have his name entered in the register of graduates or to be a registered graduate.

²[.....]

- (3) Every person who intends to be a registered graduate shall make an application to the Registrar in such form and on payment of such fee as may be prescribed by Ordinances. After making such inquiry as he thinks fit, the Vice-Chancellor shall decide whether a person is entitled to be or not to be a registered graduate.
- (4) If any question arises whether a person is entitled to have his name entered in the register of graduates or to be a registered graduate or is disqualified to be a registered graduate, it shall be decided by the Vice-Chancellor whose decision shall be final.
- ³[(5) The registration of a person as a registered graduate shall remain in force for such period as may be prescribed by Statutes and every person whose name is entered in the register of graduates or who is a registered graduate shall, if he is desirous of having his name continued or retained on such register or of continuing himself as a registered graduate, make an application to the Registrar for such purpose on the expiry of every such period as may be prescribed by Statutes. If no such application is made on the expiry of any period as so prescribed, the Registrar shall remove the name of the graduate concerned from the register and on such removal he shall cease to be a registered graduate.]

*Vacating
of
Office*

17. (1) Any Ordinary Fellow may, by a letter addressed to the Chancellor resign his office and on the acceptance of his resignation the office shall become vacant.
- (2) If, for a period of two consecutive years, any Ordinary Fellow except a Fellow nominated or elected under paragraph (B) under heading “*II. Ordinary Fellows*” in section 15, has not attended a meeting of the Senate, other than convocation, the Chancellor may declare his office to be vacant.

¹ The word ‘Gujarat’ was substituted for ‘Bombay’ by the Gujarat Adaptation of Laws (State and Concurrent Subjects) Order 1960.

² This proviso was omitted, *ibid*.

³ This sub-section was added by Gujarat Act No. 15 of 1970, S.5.

- (3) Any person, who holds any office in this University by virtue of his being a Fellow, shall cease to hold such office on his ceasing to be a Fellow.
18. (1) The Ordinary Fellows shall, save as herein otherwise provided, hold office for five years. *Term of office of Ordinary Fellows*
- (2) An Ordinary Fellow who has vacated his office may, subject to the provisions of this Act, be elected or nominated to be an Ordinary Fellow.
19. (1) The Chancellor may, on the recommendation of the Senate supported by a majority of not less than two-thirds of the number of Fellows present at the meeting and such majority comprising not less than one-half of the total number of Fellows, cancel the appointment of an Ordinary Fellow of the University if in his opinion, he has been convicted by a court of law of any offence which is serious and involves moral turpitude or if he has been guilty of disgraceful conduct; provided that the Senate shall give to the Fellow concerned an opportunity to be heard in his defense before making such recommendation. *Appointment of Fellows may be cancelled*
- (2) As soon as such order is notified in the *Official Gazette*, such person shall cease to be a Fellow; and he shall not be eligible for re-appointment or re-election until the disqualification has been removed by the Chancellor by a notification in the *Official Gazette*.
20. (1) Subject to such conditions as may be provided by or under the provisions of this Act, the Senate shall exercise the following powers and perform the following duties, namely: *Powers and duties of Senate*
- (i) to make provision for instruction, teaching and practical training in such branches of learning and courses of study, as it may think fit, for research and for the advancement of learning, dissemination of knowledge and improvement of technical skill;
- (ii) to make such provision as will enable affiliated colleges and recognized institutions to undertake specialization of studies and to organize and make provision for University laboratories, libraries, museums and other equipment for teaching and research;
- (iii) to establish and maintain colleges, ¹[University departments], hostels and institutions of research and specialized studies;

¹ These words were substituted for the word “departments” by Gujarat Act No. 8 of 1966 S. 12

- (iv) to institute and maintain professorships, readerships, lecturer ships and other posts of teachers required by the University;
 - (v) to institute and maintain fellowships traveling fellowships, scholarships, studentships, exhibitions and medals;
 - (vi) to institute and confer degrees, diplomas and other academic distinctions;
 - (vii) to confer, on the recommendation of the Syndicate, honorary degrees or other academic distinctions;
 - (viii) to make, amend or repeal Statutes;
 - (ix) to consider the annual accounts and the annual financial estimates placed before it by the Syndicate and pass them with such modifications as the Senate may deem fit;
 - (x) to consider and cancel or refer back, but not amend, Ordinances;
 - (xi) to consider the annual reports and to pass resolutions on and adopt such reports;
 - (xii) to elect office-bearers and authorities as provided in this Act and the Statutes;
 - (xiii) to make grants from the funds of the University for the purposes of the National Cadet Corps;
 - (xiv) to make provision for the physical and military training of students;
 - (xv) to provide for training for competitive examinations for services under the Union or State Government;
 - (xvi) to lay down scales of salaries and condition of employment of members of the staff in constituent colleges and constituent recognized institutions, and to ensure the observance of the same through the Syndicate;
 - (xvii) to exercise such powers and perform such duties as may be conferred or imposed upon it by or under this Act;
 - (xviii) to exercise such other powers and perform such other duties as may be necessary to give effect to the provisions of this Act;
- (2) The powers and duties under clauses (i) to (vi) of sub-section (1) shall not be exercised except upon recommendations made by the Syndicate.

21. (1) The Senate shall on a date to be fixed by the Vice-Chancellor meet once a year at a meeting to be called the annual meeting of the Senate.
- (2) The Vice-Chancellor may whenever he thinks fit and shall upon a requisition in writing signed by not less than fifteen members of the Senate convene a special meeting of the Senate.

*Meetings
of the
Senate*

(B) Syndicate

22. ¹[(1) The Syndicate shall be the executive authority of the University and shall consist of the following namely :-
- (a) The Vice-Chancellor,
- ²[(b) The Commissioner / Director of Higher Education or an officer nominated by the State Government under clause (vi) of paragraph (B) of I. *Ex-Officio Fellows* of section 15;
- ²(bi) The Commissioner / Director of Technical Education or an officer nominated by the State Government under clause (xi) of paragraph (B) of I. *Ex-Officio Fellows* of section 15;
- ²(bii) The Commissioner / Director of Health and Medical Services and Medical Education or an officer nominated by the State Government under clause (xia) of paragraph (B) of I. *Ex-Officio Fellows* of section 15];
- (c) **Two** Heads of Departments of the University elected by the Senate from amongst the Heads of Departments of the University in accordance with the Statutes,
- (d) **Two** Principals elected by the Senate from amongst the Principals of the degree colleges affiliated to the University, in accordance with the Statutes,

*The
Syndicate*

¹ The sub-section was substituted for the original by Gujarat Act No. 8 of 1966, S. 13.

² These clauses were amended by Gujarat Act 9 of 2009

- (e) **Ten** persons elected by the Senate in accordance with the Statutes¹[from amongst Fellows other than those who are Heads of University Departments or principals of Colleges or are Fellows under paragraph (D) under the heading "I-Ex Officio Fellows" or under clauses (i) and (ii) of paragraph (B) under the heading "II-Ordinary Fellows", in section 15],
- (f) **Two** representatives elected by the Charutar Vidya Mandal,
- (g) **One** representative of the Institute of Agriculture elected by the trustees of Sheth Mansukhlal Chhagaulal Trust and of Sheth Munglal Goenka Trust.
- (h) **One** representative elected by the Birla Education Trust;
- ²[(i) **Four** persons nominated by the State Government from amongst distinguished educationists, teachers, social workers and such other class of persons irrespective of whether they are members of the Senate].

provided that a member elected under clauses (c) to (e) shall cease to hold office as such member if he ceases to be a Head of the University Department, or a Principal, or a Fellow of the Senate as the case may be.

- (2) The term of office of the elected members of the Syndicate shall be three years.
- (3) If for any reason whatsoever the elected member remains absent for four consecutive ordinary meetings of the Syndicate, he shall vacate his seat on the Syndicate.

***Powers
and duties
of
Syndicate***

- 23.(1) Subject to such conditions as may be prescribed by or under the provisions of this Act, the Syndicate shall have the following powers and perform the following duties, namely :-
 - (i) to hold, control and administer the property and Funds of the University;
 - (ii) to enter into, vary, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it by this Act and Statutes;

¹ These words were substituted for the words "from amongst the Fellows" by Gujarat Act No. 15 of 1970, S.6.

² This clause was inserted by Gujarat Act No. 10 of 1982.

- (iii) to determine the form of, provide for the custody and regulate the use of the common seal of the University;
- (iv) to administer funds placed at the disposal of the University for specific purposes;
- (v) to prepare the annual accounts and to frame the annual financial estimates of the University and to submit them to the Senate;
- (vi) subject to clause (ix) of sub-section (1) of section 20, at any time during an official year :
 - (a) to reduce the amount of the budget grant,
 - (b) to sanction the transfer of any amount within a budget grant from one minor head to another or from a subordinate head under one minor head to a subordinate head under another minor head, or
 - (c) to sanction the transfer of any amount not exceeding rupees five thousand within a minor head from one subordinate head to another or from one primary unit to another;
- (vii) to make provision for buildings, premises, furniture, apparatus, books and other means needed for carrying on the work of the University;
- (viii) to accept on behalf of the University trusts, bequests, donations, and transfers of any movable or immovable property to the University;
- (ix) to transfer any movable or immovable property on behalf of the University;
- ¹(ixa)to raise loans upon the security of the assets of the University after obtaining previous permission of the State Government;]
- (x) to manage and regulate the finances, account and investments of the University;
- (xi) to institute —
 - (a) a Printing and Publication Department;
 - (b) an Information Bureau; and
 - (c) an Employment Bureau;

¹ This clause was added by the Gujarat Act XL of 1963.

- (xii) to make provision for-
 - (a) (i) extra-mural teaching and research; and
 - (ii) University Extension activities;
 - (b) Physical and military training;
 - (c) Students' Union;
 - (d) Sports and athletic clubs; and
 - (e) Students' welfare;
- (xiii) to manage colleges, ¹[University departments], institutions of research or specialized studies, laboratories, libraries, museums and hostels maintained by the University;
- (xiv) to recognize hostels and to provide housing accommodation for teachers of the University;
- (xv) to arrange for and direct the inspection of affiliated colleges, recognized institutions and hostels, and to issue instructions for maintaining their efficiency and for ensuring proper conditions of employment for members of their staff, and payment of adequate salaries, and in case of disregard of such instructions, to recommend to the Senate modifications of the conditions of affiliation or taking of such other steps as it deems proper in that behalf;
- (xvi) to call for reports, returns and other information from affiliated colleges, recognized institutions or hostels;
- (xvii) to supervise and control the admission, conduct and discipline of the students of the University and to supervise and control their residence and to make arrangements for promoting their health and general welfare;
- (xviii) to recommend to the Senate the conferment of honorary degrees and academic distinctions in the manner prescribed by Statutes;
- (xix) to award fellowships, traveling fellowships, scholarships, studentships, exhibitions, medals and prizes;

¹ These words were substituted for the word "departments" by Gujarat Act No. 8 of 1966, S.14(a).

- (xx) to appoint Heads of ¹[University Departments] in accordance with Statutes;
- (xxi) save as otherwise provided by this Act or the Statutes, to appoint on the recommendation of a committee of selection, if any, as required by this Act or Statutes, the officers (other than the Chancellor and the Vice-Chancellor), teachers and servants of the University, to define their duties and the conditions of their service, and to provide for the filling of temporary vacancies in their posts;
- (xxii) to recognize a member of the staff of an affiliated college or recognized institution as a teacher of the University and withdraw such recognition;
- ²(xxiii);;
- (xxiv);;
- [(xxv);;
- (xxvi)";
- (xxvii)];
- (xxviii) ³[to fix remuneration of examiners] and to arrange for the conduct of, and for publishing the results of the University examination and other tests;
- (xxix) to fix, demand and receive such fees and other charges as may be prescribed by the Ordinances;
- (xxx) to make, amend and cancel Ordinances;
- ⁴[(xxx-a) to accept, reject or refer back Regulations framed by the Academic Council;]
- (xxxi) to exercise such other powers and perform such other duties as may be conferred or imposed on it by or under this Act;
- (xxxii) to delegate any of its powers to the Vice-Chancellor, the Registrar or such other officer of the University or a Committee appointed by it as it may deem fit.

¹ These words were substituted for the word "departments" by Gujarat Act No. 8 of 1966, S.14(a).

² These clauses were deleted, ibid. S.14 (b)

³ These words were substituted for "to appoint examiners to fix their remuneration" by Gujarat Act No. 10 of 1982.

⁴ This clause was inserted, by Gujarat Act No. 8 of 1966. S. 14 (c).

- (2) The Syndicate shall make a report to the Senate about all acceptances or transfers of property referred to in clause (viii) of sub-section (1).
- (3) The Syndicate shall not transfer any immovable property without the previous sanction of the Senate.
- ¹[(4) The exercise of the powers by the Syndicate under clauses (xv) and (xxi) of sub-section (1), in so far as they relate to the laying down and regulating salary scales and allowances of officers, teachers and employees of the University shall be subject to the approval of the State Government.]

(C) Academic Council

*Academic
Council*

- ²[23A.(1) The Academic Council shall be the academic body of the University and shall consist of the following persons, namely:-

Class I-Ex-Officio members

- (i) The Vice-Chancellor; Ex-officio Chairman,
- (ii) The Registrar;
- (iii) The Deans of Faculties;
- (iv) Heads of University Departments,
- (v) Chairmen of the Boards of Studies.

Class II-Other members

- (i) **Two** representatives of Principals of Colleges elected by them from amongst themselves;
- (ii) **One** representative of Heads of recognised Institutions elected by them amongst themselves;
provided that a member elected under clause (i) or (ii) shall cease to hold office as such member if he ceases to be a Principal of a College or a Head of a recognised Institution, as the case may be;
- (iii) **Two** persons nominated by the Syndicate from amongst such of its members as are not already members of the Academic Council under the foregoing provisions of this section;

¹ This clause was inserted by Gujarat Act No. 10 of 1982.

² Sections 23A and 23B were inserted by Gujarat Act No. 8 of 1966, S.15.

- (2) As soon as the Academic Council is constituted under sub-section (1) it shall co-opt as its additional members from amongst professors, one such professor for each of the subjects other than those represented under clauses (iii), (iv) and (v) under "Class I-Ex-officio members" and clauses (i) and (ii) under "Class II-Other members."
 - (3) The term of office of the members of the Academic Council other than Ex-Officio members shall be three years.
- 23B. (1) The Academic Council shall have the control and general regulation of, and be responsible for the maintenance of the standards of teaching and examinations within the University.
- (2) Without prejudice to the generality of the foregoing provisions and subject to such conditions as may be prescribed by or under the provisions of this Act, the Academic Council shall exercise the following powers and perform the following duties, namely :-
 - (i) to make Regulations in consultation with the Boards of Studies concerned, laying down courses of studies;
 - (ii) to make Regulations regarding the special courses of study;
 - (iii) to arrange for co-ordination of studies and teaching in University and affiliated Colleges and in recognised Institutions;
 - (iv) to make proposals for allocating subjects to the Faculties;
 - (v) to make proposals for the establishment of University Departments, institutes of research or specialised studies, libraries, laboratories and museums;
 - (vi) to make proposals for the institution of professorships, readerships, lecturer ships and other posts of teachers required by the University and for prescribing the duties and fixing the emoluments of such posts;
 - (vii) to make proposals for the institution of fellowships, travelling fellowships, scholarships, studentships, exhibitions, medals and prizes and to make Regulations for their award;
 - (viii) to make Regulations regarding the examinations of the University and the conditions on which students shall be admitted to such examinations;
 - (ix) to make Regulations prescribing equivalence of examinations;
 - (x) to make Regulation prescribing the manner for granting exemptions from approved courses of studies in the University or in affiliated colleges or recognised institutions for qualifying for degrees, titles, diplomas and other academic distinctions;

*Powers and
duties of the
Academic
Council*

- (xi) to exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act, Statutes, Ordinances and Regulations; and
- (xii) generally to advise the University on all academic matters.]

(D) The Faculties

The Faculties

24. (1) The University shall institute the Faculties of Arts, Science, ¹[Engineering and Technology], Commerce, Agriculture and such other Faculties as may be constituted by the Senate by Statutes from time to time. Each Faculty shall comprise such subjects as may be prescribed by the Statutes.
- (2) Each Faculty shall consist of-
- (a) members of the Boards of Studies for the subjects comprised in the Faculty;
 - (b) such Fellows as are assigned to that Faculty by the Senate.
- (3) The powers and duties of the Faculties and the conditions governing the terms of offices of their members shall be as prescribed by the Statutes.

Deans of Faculties

25. There shall be a Dean of each Faculty who shall be appointed by the Syndicate in accordance with the Statutes. The terms and conditions, of the office of a Dean shall be as prescribed by the Ordinances.

(E) Boards of Studies

Boards of Studies

26. (1) There shall be a Board of Studies for every subject or group of subjects as may be prescribed by the Statutes.
- (2) The constitution, powers and duties of the Boards of Studies shall be as prescribed by the Statutes.

(F) The Boards of Post-Graduate Studies and Research

Board of Post-Graduate Studies and Research

27. (1) There shall be a Board of Post-Graduate Studies and Research to deal with all matters relating to post-graduate instruction and research in the various subjects taught in the University.
- (2) The constitution, powers and duties of the Board shall be as prescribed by the Statutes.

¹ These words were substituted for the words "Technology including Engineering" by the Gujarat Act, No. 8 of 1966, S.16.

(G) Other University bodies

28. The constitution, powers and duties of such other bodies as may be declared by the Statutes to be the authorities of the University shall be as prescribed by the Ordinances. *Other University bodies*

(H) Committees

29. (1) No person shall be appointed as a professor or reader of the University except on the recommendation of a Committee of Selection constituted for the purpose. *Committee of Selection for appointment of teachers of University*
- (2) The members of the Committee shall be-
- (i) the Vice-Chancellor, *ex-officio* Chairman;
 - (ii) the Dean of the Faculty in the subject;
 - (iii) the Head of the ¹[University Department] concerned;
 - (iv) four persons having special knowledge of the subject for which the professor or reader is to be selected by the Syndicate;
- provided that two of them shall be persons who are not Fellows or members of any Faculty or teachers of the University.
- (3) The committee shall investigate the merits of the various candidates and such other persons, if any, as the Committee may recommend as duly qualified for the vacant post but who have not applied for it, and shall report to the Syndicate the names, arranged in order of merit, of persons, if any, whom it considers to be suitable for the vacant post.
- (4) The Syndicate shall make the final selection out of the persons, if any, so recommended;
- provided that where the Syndicate makes the appointment otherwise than in accordance with the order of merit arranged by the Committee, the Syndicate shall record its reasons for doing so;
- provided further that if the Committee reports to the Syndicate the name of one person only and if the person so reported is not acceptable to the Syndicate, the Syndicate shall record its reasons for not accepting the name and communicate them to the Committee and may advertise the vacancy again and direct the Committee to report to the Syndicate in the manner provided in sub-section (3).

¹ These words were substituted for the word “department” by Gujarat Act No. 8 of 1966, S.17.

(5) Nothing in sub-sections (1) to (4) shall apply to a temporary appointment of a person-

- (i) as a professor or reader for a period not exceeding one year, or
- (ii) as a professor or reader where his services are obtained on loan for a period not exceeding two years;

provided that no such temporary appointment shall be renewed or continued for any further period without fulfilling the requirements of this section.

Recognition of teachers of University in Post-graduate subjects

30. No person shall be recognized as a teacher in post-graduate subjects of the University except on the recommendation of the Board of Post-graduate Studies and Research.

Examiners' Committee

¹ [31.(1) There shall be formed every year a committee for each faculty for the purpose of drawing up the list for appointments to University Examiners, consisting of-

- (i) the Pro-Vice-Chancellor, Ex-Officio Chairman,
- (ii) the Dean of the concerned Faculty,
- (iii) the Chairman of the Board of Studies, and
- (iv) two members of the Board of Studies nominated by the Vice-Chancellor for the year,

(2) The list of Examiners prepared by the Committee shall be placed through the Academic Council before the Vice-Chancellor for his approval who may either approve, or modify the same for reasons to be recorded in writing.

(3) The procedure to be followed by the committee shall be such as may be prescribed by Statutes],

Committees

32. All the authorities of the University shall have power to appoint committee. Such committees may include persons who are not members of the authority appointing the committee;

provided that the Faculties, Boards of studies and other Boards or Bodies shall not appoint persons who are not members of the authority appointing the committee to such committees except with the previous sanction of the Vice-Chancellor.

¹ This section was substituted for the original by Gujarat Act No. 10 of 1982.

CHAPTER V

ENROLMENT AND DEGREES

33. No student shall be enrolled as a student of the University unless he has passed—
- Enrolment
of students*
- (i) the Secondary School Certificate Examination ¹[the Higher Secondary School Certificate Examination] ²[conducted by the Gujarat Secondary and Higher Secondary Education Board] in such subjects and with such standards of attainment as may be prescribed by the Statute; or
 - (ii) the Entrance Examination, if any which may be instituted by the University with the consent of the State Government, and held in such subjects and in such manner as may be prescribed by the Statutes; or
 - (iii) any other examination prescribed as equivalent to the examinations referred to in Clauses (i) and (ii) and possesses such other qualification, if any, as may be prescribed by the Statutes.
- ¹[**Explanation:-** In this Section "Higher Secondary School Certificate Examination" means the examination of the students in the twelfth standard.]
34. Save on the recommendation of the Syndicate by special order of the Senate, and subject to any Statutes and Ordinances made in this behalf, no person shall be admitted as a candidate at any University examination other than an examination for entrance, unless he produces a certificate from an affiliated college or a recognized institution, as the case may be, to the effect that he has completed the course of instruction prescribed;
- Certificate
required of
candidate for
examination*
- provided that the Senate may make Statutes exempting students or a class of students from producing such a certificate.
35. The Senate may institute and confer such degrees and grant such diplomas and other academic distinctions in respect of degrees and examinations as may be prescribed by the Statutes.
- Degrees
diplomas and
other academic
distinctions*
36. If not less than two-thirds of the members of the Syndicate recommend that an honorary degree be conferred on any person on the ground that he is in their opinion, by reason of eminent position and attainments, a fit and proper person to receive such a degree and where their recommendation is supported by not less than two-thirds of the Fellows present at a meeting of the Senate and
- Honorary
degrees*

¹ These words were inserted by Gujarat Act No. 14 of 2002.

² These words were inserted by Gujarat Act No. 9 of 2009.

is confirmed by the Chancellor, the Senate may confer on such person the honorary degree so recommended without requiring him to undergo any examination.

*Removal
from
membership
of University
and
withdrawal
of degree or
diploma*

37. (1) The Chancellor may, on the recommendation of the Syndicate and of the Senate supported by a majority of not less than two-thirds of the members of each body present at its meeting, such majority comprising not less than one-half of the members of each body, remove the name of any person from the register of graduates or withdraw from any person a diploma or other academic distinctions if he has been convicted by a court of law of any offence which, in the opinion of the Syndicate and the Senate, is a serious offence involving moral turpitude or if he has been guilty of disgraceful conduct.
- (2) No action under this section shall be taken unless the person concerned is given an opportunity to be heard in his defense in the manner prescribed by the Statutes.

CHAPTER VI FINANCE

38. (1) The University shall establish a fund to be called the University Fund. *University Funds*
- (2) The following shall form part of, or be paid into, the University Fund :-
- (a) any contribution or grant by Government,
 - (b) the income of the University from all sources including income from fees and charges,
 - (c) trusts, bequests, donations, endowments and other grants, if any.
- (3) The University Fund shall be kept in any Scheduled Bank as defined in the Reserve Bank of India Act, 1934, or in a co-operative bank approved by the State Government for the purpose, or invested in securities authorized by the Indian Trusts Act, 1882, at the discretion of the Syndicate. *II of 1934
II of 1882*
- (4) Nothing in this section shall in any way affect any obligations accepted by or imposed upon the University by any declarations of trust executed by or on behalf of the University for the administration of any trust.
39. (1) The annual accounts of the University shall be prepared under the direction of the Syndicate and shall be submitted to the State Government for audit. *Annual accounts and financial estimates*
- (2) ¹ [The Syndicate shall after the accounts are audited, submit a copy thereof along with a copy of the audit report, to the Senate and to the State Government]
- (3) The Syndicate shall also prepare, before such date as may be prescribed by the Statutes, the financial estimates for the ensuing year. The annual accounts and the financial estimates shall be considered by the Senate at its annual meeting and may be passed with such modifications as the Senate may deem fit.
40. The annual report of the University shall be prepared under the direction of the Syndicate and shall be submitted to the Senate on or before such date as may be prescribed by the Statutes and shall be considered by the Senate at the annual meeting. The Senate shall adopt the report with modifications, if any, which it may direct the Syndicate to make therein in accordance with the resolutions passed by the Senate in that behalf. *Annual Reports*

¹ This clause was amended by Bombay Act No. XLVI of 1959.

CHAPTER VII

¹[STATUTES, ORDINANCES AND REGULATIONS]

Statutes

41. Subject to the provisions of this Act, the Senate may, from time to time, make Statutes for all or any of the following matters, namely:-
- (a) the declaration of any person to be a "teacher" under clause (20) of section 2;
 - (b) the declaration of other bodies to be the authorities of the University as provided in clause (6) of section 14;
 - (c) the manner of election of Fellows and the members of the Syndicate, and the terms and conditions of their office, registration of graduates and maintenance of a register of registered graduates and the filling up of casual vacancies in the Senate and the Syndicate;
 - (d) the powers of the Vice-Chancellor;
 - (e) the conditions of service of the Registrar and the officers and servants of the University;
 - (f) the constitution, reconstitution or abolition of Faculties and the powers and duties of Faculties;
 - (g) the procedure at a meeting of the Senate, the Syndicate, ²[the Academic council], the Boards of Studies and the Board of Post-Graduate Studies and Research and the quorum of members to be required for the transaction of business;
 - (h) the constitution, powers, duties and functions of Boards of Studies and the allocations of Boards among the Faculties;
 - (i) the constitution, powers and duties of the authorities of the University save as provided in this Act;
 - (j) the institution and conferment of degrees and the granting of diplomas, and others academic distinctions in respect of degrees and examinations;
 - (k) recognition as registered graduates of persons who are graduates of any other University;
 - (l) the institution of pension or provident fund or both for the benefit of the officers, teachers and other servants of the University;
 - (m) qualifications of professors, readers, lecturers and other teachers in affiliated colleges and recognized institutions;

¹ These words were substituted for words "Statutes and Ordinances" by Gujarat Act No. 8 of 1966, S.18.

² These words were inserted by Gujarat Act No. 15 of 1970. S.7.

- (n) all matters which, by this Act, are to be or may be prescribed by the Statutes;
 - (o) any other matter which is necessary to give effect to the provisions of this Act.
42. (1) The Statutes may be made, amended, or repealed by the Senate in the manner hereinafter provided. *Statutes, their framing, amendment, repeal and operation*
- (2) The Senate may take into consideration the draft of a Statute either of its own motion or on a proposal by the Syndicate. In the case of a draft which is not prepared by the Syndicate, the Senate, before considering the same, shall obtain the opinion of the Syndicate;
- provided that if the Syndicate fails to submit its opinion within three months from the date it receives the draft, the Senate may proceed to take the draft into consideration.
- (3) The Senate, if it thinks necessary, may also obtain the opinion of any other authority of the University in regard to any draft Statute which is before it for consideration.
- (4) Every Statute passed by the Senate shall be submitted to the Chancellor who may give or withhold his assent thereto or refer it back to the Senate for consideration.
- (5) No Statute pressed by the Senate shall be valid or shall come into force until assented to by the Chancellor.
43. (1) Subject to the provisions of this Act and the Statutes, the Syndicate may frame Ordinances to provide for all or any of the following matters, namely :- *Ordinances, their making and scope*
- (a) the admission of students to the University;
 - (b) ¹[.....];
 - (c) the conditions under which students shall be admitted to the courses of studies for degrees, diplomas and other academic distinctions ²[... ..] and be eligible for degrees, diplomas and other academic distinctions and the form of the certificate to be produced by a candidate for examination under section 34 and the conditions on which any such certificate may be granted;

¹ This clause was deleted by Gujarat Act No. 8 of 1966, S. 19 (1).

² The words "and to the examinations of the University" were deleted, *ibid.* S. 19 (2).

- (d) the recognition and inspection of hostels;
- (e) the conduct and discipline of students and conditions of their residence;
- (f) the number, qualifications and conditions of appointment of teachers of the University;
- (g) the fees to be charged, for courses of instruction in, or on behalf of the University given by teachers of the University for tutorial and supplementary instruction given by or on behalf of the University, upon admission into the University and for continuance therein, for admission to the examination, degrees and diplomas of the University, for the registration of graduates and for other purpose of a like nature;
- (h) the conditions of appointment and the duties of examiners;
- (i) the conduct of examinations;
- (j) the conduct of business of each Faculty;
- (k) the duties and powers of the Boards and Committees to be appointed by the University jointly with any other University or body;
- (l) the powers and duties of the Registrar and other officers and servants of the University;
- (m) the discipline to be enforced in regard to the graduates and undergraduates in so far as they come within the jurisdiction of the University for purposes of study and examination;
- (n) the extension of University teaching in any suitable centre within the University area by means of University extension lectures or otherwise;
- (o) the rules to be observed and enforced by affiliated colleges and recognized institutions in respect of transfer of students;
- (p) the fees (if any) to be paid for entry or retention of a name on any register;
- (q) the inspection of affiliated colleges and recognized institutions and reports, returns and other information to be furnished by such colleges and recognized institutions;

- (r) the registers of students to be kept by affiliated colleges and recognized institutions;
 - (s) the duties of teachers of the University;
 - (t) the mode of execution of contracts or agreements by or on behalf of the University; and
 - (u) generally, all matters which by this Act or by the Statutes may be provided for by the Ordinances and all matters for which provision is, in the opinion of the Syndicate, necessary for the exercise of the powers conferred, or the performance of the duties imposed, on the Syndicate by this Act or the Statutes.
- (2) All Ordinances made by the Syndicate shall, except as otherwise provided by this Act, have effect from such date as it may direct; but every Ordinance so made shall be laid on the table of the Senate as soon as may be, and shall be considered by the Senate at its next meeting. The Senate shall have power, by a resolution passed by a majority of not less than two-thirds of the members present at such meeting, to cancel or refer for reconsideration but not to amend any such ordinance.
- (3) The Vice-Chancellor shall, on the application of not less than forty members of the Senate, suspend the operation of any such Ordinance until the Senate has considered it as provided in sub-section (2).

¹[43A. The Academic Council may, subject to the approval of the Syndicate Regulation make Regulations consistent with this Act, the Statutes and the Ordinances providing for all matters which by this Act, the Statutes or the Ordinances are to be provided for by Regulations and for all other matters solely concerning itself.]

Regulation

¹ This Section was inserted by Gujarat Act No. 8 of 1966, S. 20.

CHAPTER VIII

AFFILIATION AND RECOGNITION

Affiliation

- 44.(1) A college applying for affiliation to the University shall send application in writing to the Registrar and shall satisfy the Syndicate ¹[and the Academic Council]–
- (a) that the college is to be under the management of a regularly constituted governing body;
 - (b) that the strength and qualifications of the teaching staff and the conditions governing their tenure of office are such as to make due provision for the courses of instruction, teaching or training to be undertaken by the college;
 - (c) that the buildings in which the college is to be located are suitable, and that provision will be made, in conformity with the Ordinances, for the residence, in the college hostel or in lodgings approved by the college, of students not residing with their parents or guardians and for the supervision and welfare of students;
 - (d) that due provision has been made or will be made for a library;
 - (e) where affiliation is sought in any branch of experimental science, that arrangements have been or will be made in conformity with the ²[Statutes, Ordinances and regulations] for imparting instruction in that branch of science in a properly equipped laboratory or museum;
 - (f) that due provision will, as far as circumstances may permit, be made for the residence of the Principal and some members of the teaching staff in or near the college or the place provided for the residence of students;
 - (g) that the financial resources of the college are such as to make due provision for its continued maintenance and efficient working; and
 - (h) that the college rules fixing the fees (if any) to be paid by the students have not been so framed as to involve such competition with any existing college in the same neighborhood as would be injurious to the interests of education.

¹ These words were inserted by Gujarat Act No. 8 of 1996, S. 21 (1) (i).

² These words were substituted for the words “Statutes and Ordinances,” *ibid.* S. 21 (1)(ii)

The application shall further contain an assurance that after the college is affiliated, any transference of management and all changes in the teaching staff and all other changes which may result in any of the aforesaid requirements not being fulfilled or continued to be fulfilled shall be forthwith reported to the Syndicate.

- (2) On receipt of a letter of application under sub-section (1) the Syndicate shall-
 - (a) direct a local inquiry to be made by a competent person or persons authorized by the Syndicate in this behalf in respect of the matters referred to in sub-section (1) and such other matters as may be deemed necessary and relevant;
 - (b) make such further inquiry as may appear to it to be necessary; and
 - (c) report to the Senate its opinion ¹[after consulting the Academic Council] on the question whether the application should be granted or refused, either in whole or in part embodying in such report the results of any inquiry under clauses (a) and (b).
- (3) On receipt of the report under clause (c) of sub-section (2) the Senate shall, after such further inquiry as may appear to it to be necessary, record its opinion.
- (4) The Registrar shall submit the application and all proceedings, if any, of the ²[Academic Council, the Syndicate] and the Senate relating thereto to the State Government which, after such inquiry as may appear to it to be necessary, shall grant or refuse the application or any part thereof.
- (5) Where the application or any part thereof is granted, the order of the State Government shall specify the courses of instruction in respect of which the college is affiliated, and where the application or any part thereof is refused, the grounds of such refusal shall be stated.
- (6) As soon as possible after the State Government makes its order, the Registrar shall submit to the Senate a full report regarding the application, the action taken thereon under sub-sections (2) to (5) and of all proceedings connected therewith.
- (7) An application under sub-section (1) may be withdrawn at any time before an order is made under sub-section (4).

¹ These words were inserted by Gujarat Act No. 8 of 1966, S. 21 (2).

² These words were substituted for the word “Syndicate”, *ibid.* S. 21 (3)

*Extension
of
affiliation*

45. Where a college desires to add to the courses of instruction in respect of which it is affiliated the procedure prescribed by section 44 shall, so far as may be, be followed.

*Recognition of
institutions of
Research and
specialized
studies*

46. (1) The Syndicate shall have the power ¹[after consultation with the Academic Council] to recognize as a recognized institution any institution of research or specialized studies other than a college.
- (2) An institution applying for recognition under this section shall send an application in writing to the Registrar and shall give full information in the application in respect of the following matters, namely:
- (a) constitution and personnel of the managing body;
 - (b) subject and courses in regard to which recognition is sought;
 - (c) accommodation, equipment and the number of students for whom provision has been or is proposed to be made;
 - (d) the strength of the staff, their qualifications and salaries and the research work done by them;
 - (e) fees levied or proposed to be levied and the financial provision made for capital expenditure on buildings and equipment and for the continued maintenance and efficient working of the institution.
- (3) Before taking the application into consideration, the Syndicate may call for any further information which it may deem necessary.
- (4) If the Syndicate decides to take the application into consideration, it may direct a local inquiry to be made by a competent person or persons authorized by it in this behalf. After considering the report made as a result of such local inquiry and making such further inquiry as may appear to it to be necessary, the Syndicate shall ²[after obtaining the opinion of the Academic Council] grant or refuse the application or any part thereof. Where the application or any part thereof is granted, the Syndicate shall specify the subjects and the courses of instruction in respect of which the institution is recognized and make a report to that effect for information to the Senate at their next succeeding meeting. Where the application or any part thereof is refused, the grounds of such refusal shall be stated.

¹ These words were inserted, by Gujarat Act No. 8 of 1966, S. 22 (1).

² These words were inserted, *ibid.* S. 22 (2).

- 47 (1) Every affiliated college and every recognized institution shall furnish such reports, returns and other information as the Syndicate may ¹[after Consulting the Academic Council] require to enable it to judge the efficiency of the college or institution.
- (2) The Syndicate shall cause such college or institution to be inspected from time to time by one or more competent persons authorized by the Syndicate in this behalf.
- (3) The Syndicate may call upon any such college or institution so inspected to take, within a specified period, such action as may appear to it to be necessary in respect of any of the matters referred to in sub-section (1) of section 44 or sub-section (2) of section 46, as the case may be.
48. (1) The rights conferred on a college by affiliation may be withdrawn in whole or in part or modified, if the college has failed to carry out any of the provisions of sub-section (1) of section 44 or the college has failed to observe any of the conditions of its affiliation or the college is conducted in a manner which is prejudicial to the interests of education.
- (2) A motion for the withdrawal or modification of such rights shall be moved in the Syndicate. A member of the Syndicate who intends to move that the rights conferred on any college by affiliation be withdrawn in whole or in part or modified, shall give notice of his motion and shall state in writing the grounds on which the motion is made.
- (3) Before taking the said motion into consideration, the Syndicate shall send a copy of the notice and written statement mentioned in sub-section (2) to the Principal of the college concerned, together with an intimation that any representation in writing submitted within a period specified in such intimation on behalf of the college will be considered by the Syndicate;
- provided that the period so specified may, if necessary, be extended by the Syndicate;
- (4) On receipt of the representation or on expiration of the period referred to in sub-section (3), the Syndicate after considering the notice of motion, statement and representation and after such inspection by any competent person or persons authorized by the Syndicate in this behalf, and such further inquiry as may appear to it to be necessary ²[and after consulting the Academic Council] shall make a report to the Senate.

*Inspection
of college
and
Institutions
and reports*

*Withdrawal
of affiliation*

¹ These words were inserted, by Gujarat Act No. 8 of 1966, S. 23.

² These words were inserted by Gujarat Act No. 9 of 1966, S. 24.

*Withdrawal or
suspension of
recognition of
institution*

- (5) On receipt of the report under sub-section (4), the Senate shall, after such further inquiry (if any) as may appear to it to be necessary, shall record its opinion on the matter;
provided that no resolution of the Senate recommending the withdrawal of the affiliation shall be deemed to have been passed by it unless the resolution has obtained the support of not less than one-half of the members of the Senate.
 - (6) The Registrar shall submit the proposal and all proceedings, if any, of the ¹[Academic Council, the Syndicate) and the Senate relating thereto, to the State Government, which after such further inquiry as may appear to it to be necessary, shall make such order as it thinks fit.
 - (7) Where by an order made under sub-section (6), the rights conferred by affiliation are withdrawn in whole or in part or modified, the ground for such withdrawal or modification shall be stated in the order.
49. (1) The rights conferred on an institution by recognition may be withdrawn or suspended for any period if the institution has failed to observe any of the conditions of its recognition or the institution is conducted in a manner which is prejudicial to the interest of education.
- (2) A motion for such withdrawal or suspension shall, be initiated only in the Syndicate. The member of the Syndicate who intends to move such a motion shall give, notice of it and shall state in writing the grounds on which it is made.
 - (3) Before taking the said motion into consideration, the Syndicate shall send a copy of the notice and written statement mentioned in sub-section (2) to the Head of the institution concerned, together with an intimation that any representation in writing submitted within a period specified in the intimation on behalf of the institution will be considered by the Syndicate;
provided that the period so specified may, if necessary, be extended by the Syndicate.
 - (4) On receipt of the representation or on the expiry of the period referred to in sub-section (3), the Syndicate after considering the notice of motion, statement and representation and after such inspection by any competent person or persons authorized by the Syndicate in this behalf and after such further inquiry as may appear to it to be necessary ²[and after consulting the Academic Council] shall decide whether the recognition should be withdrawn or suspended, as the case may be;
- provided that the recognition shall not be withdrawn or suspended unless resolution of the Syndicate to that effect is supported by not less than one-half of the members of the Syndicate.

¹ These words were substituted for the word "Syndicate", *ibid.* S. 24.

² These words were inserted by Gujarat Act No. 8 of 1966, S. 25.

CHAPTER IX
ORGANIZATION WITHIN THE UNIVERSITY AREA AND
CONTROL OVER INSTITUTIONS OUTSIDE THE
UNIVERSITY AREA

50. (1) All university colleges and the colleges specified in Schedule II and all colleges within the University Area which may hereafter be affiliated to the University shall be the constituent colleges of the University. *Constituent colleges and institutions*
- (2) All institutions within the University Area recognized under section 46 shall be the recognized constituent institutions of the University.
- (3) ¹All colleges and institutions outside the University Area admitted to the privileges of the University under [sub-section (4) of section 5 shall respectively be the affiliated colleges and recognized institutions.
- (4) The relations of the constituent colleges and constituent recognized institutions and the affiliated colleges and recognized institutions with the University shall be governed by the Statutes to be made in that behalf, and such Statutes shall provide in particular for the exercise by the University of the following powers in respect of such colleges and institutions:-
- (i) to lay down minimum educational qualifications for the different classes of teachers and tutorial staff employed by such colleges and institutions and the conditions of their service.
 - (ii) to approve the appointments of the teachers made by such colleges and institutions,
 - (iii) to require each such college and institution to contribute a prescribed quota of recognized teachers in any subject for teaching on behalf of the University,
 - (iv) to co-ordinate and regulate the facilities provided by such colleges and institutions in regard to libraries, laboratories and other equipments for teaching and research,
 - (v) to levy contributions for providing certain facilities from such colleges and institutions and make grants to them, and
 - (vi) to require satisfactory arrangements for tutorial and similar other work in such colleges and institutions and to inspect such arrangements from time to time.
51. ²[Within the University area, all instruction, teaching research and training beyond the stage of the Entrance Examination shall be conducted by the University through University Departments, constituent and affiliated colleges or recognized institutions in such subjects as may be prescribed by the Ordinances and Regulations.] *Teaching within University Area*
52. ³[....] *Hindi as medium of instruction and Examination*
-

¹ Sub-section 4 of section 5 was deleted.

² This Section was substituted for the original by Gujarat Act No. 8 of 1966. S. 26.

³ This Section was deleted by Gujarat Act No. 15 of 1970, S. 8.

CHAPTER X GENERAL

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|--|--|
| <i>Election to be by the system of proportional representation</i> | 53. Every election to any authority of the University made under this Act shall be made by the system of proportional representation by means of the single transferable vote by ballot in such manner as may be prescribed by Statutes; provided that no vote shall be recorded by post or by proxy. |
| <i>Resignation by member</i> | 54. Save as provided in sub-section (1) of section 17, any member of any authority or body of the University may resign his office by letter addressed to the Registrar. |
| <i>Casual vacancies</i> | <p>55. When any vacancy occurs in the office of a Fellow or member of any authority of the University before the expiry of the term of office of such Fellow or member, the vacancy shall be filled up as soon as conveniently may be by the election, nomination or appointment, as the case may be, of a Fellow or member who shall hold office so long only as the Fellow or member in whose place he has been elected, nominated or appointed would have held it, if the vacancy had not occurred;</p> <p>provided that, notwithstanding anything contained in section 15, if the vacancy be of a Fellow and occurs within six months preceding the date on which the term of office of the Fellow expires, the vacancy shall not be filled, if the Fellow be an elected Fellow.</p> |
| <i>Conditions of Service</i> | 56. Save as otherwise provided by or under this Act, every salaried officer and teacher of the University shall be appointed under a written contract. The contract shall be lodged with the Registrar of the University and a copy thereof shall be furnished to the officer or teacher concerned. |
| <i>Officers and employees to be public servants</i> | <p>¹[56.A Every officer and employee of the University shall be deemed to be a public servant within the meaning of Section 21 of the Indian Penal Code.</p> <p>Explanation: For the purposes of this section any person who is appointed by the University for a specified period or for a specified work of the University or who receives any remuneration by way of compensatory allowance or fee for any work done from the University Fund shall be deemed to be an officer or employee of the University while he is performing, and in relation to all matters relatable to the performance of, the duties and functions connected with such appointment or work]</p> |

¹ This section was inserted by Gujarat Act No. 19. of 1980.

57. The University shall make adequate provisions for the benefit of its officers, teachers and other servants in matters of insurance, pension and provident fund or for other benefits as it may deem fit in such manner and subject to such conditions as may be prescribed by the Statutes. *Pension, insurance and Provident fund*
- ¹[57A(1) Where the University has established a Provident Fund for the benefit of its officers, teachers and other servants under Section 57, such fund shall, notwithstanding anything contained in any law for the time being in force, be deposited in the State Government treasury in accordance with such directions as the State Government may, from time to time by an order in writing give and thereupon :- *Provident Fund to be deposited in Government Treasury*
- (i) the subscriber to the fund shall be entitled to interest on the balance in his provident fund account at the same rate, at which the State Government servant is for the time being entitled to on the balance in his provident fund account, and
 - (ii) the rules for the time being in force relating to the limits of withdrawals from the provident fund as applicable to such Government servant shall, so far as may be, apply to the subscriber.
- (2) Nothing in this section shall apply to a provident fund established by the University to which the Employees' Provident Funds Act, 1952 applies.]
58. No act or proceeding of any authority or other body of the University shall be invalidated merely by reason of any vacancy in its membership. *Proceedings not invalidated by vacancy*
- ² [59. Where any question arises as to :- *Disputes as to constitution of University authority or body*
- (1) the interpretation of any provision of this Act, or of any Statute, Ordinance or Rule, or
 - (2) whether a person has been duly elected or appointed as, or is entitled to be or ceases to be-entitled to be, a member of any authority or other body of the University,
 - (a) it may be referred to the State Government if it relates to a matter specified in clause (1), and

¹ This Section was inserted by Gujarat Act No. 11 of 1979.

² This Section was amended by Gujarat Act No. 9 of 1983.

- (b) it shall be referred to the State Government if -
 - (i) it relates to a matter specified in clause (2), or
 - (ii) if ten fellows so require, irrespective of whether it relates to a matter specified in clause (1) or clause (2), and the State Government shall after making such inquiry as it deems fit (including giving an opportunity of being heard where necessary) decide the question and its decision shall be final].

***Protection
of acts
and orders***

60. All acts and orders in good faith done and passed by the University or any of its authorities, bodies or officers shall be final and no suit shall be instituted against or damage claimed from the University or its authorities, bodies or officers for anything purporting to be done in pursuance of the Act and the Statutes, Ordinances, ¹[Regulations] and rules framed there under.

***Construction of
references to
Sardar
Vallabhbhai
Vidyapeeth
Act, 1955 and
Sardar
Vallabhbhai
Vidyapeeth
in existing laws,
instruments etc.***

- ²60A.(1) As from the commencement of Sardar Vallabhbhai Vidyapeeth (Amendment) Act, 1965, (hereinafter referred to as "the said Act"), any reference in an existing law or instrument or document-
- (a) to the expression "Sardar Vallabhbhai Vidyapeeth Act, 1955" shall be construed as if it were a reference to the Sardar Patel University Act, 1955, and
 - (b) to the expression "the Sardar Vallabhbhai Vidyapeeth" shall be construed as if it were a reference to the Sardar Patel University.
- (2) Any act done by, or any suit or other proceeding filed by or against, the Sardar Vallabhbhai Vidyapeeth before the commencement of the said Act shall be deemed to have been done or, as the case may be, filed by or against the Sardar Patel University.

Explanation:- For the purposes of this section "existing law" means any enactment of a Legislature or other competent authority in relation to matters specified in Lists II and III in the Seventh Schedule to the Constitution of India in force in any part of the State of Gujarat immediately before the commencement of the said Act and includes any Statute, Ordinance, rule, by-law, regulation, order, notification, scheme, form or other instrument having the force of law made, prescribed or issued under any such enactment]

¹ This word was inserted by Gujarat Act No 8 of 1966, S. 28.

² This Section was added, *ibid.* S. 29.

CHAPTER XI TRANSITORY PROVISIONS

- | | |
|---|---|
| <p>61. Notwithstanding anything contained in this Act, or the Statutes and Ordinances made there under, any student of a college situated within the University area and affiliated to the Gujarat University, who immediately before the date on which section 5 came into force was studying or was eligible for any examination of the Gujarat University shall be permitted to complete his course in preparation therefore, and the University shall provide for such period and in such manner as may be prescribed by the Statutes for the instruction, teaching, training and examination of such students in accordance with the courses of studies of the Gujarat University.</p> | <p><i>Completion of courses of studies in colleges affiliated to the Gujarat University</i></p> |
| <p>62. Notwithstanding anything contained in section 10, the person holding the office of the Chairman of the Charutar Vidya Mandal on the date of the coming into force of this section shall be entitled to be the first Vice-Chancellor. He shall be appointed as the first Vice-Chancellor by the State Government for such period not exceeding three years and on such terms and conditions as the State Government thinks fit.</p> | <p><i>Appointment of the First Vice-Chancellor</i></p> |
| <p>63. Notwithstanding anything contained in section 12, the first Registrar shall be appointed by the State Government as soon as practicable after the passing of this Act for a period not exceeding three years and on such conditions as the State Government thinks fit.</p> | <p><i>Appointment of First Registrar</i></p> |
| <p>64. (1) It shall be the duty of the first Vice-Chancellor—</p> <p style="margin-left: 40px;">(a) to give recognition to institutions, if any, as far as possible consistently with the provisions of section 46, and</p> <p style="margin-left: 40px;">(b) to make arrangements for constituting the Senate, the Syndicate and other authorities of the University, within six months after the date of his appointment or such longer period not exceeding one year as the State Government may, by notification in the <i>Official Gazette</i>, direct.</p> <p style="margin-left: 40px;">(2) The first Vice-Chancellor shall with the assistance of the Advisory Committee consisting of not more than ten members nominated by the State Government—</p> <p style="margin-left: 40px;">(a) subject to the provisions of this Act and the approval of the Chancellor,</p> | <p><i>Transitory Powers of the First Vice-Chancellor</i></p> |

- (i) make provisional Statutes necessary for constituting aforesaid authorities and regulating the procedure at their meetings and the transaction of their business.
- (ii) draw up any rules that may be necessary for regulating the method of election to the aforesaid authorities.
- (b) frame the first Statutes and Ordinances under this Act and submit them for confirmation to the respective authorities when they commence to exercise their functions.

- (3) The authorities constituted under sub-section (1) shall commence to exercise their functions on such date or dates as the State Government may, by notification in the *Official Gazette* direct.
- (4) The Statutes and Ordinances framed by the first Vice-Chancellor shall when confirmed by the respective authorities be published in the *Official Gazette*.

*First
Appointme
nt of the
officers and
teachers of
the
University*

65. (1) At any time after the passing of this Act until such time as the authorities of the University shall commence to exercise their functions-
- (a) any officer of the University may be appointed by the Vice-Chancellor with the previous sanction of the Chancellor.
 - (b) teachers of the University may be appointed by the Chancellor after considering the recommendations of an Advisory Committee consisting of the Vice-Chancellor, the Director of Education and such other person or persons, if any, as the Chancellor thinks fit to associate with them.
- (2) Any appointment made under sub-section (1) shall be for such period not exceeding three years and on such conditions as the appointing authority thinks fit;
- provided that no such appointment shall be made until financial provision has been made therefore.

*Extraordinary
Powers of the
first Vice-
Chancellor*

66. The Vice-Chancellor appointed under section 62 shall have powers until the Syndicate commences to exercise its function-
- (a) with the previous approval of the Chancellor to make additional Statutes to provide for any matter not provided for by the first Statutes,
 - (b) to constitute provisional authorities and bodies and on their recommendations to make rules providing for the conduct of the work of the University,

- (c) subject to the control of the State Government, to make such financial arrangements as may be necessary to enable this Act or any part thereof to be brought into force,
 - (d) with the sanction of the Chancellor, to make for a period not exceeding three years such appointments as may be necessary to enable this Act or any part thereof to be brought into force,
 - (e) to appoint any Committee as he may think fit, to discharge such of his functions as he may direct, and
 - (f) generally to exercise all or any of the powers conferred on the Syndicate by or under the provisions of this Act.
67. If any difficulty arises as to the first constitution or re-constitution of any authority of the University after the coming into force of this Act or otherwise in first giving effect to the provisions of this Act, the State Government, as occasion may require, may by order do anything which appears to it necessary for the purpose of removing the difficulty.

*Removal by
State
Government of
Difficulties of
the
Commencement
of the Act.*

SCHEDULE I

[See Section 2 (23)]

The University Area shall comprise the area within the limits of Vallabh Vidyanagar in the Anand Taluka of the ¹[Anand] District and the area within a radius of five miles from the office of the University situated at Vallabh Vidyanagar.

SCHEDULE II

[See Section 50]

- (1) The Vithalbhai Patel Mahavidyalaya.
- (2) The Birla Vishvakarma Mahavidyalaya.
- (3) The Bhikhabhai Jivabhai Vanijya Mahavidyalaya.
- (4) The Bansilal Amritlal College of Agriculture.

¹ This word was substituted for the word 'Kaira' by Gujarat Act 9 of 2009.

GOVERNMENT NOTIFICATIONS**EDUCATION DEPARTMENT**

Sachivalaya, Bombay, 10th December 1955

SARDAR VALLABHBHAI VIDYAPEETH ACT, 1955

VL, 1055-U : In exercise of the powers conferred by sub-section (3) of section 1 of the Sardar Vallabhbhai Vidyapeeth Act, 1955 (Bom. XL of 1955), the Government of Bombay hereby directs that the provisions of sections 2, 8, 9, 11, 12, 41, 43, 53, 56, 58, 60, 62, 63, 64, 65, 66, 67 and Schedule I to the Act shall come into force on the 15th Day of December 1955.

By order and in the name of the Governor of Bombay,

Sd/- G. V. Bedekar

Secretary to Government

EDUCATION DEPARTMENT

Sachivalaya, Bombay, 2nd July 1956

No. VVL 1056-U : In exercise of the powers conferred by sub-section (3) of section 1 of the Sardar Vallabhbhai Vidyapeeth Act, 1955 (Bom. XL of 1955), the Government of Bombay hereby directs that the provisions of section 16 of the said Act shall come into force on the 5th day of July 1956.

By order and in the name of the Governor of Bombay,

Sd/- G. V. Bedekar

Secretary to Government

EDUCATION DEPARTMENT

Old Secretariat Building,

Bombay, 11th December 1956

SARDAR VALLABHBHAI VIDYAPEETH ACT, 1955

No. VVL. 1056 : In exercise of the powers conferred by sub-section (3) of Section 1 of the Sardar Vallabhbhai Vidyapeeth Act, 1955 (Bom. XL of 1955), the Government of Bombay hereby directs that the provisions of sections 3, 4, 5, 6, 7, 10, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 42, 44, 45, 46, 47, 48, 49, 50, 51, 54, 55, 57 and 61 of the said Act and of Schedule II to the said Act shall come into force on the 15th day of December 1956.

by order and in the name of the Governor of Bombay

Sd/- G. V. Bedekar

Secretary to Government

TRANSITIONAL PROVISIONS
(Made under Gujarat Act No. 8 of 1966)

30. (1) The amendments made by section 14 shall take effect on a date which is declared by the State Government, by notification in the *Official Gazette*, as the date on which the Academic Council is duly constituted for the first time under section 23A of the Principal Act.
- (2) The amendments made by section 19 shall take effect on the date declared under sub-section (1) of this section and any Ordinances providing for courses of study for degrees, diplomas and certificates and for the conditions under which students shall be admitted to the examinations of the University made before the said date and in force immediately before the said date shall be deemed to be Regulations made under section 43A of the Principal Act and continue in force until superseded by any Regulations made under that section.
- (3) Any person who immediately before the commencement of this Act holds office as the Vice-Chancellor under section 10 of the Principal Act or as a Fellow of the Senate under clause (iii) of paragraph (C), and clause (ii) of paragraph (D), under the heading "I. Ex-officio Fellows", clauses (iv) and (vi) of paragraph (A), clauses (i), (ii), (iii) and (iv) of paragraph (B), and paragraph (C) under the heading "II. Ordinary Fellows" in section 15 of the Principal Act or as a member of the Syndicate under clause (c) or (d) of sub-section (1) of section 22 of the Principal Act shall, notwithstanding that the holding of office as the Vice-Chancellor or a Fellow or member by such person is rendered inconsistent with the aforesaid provisions as amended by this Act, continue to hold office until the expiry of twelve months from the date of the commencement of this Act or until the appointment of the Vice-Chancellor or, as the case may be the nomination or election of a Fellow or a member is made under the provisions as amended by this Act whichever is earlier,

(Made under Section 9 of Gujarat Act No. 15 of 1970)

9. Any person elected to the Syndicate of the Sardar Patel University by the Senate from amongst the Fellows as a member under clause (e) of sub-section (1) of section 22 of the Principal Act as it stood before the commencement of this Act shall, notwithstanding that the holding of office as such member by such person is rendered inconsistent with the provisions of the said clause (e) as amended by this Act, continue to hold office as a member of the Syndicate for such term as he would have held office if the said clause (e) had not been amended by this Act.

SARDAR PATEL UNIVERSITY

STATUTES

CHAPTER I

A. The Authorities of the University

THE SENATE

Meetings of the Senate

[Under Section 9 (1), 11 (1), 21, 41 (g) & 42 of the Act]

(I) General

- S. 1. Meetings of the Senate shall be held in the University premises unless the Chancellor or the Vice-Chancellor otherwise directs.
- S. 2. The Chancellor, or in his absence the Vice-Chancellor, or in the absence of both, a member elected by the meeting shall preside at the meeting of the Senate. The senior member present shall take the Chair, for and until such election only.
- S. 3. **Fifteen** members of the Senate shall form the quorum and all questions shall be decided by a majority of votes of the members present, the Chairman, in the case of an equality of votes, having a second or casting vote.
- S. 4. Such proposals and amendments only as are immediately connected with the Sardar Patel University and are in accordance with the Act shall be entertained and debated in the Senate.
- S. 5. (a) For the purpose of the annual meeting of the Senate or a special meeting convened by the Vice-Chancellor under Section 21 (2) of the Act, other than a requisitioned meeting, the date fixed by the Vice-Chancellor shall be notified at least **35 clear days** in advance.
- Explanation:-** Whenever the expression 'clear days' occurs in the Statutes in this Chapter or in any other Chapter, for the purpose of counting the days, the first day and the last day shall be excluded.
- (b) The Vice-Chancellor shall have the power to change the date notified under Clause (a) above, and fix a later date for the meeting of the Senate, provided that the new date shall not be separated from the original date by more than 10 clear days and provided further that the date finally fixed shall be communicated to the members at least **21 clear days** in advance.
- S. 6. (a) Subject to the provisions of Statute 4, a member may forward to the Registrar, at least **25 clear days** before the date notified for the meeting, any proposal for inclusion in the agenda of the meeting of the Senate for which notice has been issued.
- (b) If the proposal forwarded by a member under clause (a) above for inclusion in the agenda of the meeting is in the form of a draft Statute, it shall be deemed to be referred to the Syndicate with effect from the date of the next meeting of the Syndicate following the meeting of the Senate for the opinion of the Syndicate required to be obtained under Section 42 (2) of the Act.

- S. 7. When a draft Statute, after it has remained for consideration by the Syndicate for a period of at least three months, is taken into consideration by the Senate of its own motion, it shall be competent for the Senate to deal with all amendments or modifications thereof which it is otherwise competent for the Senate to entertain.
- S. 8. (a) A special meeting of the Senate may be requisitioned as provided in Section 21 (2) to the Act, to consider any proposal which it is otherwise competent for the Senate to entertain, including a draft Statute which has been referred to the Syndicate for its opinion within the meaning of Statute 6 (b).
- (b) The Registrar shall give notice of at least **21 clear days** for such meeting, forwarding to the members at the same time the terms of the Resolution/s to be proposed at the meeting, together with the names of the persons who have requisitioned the meeting.
- S. 9. **Twenty-one clear days** before the day fixed for a meeting of the Senate, other than a requisitioned meeting, the Registrar shall forward to each member of the Senate a statement of business to be brought before the meeting and of the terms of all Resolutions to be then proposed, together with the name of the proposer of each, intimation in writing of which has previously reached him. The inclusion of a Report of any Committee of the Senate in the Agenda paper shall be held to be equivalent to notice of motion for its adoption.
- S. 10. When a motion, which has been moved by a member of the Senate is referred by the Senate to the Syndicate for report of the Syndicate thereon, comes before a subsequent meeting of the Senate for consideration, the report of the Syndicate shall take the place of the original motion, and its adoption shall be moved as a motion recommended by the Syndicate. Notwithstanding anything contained in Statute 25, the mover of the original motion or any other member may move an amendment that the report be recorded and that the original motion be accepted.
- S. 11. Notice in writing of proposed amendments and the terms thereof and of motions for any change in the order of business as set forth in the statement must be forwarded so as to reach the Registrar **twelve clear days** before the day of that meeting.
- S. 12. The Registrar shall, **seven clear days** before the day of the meeting forward to each member a statement of all the motions and amendments; and no motion or amendment of which such notice has not been given shall be put to the meeting, other than a motion for dissolution, adjournment or suspension of the sitting or passing to the next business on the statement, for directing the Syndicate to review their decision, for referring the matter under consideration to the Syndicate or a Faculty for report, or an amendment which shall be accepted by the Chairman as merely formal.

(ii) Order of Business

- S. 13. Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of the place of meeting.

- S. 14.** At the expiration of a quarter of an hour from the time of the meeting, the Chairman shall take notice whether there are fifteen members present; and if there are not, the meeting shall forthwith be adjourned to such a date as the Chairman may appoint. Such adjournment shall be recorded by the Registrar under the signature of the Chairman. In the case of a meeting adjourned for want of quorum, no quorum will be required.
- S. 15.** At every meeting, the business to be entertained shall, unless the meeting by a special vote otherwise determine, be taken in the following order :-
- (1) The election, if it is a part of the business to be entertained at the meeting, of the chairman.
 - (2) The signing of the minutes of the previous meeting or adjourned meeting.
 - (3) The election, if it is a part of the business to be entertained at the meeting of any official of the University.
 - (4) The affiliation, the renewal of affiliation and the extension of affiliation of colleges.
 - (5) Consideration of the recommendations of the Syndicate in connection with the assignment of Fellows to Faculties under Section 24 (2) (b), when such recommendations are a part of the business to be entertained at the meeting,
 - (6) Consideration of the Annual Financial Statement and/or motions for supplementary grants when they are part of the business to be entertained at the meeting.
 - (7) Consideration of Ordinances and Regulations, motions for making, amending and repealing statutes, and proposals recommending amendments and proposals recommending amendments to the Act.
 - (8) Conferment of Degrees subject to the Provisions of Statute-169 (A).
 - (9) Any motion for a change in the order of business provided that such motions shall not affect the order hereinabove indicated, or give priority to any item of business over the items mentioned in (1) to (7) above, or any of them.
 - (10) Any business and motions of which due notice has been given, in the order in which such business and motions are entered in the statement of business and motions to be brought forward subject to the provision of this Statute and Statute 20.

(iii) Rules of Debate

- S. 16.** Every motion will be moved by the member in whose name it stands, or if he is absent or declines to move it, it may be moved by any other member.
- S. 17.** Every motion at a meeting must be seconded; otherwise it shall drop. The seconder of a motion may reserve his speech.
- S. 18.** When a motion has been seconded, it shall be stated from the Chair.

- S. 19. When the proposal has been thus stated, it may be discussed as a question to be resolved simply in the affirmative or negative or as proposed to be varied by way of amendment. When, before or after debate, no member rises to speak to the motion, the Chairman shall proceed to put the question to the vote in the manner hereinafter mentioned.
- S. 20. A substantive proposal once brought forward shall not be proposed second time at the same meeting, or at any adjournment thereof. A proposal substantially identical in part with one already disposed of may be brought forward at the same meeting or at any adjournment thereof with the omission of such part.
- S. 21. Not more than one proposal and one amendment thereto shall be placed before the meeting at the same time. Each amendment shall be disposed of before the next is moved. All amendments, which are not withdrawn under Statute 33, or which do not violate Statute 26, shall be considered and voted upon. In case, no notice of amendment under Statute 11 has been given, the Senate shall at once proceed to consider and to vote upon the proposal.
- S. 22. In any debate, a member may move (but shall not make any speech on the motion) that the question be now put and unless it shall appear to the Chairman that such motion is an infringement of the rights of reasonable debate, the motion 'that the question be now put' shall be put to the vote forthwith and decided without amendment or debate.
- S. 23. When the motion 'that the question be now put' has been carried, the Chairman shall call upon the mover of the proposal or amendment under consideration to reply.
- S. 24. No Fellow, save with the permission of the Senate as herein provided, shall speak for more than 15 minutes when proposing a motion, or for more than 7 minutes, when proposing an amendment, seconding or speaking on a motion or amendment, or when replying; provided always that the said time limit shall only be operative when the Chairman either *suo moto* or at the instance of a Fellow, draws the attention of the Senate to the fact that the time limit has been exceeded. On the attention of the Senate being thus drawn, the Chairman shall take the vote of the Senate whether the speaker shall be given a further period of 10 minutes or not. If the vote of the Senate is in the negative, the speaker shall bring his remarks to a close within such few sentences as the Chairman may at his discretion allow, but shall not otherwise continue to address the Senate. If the vote is in favour of the speaker continuing, he may address the Senate for a further period of 10 minutes when the same procedure may be repeated whether or not the Chairman's attention is drawn to the time limit.

(iv) Amendments

- S. 25. No amendment shall be proposed which could reduce the proposal to a negative form.
- S. 26. No amendment shall be proposed which raises a question already disposed of by the meeting or is inconsistent with any resolution already passed by it.
- S. 27. The order in which amendments to a proposal are to be brought forward shall be determined by the Chairman with reference to their extent and mutual relation.

- S. 28. An amendment, the substance of which has been disposed of in part, may be modified by its proposer so as to retain only the parts not so disposed of.
- S. 29. When an amendment has been moved and seconded, it shall be stated from the Chair, and then debate may proceed on the original proposal and the amendment together; but so far as the question raised by the amendment is one on which he has not yet spoken, any member may speak on that question, though he has spoken on the original question, or a previous amendment.
- S. 30. (a) Every amendment shall be in such form that it modifies the original motion by any or all of the following methods:-
- (1) By addition of words;
 - (2) By deletion of words;
 - (3) By substitution of words;
- and the mover may state the motion or the part thereof affected as it would stand when so amended.
- (b) An amendment must be relevant to and within the scope of the motion to which it is proposed.
- (c) An amendment in the alternative should not be moved.
- S. 31. If any amendment be carried, it shall become part of the motion before the Senate and the motion, shall be modified accordingly.
- S. 32. When all the amendments have been considered of which due notice has been given, the original motion, or the original motion as amended in course of debate, shall be placed before the Senate and put to the vote without further discussion.

(v) Withdrawal of a Question

- S. 33. No question shall be withdrawn from the decision of the Senate without its unanimous consent. If the mover states his wish to withdraw a proposal or amendment and if no objection is stated thereto in the interval allowed by the Chairman for the purpose, the Chairman shall declare that the question is withdrawn with the consent of the Senate.

(vi) Resolution of the Senate into a Committee

- S. 34. (a) The Senate may, when it thinks fit, resolve itself into a Committee to consider any item which may be on the Agenda.
- (b) A motion for the resolution of a meeting into a Committee may be made by any member at any time (but not so as to interrupt a speech) without the notice required under Statute 11, but can only be placed before the Senate for consideration if the Chairman gives permission for this to be done.
- (c) No speech shall be allowed in moving the motion.

- (d) No such motion shall be considered unless ten members rise in support thereof.
 - (e) The motion, then having been duly seconded, shall be put to the meeting without further discussion and shall only be carried if two-thirds of the members present vote in its favour.
- S. 35.** (a) When the Senate decides in this manner to resolve itself into a Committee, the Chairman shall be the same as for the meeting of the Senate, and the quorum shall be the same as for the meeting of the Senate.
- (b) The manner in which the discussion of the matter under consideration shall be conducted shall be within the discretion of the Chairman. When in the judgment of the Chairman, the matter has been sufficiently discussed, the Committee shall embody its conclusions in a report to be signed by the Chairman.
- (c) The period during which the Senate is sitting in Committee shall be considered as a suspension of the sitting of the Senate, and immediately after it terminates, the Senate shall be again called to order by the Chairman and the report of the Committee's deliberations presented to it by the Registrar.
- (d) If any of the resolutions of the Committee involve recommendations not covered by the motion and the amendments to that motion on the Agenda of the meeting, it shall not be considered by the Senate, until notice of these has been given as required under Statute 11 and the meeting of the Senate shall be adjourned to allow this to be done.
- (e) A motion made as a result of the deliberations of such a Committee may be presented to the Senate without previous consideration by the Syndicate.

(vii) Dissolution, Adjournment, etc.

- S. 36.** A proposal "that this meeting be now dissolved" may be moved at any time, as a distinct question, but not as an amendment nor so as to interrupt a speech. If the motion is carried the business before the meeting shall drop.
- S. 37.** A proposal "that the meeting be now adjourned to some specified time" may be moved at any time as a distinct question, but not as an amendment, nor, except on the motion of the Chairman, so as to interrupt a speech. If it be negative, the debate shall be resumed. The same rule will apply to a meeting of the Senate into Committee.
- S. 38.** No amendment shall be moved to a proposal under the last preceding Statute, except one for substituting a different time for that to which it is proposed to adjourn the meeting.
- S. 39.** A meeting renewed or continued after an adjournment is to be deemed one with that preceding the adjournment; provided that if the meeting be adjourned to such date as to admit of the notice required by Statute 11, any amendment, otherwise in order, may be moved at an adjourned meeting if the notice so required be duly given.

- S. 40. The motion "that the meeting pass to the next business on the statement" may be made at any time as a distinct question, but not as an amendment, nor so as to interrupt a speech. If such a motion be carried, the proposal under consideration and the amendment thereto shall not be further dealt with at the meeting.
- S. 41. No motion for the dissolution, or for the adjournment of the meeting, or for the suspension of the sitting, or for passing to the next business, shall be made or spoken to during a debate by any member who has spoken in the debate. Any such motion shall take the place of any question that may be before the meeting and, if not withdrawn, must be disposed of before such question.
- S. 42. When a motion of the class contemplated in the last preceding Statute has been brought forward and negatived, no other motion of that class shall be again brought forward until after the lapse of what the Chairman shall deem a reasonable time; nor shall a debate be allowed on such a second or subsequent motion brought forward during a debate on the same proposal discussed alone or the same proposal and amendment discussed together.

(viii) Right of Speech and Reply

- S. 43. On each proposal or proposal and amendments in debate, a member may speak once, subject to the provisions of Statutes 29 and 42.
- S. 44. After the mover of a motion or amendment has spoken, the other members may, save as otherwise provided, speak on the motion in such order as the Chairman may call upon them.
- S. 45. Save in the exercise of a right of reply or as otherwise provided, no member shall speak more than once, except with the permission of the Chairman for the purpose of making a personal explanation; but, in such cases, no debatable matter shall be brought forward.
- S. 46. The mover of a motion may speak second time on the conclusion of a debate by way of reply.
- S. 47. The mover of an amendment or when there is no amendment, the mover of the original resolution, may reply upon the debate, before each vote is taken. But the mover of a motion for a dissolution or adjournment, or for the suspension of the sitting, or for passing to the next business on the statement has no right to reply.
- S. 48. No member shall speak on the question after the mover has entered on his reply.
- S. 49. The Chairman has the same right of moving or seconding a motion or amendment and of otherwise taking part in the debate as any other member. When the Chairman thus takes part in the debate he shall vacate the chair whilst he is addressing the meeting, and the Chair shall during such time be taken by the senior member present, not being the Chairman.

(ix) Points of Order

- S. 50. Any member may call the Chairman's attention to a point of order even whilst another member is addressing the meeting; but beyond stating the precise point of order raised, he shall not make a speech. Such a call pronounced by the Chairman to be vexatious, and any interruption or obstruction to the progress of the business before the Senate pronounced by the Chairman to be unseemly or unreasonable, shall be deemed a breach of order.
- S. 51. The Chairman shall be the sole judge on any point of order and may call any member to order, and, if the member so called to order shall, in speaking disregard such call, the Chairman may direct him to sit down and thereupon another member may speak.
- S. 52. In the event of any contumacious disregard of a ruling or call to order by the Chairman, he may request the member so offending to leave the meeting, and on such request the member named by the Chairman shall be suspended from his functions as a member during the meeting, and shall be bound immediately to withdraw.

(x) Voting

- S. 53. On putting any question to the vote, the Chairman shall call for an indication of the opinion of the Senate, by a show of hands in the affirmative and negative or by sitting and rising and shall declare the result thereof according to his opinion. If the votes are actually counted, the number of votes on either side shall be recorded in the minutes.
- S. 54. Any member may then demand a Division except on a motion for adjournment, or a vote of the Senate taken under Statute 24. Voting in all Divisions shall be by ballot.
- S. 55. The Chairman shall thereupon appoint four Tellers, two on each side; and shall give such directions for effecting the Divisions as he shall consider expedient.
- S. 56. In every Division only such members as were present at the time of putting of the question shall be entitled to vote. Voting shall be on papers supplied at the meeting by the Registrar and every voting paper shall be returned with or without the vote.
- S. 57. Upon the Chairman announcing the Division to be closed, the Tellers shall state in writing the number on each side, sign the statement and hand it to the Chairman, together with the voting papers (in two separate bundles) whereupon the Chairman shall declare the result of the Division to the meeting, and the result shall be recorded in the minutes.
- S. 58. If, after a Division has been taken, five members present demand a recount, the Chairman shall appoint two or more members to act with the Tellers who shall report the facts found by them to the Chairman, who shall thereupon declare the result to the meeting, and such declaration shall be conclusive.
- S. 59. Pending the recount, the Chairman may, in his discretion, either suspend the sitting or call for such business as may, in his opinion, be most conveniently proceeded with. Business thus entered on shall be proceeded with; but on its disposal, the regular order of subjects, if it has been departed from shall be resumed.

(xi) Lapsing of Business

- S. 60.** All motions, together with their amendments, if any, on the Agenda of a Senate meeting which have not been moved or voted upon for want of time or any other reason at the meeting to which the agenda relates, shall at the close of the meeting be deemed to lapse. Such motions shall not be placed on the agenda of the next or subsequent meetings, save on receipt of a fresh notice from the mover of the same or from any other member of the Senate stating that he intends to move the proposal at such meeting. This Statute shall not apply to such proposals as are deemed to be referred to the Syndicate under Statute 6 (b);

provided, however, that a motion shall not lapse if a part thereof or an amendment thereto has been voted upon.

(xii) Minutes

- S. 61.** After every meeting or adjourned meeting of the Senate, the Registrar shall, as early as possible within six weeks, send a copy of the draft minutes of such meeting to the address of each member of the Senate. In the event of any exception being taken to the correctness of the minutes as circulated, the attention of the Chairman shall be called to the matter before he signs the minutes and he shall make such alterations as he may find to be necessary.

CHAPTER II

THE SYNDICATE

[Under Section 41 (g) of the Act]

- S. 62. The Syndicate shall meet ordinarily once a month and at other time when convened by the Vice-Chancellor, or, in his absence by the senior Fellow on the Syndicate.
- S. 63. Eleven members of the Syndicate shall constitute the quorum for a meeting of the Syndicate, and all questions shall be decided by a majority of votes of the members present.
- S. 64. The Vice-Chancellor, or in his absence, the senior Fellow present shall preside at all meetings of the Syndicate. The Chairman at such meetings shall have a vote, and, in the case of an equality of votes, a casting vote.
- S. 65. The Syndicate may enter into any agreement on behalf of the University with the Government of India or the Government of Gujarat, or any authority for the execution of programmes of rural development through an authority or authorities of the University, or for associating the University with any authority executing such programmes.
- S. 66. The Syndicate, in the exercise of its executive functions, may appoint committees to carry out administrative work and define their functions, constitution and tenure.
- S. 67. Every authority of the University except the Senate shall report on any subject that may be referred to it by the Syndicate.
- S. 68. Any Faculty, or any member of the Senate, may make any recommendation to the Syndicate and may propose any Statute or Ordinance for the consideration of the Syndicate.
- S. 69. *[Deleted]*
- S. 70. The Syndicate may accept or reject, without giving reasons, any recommendations, or views placed before it under Statutes 67 or 68.

CHAPTER III

THE ACADEMIC COUNCIL

[Under Section 41 (g) of the Act]

- S. 70A.** The Academic Council will ordinarily meet twice a year and at other times when convened by the Vice-Chancellor. The Vice-Chancellor or in his absence a member elected by the meeting shall preside at the meeting of the Academic Council.
- S. 70B.** Fifteen members of the Academic Council shall constitute the quorum for a meeting and all questions shall be decided by a majority of votes of the members present; the Chairman in the case of an equality of votes, having a second or casting vote.
- S. 70C.** The Faculties, Boards of Studies and the Board of Post-graduate Studies and Research shall report on any matter referred to them by the Academic Council.

CHAPTER IV

THE FACULTIES

[Under Section 24 & 41 (f) of the Act]

S. 71. (a) In addition to the Faculties viz. (1) Arts (2) Science (3) Engineering and Technology (4) Commerce and Business Studies (5) Agriculture specified in Section 24 of the Act, there shall be the following faculties:-

1. Faculty of Law
2. Faculty of Education
3. Faculty of Home Science
4. Faculty of Homoeopathy
5. Faculty of Pharmaceutical Science
6. Faculty of Medicine
7. Faculty of Management

(b) Each Faculty shall comprise the subjects shown below:

Faculty of Arts

1. English
2. Gujarati
3. Hindi
4. Sanskrit, Pali, Prakrit
5. Other Modern Languages
6. Economics
7. Geography
8. History, Ancient Indian Culture and Archaeology
9. Logic and Philosophy
10. Mathematics
11. Political Science including Constitutional History, Local Self Government and Public Administration
12. Psychology
13. Sociology
14. Statistics
15. Co-operation
16. Fine Arts
17. Library Science

Faculty of Science

1. Bio-sciences
2. Chemistry
3. Industrial Chemistry
4. Computer Science
5. Computer Application
6. Geology
7. Mathematics
8. Physics
9. Statistics
10. Electronics (Science)
11. Materials Science

Faculty of Engineering and Technology

1. Agricultural Engineering
2. Applied Mechanics and Structural Engineering
3. Architecture and Town Planning
4. Automobile Engineering
5. Civil Engineering
6. Electrical Engineering
7. Electronics Engineering
8. Energy Resources
9. Environmental Science
10. Mechanical Engineering
11. Mining and Metallurgy
12. Production Engineering
13. Rural Engineering
14. Tele-Communications
15. Geology
16. Computer Engineering
17. Valuation
18. Industrial Hygiene

Faculty of Commerce and Business Studies

1. Accountancy
2. Banking
3. Business Administration
4. Commerce
5. Co-operation
6. Economics
7. Statistics

Faculty of Law

1. Constitutional Law
2. Jurisprudence
3. Law
4. Taxation and Labour Laws

Faculty of Education

1. Education

Faculty of Home Science

1. Child Development
2. Clothing & Textiles
3. Foods & Nutrition
4. Home Management
5. Home Science Education and Extension

Faculty of Homoeopathy

1. Homoeopathy

Faculty of Pharmaceutical Science

1. Pharmaceutical Chemistry
2. Pharmaceutics and Pharmaceutical Technology
3. Pharmacology
4. Pharmacognosy and Phytochemistry

Faculty of Medicine

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Para clinical 2. Para clinical 3. Clinical | <p>(Note: Subject to condition that the Medical staff of the University should not make undue interference except for teaching of certain clinical specialties. As for the rest of the subjects, the nursing tutors are qualified to teach the subjects and conduct examinations, too. The teacher/student ratio should be as per the Indian Nursing Council.)</p> |
|---|--|

Faculty of Management

1. All courses/papers covered under B.B.A./M.B.A. and P. G. Department in Management and such other courses/papers as may be prescribed by the Faculty of Management from time to time.
- S. 72.** Each of the subjects falling under a Faculty shall include such allied subjects and such courses of study as the Syndicate may assign to it having due regard to the recommendations, if any, made by the Faculty or the Faculties concerned.
- S. 73.** The Syndicate shall recommend to the Senate, the Faculty or Faculties to which a Fellow be assigned under Section 24 (2) (b) of the Act keeping in view his qualifications and suitability for such assignment.
- S. 74.** The function of a Faculty shall be:-
- (i) To draw up a general framework of teaching including the arrangement of tutorial work and examination in the various subjects comprised in the Faculty for consideration by the Academic Council;
 - (ii) To direct the Boards of Studies in the subject or groups of subjects within the Faculty to lay down courses of study etc within the framework approved by the Academic Council;
 - (iii) To recommend to the Academic Council, steps to be taken in the matter of co-ordination of teaching and examination in the various subjects comprised in the Faculty in joint consultation with other Faculty/Faculties, wherever necessary;
 - (iv) To pass resolutions on courses of study drawn up by the Boards of Studies under its purview and submit the same to the Academic Council for consideration;
 - (v) To recommend to the Academic Council conditions on which students shall be admitted to examinations and may be granted exemption from the approved courses of study;
 - (vi) To make proposals to the Academic Council for allocating subjects to the Faculty;
 - (vii) To draw up schemes for extension of University teaching in suitable centres within the University area and submit the same for consideration by the Academic Council;
 - (viii) To recommend to the Academic Council rules for the transfer of students from one college to another in the University area;
 - (ix) To consider and report on any matter referred to it by the Academic Council or the Board of Post-Graduate Studies and Research;

- (x) To remit any matter to the Board of Studies or the Boards of Studies (jointly) within the faculty for consideration and report;
- (xi) To consider any report or recommendation referred to it by any Board of Studies;
- (xii) To appoint a Committee of the Faculty for any purpose lying within its functions;
- (xiii) To hold meetings of the Faculty or of a Committee of the Faculty jointly with any other Faculty or a Committee thereof, for discussion of any matter of common interest;
- (xiv) Generally to make recommendations to the Academic Council and the Board of Post-graduate Studies and Research on all academic matters *Suo moto* or on reference to it by the relevant authorities.

CHAPTER V

BOARDS OF STUDIES

[Under Sections 26 & 41 (g) (h) of the Act]

- S. 75. There shall be a Board of studies for each of the following subjects or Group of subjects under appropriate Faculty of a joint Board, as specified, for subjects falling under more than one faculty under Statute: 71, subject to provision being made from time to time for the teaching of the particular subject or subjects in the university or the constituent or affiliated colleges or recognised institutions:

Faculty of Arts

1. English and Other Modern European Languages
2. Gujarati
3. Hindi and Modern Asian Languages
4. Sanskrit. Pali, Prakrit
5. Geography
6. History, Ancient Indian Culture and Archaeology
7. Logic and Philosophy
8. Political Science including constitutional History, Local Self Government and Public Administration.
9. Psychology
10. Sociology
11. Fine Arts
12. Library Science

Faculty of Science

1. Bio-Sciences
2. Chemistry
3. Industrial Chemistry
4. Computer Science
5. Physics
6. Electronics (Science)
7. Materials Science

Faculty of Engineering and Technology

1. Agricultural Engineering
2. Applied Mechanics and Structural Engineering
3. Architecture and Town Planning
4. Automobile Engineering
5. Civil Engineering

6. Electrical Engineering
7. Electronics Engineering and Tele-Communications
8. Energy Resources
9. Environmental Science
10. Mechanical Engineering
11. Mining and Metallurgy
12. Production Engineering
13. Rural Engineering
14. Computer Engineering

Faculty of Commerce and Business Studies

1. Accountancy
2. Banking
3. Commerce and Business Studies

Faculty of Management

1. Management

Faculty of Law

1. Law, Jurisprudence and Constitutional Law
2. Taxation and Labour Laws

Faculty of Education

1. Education

Faculty of Home Science

1. Child Development; Clothing and Textiles; Foods and Nutrition; Home Management; Home Science Education and Extension.

Faculty of Homoeopathy

1. Homoeopathy; Hom. Pharmacy; Anatomy; Physiology and Biochemistry; Organon and Hom. Philosophy; Hom. Material Medica; Pathology; Forensic Medicine and Toxicology; Social and Preventive Medicine; Surgery and its Hom. therapeutics; Obstetrics and Gynecology and its Hom. Therapeutics; Medicine and its Homoeopathic therapeutics; Repertory.

Faculty of Pharmaceutical Science

1. Pharmaceutical Chemistry; including Pharmaceutical Biochemistry.
2. Pharmaceutics and Pharmaceutical Technology including Pharmaceutical Microbiology; Pharmaceutical Management; English; Pharmaceutical Mathematics and Computers in Pharmacy.
3. Pharmacology: including Clinical Pharmacy and Hospital Pharmacy.
4. Pharmacognosy and Phytochemistry: including Herbal Medicine and Pharmaceutical Biology.

Faculty of Medicine

1. Pre-clinical: Anatomy; Physiology and Biochemistry.
2. Para clinical: Pharmacology, Pathology, Microbiology and Forensic Medicine.
3. Clinical: Preventive and Social Medicines, ENT and Ophthalmology, Medicine and its allied disciplines (Pediatrics, Psychiatry, Skin and V.D., Tuberculosis) Surgery and its allied specialties (Orthopedics, Radiology) Obstetrics and Gynecology.
4. Nursing.

Faculties of Arts and Commerce and Business Studies (Joint Board)

1. Co-operation
2. Economics

Faculties of Science and Engineering & Technology (Joint Board)

1. Geology

S. 76. Each Board of studies shall consist of the members as indicated below : The appointments of the members will be subject to the following provisions :

1. The Heads of the Post-graduate Departments, the Principals/Deans of the Colleges and the Heads of the Departments of Colleges will be the ex-officio members. The other members from the Post-graduate Departments and Colleges of this University will be nominated by the Syndicate.

The members to be co-opted will be persons of recognised merit and will be nominated by the local members on the Board.

2. Only teachers with atleast five years teaching experience will be appointed on the Board.
3. When a Professor/Reader from the Post-graduate Department is to be appointed on the Board and no Professor/Reader is available for such an appointment, a Reader/Lecturer will be appointed instead.

When a Lecturer of the selection grade is to be appointed from a college and when such a Lecturer is not available, a Lecturer not having selection grade will be appointed.

4. Appointments of members be so made as to give due representation to all the branches/subjects of specialization covered under the Board.
5. The number of co-opted members will be two if the number of local members on the Board exceeds ten and one otherwise.

1. Under Faculties of Arts, Science and Commerce & Business Studies

(a) From Post-graduate Department:

- Head of the Department
- One Professor (other than the Head)
- Two Readers
- One Lecturer

(Note : Where there is more than one branch of specialization in the subject (such as Organic Chemistry, Physical Chemistry) one Professor from P. G. Department from each such branch will be appointed on the Board in addition to the above members, if need be, where P. G. Courses are run in affiliated colleges, one Lecturer from each branch of specialization be appointed if necessary)

(b) From each of the Colleges where the subject is taught as the Principal subject:

- Head of the Department
- Two Lecturers of Selection Grade
- One Lecturer, not having selection grade
- Principal (on the Board of the subject of his specialization).

(c) From each of the colleges where the subject is taught as a subsidiary or a supporting subject only:

- One Teacher

(d) Co-opted members

(e) Special Invitees:

When the subject has a link with industry, one person from the industry will be invited, when and if necessary, on the recommendation of the Chairman of the Board as a 'Special Invitee' (A Special Invitee will have no voting right.)

2. Under the Faculty of Home Science:

(a) From Post-graduate Department:

- Head of the Department
- One Professor (other than the Head)
- Two Readers
- One Lecturer

(Note : The appointments will be so made as to give representation to each of the branches of Foods and Nutrition, Child Development, Clothing and Textile and Home Management).

(b) From College:

- Principal
- One teacher from each of the branches of Foods and Nutrition, Child Development, Clothing & Textile, Home Management and Education Extension.

(c) Co-opted members.

3. Under the Faculties of Medicine, Engineering, Pharmacy and Law

(a) From College

- Head of the Department
- Two Professors
- Two Associate/Assistant Professors
- Two Lecturers
- Principal (On the Board of the subject of his specialization).

(b) Co-opted members.

4. Under the Faculty of Homoeopathy

(a) From each College :

- Principal
- Two Head of the Departments
- Two Professors
- One Assistant/Associate Professor
- One Lecturer

(b) Co-opted members.

5. Under the Faculty of Education

(a) From Post-graduate Department:

- Head of the Department
- One Professor (other than the Head)
- Two Readers
- One Lecturer

(b) From each College:

- Principal
- Two Teachers of Reader's rank
- One Lecturer

(c) Co-opted members

- S. 77.** The term of office of the nominated members shall be three years. They will, however, be eligible for re-nomination.

- S. 78.** The Chairman of each Board of Studies shall be appointed by the Syndicate from among the Senior teachers in the University, or in any of the constituent or affiliated colleges, or recognised institutions, for a period of three years. He will be eligible for reappointment.
- S. 79.** (a) The meeting of a Board shall be convened by the Chairman through the Registrar who shall keep a record of the proceedings of the meeting. In the absence of the Chairman, the meeting shall be convened by the Registrar.
- (b) No Board shall meet more than twice in a year save with the permission of the Vice-Chancellor which shall be given only if:-
- (i) he is satisfied on a written request made by the Chairman that there is sufficient business to justify the calling of the meeting and that the meeting is urgently necessary, or
- (ii) not less than three members of the Board have sent a request to the Chairman asking him to convene a meeting to dispose of urgent business.
- (c) The quorum for the meeting of the Board shall be not less than one-third the number of members of the Board.
- S. 80.** Provided that no member of the Board objects to such a course, any item of business falling within the province of the Board may, at the discretion of the Chairman, be disposed of by circular. Such item shall, however, be placed before the next meeting of Board for confirmation.
- S. 81.** The duties of Boards of Studies shall be to recommend text-books, to recommend courses of study in their respective subjects, to advise on all matters relating to their respective subjects referred to them by the Syndicate or the Academic Council or the Board of Post-graduate Studies and Research or the Faculty to which they belong, and to prepare panels for appointments to University examinerships.
- S. 82.** A Board of Studies may also bring to the notice of the Syndicate or Academic Council important matters connected with the examination in the subject or subjects to which it relates, and address the Faculty to which the Board belongs on any matter connected with the improvement of the courses of study in its subject or subjects.
- S. 83.** Any two or more Boards may, and at the request of the Syndicate shall, meet and act in concurrence and render a joint report upon any matter which lies within their province jointly. In such cases the joint meeting shall elect its own Chairman from among the Chairmen of the individual Boards meeting jointly. The quorum of a joint meeting of the Boards must include a full quorum of each Board represented, no member present being counted on more than one separate quorum.

CHAPTER VI
THE BOARD OF POST-GRADUATE STUDIES AND RESEARCH
[Under Section 27 & 41 (g) of the Act]

S.84.(A) The Board of Post-graduate Studies and Research (referred to hereinafter as the Board in this Chapter) shall consist of:-

- (1) The Vice-Chancellor (Chairman)
- (2) The Heads of University Departments
- (3) The Principals of degree colleges
- (4) The Deans of Faculties
- (5) Such other persons as may be appointed thereon by the Syndicate.

(B)(a)(i) The Board shall comprise four groups depending on the subject or subjects included in that group as shown below:-

- 1. Arts and Education:** For all subjects included in those Faculties.
- 2. Commerce & Law:** For all subjects included in those Faculties.
- 3. Science & Home Science:** For all subjects included in those Faculties.
- 4. Engineering & Technology:** For all subjects included in that Faculty.

- (ii) Each of the groups mentioned above will meet and make recommendations to the Board in the matter of Post-graduate Studies and Research in the subject or the group of subjects falling within its purview.
- (iii) The members of each group shall be the same as those included in the Board for the subject or the group of subjects within the group.
- (iv) The Vice-Chancellor shall be the Chairman of each of the groups. In the absence of the Vice-Chancellor, the meeting will elect its own Chairman.
- (v) The functions of each group shall be to make recommendations to the Board on all matters enumerated under Statute 86 on which the Board is empowered to make recommendations to the Syndicate.

(b) Each group shall have the power to nominate such number of additional members as may be necessary.

S. 85. (a) The Board shall meet as and when necessary. The meetings of the Board shall be convened by the Registrar at the instance of the Vice-Chancellor, and the Registrar shall keep a record of the proceedings of the meeting,

(b) The quorum for a meeting of the Board or a Group shall be not less than one-third of the total number of members of the Board or of the Group.

- S. 86.** The Board shall have the following powers:-
- (i) to make recommendations to the Academic Council and the Syndicate in regard to the organisation and co-ordination of post-graduate instruction, teaching and training in the University area, and to recommend measures for organising research on problems of village development;
 - (ii) to make recommendations to the Academic Council and the Syndicate in regard to the number and qualifications of teachers, library facilities and/or laboratory equipment for each subject of post-graduate instruction and training;
 - (iii) to recommend to the Syndicate the names of teachers in each Faculty to be recognised as University teachers (other than those who are appointed directly for Master's degree by the affiliated management under P. G. Programme) for post graduate instructions or guidance in research.
 - (iv) to recommend to the Academic Council and the Syndicate the subjects for which a particular college or recognised institution may enroll postgraduate students;
 - (v) to recommend to the Academic Council and the Syndicate the rules for the enrolment of post-graduate students, admission to post-graduate examinations, attendance at lectures, supervision of students' work and submission of theses;
 - (vi) to recommend to the Syndicate the names of suitable persons as referees for examining theses submitted by students, in consultation with the Board of Studies in the particular subject;
 - (vii) to report to the Senate or the Syndicate or the Academic Council on all matters referred to it by any of them;
 - (viii) generally to advise on all academic matters falling within its purview, and
 - (ix) to exercise such other powers and discharge such duties as may be provided for by Statutes.
- S. 86A.** Notwithstanding anything to the contrary contained in the Ordinances relating to post-graduate degrees obtainable by research, persons who carry on research in Institutions as may be prescribed by Ordinances made in that behalf, be admitted to the degrees, diplomas and other academic distinctions of the University without producing a certificate as prescribed by Section 34 of the Act.

THE BOARD OF ACCOUNTS

- S. 87.** *[Deleted]*
- S. 88.** *[Deleted]*
- S. 89.** *[Deleted]*
- S. 90.** *[Deleted]*
- S. 91.** *[Deleted]*
- S. 92.** *[Deleted]*
- S. 93.** *[Deleted]*
- S. 94.** *[Deleted]*

CHAPTER VII
THE RURAL DEVELOPMENT BOARD

[Under Section 14 (6) of the Act]

- S. 95.** There shall be a Rural Development Board as an Authority of the University (referred to as* the Board in this Chapter) consisting of the following:-
- (1) The Vice-Chancellor
 - (2) The Principals of Colleges
 - (3) The Principal of Oram Sevak Training Centre
 - (4) The Chairman or the Secretary of the Charotar Gramodhhar Sahakari Mandal Ltd.
 - (5) The Director, Rural Housing Wing
 - (6) The Director, or the Deputy Director, Agro-Economic Research Centre
 - (7) The Principal, Extension Education Institute
 - (8) Heads of the Departments of Economics and Sociology
 - (9) One nominee of the Government of India & One nominee of the Government of Gujarat
 - (10) Seven persons nominated by the Syndicate, two of whom shall be teachers.
- S. 96.** The Board shall elect a Vice-Chairman from amongst its members who shall convene meetings of the Board as and when necessary, or when desired by the Vice-Chancellor to do so.
- S. 97.** In the absence of both the Vice-Chancellor and the Vice-Chairman, the Board may elect any of the members present to take the Chair at that particular meeting.
- S. 98.** The Board may appoint an administrator on such terms and conditions as may be approved by the Syndicate. He shall perform such duties as may be assigned to him by the Board from time to time.
- S. 99.** The Board may elect one of its members to function as the administrator pending the appointment of a full time salaried officer under Statute 98. The member so elected may be paid an allowance as approved by the Syndicate.
- S. 100.** The functions of the Board shall be as follows :-
- (1) With the approval of the Syndicate to take such measures as may appear necessary to it for realising the objective of the University set out in the preamble to the Sardar Patel University Act, namely, to accelerate the process of regeneration of villages by the application of modern arts, sciences and technology to rural requirements;

- (2) To conduct systematic study of rural development in India, with special reference to conditions in Gujarat;
- (3) To organise surveys of economic, social and cultural conditions in the rural areas of Gujarat;
- (4) To forward to the Syndicate and the Board of Post-Graduate Studies and Research, problems for research in the field of rural development;
- (5) To organise extension services, social education and cultural development programmes in villages selected by the Syndicate;
- (6) To supervise the execution of village development programmes, approved by the Syndicate, through the administrator and to appoint, with the approval of the Syndicate, technical and general office staff needed for the execution of such programmes.

CHAPTER VIII
B. The Officers of the University
THE CHANCELLOR

(a) Appointment and term of office :-

Vide sub-Sections (1) and (2) of Section 9 of the Act.

(b) Powers :-

Vide Section 7 (1) (2) (3) and (4) : (Inspection of the University)

Section 9 (1) (Head of the University and President of the Senate)

Section 10 (2) (6) (appointment of a Committee to prepare a panel for appointment of the Vice-Chancellor-filling temporary vacancy in the office of the Vice-Chancellor)

Section 36 (conferring honorary degree)

Section 37 (removing a person from membership of the University and withdrawal of degree or diploma)

Section 42 (4) (giving or withholding of assent to Statutes)

Section 65 (transitory provisions-appointment of officers and teachers of the University)

Section 66 (transitory provisions-making of additional Statutes-making temporary appointments).

CHAPTER IX

THE VICE-CHANCELLOR

Appointment and term of office :

Vide sub-sections 1 to 6 of Section 10 of the Act.

Powers :-

Vide Section 11.....(General Powers);
 Section 21 (2)(meetings of the Senate);
 Section 43 (3)..... (suspension of an Ordinance);
 Section 64 (1), (2).....(duties of the first Vice-Chancellor);
 Section 65 (1) & 66.....transitory powers of the first Vice-Chancellor).

- S. 101.**
- (1) At least **Six months** before the date of expiry of the term of the Vice-Chancellor, the Registrar shall call a joint meeting of the Syndicate and the Academic Council for the purpose of nominating a member on the Committee for recommending the panel of the names for the Vice-Chancellor as required under Section 10 (2) (a) (i) of the Act.
 - (2) The Registrar shall, within **15 days** from the date of the joint meeting referred to in (1) above convene a meeting of the Vice-Chancellors of the Universities established by law in the Gujarat State for nominating a person on the Committee for recommending the panel as required under Section 10 (2) (a) (i) of the Act.
 - (3) The Registrar shall, within **ten days** from the date of the meeting referred to in (2) above, shall communicate to the Chancellor the names of persons nominated at the meetings mentioned in (1) and (2) above and request him to nominate a third person on the Committee and to designate one of them as the Chairman, and to communicate the appointment of the Committee, to its members.
 - (4) Within **30 days** after the appointment of the Committee by the Chancellor as mentioned in (3) above, the Registrar shall convene a meeting of the Committee at the place and time fixed in consultation with the Chairman of the Committee.
 - (5) The Registrar shall record the proceedings of the meeting and shall submit to the State Government the names of the persons recommended by the Committee along with the particulars given below with the approval of the Chairman of the Committee, and the State Government shall announce the appointment of the Vice-Chancellor at least 2 Months before the date of the expiry of the term of the Vice-Chancellor,

- (6) The particulars of the persons recommended by the Committee should contain the following :-
- (i) The name with particulars of degrees, if any, and other academic distinctions.
 - (ii) Place of residence.
 - (iii) Birth date.
 - (iv) Publications, if any.
 - (v) Administrative or teaching experience, if any.
 - (vi) Other particulars, if any, e.g. public service, membership of public institutions, and educational activities.
- S. 102.** (1) The salary and allowances or honorarium; and other perquisites of the Vice-Chancellor and
- (2) The salary and allowances and other perquisites of the Pro-Vice-Chancellor shall be as may be prescribed by the State Government by Notification from time to time.
- S. 103.** A sum of sumptuary allowance that may be prescribed by the State Government by Notification from time to time shall be placed at the disposal of Vice-Chancellor and Pro-Vice-Chancellor.
- S. 104.** The Vice-Chancellor and the Pro-Vice-Chancellor shall, during the tenure of their office, be entitled to such leave as may be prescribed by the State Government by Notification from time to time,
- S. 105.** The Dean nominated under Section 10 (6) of the Act to carry on the duties of the office of the Vice-Chancellor shall be paid an allowance at the rate of 20% of his basic pay drawn immediately before his assuming charge of the Vice-Chancellor.

CHAPTER X
THE DEANS OF FACULTIES

[Under section 25 of the Act]

- S. 106.** The Dean of the Faculty shall be appointed by the Syndicate from amongst the Professors or Readers in the Post-graduate Departments of the University or the Principals or Senior teachers in the constituent/affiliated colleges.
- S. 107.** Notwithstanding anything contained in Statute 106, a temporarily vacancy occurring in the office of a Dean may be filled up by the Vice-Chancellor, and the Dean so appointed shall hold office till such time as the Syndicate makes a permanent appointment for the residuary period of the tenure of the out going Dean.

CHAPTER XI

REGISTRAR

[Under Section 12 of the Act]

- S. 108.** After the termination of the appointment of the First Registrar under Section 63 of the Act, all subsequent appointments shall be made by the Syndicate. In the case of necessity, the Vice-Chancellor shall have power to provide for the performance of the duties of the Registrar.
- S. 109.** (a) The appointment of the Registrar shall ordinarily be on probation for a period of two years. On the expiry of the said period, the appointment shall be made permanent if the Registrar has given satisfaction in his work, of which the Syndicate shall be the sole judge, provided however that it shall be competent for the Syndicate and the Registrar, at any time during the period of probation or thereafter, by either party by giving not less than six calendar months' notice in writing to the other, or by mutual agreement to terminate the tenure of his office.
- (b) No person shall continue in service as Registrar beyond the age of 60.
- S. 110.** The duties of the Registrar shall be as follows.
- (a) To be the custodian of the Common Seal, buildings, gardens, records, library and such other property of the University as the Syndicate shall commit to his charge.
- (b) To act as Secretary to the Senate, the Syndicate, the Faculties, the Boards of Studies, the Board of Post-graduate Studies and Research, the Committee of Selection for appointment of Teachers of the University, the Committee for recognition of the teachers of the University, the Committee for appointment of Examiners and to such other Boards or Committees as may be appointed from time to time and to keep minutes thereof;
- (c) To conduct the official correspondence of the Syndicate and the Senate;
- (d) To issue notices convening meetings of the University Authorities, Boards and Committees and to make all arrangements thereof;
- (e) To perform such other duties as may be, from time to time prescribed by the Syndicate, and generally to render such assistance as may be desired by the Vice-Chancellor in the performance of his official duties.
- S. 111.** With effect from 1st January 1973, the pay scale of the Registrar shall be as may be decided by the Syndicate and approved by the State- Government, from time to time. He shall, in addition, be entitled to receive such allowances and at such rates as may be determined by the Syndicate with the approval of State Government. He shall also be provided with a residence free of rent, taxes and water and telephone facilities. He shall also be entitled to the benefits of contributory provident fund and gratuity and such other benefits and at such rates as are admissible to other full time employees of

the University from time to time. However, if the pension scheme inclusive of death-cum-retirement gratuity is opted, he shall be entitled to the same according to the rules of State Government prevailing from time to time, in which case he shall not be entitled to contributory provident fund and gratuity according to the University rules.

- S. 112.** (i) The registrar shall be entitled to such leave as may be admissible to other non-teaching employees of the University, under the Ordinances framed by the Syndicate in that behalf.
- (ii) If any person in the service of the University be appointed Registrar, he shall be entitled to whatever leave he may have earned during his previous period of service in the University.

CHAPTER XII
HEADS OF UNIVERSITY DEPARTMENTS
[Under Sections 8 (v) and 23 (1) (xx) of the Act]

- S. 112A.** Every University department shall be designated as such with reference to a subject or group of subjects taught therein, by the Syndicate under Ordinances.
- S. 112B.** The Head of every department designated as such under Statute 112 A shall be appointed by the Syndicate. He shall be a Professor or failing him a Reader in any of the subjects comprised in the department; provided that any person appointed as Honorary Professor or Reader in any of the subjects comprised in the department may be appointed by the Syndicate as the Head of the particular department.
- S. 112C.** The Head of the department shall be principally responsible for instruction, training and research in the department of which he is appointed the Head.
- S. 112D.** A person appointed as the Head of a Department shall cease to hold office on his resignation, death or on appointment of another Head by the Syndicate or his ceasing to be designated as a University Professor or Reader.

THE DEAN OF STUDENTS

[Deleted]

S. 113. *[Deleted]*

S. 114. *[Deleted]*

S. 115. *[Deleted]*

CHAPTER XIII
C. Election to the Authorities of the University
(i) Electoral Rolls

[Under Sections 41 (c) and 53]

- S.116.** (a) The Registrar shall prepare the electoral rolls for all bodies entitled to elect members to the authorities of the University, showing the names/ designations of all persons or bodies qualified to vote. The preparation or revision of the rolls shall be notified through a notice published in news-papers selected by the Vice-Chancellor in the case of the roll of registered graduates and through notices circulated through the Heads of Institutions in the case of rolls of 'teachers', 'Head Masters' and 'Secondary Teachers.' The rolls shall include the names of all persons who are the 'registered graduates' of the University, 'teachers', 'Head Masters', or 'Secondary Teachers' as the case may be, within the meaning of the Act and the relevant Statutes, on the **fourteenth** day from the date of the notice (counting the date of the notice as the first day).
- (b) For the purpose of election to the Syndicate the register of the members of the Senate maintained in the office of the University shall be treated as the electoral roll.
- (c) Subject to the provisions of Clause (a) above the Vice-Chancellor shall have the authority to correct the rolls by adding, altering or omitting names, if any omission or wrong entries be brought to his notice, and such corrections shall be published at least **three clear days** before the date fixed as the last date for receiving nominations at an election or bye-election to the Senate.
- S.117.** For the purpose of every election or bye-election to the Senate, the Registrar shall notify at least **49** clear days before the date of the election, the preparation or revision of the electoral roll of the constituency concerned, and the roll or its revised copy shall be published at least **29** clear days before the date of the election.
- S.118.** (a) The electoral roll of registered graduates shall be revised and brought up-to-date once every year at the commencement of the calendar year.
- (b) A fresh roll shall be published every five years at the time of general elections to the Senate.
- (c) Every registered Graduate referred to in Sec. 16(1) (a) and (b) will be sent identity card by post in which he will fill in all the necessary details and also on which he will be required to affix his passport size photograph, which shall be duly signed by the Principal of an affiliated college, or Head Master of a High School both situated within the University area, or a J. P. or a Magistrate or a Gazetted Officer or a Member of the Senate of this University for the time being. Such a registered graduate will be eligible to vote at an election only on production of the identity card with all the particulars filled in and the photograph affixed and duly attested as mentioned above.
- (d) While the production of an identity card has been made obligatory for the purpose of voting, if any registered graduate as a voter declares that he has not received the identity card or that it has been lost or spoiled by him in such a way that it cannot be conveniently used, a fresh identity card will be issued to such a registered graduate on a written request made to the Registrar at least five days before the

date fixed for election and a mark shall be placed against the number of the Voter's name in the register to denote that new identity card has been issued in place of that not received, spoilt or lost and the original identity card shall be deemed as cancelled.

- S. 119.** For the purpose of election of Ordinary Fellows from the constituency of 'teachers' under Section 15 II (A) (i) of the Act, 'teachers' shall be enrolled as voters in the Faculties to which the subjects in which they hold qualifications relate.
- S. 120.** Every person entitled to have his name entered on more than one roll of voters in respect of the constituencies of 'teachers' under Section 15 II(A)(i) and (ii), either because he/she holds qualifications in a subject or subjects falling under more than one Faculty or is a 'teacher' serving on the staff of two or more colleges, shall at the time of preparation of rolls elect, under intimation to the Head/s of the Institutions where he is serving, the roll on which he desires his name to be entered, and such election shall be conclusive; provided that any such 'teacher' failing to elect the electoral roll/s in the manner indicated shall be assigned to the roll of the Faculties and/or to the roll of one of the colleges concerned at the discretion of the Vice-Chancellor.
- S. 121.** For the purpose of election of ordinary Fellows from the constituency of registered graduates under Section 15 II (A) (iii) every person recognised as registered graduate under Statute-165 shall be enrolled as a voter in the respective Faculty to which the subject in which he holds the degree relates. Election of five representatives of the registered graduates to be elected faculty-wise to the Senate under Section 15 II (A) (iii) of the Act shall be in the following manner :-
- (1) One representative by registered graduates in the Faculties of Arts and Education from among themselves;
 - (2) One representative by registered graduates in the Faculty of Science from among themselves;
 - (3) One representative by registered graduates in the Faculty of Engineering and Technology from among themselves;
 - (4) One representative by registered graduates in the Faculty of Business Studies and Management from among themselves; and
 - (5) One representative by registered graduates in the Faculties of Law and Home Science and any other faculty that may be instituted by the University from time to time.
- S. 122.** If a person applying to be recognised as a registered graduate is qualified to be assigned to more than one Faculty under Statute 121, he shall at the time of making the application for enrolment as registered graduate elect the Faculty to which he desires his name to be assigned in the register of graduates and for the purpose of election of 'Ordinary Fellows' under Section 15 II (A) (iii) such person shall be deemed to belong to the Faculty which he has elected; provided that a person failing to elect the Faculty in the manner indicated shall be assigned to the Faculty in which he took his first degree
- S. 123.** A person who is both a 'teacher' and a registered graduate, shall be enrolled as voter in the rolls of 'teachers' and registered graduates in the same Faculty.
- S. 124.** Not more than one name shall appear at any time as the 'Head Master' of a High School.

- S. 125.** No person can stand for election as an 'Ordinary Fellow' from any constituency unless his name is included in the roll of voters for the same.
- S. 126.** The Registrar shall maintain separate registers of the two classes of donors mentioned in section 15 II (B) (iii) and (iv) of the Act showing the amount of money or the value of the property donated by each donor, and the date on which the donation was accepted.
- S. 127.** If in the registers maintained under Statute 126 the number of donors giving money or property of the value of not less than five lakhs of rupees exceeds one and that in respect of donors giving money or property of the value of not less than one lakh of rupees exceeds two, the registers shall be treated as rolls of voters for the purpose of election of one representatives of donors under Section 15 II (B) (iii) and two representatives of donors under Section 15 II (B) (iv); provided that if the donor is an Undivided Hindu Family, trust, firm, company; or body corporate, each such Undivided Hindu Family, trust, firm, company or body corporate shall be invited by the Registrar to nominate a person to be entered as a voter on their behalf in the registers of donors maintained by the University. For the purpose of such nomination the Registrar shall give notice to the manager or secretary, of the due date of nomination not less than **21 clear days** in advance and request him to furnish before the specified date the name, degrees and address of the person nominated.

(ii) The Conduct of Elections

- S. 128.** All elections to the authorities shall be held by ballot in accordance with the system of proportional representation by means of the single transferable vote.
- S. 129.** The Vice-Chancellor shall have the powers:-
- (a) to fix the date of election;
 - (b) to decide in cases of doubt the validity or invalidity of a vote recorded, and to declare the result of each election.
- S. 130.** Except as otherwise provided for, the Registrar shall be responsible for the conduct of all elections.
- S. 131.**
- (a) The Registrar shall notify the date of every election or bye-election to the Senate or the Syndicate at least **21 clear days** in advance, and invite nominations for each election, to be received by him not later than on the 10th day from the date of the notice, counting the date of the notice as the first day.
 - (b) The notice of such election shall be forwarded to every elector individually at his registered address. The notice of election to the Senate Term the constituency of registered graduates shall also be published in newspapers selected by the Vice-Chancellor.
 - (c) A list of the nominated candidates, giving their full names, designations, if any, and addresses, shall be forwarded to every elector at his registered address not later than on the 14th day from the date of the notice issued under clause (a) above, counting the date of the notice as the first day.
 - (d) The provisions of clauses (a), (b) and (c) of this Statute shall also apply, where necessary, in the case of elections to any authority other than the Senate or the Syndicate, unless otherwise provided for.

S. 132. *[Deleted]*

S. 133. Nomination papers shall be in the form as in the **appendix to this chapter**, each candidate being proposed and seconded by two electors other than the candidate. The nomination paper dated and signed by the proposer and the seconder, shall be delivered at the office of the University before 3 p. m. on the day fixed as the last date for receiving nominations for the particular election. It shall contain the names in full, designations, if any, and addresses of the candidate nominated and of the two signatories, all details of the names, designations and addresses being identical with those in the electoral roll of the constituency concerned. No person shall be nominated as a candidate for election unless he signifies his consent on the nomination paper. It shall not be open to any elector to propose or second the candidature of more persons than the number of vacancies to be filled. A nomination paper which does not comply with all the formalities required by this Statute shall be rejected.

S. 134. (a) It shall be open to a candidate to withdraw from an election by sending in to the Registrar an intimation of withdrawal in writing signed by him within **24 hours** from the hour fixed for scrutiny of nomination papers.

(b) In an election or a bye-election, when the number of validly nominated candidates does not exceed the number of seats for which election is to be held, the candidates will be declared to be duly elected and the electors concerned will be notified accordingly.

S. 135. (1) Every candidate in an election to the Senate by the constituency of registered graduates shall, before nomination, deposit with the Registrar a sum of Rs. 50/- in cash; the candidates shall not be deemed to be duly nominated unless such deposit has been made.

(2) The deposit shall be forfeited to the University if the candidate is not elected and the number of votes credited to him at the last count before he is excluded or before the last of the successful candidates is less than one-eighth of the quota.

(3) The deposit shall be returned :--

(a) if the candidate is elected.

Or

(b) if he duly withdraws his candidature,

Or

(c) if his nomination is declared invalid,

Or

(d) if he dies before the date fixed for the scrutiny of votes,

Or

(e) if the candidate is not elected and the deposit has not been forfeited under clause (2) hereof.

(iii) Method of recording and counting votes

- S. 136.** (a) As soon as possible after the last day fixed for the receipt of nominations at the time and place fixed by the Vice-Chancellor, and notified in the notice of election, the Vice-Chancellor or any person or persons nominated by him shall scrutinize the nominations. The candidates or his agent duly authorised by him in writing in this behalf shall be entitled to be present at such scrutiny.
- (b) In the case of a dispute or doubt, the Vice-Chancellor shall determine whether a person is disqualified under the Statutes or not.
- S. 137.** In the case of election of two representatives to be elected by the members of the Gujarat Legislative Assembly from among its members under Clause (vi) of para A under the heading "II-Ordinary Fellows" of Section 15 of the Sardar Patel University Act, the Registrar shall intimate to the Secretary of the Gujarat Legislative Assembly that the Election of two Representatives to be elected by the members of the Assembly from amongst themselves has become due and shall request the Secretary to obtain permission of the Speaker to hold such election in the Assembly premises on a convenient date and to permit the Secretary to hold such election on behalf of the University and to make a return to the Registrar of the University intimating under his signature, the names, degree/s, if any, and addresses of the members so elected by the members of the Assembly. Similarly, for election of one representative to be elected by the members of the Kaira District Panchayat from among themselves under Clause (V-A) of para A under the heading "II-Ordinary Fellows" of Section 15 of the Act, the Secretary, Kaira District Panchayat shall be requested to hold election on behalf of the University and to make a return to the Registrar of the University intimating under his signature the name, degree/s, if any, and address of the member so elected by the members of the District Panchayat.
- Such election shall be held according to the system of proportional representation by means of single transferable vote following the procedure for recording and counting of votes, prescribed under Statutes 128, 138 to 142 and 144 to 155 of the University.

- S. 138.** A voting paper shall be, as far as possible, in the following form;

**THE SARDAR PATEL UNIVERSITY
VOTING PAPER**

Election by _____

Mark order of preference in spaces	Names of candidates

- S. 139**
- (1) For the purpose of elections to the Senate, the Syndicate shall provide one or more polling centres within the University area, and appoint an election officer or officers at such centres, Elections to the Syndicate or any other authority of the University shall be held at a meeting of such authority, the Registrar acting as the election officer for the purpose.
 - (2) The election officer shall keep order at the polling station.
 - (3) No voter shall be allowed to enter the polling station for recording his vote after the expiry of the period fixed for the purpose.
 - (4) Each polling station shall have such number of compartments as the election officer thinks necessary to enable each voter to record his vote, screened from observation.
 - (5) Immediately before the polling commences, the election officer shall show, to the persons present at the station that the ballot box is empty and shall then lock and seal it for use.
 - (6) Immediately before the ballot paper is issued to a voter, the number of the voter shall be entered on the counterfoil. The counterfoil shall be signed by the voter, and a mark shall be placed by the issuing officer in his copy of the electoral roll against the number of the voter.
 - (7) The voter on receiving the ballot paper shall forthwith proceed to one of the compartments, where he shall mark and put his paper into the ballot box.
 - (8) Every voter shall vote without undue delay and shall quit the polling station as soon as he has put his ballot paper into the ballot box
 - (9) If a voter spoils his ballot paper inadvertently, he may be given another, and the spoiled paper and its counterfoil shall be cancelled by the election officer.
- S. 140.** *[Deleted]*
- S. 141.**
- (1) Each elector shall have one transferable vote.
 - (2) An elector in recording his vote:-
 - (a) must place on his voting paper the figure "1" opposite the name of the candidate for whom he votes, and
 - (b) may in addition indicate the order of his choice or preference for as many other candidates as he pleases by placing against their respective names the figures 2, 3, 4, 5 and so on, in consecutive numerical order.
- S. 142.** In this chapter unless there is anything repugnant in the subject or context:-
- (1) The expression "elector" with reference, to the election of any authority means any person or a public association or body entitled to vote at such an election.
 - (2) The expression "continuing candidate" means any candidate not elected or not excluded from the, poll at any given time.

- (3) The expression "first preference" means the figure "1" standing alone opposite the name of a candidate; "second preference" means the figure "2" standing alone opposite the name of a candidate in succession to the figure "1"; "third preference" means the figure "3" standing alone opposite the name of a candidate in succession to the figures "1" and "2", and so on.
- (4) The expression "next available preference" means a second or subsequent preference recorded in consecutive numerical order for a continuing candidate, the preferences next in order on a voting paper for candidates already elected or excluded from the poll being ignored.
- (5) The expression "transferable paper" means a voting paper on which following the first preference, a second or subsequent preference is recorded in consecutive numerical order for a continuing candidate.
- (6) The expression "non-transferable paper" means a voting paper on which no second or subsequent preference is recorded for a continuing candidate. Provided that a paper shall be deemed to have become a non-transferable paper whenever :-
 - (a) the names of two or more candidates (whether continuing or not) are marked with the same number, and are next in order of preference;

Or

- (b) the name of the candidate next in order of preference (whether continuing or not) is marked :-
 - (i) by a number not following consecutively after some other number on the voting paper; or
 - (ii) by two or more numbers;

Or

- (c) for any other reason it cannot be determined for which of the continuing candidates the next available preference of the elector is recorded.
- (7) The expression "original vote" in regard to any candidate means a vote derived from a ballot paper on which a first preference is recorded for that candidate.
- (8) The expression "transferred vote" in regard to any candidate means a vote derived from a voting paper on which a second or subsequent preference is recorded for that candidate.
- (9) The expression "surplus" means the number of votes by which the total number of the votes, original and transferred, credited to any candidate exceeds the quota.

(10) The expression "count" means:-

- (a) all the operations involved in the counting of the first preferences recorded for candidates;

Or

- (b) all the operations involved in the transfer of the surplus of an elected candidate;

Or

- (c) all the operations involved in the transfer of the votes of an excluded candidate or of two or more candidates excluded together.

S. 143. All voting papers shall be scrutinized by the Registrar and such other person or persons as may be nominated by the Vice-Chancellor.

S. 144. After the voting papers for an electoral body have been counted, the Registrar shall examine the voting papers and shall sort them into parcels according to the first preference recorded for each candidate, rejecting voting papers that are invalid.

S. 145. A voting paper is invalid if :-

- (a) the figure "1" standing alone, indicating a first preference is not placed

Or

- (b) the figure "1" standing alone, indicating the first preference, is placed opposite the names of more than one candidate;

Or

- (c) the figure "1" standing alone, indicating the first preference and some other figures are placed opposite the same candidate;

Or

- (d) it cannot be determined for which candidate the first preference of the voter is recorded;

Or

- (e) in an election by ballot any mark is placed by the voter by which he may afterwards be identified;

Or

- (f) there is any erasure or alteration in the figures indicating the voter's preference.

S. 146. The Registrar shall then count the number of papers in each parcel and shall credit each candidate with a number of votes equal to the number of valid papers on which a first preference has been recorded for such candidate and he shall ascertain the total number of valid papers.

- S. 147.** The Registrar shall then divide the total number of valid papers by a number exceeding by one, the number of vacancies to be filled. The result increased by one (any fractional remainder being disregarded) shall be the number of votes sufficient to secure the election of a candidate. This number is hereinafter called the "**quota**".
- S. 148.** If at the end of any count, the number of votes credited to a candidate is equal to or greater than the quota, that candidate shall thereupon be elected.
- S. 149.** (1) If, at the end of any count, the number of votes credited to a candidate is greater than the quota, the surplus shall be transferred, as in this Statute provided, to the continuing candidates for whom the next available preferences have been recorded on the voting papers in the parcel or sub-parcel last received by the elected candidate.
- (2) (a) If more than one candidate has a surplus, the largest surplus shall be first dealt with.
- (b) If two or more candidates have each an equal surplus, the surplus of the candidates with the greatest number of votes at the first count at which the candidates in question have an unequal number of votes shall be first dealt with. When the numbers of votes credited to such candidates are equal at all counts, the Registrar shall determine by lot which surplus he will first deal with.
- (3) The Registrar need not transfer a surplus when the surplus together with any other surplus not transferred is less than the difference :-

- (a) between the votes of the candidate lowest on the poll and the votes of the next highest candidate;

Or

- (b) between the total of the votes of the two or more candidates lowest on the poll and the votes of the next highest candidate, provided that the exclusion from the poll of the aforesaid two or more candidates lowest on the poll shall not reduce the number of continuing candidates below the number of vacancies remaining to be filled;
- (4) (a) If the votes credited to an elected candidate consist of original votes only, the Registrar shall examine all the papers contained in the parcel of the -elected candidate whose surplus is to be transferred.
- (b) If the votes credited to an elected candidate consist of original and transferred votes, or of transferred votes only, the Registrar shall examine the papers contained in the sub-parcel last received by the elected candidate whose surplus is to be transferred.
- (c) In either case the Registrar shall sort the transferable papers into sub-parcels according to the next available preferences recorded thereon, shall make a separate sub-parcel of the non-transferable papers and shall ascertain the number of the papers in each sub-parcel of non transferable papers.

- (5) If the total number of papers in the sub-parcels of transferable papers is equal to or less than the surplus, the Registrar shall transfer the whole of each sub-parcel of transferable papers to the continuing candidate indicated thereon as the electors' next available preference and shall set aside as a separate parcel so many of the non-transferable papers as are not required for the quota of the elected candidate. The particular papers set aside shall be those last filed in the parcel of non-transferable papers.
 - (6) (a) If the total number of transferable papers is greater than the surplus, the Registrar shall transfer from each sub-parcel of transferable papers to the continuing candidates indicated thereon as the electors' next available preference the number of papers which bears the same proportion to the number of papers in the sub-parcel as the surplus bears to the total number of transferable papers;
 - (b) The number of papers to be transferred from each sub-parcel shall be ascertained by multiplying the number of papers in the sub-parcel by the surplus and dividing the result by the total number of transferable papers. A note shall be made of the fractional part, if any, of the number so ascertained.
 - (c) If, owing to the existence of such fractional parts, the number of papers to be transferred is less than the surplus, so many of these fractional parts taken in the order of their magnitude, beginning with the largest, as are necessary to make the total number of papers to be transferred equal to the surplus shall be reckoned as of the value of unity, and the remaining fractional part shall be ignored;
 - (d) If two or more fractional parts are of equal magnitude, that fractional part shall be deemed to be the largest which arises from the largest sub-parcel and if the sub-parcels in question are equal in size, the fractional part credited to the candidate with the greatest number of votes at the first count at which the candidate in question have an unequal number of votes shall be deemed to be the largest. When the numbers of votes credited to such candidates are equal at all counts, the Registrar shall determine by lot which fractional part shall be deemed to be the largest;
 - (e) The particular papers transferred from each sub-parcel shall be those last filed in the sub-parcel and each paper so transferred shall be marked in such a manner as to indicate the count at which the transfer took place.
- S. 150.** (1) If, at the end of any count, no candidate has a surplus, or if any existing surplus need not be and is not transferred, and one or more vacancies remain to be filled :-
- (a) the Registrar shall exclude from the poll the candidate lowest on the poll; and

- (b) if the total of the votes of the two or more candidates lowest on the poll together with any surplus not transferred is less than the number of votes credited to the next highest candidate, the Registrar may at the same count exclude the aforesaid two or more candidates lowest on the poll, provided that the exclusion of these candidates shall not reduce the number of continuing candidates below the number of vacancies remaining to be filled.
 - (2) If, when a candidate has to be excluded, two or more candidates have each the same number of votes and are lowest on the poll, the candidates with the lowest number of votes at the first count at which the candidates in question have an unequal number of votes shall be excluded and, when the number of votes credited to the candidates are equal at all counts, the Registrar shall determine by lot who shall be excluded.
 - (3) Upon the exclusion of any candidate, the Registrar, save as hereinafter provided, shall examine all the papers credited to that candidate, shall sort the transferable papers into sub-parcels according to the next available preferences recorded thereon for continuing candidates, shall transfer each sub parcel to the candidate for whom that preference is recorded and shall set aside as a separate sub-parcel the non-transferable papers.
- S. 151.** (1) If, at the end of any count, the number of elected candidates is equal to the number of vacancies to be filled, no further transfer of votes shall be made.
- (2) If, on the exclusion of a candidate or candidates, the number of the then continuing candidates is equal to the number of vacancies unfilled, the continuing candidates shall thereon be elected, and no further transfer of votes shall be made.
- S. 152** The order of priority of election of elected members shall be the order in which they are severally elected. If, at the end of any count, two or more candidates are elected, the order of priority shall be according to the number of votes credited to such candidates beginning with the greatest.
- S. 153.** (1) Whenever any transfer is made, each sub-parcel of papers transferred shall be placed on the top of the parcel, if any, of papers of the candidates to whom the transfer is made and that candidate shall be credited with a number of votes equal to the number of papers transferred to him.
- (2) Non-transferable papers (except such as in the transfer of a surplus may be required for the quota of the elected candidate) shall be set aside as a separate parcel together with any parcel of non-transferable papers already set aside.
- (3) On the transfer of the surplus of an elected candidate, all papers not transferred to continuing candidates and not set aside as provided in the preceding paragraph, shall be placed together in one parcel as the quota of the elected candidate and the parcel shall be marked with the name of the elected candidate.
- S. 154.** After the scrutiny is completed, the Registrar shall forthwith report to the Vice-chancellor the result of the scrutiny.

- S. 155.** On the result of the election being reported, as aforesaid, the result of the scrutiny, showing for each candidate the number of first votes obtained and the successive additions to or subtractions from the number till the candidate was excluded or elected, shall be published by the Registrar and the voting papers shall be destroyed.
- S. 156.** The names of the elected candidates shall be announced on a Notice Board at the office of the University and shall be communicated to each candidate contesting the election from the constituencies concerned.
- S. 157.**
- (a) If any 'teacher' is elected to the Senate from both constituencies under section 15 II (A) (i) & (ii), he shall, by notice in writing signed by him and delivered to the Registrar, **within 7 days** of the publication of the result of the second of the two elections, choose which of the two constituencies he shall represent and such choice shall be conclusive.
 - (b) If the candidate does not make the choice referred to herein within the specified period of time the Vice-Chancellor shall decide which constituency he will represent, and the Vice-Chancellor's decision shall be final.
 - (c) When any such choice has been made by the candidate or decision given by the Vice-Chancellor, the Vice-Chancellor shall direct the Registrar to take steps for holding the election to fill up the vacancy occurring by reason of such choice, provided that the Senate shall be deemed to have been duly constituted, and shall function normally, in spite of such vacancy remaining unfilled for the time being.

Appendix to Statute 133

SARDAR PATEL UNIVERSITY
Election to the Authorities of the University

1. Name of the Authority for which the Candidate is being nominated : _____
2. Name of the constituency : _____
 Under Section _____ of the Sardar Patel University Act. (Note :-
 To be filled in only in case of election to the Senate.)
3. Name of the Faculty : _____
 [to be filled in if the election is by the constituency of 'teachers' or 'registered graduates'
 under Section 15 II (A) (i) and (iii)]
4. Particulars regarding the CANDIDATE
 - (i) Name in full _____
 (Use Block Capital letters) _____
 - (ii) Degrees, if any _____
 - (iii) Designation, if any _____
 - (iv) Electoral Roll No. _____
 - (v) Postal Address _____

5. Particulars regarding the PROPOSER
 - (i) Name in full _____
 - (ii) Degrees, if any _____
 - (iii) Designation, if any _____
 - (iv) Electoral Roll No. _____
 - (v) Postal Address _____

6. Proposer's signature _____
7. Place _____ Date _____

8. Particulars regarding the SECONDER

- (i) Name in full _____
- (ii) Degrees, if any _____
- (iii) Designation, if any _____
- (iv) Electoral Roll No. _____
- (v) Postal Address _____

9. Secunder's signature _____

10. Place _____ Date _____

DECLARATION BY THE CANDIDATE

- (i) I hereby declare that I give consent to being nominated as candidate for election to the _____ from the constituency of _____

Note :- Name of constituency to be filled in only in case of election to the Senate.

- (ii) I also declare that I have not given my consent to being nominated as a candidate under any other Faculty.

[Applicable if the election is to the Senate by the constituency of 'teachers' or 'registered graduates' under Section 15 II (A) (i) and (iii).]

- (iii) I further declare that I am not a 'teacher' or 'secondary teacher' as defined in Statutes 158, 159, 160, 161 and 162.

[Applicable if the election is by the constituency of registered graduates under Section 15 II (A) (iii).]

- (iv) I declare that I am not a Head-Master.

[Applicable if the election is by the constituency of 'Secondary teachers' under Section 15 II (A) (v).]

[Declaration (ii) (iii) or (iv) to be struck out if not applicable]

Place : _____

Date : _____

Candidate's Signature

CHAPTER XIV

D. General Provisions

DEFINITIONS

[Under Sections 2 (8) (18) (20) of the Act]

- S.158.** (a) For the purpose of preparation of electoral roll a professor, reader, or lecturer shall mean a professor, reader or lecturer whose appointment has been made by the University or reported to and approved by the University in accordance with the Statutes and/or Ordinances in force for the time being.
- (b) Every 'teacher' on the staff of a constituent or affiliated college or recognised institution holding qualifications and receiving pay in the scale prescribed by the University for a particular category of University teachers such as professor, reader or lecturer, shall be deemed to belong to that class of 'teachers' irrespective of the actual designation of the post held by him at the college or institution.
- (c) Honorary teachers whose appointments have been made by the University or the constituent colleges or the recognised institutions shall also be considered as 'teachers' for the purpose of these Statutes.
- S. 159.** In addition to those defined as 'teachers' under Section 2(20) of the Sardar Patel University Act, the following are declared to be 'teachers' :-
- (a) Full-time 'Instructors': 'Tutors' and 'Demonstrators' on the staff of the University or College, whose appointments are approved by the University;
- and
- (b) Full-time Physical Instructors :
- (i) appointed in Colleges before the end of December, 1978 and holding a basic degree and a degree/diploma in Physical Education of a Statutory University/recognised examining body.
- and
- (ii) appointed in colleges after December, 1978 and holding a basic degree in Second Class and a degree/diploma in Physical Education of a Statutory University/recognised examining body, and whose appointments are approved by the University.
- S. 160.** 'Teachers' on leave under Service Rules approved by the University in accordance with the Statutes and/or Ordinances in force for the time being shall continue to be regarded as 'teachers' for the purpose of preparation of electoral roll;
- provided that no such teacher attending any meeting for the work of the University shall be entitled to draw travelling allowance for a distance exceeding 300 miles in respect of each journey.

- S. 161.** For the purpose of preparation of electoral roll, secondary teachers imparting instruction for at least ten periods per week in any of the four highest standards of a High School in the University area and on the permanent staff of such High School are declared to be Secondary Teachers.
- S. 162.** 'Secondary teachers' on leave under the Service Rules of the respective High Schools in force for the time being shall continue to be regarded as 'secondary teachers' provided that no such 'secondary teacher' attending a meeting for the work of University shall be entitled to draw travelling allowance for the journey exceeding 150 miles in respect of each journey.
- S. 163.** Persons officiating as Principals or Head Masters or discharging the duties of Principals or Head Masters shall be regarded as Principals or Head Masters as the case may be for the purpose of the Act and these Statutes.
- S. 164.** Persons appointed as 'teachers' or 'secondary teachers' in temporary vacancies for a period exceeding three months, provided that the period is specified in the order of appointment, shall be regarded as 'teachers' or 'secondary teachers' for the purpose of these Statutes.

CHAPTER XV

REGISTERED GRADUATES

[Under Section 16 (1), (5) and 41 (k) of the Act]

- S.165.(a)** All graduates of this University shall be enrolled as Registered Graduates at the time of admission to the First degree and shall pay such fee for registration as may be prescribed by Ordinance/s, and such enrolments shall hold good for five years beginning from the first January of the following year in which they have taken the degree.
- (b) In addition, any graduate of any other statutory Indian University or a recognised foreign university, who ordinarily resides within the university area, shall, on payment of the prescribed fee, be entitled to have his name enrolled as a Registered Graduate of this University under Section 16 (1) (b) of the Act, for a period of five years beginning from the 1st of January of the following year in which he has applied for registration provided he produces along with his application an evidence to the satisfaction of the Vice-Chancellor that he has been continuously residing within the university area for not less than 180 days immediately before the date on which he applies for registration.
- (c) All graduates of the university registered under (a) above during the years 1966, 1967, 1968, 1969 and 1970 shall be deemed to have been registered upto 31st December, 1971, 1972, 1973, 1974 and 1975 respectively and they will be required to make a fresh application in the prescribed form to the Registrar if they are desirous of having their names continued or retained on the register of graduates or of continuing themselves as Registered Graduates, on the expiry of the period mentioned here above. Those graduates of this university who were enrolled as Registered Graduates during or before 1965 shall be required to apply afresh in the prescribed form, if they desire to continue their names as Registered Graduates.
- (d) All persons enrolled as Registered Graduates of this University under (b) above in accordance with Section 16 (1) (b) of the Act shall cease to be registered graduates with effect from 31st December, 1971 and shall be required to make a fresh application in the prescribed form if they desire to continue their names as Registered Graduates of this University after the aforesaid date.
- S. 166(a)** All persons entitled to be recognised as Registered Graduates under Statute 165 and desiring to be enrolled as such, shall apply to the Registrar in a prescribed form, and shall declare at the time of making the application that they are not Registered Graduates of any University established by law.
- (b) Every person, not being a graduate of this University, applying to be recognised as a Registered Graduate under clause (a) above, shall submit with his application as evidence of his being a graduate, the degree certificate/s in the original, or a statement, issued by the Registrar of the University of which he is a graduate or by the Head of the Institution from which he appeared at the degree examination/s certifying that he has been admitted to the degree/s as claimed by him at a convocation of such University.

CHAPTER XVI

PRECEDENCE

- S.167.** (1) The Chancellor (2) The Vice-Chancellor (3) The Ex-Vice-Chancellors in the order of their first appointments (4) The Minister of Education (5) The Vice-Chancellors of other universities established by law in the State of Gujarat in the order in which such universities were incorporated (6) The Secretary to the Government of Gujarat, Education Department (7) Members of the Syndicate in the order of their seniority as the members of the Syndicate or that being equal, in the alphabetical order of their surnames (8) The Deans of faculties, in this order-the faculty of Arts, the faculty of Science, the faculty of Engineering and Technology; the faculty of Commerce, the faculty of Agriculture, the faculty of Law, the faculty of Education and other faculties in the order in which they may be instituted hereafter (9) The Heads of University Post-graduate Departments and the Principals of degree colleges, in the order in which the Departments and the colleges were established or may be established hereafter (10) The Registrar (11) The Ex-officio Fellows in the alphabetical order of their surnames and (12) other Fellows in the order of their seniority as Fellows or that being equal in the alphabetical order of their surnames.
- S. 168.** The order of seniority as specified in Statute 167 shall be the order of seniority among Fellows for the purpose of any of these Statutes.

CHAPTER XVII

CONFERMENT OF DEGREES AT A CONVOCATION

[Under Sections 35, 36 and 41 (j) of the Act]

- S.169.** The Senate shall confer upon persons who have fulfilled the requirements of the Act, the Statutes and the Ordinances and have satisfied such tests or passed such examinations as may have been prescribed by the Ordinances for such degrees, whether Post-graduate or others, and such Post-graduate diplomas or other academic distinctions as may be laid down by Statute 171. Such degrees may be conferred and such Post-graduate diplomas may be awarded at a Convocation either in person or in absentia or otherwise.
- S. 169.** (A) The Senate shall also have the powers to confer those degrees and award those Post-graduate diplomas for which qualifying examinations were held by the University, upon persons who have passed those examinations in accordance with ordinances and/or regulations prescribed therefore and have been declared qualified to receive those degrees or post-graduate diplomas.
- S. 170.** A convocation for conferring degrees shall be held ordinarily once every year on the 15th December and/or on such other graduation day as may be appointed by the Chancellor or the Vice-Chancellor.
- S. 171.** The Senate will on the motion of the Dean of each Faculty, or in his absence the Senior Members of the Faculty, respectively pass the necessary graces in that behalf, the persons so approved shall be presented to the Chancellor or the Vice-Chancellor successively in the following order :
- (1) In the Faculty of Arts: -**
- | | |
|---|--------------------|
| (i) Bachelor of Arts | - B. A. |
| (ii) Master of Arts | - M. A. |
| (iii) Bachelor of Library & Information Science | - B. Lib. & L. Sc. |
| (iv) Master of Library & Information Science | - M. Lib & L. Sc. |
| (v) Bachelor of Music | - B. Music. |
| (vi) Bachelor of Dance | - B. Dance |
| (vii) Bachelor of Social Work | - B.S.W. |
| (viii) Master of Social Work | - M. S. W. |
| (ix) Bachelor of Interior Design | - B. I. D. |
- (2) In the Faculty of Science : -**
- | | |
|---|---------------------|
| (i) Bachelor of Science | - B. Sc. |
| (ii) Bachelor of Science (Advanced) | - B. Sc. (Advanced) |
| (iii) Bachelor of Computer Applications | - B. C.A. |
| (iv) Master of Science | - M. Sc. |
| (v) Master of Computer Applications | - M. C. A. |

(3) In the Faculty of Engineering and Technology:-

- (i) Bachelor of Engineering - B. E.
- (ii) Bachelor of Agricultural Engineering - B. E. (Agri. Engg.)
- (iii) Bachelor of Architecture & Town Planning - B.Arch.& T.P.
- (iv) Master of Engineering - M. E.
- (v) Master of Agricultural Engineering - M. E. (Agri. Engg.)
- (vi) Master of Valuation (Real Estate/Plant & Machinery) - M.V.
- (vii) Master of Industrial Hygiene - M.I.H.
- (viii) Master of Technology (Town Planning) - M.Tech. (T.P.)

(4) In the Faculty of Commerce and Business Studies:-

- (i) Bachelor of Commerce - B. Com.
- (ii) Bachelor of Commerce - (Co-operation)
B. Com. (Co-op.)
- (iii) Master of Commerce - M. Com.

(5) In the Faculty of Management:-

- (i) Bachelor of Business Administration - B. B. A.
- (ii) Master of Business Administration - M. B. A.
- (iii) Master of Electronic Commerce - M. Ec.

(6) In the Faculty of Law:-

- (i) Bachelor of Laws (General) - LL. B. (General)
- (ii) Bachelor of Laws (Special) - LL. B. (Special)
- (iii) Master of Laws - LL. M.

(7) In the Faculty of Education:-

- (i) Bachelor of Education - B. Ed.
- (ii) Bachelor of Arts & Bachelor of Education (English) - B.A., B.Ed.
(English)
- (iii) Bachelor of Science & Bachelor of Education - B. Sc., B.Ed.
- (iv) Master of Education - M. Ed.

(8) In the Faculty of Home Science:-

- (i) Bachelor of Science (Home Science) - B, Sc. (Home Science)
- (ii) Master of Science (Home Science) - M.Sc. (Home Science)

(9) In the Faculty of Homoeopathy :-

- (i) Bachelor of Homoeopathic Medicine & Surgery - B.H.M.S.
- (ii) Doctor of Medicine (Homoeopathy) - M.D.(Hom.)

(10) In the Faculty of Pharmaceutical Science :-

- (i) Bachelor of Pharmacy - B. Pharm.

(11) In the Faculty of Medicine :-

- (i) Bachelor of Medicine and Bachelor of Surgery - M.B.B.S.
- (ii) Bachelor of Physiotherapy - B. Physio.
- (iii) M. Sc. (Medical) (Anatomy, Physiology, Bio-Chemistry, Micro-Biology, Pharmacology)
- (iv) M. D. (Medicine)
- (v) M. D. (Anesthesia)
- (vi) M. S. (ENT)

(12) In all the Faculties :-

- (i) Master of Philosophy - M. Phil.
- (ii) Doctor of Philosophy - Ph D.

S. 172. The Senate shall grant Diplomas in the following subjects to such persons as have undergone the prescribed courses and have passed the qualifying examinations for the same in accordance with the Ordinances and Regulations in force for the time being :

1. Teaching
2. Rural Sanitation
3. Engineering (Civil, Electrical, Mechanical, Agricultural and Automobile)
4. Tele-Communication
5. Metallurgy
6. Co-operation
7. Banking
8. Commerce
9. Languages
10. Diploma in Business Practice
11. Taxation Laws and Practice
12. Computer Science
13. Production Management
14. Personnel Management

15. Financial Management
16. Marketing Management
17. Business Administration
18. Diploma in Home Science
19. Diploma in Polymer Processing
20. Diploma in Solar Energy Systems
21. Diploma in Nursing and Midwifery
22. Diploma in Surface and Ground Water Hydrology
23. Diploma in Pharmacy
24. Diploma in Medical Laboratory Technology
25. Diploma in Music
26. Diploma in Dance
27. Diploma in Labour Laws and Practice
28. Diploma in Co-operative Laws and Practice
29. Diploma in Functional Hindi
30. Diploma in Linguistics
31. Diploma in Industrial Chemistry (Oils, Fats and Waxes)
32. Diploma in Industrial Chemistry (Paints and Varnishes)
33. Post B. Sc. Diploma in Applied Microbiology
34. Post B. Sc. Diploma in Analytical Chemistry
35. Diploma in Hindi (Drama and Dramatics)
36. Post-Graduate Diploma in Human Resource Development
37. Post-Graduate Diploma in Banking
38. Post-Graduate Diploma in Industrial Purchasing and Materials Management
39. Post. B. Sc. Diploma in Instrumentation
40. Post-Graduate Diploma in Company Administration
41. Post-Graduate Diploma in Educational Management
42. Post-Graduate Diploma in Fashion Designing and Merchandising
43. Medicine DLO (ENT)
44. D. A. (Anesthesia)

S. 173. The procedure for the conferment of honorary degrees at a convocation on persons in accordance with the provisions of Section 36 of the Act shall be the same as that prescribed in Statutes 169 and 171.

CHAPTER XVIII
REMOVAL FROM MEMBERSHIP OF UNIVERSITY AND WITHDRAWAL OF
DEGREE OR DIPLOMA

[Under Section 37 of the Act]

- S.174.** Before taking action contemplated in Section 37 (1) it shall be incumbent upon the Syndicate to notify the person concerned of the action contemplated and to give him an opportunity to tender either in person or by a written statement, **within twenty one clear days** from the date of issue of such notice, such defence as he may wish to put up. If the Syndicate after taking into consideration the defence so set up, decides to recommend to the Senate that action be taken against him, a copy of such recommendation shall be forwarded to him with an intimation of the meeting of the Senate at which his case will come up for consideration and he shall be informed that if he has any further statement in writing to make, he should submit the same to the Syndicate **six weeks before the date of the meeting**. The statement, if any, so received, shall be submitted to the Senate with the recommendation of the Syndicate and the relevant details of the case.

CHAPTER XIX
ENROLMENT OF STUDENTS

[Under Sections 33 and 34 of the Act]

- S.175.** (A) For enrolment as a student of the University to First Year Course in the Faculties of Arts, Science, Home Science, Law, Commerce, Engineering and Technology and Pharmaceutical Science, Homoeopathy and Medicine including Diploma Course in General Nursing a candidate must have passed Higher Secondary Examination conducted by the Gujarat Secondary Education Board or an examination recognised as equivalent thereto.

Provided that students who have passed such an examination without English shall not be eligible for admission to a course of study in which English is a compulsory subject of study except:

- (i) that the students seeking admission to F. Y. B. A. (Non-English) stream where English is not a compulsory subject of study, will be permitted to offer the subject of English to be studied by the students of F. Y. B. A. (English Stream) over and above the normal subjects prescribed for F. Y. B. A. (Non-English Stream) and will be held eligible to join the Second Year B. A. (English Stream), if they pass F. Y. B. A. in all subjects including the subject of English (Compulsory)

and

- (ii) that students who have not offered English as one of the subjects at the qualifying examination, will however be considered eligible for admission to the First Year B. Sc. (Home Science) where English is an additional subject of study.

Provided further that a student who has passed the Higher Secondary Examination with the subjects prescribed under the following streams will be held eligible for admission to the Faculties mentioned against each.

- | | | | |
|-----|------------|-----|--|
| (1) | Any Stream | (a) | Faculty of Arts |
| | | (b) | Diploma in General Nursing under the Faculty of Medicine |
| | | (c) | With the subject of English (c) Two Year Law Preparatory course and 45% marks in aggregate. in the Faculty of Law. |

Faculty of Management leading to : B.B.A. Course

- (2) Higher Secondary Examination (12th Standard) in any stream with :

- (i) English and
(ii) Mathematics or Statistics or
Elements of Book keeping or
Elements of Accountancy
(iii) 50 % marks in the Theory paper only.

- (3) General Stream or Vocational Stream (with Commerce Group) with English subject,
- (i) with Business Organisation or Elements of Accountancy and
 - (ii) Business Mathematics or Economics or Statistics
- } Faculty of Commerce & Business Studies
- (a) Faculty of Science
- (b) Faculty of Engineering and Technology

(4) Science Stream :

- (b) (i) For students passing the 12th Standard Examination conducted by the Gujarat Secondary Education Board or equivalent examination from Gujarat State.

*(b) Faculty of
Engg. and
Technology*

With atleast 55% marks in Theory papers of Mathematics, Physics, Chemistry and Biology. However, atleast 40% marks in theory papers of Mathematics, Physics, Chemistry and Biology will be required in cases of candidate belonging to Schedule Castes, Scheduled Tribes, Nomadic Tribes and Denotified Tribes for admission on the reserved seats allotted for them.

Or

As prescribed by the Government of Gujarat from Time to Time for admissions given through Centralized Admission Committee of Government of Gujarat.

- (ii) For students passing the 12th Standard of Higher Secondary Education Board or any other recognised examination body situated outside the State of Gujarat.

With atleast 60 % marks in Theory papers of Mathematics, Physics and Chemistry (65 % in aggregate of Theory and Practicals when separate marks for each theory and practical for these subjects are not shown in the marksheet). However, atleast 40% marks in Theory Papers of Mathematics, Physics and Chemistry (50 % in aggregate of Theory and Practicals when separate marks for each theory and practical for these subjects are not shown in the marksheet) will be required in cases of candidates belonging to Schedule Castes, Scheduled Tribes, Nomedic, Tribes and Denotified Tribes for admission on the reserved seats allotted for them.

(c) **Faculty of Pharmaceutical Science, Homoeopathy and Medicine leading to:**

- (i) **B.Pharm Degree Course** (i) With atleast 55% marks in Theory papers of Mathematics, Physics, Chemistry and Biology. However, at least 45% marks in theory papers of Mathematics, Physics, Chemistry and Biology will be required in cases of candidates belonging to scheduled castes, scheduled tribes, nomadic tribes and Denotified tribes for admission on the reserved seats allotted for them, which are given through centralised admission committee of Government of Gujarat.

Or

As prescribed by the Government of Gujarat from time to time for admissions given through centralised Admission Committee of Government of Gujarat.

- (ii) **BHMS (Direct Degree Course)** (ii) and 45% marks for Homoeopathy (Direct degree course) in Theory papers of Mathematics, Physics, Chemistry and Biology.
- (iii) **First M.B.B.S.** (iii) With atleast 55% marks in theory papers of (iii) First M. B. B. S. Mathematics, Physics, Chemistry and Biology. However at least 45% marks in Theory papers of Mathematics, Physics. Chemistry and Biology will be required in cases of candidates belonging to Scheduled Castes, Scheduled Tribes, Nomadic Tribes and Denotified Tribes for admission on the reserved Seats allotted for them.

- | | | |
|--|---|-------------------------|
| (5) (i) Vocational Stream(With Technical Group) | } | Faculty of Science |
| (ii) Post Basic Stream
(With Science Subjects) | | |
| (6) Higher Secondary Examination
(12th Standard) in any stream with : | } | Faculty of Home Science |
| (i) Home Science Stream | | |
| (ii) Science Stream | | |
| (iii) General Stream or Vocational Stream
(With Commerce Group) | | |
| (iv) Vocational Stream (With Home
Science Group or Technical Group) | } | |

- S.175.** (B) For enrolment as a student of the University to Diploma in Pharmacy (Part-I) course in the faculty of Pharmaceutical Science candidate must have passed the Higher Secondary (XII Std.) Examination (Science Stream) conducted by the Higher Secondary Examination Board, Gujarat State or any other Examination recognised as equivalent thereto with Science, Mathematics and English subjects with atleast 6096 of marks.

Or

As prescribed by the Govt. of Gujarat from time to time.

(C) For enrolment as a student of the University to the Diploma in the Teaching of English, a candidate must have passed :

- (i) the Higher Secondary (XII Std.) examination, conducted by the Gujarat Secondary Education Board or an examination recognised as equivalent thereto, with English as one of the subjects, with 40% marks on the aggregate.

Or

- (ii) The Higher Secondary (XII Std.) Examination, conducted by the Gujarat Secondary Education Board or an examination recognised as equivalent thereto, with English as one of the subjects and with a teaching experience of a minimum of two years in a recognised English Medium School.

(D) For enrolment as a student of the University to the Diploma Course in Music and Diploma Course in Dance, a candidate must have passed the Secondary School Certificate Examination conducted by the Gujarat Secondary Education Board or as examination recognised as equivalent thereto.

CHAPTER XX
THE MEDIUM OF INSTRUCTION
[Under Section 4 (29) of the Act]

- S.176.** 1. Gujarati shall be medium of instruction and examination
2. Notwithstanding anything contained in (1) above
- (a) it will be permissible for any affiliated college, recognised institution or University Department to use English or Hindi as medium of instruction and examination and for any student to use English or Hindi as medium of examination
 - (b) it will be permissible for any research student to submit his thesis at his option, in Gujarati or English or Hindi
 - (c) the medium of instruction and examination for modern Indian languages may be the respective language.

S. 177. *[Deleted]*

S. 178. *[Deleted]*

CHAPTER XXI

A. PROVIDENT FUND

[Under Section 57 of the Act]

(i) Admission to the Fund

- S.179.** (a) Every whole-time officer, teacher or other servant of the University except one whose services have been lent to the University by Government, appointed on or after the date when Section 5 of the Act came into force, to a substantive appointment, carrying a salary of rupees thirty or upwards per mensem shall, as a condition of his service, become a subscriber to the University Provident Fund.
- (b) Any whole-time officer, teacher or other servant of the University temporarily appointed in the first instance and subsequently confirmed in the same appointment may by a resolution of the Syndicate, be admitted to the benefits of the University Provident Fund from the date of his temporary appointment; provided that there has been no break or interval between the termination of the temporary appointment and the commencement of the permanent appointment.

(ii) Contributions to the Fund

- S. 180.** Subscription to the fund shall be at one uniform rate of one-twelfth of the salary. In the case of a servant of University employed under a specific agreement, the rate shall be provided for in the agreement, and shall not exceed six and one-fourth percent of the salary. Such subscription shall be deducted monthly from the salary of the subscriber, and the amount so deducted shall be paid to the University Provident Fund to the credit of the subscriber. An officer, teacher or other servant on leave of any kind may with the permission of the Syndicate, discontinue his subscription to the Provident Fund or pay them at such rate, not exceeding the uniform rate as may be determined by the Syndicate.

The above amendment shall be effective from 1-4-1979.

(Note : Salary for the purpose of this Statute shall mean basic pay including dearness pay as determined by the State Government for its employees from time to time.)

- S. 181.** The University contribution to the Fund shall be equal to the subscriber's subscription, and shall be made in the month following the month for which the subscription to the General Provident Fund is paid by the subscriber.

(iii) Deduction from the Fund

- S. 182.** When the amount standing in the Fund to the credit of a subscriber who has been dismissed from the service of the University for misconduct becomes payable, the Syndicate may direct that whole or any part of the contributions of the University, and of any interest accrued thereon, be deducted from the amount standing to the credit of the subscriber and be paid to the University.

- S. 183.** When the amount standing in the Fund to the credit of a subscriber becomes payable, the Syndicate may direct that any amount due under a liability incurred by the subscriber to the University, up to the total amount of the contributions paid by the University, with interest thereon, be deducted from the amount standing to the credit of the subscriber, and be paid to the University.
- S. 184.** When the amount standing in the Fund to the credit of a subscriber who has resigned his service in the University before completing five years becomes payable, the Syndicate may direct that the whole or any part of the contribution of the University, and of any interest accrued thereon, be deducted from the amount standing to the credit of that subscriber, and be paid to the University.

(iv) Payment from the Fund

- S. 185.** Subject to any deduction under Statutes 182, 183, 184 and 187 the amount standing in the Fund to the Credit of a subscriber shall become payable

(a) on the death of the subscriber before quitting the service

Or

(b) on the subscriber ceasing to be in the service of the University.

For the purpose of this Statute, an officer, teacher or other servant of the University, who holds office for a fixed period of time shall, on re-appointment to the same or another office in the University, immediately on expiry of the said period be deemed to have been in the service of the University continuously from the date of his first appointment.

- S. 186.** A subscriber's account shall be closed

(a) on the day after the date of his death; or

(b) from the day on which he ceases to be in the service of the University. No contribution or interest shall be credited in respect of any period after the date on which the account is closed.

(v) Loans to Subscribers

- S. 187.** Advances from the amount standing to the credit of a subscriber on account of his own subscription may at the discretion of the Syndicate be granted to him in the case of illness of the subscriber, or of the members of his family, or for any other reason deemed sufficient by the Syndicate; such loan shall be repaid at a rate of interest and in a number of instalments to be fixed by the Syndicate-in each case.

(vi) Declaration and Withdrawal

- S. 188.** Each subscriber on joining the fund shall furnish a nomination in Form A* showing how he wished the amount to his credit in the Fund to be disposed of on his death; provided that if he has a family or at any time after joining the Fund acquires a family, he shall be precluded from nominating a person who is not a member thereof. Such nomination may at any time be revoked by the subscriber and/or replaced by a fresh nomination. A nomination shall be operative only on being received by the University.

Form A*

I hereby declare that I wish, in the event of my death, the amount at my credit in the Sardar Patel University Provident Fund to be distributed among the persons mentioned below in the manner shown against their names :-

Name and address of of nominee or nominees	Relationship if any with the subscriber	Whether major or minor if minor, state the age	Amount of share of deposit
1	2	3	4
Station		Signatures of two witnesses	
Date :		Signature of subscriber	

S. 189. Subject to any deduction under Statutes 182, 183, 184 and 187 on the death of a subscriber before quitting the service :

(i) when the subscriber leaves a family:

- (a) if the nomination made by the subscriber in accordance with the provisions of Statute 188 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominees in the proportion specified in the nomination;
- (b) if no such nomination in favour of a member or members of family of the subscriber subsists or if such nomination relates only to a part of the amount standing to his credit in the fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall notwithstanding any nomination purporting to be in favour of any person or persons other than member or members of his family, become payable to the member of his family in equal shares.

(Note :- Any sum payable under these rules to a member of the family of a subscriber vests in such member under subsection (2) of Section 3 of the Provident Fund Act. 1925.

(ii) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of Statute 188 in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

(Note 1 :- When a nominee is a dependent of the subscriber as defined in clause (c) of Section 2 of the Provident Fund Act; 1925, the amount vests in such nominee under sub-section (2) of Section 3 of the Act.

Note 2 :- When the subscriber leaves no family and no nomination made by him in accordance with the provisions of Statute 188 subsists or if such nomination relates only to part of the amount standing to his credit in the Fund, the relevant provision of clause (b) and sub-clause (ii) of clause (c) of sub-section (1) of Section 4 of the Provident Fund Act, 1925, are applicable to the whole amount or the part thereof to which the nomination does not relate.)

- S. 190.** For the purposes of Statutes 187 and 188, only the following persons shall be held to constitute a subscriber's family viz. his wife, or wives and children and the widow or widows and the children of deceased son, and also the husband in case of the subscriber being a married woman.
- S. 191.** Every subscriber shall be bound by these rules and shall sign an agreement in Form B*.

Form B*

Form of Agreement

I hereby declare that I have read the Sardar Patel University Provident Fund Rules and that I agree to be bound by them.

Dated _____ day of _____ 19 _____ at _____

Name in full :

Date of birth :

Date of joining :

Appointment :

Nature of Appointment :

Salary per mensem-Rupees :

Signature :

Witness :	Name	Address
		Occupation

Witness :	Name	Address
		Occupation

- S. 192.** The Syndicate may, from time to time, make Ordinances or issue such general or special directions as are consistent with the above Statutes as to:-
- (a) the conduct of business of the Fund;
 - (b) any matter relating to the Fund, or its management, or the investment of sums at the credit of the Fund, or the privileges of the subscribers not herein expressly provided for;

Or

vary or cancel any rules made or directions given by them.

B. GRATUITY FUND

(Under Section 57 of the Act)

S. 192.A. The employees of the University, both teaching and non-teaching excluding the Press employees, coming within the purview of Factory Act, will be paid gratuity under the following rules:-

- (1) No gratuity shall be payable to an employee dismissed from service for misconduct.
- (2) Gratuity shall be paid on the death, permanent incapacity, retirement, resignation or termination of service at the rate of 1/2 month's basic salary (excluding all allowances) for each completed year of service on completion of 7 years' service, at the rate of 3/4 months basic salary (excluding all allowances) for each completed year of service on completion of 12 years of service. The gratuity shall on completion of fifteen years of service, be raised to one month's basic salary (excluding all allowances) for each completed year of service. The total amount of gratuity shall be a maximum of 20 months' salary or Rs. 36,000/- whichever is less. Notwithstanding anything contained above, in the event of the death of an employee, during the course of his employment, gratuity shall be paid at the rate of one month's basic salary for each completed year of service subject to a maximum of 20 months' salary or Rs. 36,000/-whichever is less.
- (3) Salary for the purpose of gratuity under (2) above shall mean the average basic salary drawn by the employee during the twelve months' period of active service immediately preceding death, certified permanent incapacity, retirement, resignation or termination of service, as the case may be, and that part of the dearness allowance and/or additional dearness allowance that may be admissible as salary by the Government of Gujarat for the purpose of calculating the pension to its employee from time to time.
- (4) The University shall establish a fund known as Gratuity Fund for the purpose by contributing a suitable amount not exceeding a 5% of the basic salary paid to its employees covered by the scheme from the recurring expenditure of the University during every accounting year. The fund shall be regulated by the Syndicate in its discretion as may be deemed fit by investing the amount of the fund in government or other securities or by taking out a group gratuity insurance policy with the Life Insurance Corporation with a view to discharging the University's liability in this behalf. In the event of a group gratuity insurance policy being taken out by the University, notwithstanding anything stated, above, the heir or heirs of an employee who dies during the course of his employment shall be paid gratuity at the rate of one month's Basic salary (excluding all allowances) per year of service for the number of years he would have otherwise ordinarily served, had he continued to live till the date of his retirement subject to a maximum of 20 months' salary or Rs. 36,000/-whichever is less.
- (5) Press employees coming within the purview of Factory Act will be paid gratuity in accordance with the payment of Gratuity Act, 1972 as amended from time to time.
- (6) The above Statute as amended will come into force from 31-1-1982.

(Explanation : For the purpose of counting the period of service put in by an employee to be eligible for the benefits of gratuity the date on which an employee joined the service of the University shall be reckoned, irrespective of the date on which the provisions of this Statute came into force.)

S.192.B. The full time non-teaching staff of the University (Other than the employees who come within the purview of the Factories Act), shall be entitled to the benefits of Pension Scheme inclusive of Family pension, gratuity and general provident fund according to the provisions contained in the Govt. Resolution, Edu. Deptt. No. USG-1083-4633 (88)-KH dated 14-9-1988 as amended from time to time.

Notwithstanding anything contained elsewhere in the statute, the members of the existing non-teaching staff recruited before 1-4-1982 and those who have retired on or after 1-4-1982 and prior to the date of the issue of Govt. Resolution referred to above shall be entitled to exercise their option within the period of one year from the date of issue of the above Resolution i.e. from 14-9-1988 either to continue in Contributory Provident Fund Scheme and Gratuity as are available under the statute 179 to 192-A as amended from time to time or to come under the Pension Scheme. The option once exercised shall be final. The non-teaching staff who do not exercise option within stipulated period shall be deemed to have opted for the retention of the benefits admissible to them before 1-4-1982.

In case where non-teaching staff opt for Pension Scheme the contribution of the University towards the, provident fund together with the interest thereon shall be credited to the Government.

The non-teaching staff recruited on or after 1-4-1982 shall automatically be governed by the Pension Scheme.

Provided further that the non-teaching staff who have retired or died between 23-6-1976 and 31-3-1982 will continue to get pension and other benefits etc. from the University as per provision of existing Statute 192-B till such time the Govt. incorporates such employees under the scheme introduced under the aforesaid Govt. Resolution.

\CHAPTER XXII**ACCEPTANCE OF ENDOWMENTS FOR FELLOWSHIPS, SCHOLARSHIPS,
PRIZES, MEDALS AND OTHER AWARDS**

- S.193.** All offers of bequests, donations and endowments the management whereof is to be vested in the University will be accepted on such conditions as may be deemed fit by the Syndicate. The Syndicate shall not accept an endowment the benefits whereof are sought to be restricted to any caste, creed or community.

CHAPTER XXIII
ANNUAL ACCOUNTS AND FINANCIAL ESTIMATES

[Under Section 39 of the Act]

- S.194.** A copy of the Budget prepared by the Syndicate shall be sent to all the members of the Senate so as to reach them by the end of January every year and the consideration of the Budget shall be an item on the agenda of the annual meeting of the Senate.
- S. 195.** The financial year of the University shall be from 1st April to 31st March.

CHAPTER XXIV

Conditions of Service, Qualifications & pay-scales of Teachers in Colleges

[Under Sections 20 (1) (xvi), 41 (m) & 50 (4) of the Act]

A. QUALIFICATIONS OF TEACHERS IN THE COLLEGES

S.196. The following shall be the minimum qualifications for appointment of teachers in the constituent and affiliated colleges and recognised Institutions.

(Note : a degree or degrees mentioned below will mean a degree or degrees of a statutory University in India or an equivalent degree or foreign University in the subject/s for which the appointment of a teacher is to be made).

Statute : 196 (I) (A)

I. FOR FACULTIES OF ARTS, SCIENCE, COMMERCE AND BUSINESS STUDIES, HOME SCIENCE AND EDUCATION:

A. For lecturers : (Other than under the faculty of education) :

- (i) Good academic record with atleast Second Class ('B' in the seven point scale) Master's degree in a relevant subject.

and

- (ii) An M.Phil. degree or a recognised degree beyond the Master's level or published work indicating the capacity of a candidate for independent research work.
- (iii) An M.A. (English) or an M.A. (ELT) degree of this University or an equivalent degree of other Statutory Universities in India or an equivalent degree of foreign University.
- (iv) An M.Phil. degree or recognised degree or diploma in the teaching of English/English studies beyond the Master's level or published work indicating the capacity of a candidate for independent research work.

Provided that for appointment of Lecturer in Co-operation, under the Faculty of Arts, the following qualification shall apply.

- (1) A person holding Ph.d. in the subject or in the allied subject.

OR

- (2) A person holding (i) B.Com. with Co-operation and M.Com., or (ii) B.Com. and M.Com. with Agricultural co-operation and Co-operative Finance and Marketing.

OR

- (3) A person holding B.A. (Special) in Economics and M.A. (Entire Economics).

OR

- (4) A person holding degree in B.A. in Co-operation and M.A. in Co-operation.

OR

- (5) A person holding B.A. degree in Economics (Special) and M.A. in Co-operation **OR** Vice-Versa.

Provided further that for appointment of a Lecturer in Electronics and Computer Science, under the Faculty of Science, the following qualifications shall apply.

(a) Lecturer in Electronics :

Good academic record with atleast Second Class in M.Sc. (Electronics)/M.Sc. (Physics) with specialization in Electronics.

OR

B.E. (Electronics) with First Class

(Note : A person holding M.Sc. (Electronics)/M.Sc. (Physics) will be required to obtain M.Phil. or Ph.D. degree within eight years from the date of appointment whereas a person holding B.E. (Electronics) will be required to obtain M.E./M.Tech. with five years from the date of appointment.)

(b) Lecturer in computer Science :

Good academic record with atleast Second Class in M.C.A. or M.Sc. in Computer Science or M.Sc. (Mathematics/Statistics/Electronics) with Post-graduate Diploma in Computer Science and Applications.

(Note : A person holding M.C.A. or M.Sc. (Mathematics/Statistics/Electronics) will be required to obtain M.Phil. or Ph.D. degree within eight years from the date of appointment).

B. For Lecturers : (Under the Faculty of Education)

- (i) Good academic record with atleast second class ('B' in the seven point scale) Master's degree in Education and also Master's degree in a relevant subject.
- (ii) An M.Phil. degree or a recognised degree beyond the Master's level or published work indicating the capacity of a candidate for independent research work.

Provided that if the Selection Committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of a very high standard it may relax any of the prescribed qualification in (i) above.

(For appointment of a Lecturer in English as an academic Subject :

The qualification prescribed above for Lecturers under the Faculty of Arts should apply. However, Master's degree in relevant subject would include Master's Degree in Education (English) also.)

- Note : (1) For A and B, if a candidate possessing the qualifications as at (ii) above is not available or not considered suitable, the college on the recommendation of the Selection Committee may appoint a person possessing a good academic record on the condition that he will have to obtain an M.Phil. Degree or a recognised degree beyond the Master's level within eight years of his appointment; failing which he will not be able to earn future increments till he obtains that degree or gives evidence of equivalent published work of high standard.
- (2) A person holding Associateship/Membership of the institute of Chartered Accountant or the Institute of Cost and Works Association and a B.Com./B.B.A. Degree will also become eligible for appointment as a Lecturer in Accountancy under the Faculty of commerce.

C. For Fine Arts (Music and Dance) : (Degree Course/Diploma Course)

(a) Lecturer :

- (a) Good academic record with atleast second class "C" in the seven point scale Master's Degree in relevant subject or an equivalent degree or diploma recognised by the University, and
- (b) Two years' research or professional experience or evidence of creative work and achievement in his field of specialisation or a combined research and professional experience of three years in the field as an artist of outstanding talent.

OR

A traditional or a professional artist with highly commendable professional achievement in the subject concerned.

(b) Accompanist :

- (A) Atleast Second Class Degree B. Mus. in Performing Arts or Diploma of a Statutory University or recognised Institution in Music with a subject of specialisation.
- (B) Two years' experience of teaching in a recognised institution and/or professional experience of two years in the field as an artist of outstanding talent.
- (C) Commendable ability to accompany Classical, Vocal and Instrumental Music/Dance.

OR

A Professional Artist with atleast 'B' grade of A.I.R. as accompanist for accompanying the Classical, Vocal and Instrumental Music at All India Radio with atleast three years' experience as A.I.R. Artist.

***Note : (1) Criteria for professional artist :**

A professional artist is one who is mainly dependent on his Art and is proficient in it. He must be recognised artist in the respective art field and his contribution be well accepted and known.

(2) Criteria for Traditional Artist :

A traditional Artist is one who carries forward the line of a Gharana or any other highly acclaimed style, old or new proficiently. The artist can be one who is born in that Gharana Family or one who carries forward that Gharana Style.

D. For Principals :

- (1) Master's degree in relevant subject with atleast 55% marks or its equivalent grade;

and

A good academic record.

- (2) Recognised as P.G. Teacher.

However, the above qualifications under (1) & (2) shall not be insisted upon for the present incumbents who are already in the service and whose appointments are approved as such on or before 15-10-1988 by a University in the Gujarat State.

II. FOR THE FACULTY OF LAW :**A : For Degree Courses :****1. For Lecturers :**

Good academic record with atleast second class ('B' in the seven point scale) Master's Degree in Law.

If the Selection Committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of a very high standard it may relax the above qualifications.

Note : In case a candidate with the qualifications as above is not available or is available but not considered suitable the college on the recommendation of the Selection Committee may appoint a person possessing the following qualifications :

- (i) LL.B. (First Class) with Bachelor's degree in Second Class in another faculty, with five years' practice at the Bar or served as a Judge for five years.

OR

(ii) LL.B. (Second Class) with eight years' practice at the Bar or served as a Judge for five years.

OR

(iii) LL.B. (Second Class) with Bachelor's Degree in another Faculty, with six years' practice at the Bar or served as a Judge for five years.

OR

(iv) Bar-at-Law with three years' practice at the Bar.

2. For Principals :

(i) Good academic record with atleast second class ('B' in the seven point scale) at Bachelor's Degree beyond the Master's level;

and

(ii) At least ten years' teaching experience in a College/University.

(Note : A person with exceptional qualifications may, however be considered for the post).

B. For Diploma in Taxation Law and Practice :

For Lecturers :

(a) For Law Subjects :

(i) Same as above for Lecturers under 'A' : For Degree Course;

OR

(ii) B.Com. II, C.A. : and LL.B. with five years' professional experience.

(b) For General Principles of Accountancy :

(i) B.Com. II and M.Com. I or Vice-versa, with three years' teaching experience.

OR

(ii) B.Com. II M.Com. II, with five years' teaching experience.

OR

(iii) B.Com. II and C.A. : with five years' professional experience.

III. FOR FACULTY OF ENGINEERING & TECHNOLOGY :

A. FOR TECHNICAL SUBJECTS

1. Workshop Superintendent :

First Class Master's Degree/Doctorate Degree in appropriate field with minimum of five years' experience in teaching/research in Institutions of University Standard. Specialised knowledge in one or more specified fields/subjects with outstanding teaching/research experience and Doctorate degree or published work of equal standard would be preferred.

2. Demonstrators :

(i) B.E. in the respective Branch.

OR

(ii) Diploma in Engineering in the respective Branch with seven years' experience in an Engineering College.

3. Assistant Lecturers :

(i) B.E. II Class in the respective Branch.

OR

(ii) Diploma in Engineering in the respective Branch and ten years' experience in an Engineering College.

4. Lecturers :

(a) Masters' Degree in appropriate field in Engineering/Technology (b) Good Academic record with a Bachelor's Degree in Engineering/Technology, First class at Bachelor's and/or Master's degree level. (c) One year's relevant professional experience outside academic/research institutions, OR one year's teaching experience in degree Engineering College.

Provided further that if a candidate with the above qualifications is not available or not considered suitable, a person possessing first class Bachelor's Degree may be appointed with the condition that he/she will require Master's degree within a period of five years, from the date of appointment failing which he/she will not be able to earn future increments until the requirement is fulfilled.

5. Assistant Professor :

Good academic record with a Doctor's Degree in a relevant field. About 5 years' experience of teaching and/or research and development.

Provided further that candidates not possessing Ph.D. may be considered if they have to their credit equivalent research published work or design/development work of a high order in the institution or in an industry.

OR

In the case of persons to be recruited from industry or professional fields, candidates should possess good academic record with recognised professional work of about 7 years which should include innovation and/or research and development.

In case candidates with above qualifications are not available, candidates with Master's degree in Engineering with First Class at Bachelor's or Master's Degree level and with atleast seven years' experience as Lecturer in Degree classes may be appointed.

6. Principal/Professors :

An eminent scholar with published work of high quality actively engaged in research. Ten years' experience of teaching and/or research. Experience of guiding research at doctoral level.

OR

An outstanding Engineer/Technologist with a basic degree in Engineering/Technology with established reputation who has made significant contribution to knowledge.

OR (Additional)

Doctorate Degree with 10 years' teaching experience at degree level in Engineering of which there shall be at least five years' experience as an assistant professor for candidate for the post of Professor and three years' experience as a Professor for the candidates for the post of Principal.

In case candidates possessing Doctorate Degree are not available or not considered suitable, candidates with Master's Degree in Engineering with First Class may be appointed. Such candidates, however, should have a total of 15 years' teaching experience at degree level in Engineering of which there shall be atleast five years' experience as an Assistant Professor for the candidates for the post of professors and three years of experience as Professor for the candidates for the post of Principal.

B. FOR NON-TECHNICAL SUBJECTS :

1. Demonstrators :

B.Sc. (Second Class) and M.Sc. or vice-versa.

2. Assistant Lecturers :

Bachelor's Degree (Second Class) and Master's Degree (Second Class)

3. Lecturers :

- (i) Good academic record with atleast second class ('B' in seven point scale), Master's degree in a relevant subject from an Indian University or an equivalent degree from a foreign University.
and
- (ii) An M.Phil. Degree or recognised degree beyond the Master's level or published work indicating the capacity of a candidate for independent research work; provided that if a candidate possessing the qualifications as at (ii) above is not available or not considered suitable, the college on the recommendation of the Selection Committee may appoint a person possessing a consistently good academic record on the condition that he will have to obtain an M.Phil. Degree or a recognised degree beyond the Master's level within eight years of his appointment failing which he will not be able to earn future increments till he obtains that degree or gives evidence of equivalent published work of high standard.

4. Assistant Professors :

- (i) A Doctorate Degree or research work of an equally high standard;
and
- (ii) Good academic record with atleast Second Class ('B' in the seven point scale) Master's Degree in a relevant subject.

Having regard to the need for developing inter-disciplinary programme, the degree in (i) and (ii) above should be in relevant subjects.

Provided that if the Selection Committee is of the view that the research work of a candidate as evident either from his thesis or from his published is of very high standard, it may relax any of the qualifications in (ii) above; provided further that if a candidate possessing a Doctor's Degree or equivalent research work is not available, or is not considered suitable, a person possessing a good academic record, (weightage being given to an M.Phil. or equivalent degree or research work of quality) may be appointed, provided he has done research work for atleast two years or has practical experience in a research laboratory/organisation on the condition that he will have to obtain a Doctor's Degree or give evidence of research of high standard within eight years of his appointment, failing which he will not be able to earn future increments until he fulfils these requirements.

(Note : The existing incumbents for technical and non-technical subjects, designated as Associate Professors/Assistant Professors/ Readers shall be redesignated as Assistant Professors).

IV. FOR FACULTY OF MEDICINE, PHARMACEUTICAL SCIENCE AND HOMEOPATHY

Faculty of Pharmaceutical Science :

1. For Degree courses :

Assistant Lecturer : II Class B.Pharm.

Lecturer : Ist Class Bachelor's degree in appropriate branch of Pharmacy.

OR

Ist Class Master's degree in appropriate branch of study in the case of teaching posts in Humanities and Sciences.

NOTE: For present incumbent the qualifications will be II class B. Pharm with three years experience of teaching.

Associate Professor/
Lecturer (Selection Grade) : (i) First Class Master's degree in appropriate branch of pharmacy.

OR

Ph. D. in appropriate branch with Ist Class Master's degree incase of teaching posts in Humanities and Sciences.

(ii) 5 years experience in teaching/Industry/Research at the appropriate level.

NOTE : Candidates from Industries/Profession with recognised professional work equivalent to Master's degree in the case of Pharmacy and Ph.D. in the case of Humanities and Sciences as the case may be would also be eligible.

Desirable :

Ph.D. degree in Pharmacy

OR

Post Doctoral work in case of teaching posts in Humanities/Sciences.

1. For Degree courses :

Professor : (i) Ph.D. with Ist Class degree at Bachelor's or Master's level in Pharmacy.

OR

Ph.D. degree with Ist Class M.Sc. in appropriate branch for teaching posts in Humanities and Sciences.

(ii) 10 years experience in teaching Industry/Research out of which 5 years must be at the level of associate Professor/Reader or equivalent.

NOTE : Professor with recognised profession work of high standard recognised at National/International level equivalent to Doctorate would also be eligible.

Principal : **Essential :**

Same as that of professor

Desirable :

Administrative experience in responsible position.

NOTE : 1. The posts of Assistant lecturers in Degree and Diploma courses shall not be filled up henceforth.

2. The present incumbents having the qualification at Master or Higher degree like the M.Sc. (Medical) Ph.D. (Medicine) etc. should be considered at par for their promotion or selection to the higher designations.

2. For Diploma Courses :

Assistant Lecturer : B. Pharm.

Lecturer : Ist Class Bachelor's degree in appropriate branch of pharmacy/II Class B.Pharm. with three years experience.

OR

Ist Class Masters degree in appropriate branch of study for teaching posts in Humanities and Science.

Head of the Department : Essential :

(i) First Class Master's Degree in Pharmacy in appropriate branch of study.

OR

Ph.D. degree in appropriate branch in Humanities/Sciences.

- (ii) 5 years experience in teaching industry/research at the appropriate levels.

NOTE : Candidates from Industries/Profession with recognised professional work equivalent to Master's degree or Ph.D. degree as the case may be, will also be eligible.

Desirable :

Ph.D. degree in Pharmacy.

OR

Post Doctoral work in the case of teaching posts in Humanities and Sciences.

Principal (Jr.Scale)

Additional principal

: Essential :

- (i) Same as that for Head of Department.
(ii) 12 years experience in teaching/Industry/Research with about 5 years at the level of Head of the Department.

B : HOMEOPATHY

For Degree College

1. PRINCIPAL**Essential Qualifications**

- A. (i) A recognised diploma after 4 years study or a degree in Homeopathy.

OR

- (ii) Qualification included in the III Scheduled of the Homeopathy Central Council Act, 1973.

- B. Ten years teaching experience with 5 years administrative experience in a recognised Homeopathy college or hospital.

Preferential Qualifications

- A. Having both a recognised diploma after 4 year's study or a degree in homeopathy and any Qualification included in the III Schedule of the Homeopathy Central Council Act.

- B. Research experience in Homeopathy in an institution recognised by Central Council for Research in Indian Medicine and Homeopathy or Central council for Research in Homoeopathy of the central Government or a state Government.

Age : Not more than 50 years as on the last date of receipt of application for the post. Age relaxable for an exceptionally qualified person.

2. PROFESSOR IN HOMEOPATHIC SUBJECTS

Essential Qualifications

- A. (i) A recognised diploma after 4 years' study or a degree in Homeopathy.

OR

- (ii) A qualification included in the III schedule of the Homeopathy Central Council Act, 1973.

- B. Three years of teaching experience as Reader or Asstt. Professor or ten years teaching experience.

Preferential Qualifications :-

- A. Having both a recognised diploma or a degree in Homeopathy and the Qualification included in the III Schedule of Homeopathy Central Council Act, 1973.
- B. Administrative experience or Research experience in an institution or unit recognised by the Central Council of Homeopathy or Central Council for Research in Indian Medicine and Homeopathy or Central Council for Research in Homeopathy or Central Government or a state Government in a responsible position.

Age : Not more than 45 years as on the date of receipt of application for the post. Age relaxable in the case of exceptionally qualified person.

3. PROFESSOR IN ALLIED MEDICAL SUBJECTS

Essential Qualifications :

- A. (i) A recognised diploma after 4 years' study or a degree in Homeopathy.

OR

- (ii) A degree recognised by the Medical Council of India preferably with Qualification included in the III Schedule of the Homeopathy Central Council Act, 1973.

- B. Three years teaching experience as Reader or Asstt. Professor or ten years of teaching experience in the subject concerned in Homeopathic or Allopathic Medical College.

Preferential Qualifications :

- A. Any qualification in Homeopathy as per second and third schedules for those possessing qualifications recognised by the Medical Council of India.

- B. Administrative or Research experience in an Institution recognised by Central Council of Homeopathy or Central Council for Research in Indian Medicine Homoeopathy or central council for research in Homeopathy or central Government or a state Government in responsible position.

Age : Not more than 45 years as on the last date of receipt of application for the post. Age relaxable in the case of an exceptionally qualified person.

4. READER/ASSTT. PROFESSOR IN HOMEOPATHIC SUBJECTS

Essential Qualifications

- A. (i) A recognised diploma after 4 years' study or a degree in Homeopathy.

OR

- (ii) A qualification included in the III Schedule of the Homeopathy Central Council Act, 1973

- B. Four years of teaching experience as Lecturer of seven years of teaching experience.

Preferential Qualifications :

- A. Having both a recognised diploma or a degree in Homeopathy and the qualification included in the III Schedule of the Homeopathy Central Council Act, 1973.
- B. Administrative experience or Research experience in an Institution recognised by Central Council of Homoeopathy or Central Council for Research in Indian Medicine and Homoeopathy or Central Council for Research in Homoeopathy or Central Government or a State Government in responsible position.

Age : Not more than 40 years on the last date of receipt of application for the post. Age relaxable in the case of an exceptionally qualified person.

5. READER/ASSTT. PROFESSOR IN ALLIED MEDICAL SUBJECTS

Essential Qualifications

- A. (i) A recognised diploma after 4 years' study or a degree in Homoeopathy.

OR

- (ii) A degree recognised by the Medical Council of India preferably with qualifications included in the III Schedule of the Homoeopathy Central Council Act, 1973.

- B. Four years of teaching experience as a Lecturer or seven years of teaching experience in a recognised Allopathic or Homoeopathic Medial College.

Preferential Qualifications

- A. A qualification in Homoeopathy included in the Second and Third Schedules for whose possessing Allopathic qualifications.

- B. Administrative or Research experience in an Institution recognised by the Central Council of Indian Medicine and Homoeopathy or Central Council for Research in Homoeopathy or Central Government or a State Government in a responsible position.

Age : Not more than 40 years as on the last date of receipt of application for the post. Age relaxable in case of an exceptionally qualified person.

6. LECTURER IN HOMEOPATHIC SUBJECTS

Essential Qualifications

- A. (i) A recognised diploma after 4 years study or a degree in Homeopathy

OR

- (ii) A qualification included in the III Schedule of Homeopathy Central Council Act, 1973.

- B. Three years of teaching experience as a demonstrator.

Preferential Qualifications

Having both a recognised diploma or a degree in Homeopathy and qualification included in III Schedule of the Homeopathy Central Council Act, 1973.

Age : Not more than 35 years as on the last date of receipt of application for the post. Age relaxable in the case of an exceptionally qualified person.

7. LECTURER IN ALLIED MEDICAL SUBJECTS

Essential Qualifications

- A. (i) A recognised diploma after 4 years study or a degree in Homeopathy.

OR

- (ii) A degree recognised by the Medical Council of India preferably with qualifications included in the III Schedule of Homeopathy Central Council Act, 1973.

- B. Three years experience in a recognised Homeopathic or Allopathic Medical College.

Preferential Qualification

M. D. or M. S. or an Allopathic Post-Graduate diploma or degree in the subject concerned and/or qualification in Homeopathy included in the Third Schedule of the Homeopathy Central Council Act, 1973.

Age : Not more than 35 years on the last date of receipt of application for the post. Age relaxable for an exceptionally qualification person.

8. DEMONSTRATORS (in all subjects)

Essential Qualifications

- A. (i) A recognised diploma after 4 years' study or a degree in Homoeopathy.

OR

- (ii) A degree in modern medicine

Preferential Qualifications

- A. Having both a recognised diploma or a degree in Homoeopathy and qualification included in the III Schedule of Homoeopathy Central Council Act, 1973.

OR

M.D. or M.S. or Post-graduate diploma or degree in the subject concerned.

- B. Experience of working at any state Homoeopathic Dispensary, Government Homoeopathic Dispensary or at any recognised Homoeopathic or Allopathic college and hospital.

Age : Must be between 22 years and 30 years on the last date of receipt of application. Age relaxable in the case of an exceptionally qualified and experienced person.

C : For Diploma in General Nursing and Midwifery :

(1) For Principal Tutor :

- (a) B.Sc. in Nursing with atleast three years' teaching experience in a School of Nursing.

OR

- (b) Post-Basic Diploma in Nursing Education and administration of a Statutory University/Institution with atleast five years' teaching experience in a School of Nursing.

(2) For Nursing Tutor :

- (a) B.Sc. in Nursing.

OR

- (b) Post-Basic Diploma in Nursing Education and Administration of Statutory University/Institution.

(3) For Public Health Tutor :

Post-basic Diploma in Public Health of a Statutory University/Institution.

D : Diploma in Medial Laboratory Technology :

(1) For Lecturers :

M.D. Pathology and Bacteriology.

(2) For Technicians :

A qualified Laboratory Technologist holding a Diploma either or the University or of the recognised Institution, provided however that a person holding certificate should also be considered eligible if the duration of that certificate course is equivalent to **that of the Diploma Course.**

Explanation : For the purpose of appointment as Lecturer in the scale of Rs. 2200-4000 the candidate must hold Masters' degree in the relevant subject with atleast 55% marks or its equivalent grade, and good academic record.

For determining good academic record wherever it occurs in this statute :

- (1) A candidate not holding an M.Phil. or Ph.D. degree, must have obtained atleast an average of marks of Third Year (Final Year) degree and Master degree, which would atleast be 52.5%.
- (2) A candidate who has not obtained the average of 52.5% as mentioned in (1) above shall hold the M.Phil. or Ph.D. degree in the relevant subject.

S. 197. Every appointment made by a constituent or affiliated College or recognised institution shall be reported to the Syndicate for its approval within 15 days of the date of joining.

S. 198. In the case of affiliated colleges there will be a Selection Committee for the posts of Lecturers and Principals which shall consist of :-

FOR LECTURERS:

- (a) Chairperson of the Governing Body of the college or his/her nominee to be the chairperson of the Selection Committee
- (b) Secretary of Governing Board.
- (c) The Principal of the concerned College
- (d) One Senior Teacher/Head of the Departments (of the concerned subject) preferably having not less than 10 years of services as a teacher.
- (e) Two nominees of the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
- (f) Two subject experts not connected with the college to be nominated by the Chairperson of the governing body out of a panel names approved by the Vice-Chancellor.
- (g) A representative of the Director of Higher Education (Director of Technical Education or his/her representative for Engineering College) (For Grant-in-aid affiliated college only)

The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.

FOR PRINCIPALS :

- (a) Chairperson of the Governing Board as Chairperson.
- (b) Secretary of the Governing Board.
- (c) One member of the Governing Board to be nominated by the Chairperson
- (d) Two Vice-Chancellor's nominees out of whom one should an expert
- (e) Three expert consisting of the Principal of a college, a professor and an accomplished educationalist not below the rank of a Professor (to be nominated by the Governing Board) out of panel of experts approved by the Vice-Chancellor.
- (f) The Director of Education (Director of Technical Education for Engineering College) or his nominee not below the rank of a joint Director (for Grant-in-aid affiliated college only)

Atleast four members, including two experts, should constitute the quorum. The process of selection should involve the following :

- (a) Assessment of aptitude for teaching and research
- (b) Ability to communicate clearly and effectively
- (c) Ability to analyse and discuss
- (d) Optional: Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a class room situation/ lecture, wherever it is possible.

B. SCALES OF SALARIES

S. 199. (a) : The following shall be the scale of pay for different categories of teachers as prescribed by the State government under its Education Department Resolution No : MIS-1187-55843-KH dated 14th September, 1988 and that may be modified by the Government from time to time :

I : In colleges under the Faculties of Arts, Commerce, Science, Law, Education and Home Science :

- (1) Principal :
 - Senior Scale : Rs. 4500-150-5700-200-7300
 - Junior Scale : Rs. 3700-125-4950-150-5700
- (2) Professor : Rs. 4500-150-5700-200-7300
- (3) Reader : Rs. 3700-125-4950-150-5700
- (4) Lecturer : Rs. 3700-125-4950-150-5700
- (Selection Grade)
- (5) Lecturer : Rs. 3000-100-3500-125-5000
- (Senior Scale)
- (6) Lecturer : Rs. 2200-75-2800-100-4000
- (7) Tutor/Demon- : Rs.1740-60-2700-EB-75-3000
- strator

- (Note :)
- (i) No new posts of Tutor/Demonstrator shall be created hereafter.
 - (ii) Every Principal in the Junior Scale shall be placed in the Scale of Rs. 4500-7300 on the date on which he/she completes five years of service in the Junior Scale.
 - (iii) (a) Every lecturer will be placed in a Senior Scale of Rs. 3000-5000 if he/she has completed 8 years of service after regular appointment.

- (b) In order to encourage research in continuation of Pos-graduate Studies the condition stipulated in (a) will be relaxed for the candidates who, at the time of their recruitment as Lecturer, possess Ph.D. or M.Phil. degree. They will be sanctioned 3 and 1 advanced increments respectively in the scale of Rs. 2200-4000 alongwith the benefits of corresponding years of service for the purpose of promotion.

The existing lecturers without research degrees, and those similarly situated, recruited in future will be eligible for a similar benefit in service for the purpose of promotion as and when they acquire research degree, but will not be eligible for advance increments. Existing lecturers with research degrees will be eligible for the similar benefit.

- (c) Every lecturer in the Senior Scale having obtained Ph.D. degree or an equivalent published work research as evidence by self assessment reports of references participated in two refresher course of 4 weeks duration and consistently good performance appraisal reports, will be eligible for promotion to the post of Reader in the scale of Rs. 3700-5700 if he/she has completed 8 years of service in the Senior Scale (Rs. 3000-5000). This requirement of 8 years in the Senior Scale will be relaxed if the total service of the lecturer is not less than 16 years. In case of a teacher whose service as a Lecturer is more than 8 years, his/her previous service as a Tutor/Demonstrator shall be counted as Lecturer from the date he acquired qualification for the post of Lecturer. Such weightage will not be admissible beyond 16 years.
- (d) The Lecturers in the senior scale who do not have Ph.D. degree or equivalent published work but have a good record in teaching and/or in extension activities will be placed in the grade of Rs. 3700-5700 subject to the recommendation of the Selection Committee to be set up under the rules of the University and will be designated as Lecturer in the Selection grade. They could offer themselves for a fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Reader and if found suitable could be given the designation of Reader.
- (e) Professor and Reader in the College shall be recruited through a selection committee comprising of the following till such as the UGC prescribes guidelines in this regard.
1. Chairman and Secretary of the governing body of the college,
 2. A nominee of the Vice-Chancellor,
 3. Four experts to be appointed by the Chairman of the Governing Body out of the Panel of experts approved by the University,

4. The Director of Higher Education or his nominee not below the rank of a Joint Director/University Professor,
5. Principal of the college.

No selection shall be considered valid atleast two experts are present.

NOTE : The qualification prescribed by the University for Professor and Reader be followed for recruitment of Professor and Reader in the college till such time as the UGC prescribed suitable criteria for this purpose.

- (f) More posts of Professor and Reader will be created in the colleges to broaden the channel of open selection after inserting advertisement on all India basis.

The application of above scale of pay is subject to the acceptance of the code of conduct to be laid down under relevent Statutes/s and shall be binding to the teacher with the acceptance of the above scale of pay.

Colleges will have the freedom to seek out brilliant people independent of their seniority from within colleges, or outside, and provide them opportunities for joining teaching profession at appropriate levels.

11. In college under the Faculty of Engineering & Technology:

- 1) Principal Rs. 4500-150-5700-200-7300
+Sp. Pay of Rs. 300/- p.m.
- 2) Professor Rs. 4500-150-5700-200-7300
- 3) Asst. Professor Rs. 3700-125-4950-150-5700
- 4) Workshop Superintendent Rs. 3700-125-4950-150-5700
- 5) Lecturer (Selection Grade) Rs. Rs. 3700-125-4950-150-5700
- 6) Lecturer (Senior Scale) Rs.3000-100-3500-125-5000
- 7) Lecturer Rs. 2200-75-2800-100-4000
- 8) Asst. Lecturer Rs. 2000-60-2300-EB-75-3200
(For existing incumbent only)
- 9) Demonstrators Rs. 1740-60-2700-EB-75-3000
(Existing incumbent only)

- Note :
- (i) No new posts of Asst. Lecturer and Demonstrators shall be created hereafter.
 - (ii) (a) In order toe encourage research, in continuation of Post-graduate Studies, teachers who at the time of their recruitment as Lecturer,

possess Master's and Doctoral Degrees in Engineering/Technology shall be granted 2 and 4 advance increments respectively, and the teachers in Sciences and Humanities, who possess M.Phil and Ph.D. Degrees shall be granted 1 and 3 advance increments respectively in the scale of Rs. 2200-4000 alongwith the benefit of corresponding years of Service for the purpose of promotion.

- (b) The existing lecturers who do not possess these qualifications or who might be recruited in future without these qualifications will be eligible for benefit as in (ii) (a) above only in the service for the purpose of promotion as and when they acquire these qualifications, but they will not be eligible for advance increments.
- (iii) Every lecturer will be placed in a Senior Scale of Rs. 3000-5000 as he/she has
 - (a) completed 8 years of service after regular appointment with relaxation in service as provided in para (ii) above.
 - (b) participated in two refreshed course/summer institutes each of approximately four weeks duration or in other comparable continuing education programmes approved by the All India Council for Technical Education, and (c) to his credit, consistently satisfactory performance appraisal reports.
- (iv) Every lecturer in the Senior Scale will be placed in selection grade of Rs. 3700-5700.
 - (a) If he/she has completed eight years' service in the senior scale or if he/she has atleast 8 years service as a Lecturer and has total service of not less than 16 years. In case of a teacher whose service as a lecturer is more than 8 years his previous service as a Tutor/Demonstrator/Asst. Lecturer in a college or Polytechnic after acquiring the requisite qualifications for the post of lecturer shall be counted in the ratio of 5 years Tutor/Demonstrator/Assistant Lecturer = 4 years Lecturer. Such weightage will not be admissible beyond 16 years.
 - (b) If he has attended two refreshed courses/summer institutions or other comparable continuing education programmes approved by the AICTE; and
 - (c) if he has to his credit consistently good performance appraisal reports
- (v) The existing lecturers who have completed or will complete a total period of sixteen years of service on 1-1-1986 or thereafter will be eligible for placement in the selection grade. They will be entitled to the relaxation in the years of service as provided in para (ii) above.

- (vi) Every lecturer who has completed or will complete 8 years of service after regular appointment with relaxation in service as provided in para (ii) on 1-1-1986 or thereafter will be eligible for placement in the Senior Grade.
- (vii) All types of leave, leave concession and TA/DA will be according to State Government rules.
- (viii) Reimbursement of Medical Expenses will be provided for teachers and their families as per State Government rules.
- (ix) For existing Lecturers and Teachers who are otherwise qualified for senior and/or selection grade, the provisions as laid down in (iii) (b) and (iv) (b) shall not apply.
- (x) The State Government will prepare a code of Professional ethics for engineering teachers in consultation with AICTE if necessary and all teachers shall strictly adhere to the provisions of the code in letter and spirit.
- (xi) The existing lecturers who fulfil the qualifications as laid down in Statute: 196 amended alongwith this shall be placed in the pay scale of Rs. 2200-4000.
- (xii) The scheme of revised pay scale of Physical Education Instructors and Librarians shall be as prescribed by the Director of Technical Education, Gujarat State, Gandhinagar.

III In a College/Institute of Fine Arts :

(Music and Dance)

Principal : Rs. 1200-50-1300-60-1600-Assessment-60-1900

Lecturer : Rs. 700-40-1100-50-1300-Assessment-60-1600

IV In a College/Institute under the Faculty of Medicine and Pharmacy :

(1) Teachers of Pharmacy College :

Professor/Principal : Rs. 1600-80-2000

Associate Professor : Rs. 1300-55-1520-60-1700

Head of Department : Rs. 1100-50-1300-EB-60-1600

(for Diploma)

Lecturer : Rs. 700-40-1020-EB-45-1200-EB-50-1300

Assistant Lecturer : Rs. 650-30-740-35-810-EB-35-880-40-

1000-EB-40-1200

(2) Teachers of Homoeopathic College :

Principal	:	Rs. 1400-60-1640-80-1800
Professor	:	Rs. 1100-50-1300-EB-60-1600
Lecturer	:	Rs. 650-30-740-35-810-EB-35-880-40-1000-EB-40-1200

(3) Teachers of Medical College :

(1) Professor	:	Rs. 4100-125-4850-150-5300
(2) Associate Professor	:	Rs. 3500-125-4250-150-5000
(3) Assistant Professor	:	Rs. 3000-100-3500-125-4500
(4) Tutor	:	Rs. 2200-75-2800-100-4000

- (b) In addition to the pay, all teachers drawing salary in a graded scale of pay shall be paid Dearness Allowance equal to that sanctioned by the State Government to its employees drawing pay as per the Gujarat Civil Service (Revision of pay) Rules, 1975 from time to time. They will also be entitled to House Rent Allowance and Compensatory Local Allowance at placed and at rates admissible to Government employees. No house-rent allowance and Compensatory local allowance shall however be payable to teachers of colleges which are not recognised by the government for grant-in-aid.

- (c) The Principal of college shall be provided rent free accommodation having minimum 1500 sq.ft. plinth area or shall be paid the amount actually paid as rent not exceeding Rs. 1000/- p.m.. If however, the Principal of a college stays in his/her own house, he/she will be paid in lieu of the rent Rs. 1000/- p.m.

The Principal of a college shall be provided with telephone at his residence and will be paid conveyance allowance as per the norms prescribed by the State Government by Notification from time to time :

(The above provision is made effective from 1-6-1987)

- (d) A member of the staff shall be entitled to receive his emoluments through a bank.

- (e) A part-time teacher shall be paid as under:

1. Rs. 500/- (fixed p.m.) if he is required to take 3 to 4 periods per week.
2. Rs. 900/- (fixed p.m.) if he is required to take 5 to 7 periods per week.
3. Rs. 1250/- (fixed p.m.) if he is required to take 8 to 10 periods per week.
4. They shall not be entitled to any other allowances.

(Note : A part-time teacher is one who is not required to take more than ten periods each of 45 minutes duration, per week.)

C. WORKLOAD OF TEACHERS

S.200. I. FOR COLLEGES :

A. Workload of College Teachers :

- (1) The total workload for a college teacher shall not be less than forty hours per week (here and hence forth 'hour' will mean 'clock hour')
- (2) A teacher's workload per week shall generally be distributed as under :

(i)	Teaching instruction (classroom teaching, laboratory practicals, field work)	}	16 hours (16 periods of 1 hour each)
(ii)	Research, preparation for teaching examination work, project work, setting up and maintaining laboratories, correction of journals, students' counseling, extension work, advance study, and research etc.		16 hours
(iii)	Co-curricular activities and administration work		08 hours

TOTAL			40 hours

B. Numbers of Students :

- | | | | |
|------|--|---|--|
| (i) | In a lectures class | | Not more than 60 |
| (ii) | In a laboratory (for all under
Graduates Science and Home
Science Classes) | } | Not more than 15
Students per batch
to be Supervised
by one teacher |

C. Hours per week in College for students:

- | | | |
|------|--|----------|
| (i) | Contact teaching
(Theory, Laboratory, Teaching) | 30 hours |
| (ii) | Library work, computer facility
utilization, co-curricular activities | 10 hours |

D. Duration of a class Lecture:

All the Faculties	1 hour
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II FOR POST-GRADUATE DEPARTMENTS :

A. Workload for University Teachers :

- (1) The total workload for a University teacher shall not be less than forty hours per week.

(2) A teacher's workload per week shall generally be distributed as under :

- (a) Teaching instruction (Classroom teaching, Laboratory Practicals, field work)
- | | | |
|------|---|---|
| (i) | Lecturer/ Sr. Lecturer/
Lecturer(Sel. Grade) | 16 hours
(16 Period of 1
hour each) |
| (ii) | Reader/ Professor | 14 hours
(14 Period of 1
hour each) |
- (b) Research preparation for teaching examination work, project work, setting up and maintaining laboratories, collection of journals, students' correction of journals, students' counseling, extension work, advance study etc. 20 hours

For all Teachers :

- (c) Co-curricular activities and administrative work
- | | | |
|-------------|---|----------|
| (i) | Lecturer/ Sr. Lecturer/
Lecturer(Sel. Grade) | 04 hours |
| (ii) | Reader/ Professor | 06 hours |
| | | ----- |
| TOTAL | | 40 hours |

B. Numbers of Students :

- | | | |
|------|--------------------|---|
| (i) | in a lecture class | Not more than 60 |
| (ii) | in a laboratory | Not more than 15 students
per batch to be Supervised
by one teacher |

C. Hours per week in the Department for Students :

- | | | |
|------|--|----------|
| (i) | Contact teaching
(Classroom, Laboratory, Field Work) | 30 hours |
| (ii) | Library Work, Computer facility
utilization, co curricular activities | 10 hours |

D. Duration of a class Lecture :

All faculties : 1 hour

Note : Contact hours shown in I(c)(i) & II(c)(i) above must be shown in the teachers, time table and shall be displayed on the door of the teacher's office for information of students. A teacher shall be available in his/her office to meet students during these hours. Contact hours will be an integral part of the teaching programme.

III. GENERAL :

(For College and University Departments)

A. Relaxation in teaching load for Ph. D/ M. Phil. guidance and administration

- (i) Guidance given to Ph.D./M.Phil students by a teacher recognized to guide Ph.D. M.Phil. students and under who students are registered for a Ph.D./M.Phil. students. However relaxation in class room teaching for guiding Ph. D/M.Phil student will not be more than 2 hours per week.
- (ii) A relaxation up two hours in the teaching workload may be given to professors who are involved in extension and administrative work.
- (iii) A relaxation of four hours in the teaching workload be given to Head of Post-graduate Department and Principals of Colleges.

B. Working days in an academic year :

- (i) The number of working days in an academic year should at least be 180. The working days means days on which lectures, tutorials, seminars, practicals etc. are held and shall exclude holidays and vacations. The time set apart for completing normal admission, time required for the preparation and conduct examinations.

C. The work of a teacher and his/her presence in the college/ Department.

- (i) The work of a teacher is for the full academic year (and not for 180 days mentioned in IIIB(i) above, which is the minimum period for student instruction.)
- (ii) While some of the work may be done at home. every teacher should remain present in the College/Department of the University for at least five hours on every working day of the academic year. This will not apply to part time teachers.

D. Other Matters :

- (i) A teacher should not have more than six students at a given time for guiding Ph.D. dissertation.
- (ii) Normally teacher shall be expected to lecture/conduct seminar for about three hours per day.

D. CONDITIONS OF SERVICE FOR TEACHERS OF AFFILIATED COLLEGE

S. 201. I Rules regarding appointment, confirmation and termination of service:

Appointments of teachers other than temporary appointment shall be governed by the following terms and conditions :

- (i) All appointments of teachers in the colleges shall be made on probation which shall not be more than 24 months. The Governing body of the college may, for reasons to be recorded, waive the condition of probation. The Governing Body shall have the right to assess the suitability of a teacher for confirmation even before the expiry of 24 months from the date of appointment of a teacher, but not earlier than nine months from that date.
- (ii) The college management shall give a written appointment letter to every employee wherein the designation, pay scale, starting salary along with allowance and nature of appointment, i.e. probationary, temporary or permanent, shall invariably be stated. The employee shall submit a duly signed acceptance to the appointing authority within the stipulated period specified in the letter of appointment.
- (iii) All cases for confirmation will ordinarily be placed before the appropriate authority of the college three months before the expiry of the probationary period. One month's notice or salary in lieu thereof shall be given to the teacher if his service is terminated during the period of probation.
- (iv) An employee on probation, whose work and conduct are found satisfactory shall be confirmed before the completion of the period of probation. He shall be deemed to have been confirmed on completion of the probationary period even if the college/ institution has failed to send him a letter of confirmation unless he has been served with a notice before the completion of his probationary period terminating his service.
- (v) Service during the probationary period shall be counted as approved service for the purpose of granting increment to an employee in the grade in which he is appointed.
- (vi) An employee appointed to temporary post or in the leave vacancy in respect of a permanent post shall not be considered for confirmation in service unless the post to which he has been appointed, subsequently becomes a permanent post or the leave vacancy becomes a permanent vacancy.
- (vii) If the employee who is not confirmed in service, wishes to resign from service, he shall give one month's notice in writing to the college or institution. The college or institution shall be entitled to recover one month's salary in lieu of notice if the employee fails to give such notice; provided, however, no notice of resignation shall be necessary in respect of purely temporary appointments of a duration of less than six months.

- (viii) (a) A permanent and confirmed employee shall be required to give three months' notice in case he desires to be relieved or he shall pay to the college or institution three months' salary in lieu of such notice, unless the college or institution waives by specific order part or whole of the notice period.
 - (b) (1) No member of the teaching staff of an affiliated college shall be dismissed or removed or reduced in rank except after an inquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges and until :
 - (i) he has been given a reasonable opportunity of making representation on any such penalty proposed to be inflicted on him, and
 - (ii) the penalty to be inflicted on him is approved by the Vice-Chancellor or any other officer of the University authorised by the Vice-Chancellor in this behalf.
 - (2) No termination of service of such teacher not amounting to his dismissal or removal falling under clause (1) above shall be valid unless:
 - (i) he had been given a reasonable opportunity of showing cause against the proposed termination, and
 - (ii) such termination is approved by the Vice-Chancellor or any officer of the University authorised by the Vice-Chancellor in this behalf;

provided that nothing in this sub-clause shall apply any person who is appointed for a temporary period only.
 - (3) Any dispute between the Management of the Colleges and a member of the teaching staff of an affiliated college which is connected with the conditions of service of such teacher shall, on a request of the management of the college, or of the teacher concerned, be referred to a committee consisting of (i) one person nominated by the management of the college, (ii) one person nominated by the teacher concerned and (iii) an Umpire appointed by the Vice-Chancellor. The decision of the committee shall be binding to the teacher and the management concerned.
- (Note : For purposes of rules (iii), (vii) and (viii) "Salary" shall mean basic pay plus all allowances.)
- (ix) Before leaving the service of a college or institution an employee shall handover the charge of his post to a duly authorised employee and shall return to the college or institution all books, apparatus, furniture, equipments etc. issued to him for his personal use and shall pay in full all the charges for

occupation of residential quarters, municipal or panchayat taxes, water and electricity charges etc. as may be due from him. If he fails to do so, the head of the college/institution in which he is employed shall recover the amounts due from him on account of the above items from his last salary or from the amount of contribution made by the college/institution to his Provident Fund.

- (x) Where an employee is appointed on specified contract, the conditions of such contract should ordinarily not be inconsistent with the conditions as laid down herein and should be clearly defined before hand. On expiry of the contract such an employee may by mutual agreement, be admitted to the specified cadre of service.
- (xi) The annual grade increment to an employee shall be paid after it has been sanctioned by competent authority of the college/ institution.
- (xii) Service rendered on a graded post during the period of probation and after confirmation shall be counted as service towards increment.
- (xiii) Service rendered on a temporary post shall count for increment provided the post carried a graded salary.
- (xiv) Service during the period of demotion, and the period spent on leave without pay, shall not count for increment, except when such leave is taken for foreign study or equivalent study outside the headquarters within India which has been approved and authorised by the competent authority of the college/institution.
- (xv) Each employee shall produce a Medical Certificate from the Medical Officer of the University or Medical Practitioner approved by the college regarding physical fitness within three months of his joining duty after first appointment, failing which his service will be liable to be terminated. The fees prescribed for such examination shall be paid by the employee.
- (xvi) No member of the permanent teaching staff shall, except for special reasons to be intimated to the University in writing be relieved by the Management in the middle of the term and without giving due notice.

All notices for termination of service shall with the exception of cases of employees involved in grave acts of indiscipline, misconduct or moral turpitude, be given by the management so as to expire on the last day of the term concerned.

It shall, however, be compulsory for the college management to pay the vacation salary, as provided hereunder to all teachers who are relieved by the management. Similarly, no member of the permanent teaching staff shall resign from his appointment to take an appointment in another institution during the term. Such a resignation can be made effective only on the last day of the term and that too with due notice.

It shall be incumbent on a teacher appointed on a permanent post to serve at least for one term in the college concerned if he accepts the appointment. If he fails to serve for one term his new appointment as a teacher made in

another institution affiliated to this University shall not be approved. Similarly, it will be compulsory for the college management to retain in service the teacher appointed on a permanent post at least for one full term after appointment.

- (xvii) (a) When a confirmed teacher is retrenched on account of closure of a college, or discontinuance of a special subject, or special subject being made subsidiary, or subsidiary subject being discontinued, or on account of fall in students' strength, he shall be given **a notice of one academic year** and in case the management is not in a position to comply with the above stated notice then in that event he shall be paid compensation at the rates shown below :-
- (1) Six months' pay including all allowances and
 - (2) One month's pay including all allowances for every completed year of service;
- provided that the total compensation so payable as per (1) & (2) above, shall not exceed fifteen months salary including all allowances.
- (b) In an event the college is not closed, or the special subject is not discontinued, or the special subject is not made subsidiary, or the subsidiary subject is not discontinued, or any other subject is not closed, or there is no fall in the students' strength as anticipated, the teacher who is retrenched shall have a right to be continued and he shall have to refund the amount of compensation received by him.

II. Rules regarding the payment of vacation salary to teachers who are relieved by the Management :-

A member of the teaching staff who ceases to be a teacher at the end of the first term or second term, as the case may be, shall be paid his salary in accordance with the following rules :-

- (i) If he has served throughout the first term only, he shall be paid his salary for one month of the vacation period or for the entire vacation following the first term, whichever is less.
- (ii) If he has served throughout the second term only, he shall be paid his salary for one month of the summer vacation following the second term.
- (iii) If he has served for the whole of the academic year he shall be paid his salary for the whole summer vacation following the second term.

Explanation :

- (a) "Academic Year" means the period between the first day of the 1st term/semester and the last day of the second term/ semester.
- (b) For the purpose of this rule "Salary" means salary including Dearness Allowance and House Rent Allowance, if any.

III. Rules regarding Provident Fund for employees of affiliated colleges:

Every full-time officer, teacher and other servant of the affiliated colleges shall receive the benefits of Provident Fund as per the following rules :

1. Definitions: In these rules unless there is anything repugnant to the subject or Context :
 - (1) The "Accumulated balance due" to an employee means the balance to his credit or such portion thereof as may be claimable by him under the rules of the Fund on the day he ceases to be an employee of a college/institution.
 - (2) An "Active Service" means the period of service over which the member is allowed his salary at full rate.
 - (3) An "Agreement of Service" means the agreement of service in the prescribed form entered into by an employee on the one hand and a college/institution on the other hand.
 - (4) The "Balance to the Credit" of an employee means the total amount to the credit of his individual account in the Provident Fund at any time.
 - (5) A "Contribution" means any sum credited to the Provident Fund by the college/institution to the account of a member, under the rules of the Fund but does not include any sum credited as interest or increment.
 - (6) An "Exempted Contribution" means amount subscribed by the member and "Exempted interest" means interest accrued thereon.
 - (7) The "Family" means any of the following persons who reside with and are wholly dependent on the members; namely his wife or her husband, legitimate children, step-children, parents, sisters and brothers.
 - (8) "Provident Fund" means the Fund in which subscriptions of employees are received and held on their individual accounts and includes any contributions and any interest accruing on such subscriptions or contributions under these rules.
 - (9) "Management" means management of the college/ institution.
 - (10) The "interest and increment" on the balance to the credit of a member means the increase to such balance at any time arising from interest or appreciation of the Fund.
 - (11) "Syndicate" means the syndicate of Sardar Patel University.
 - (12) A "Member" of the Fund means an employee whose Provident Fund balance is accumulated by participation in the Fund held by the Trustee of the Fund.
 - (13) "Salary" means basic pay including clearness pay received every month by an employee of the College/Institution for services rendered but does not include any personal allowance, bonus or any other allowances.

(14) A "Subscription" of member means any sum credited to the Provident Fund by or on behalf of the member in a definite proportion of his salary prescribed under the rules of the Fund.

(15) "Temporary" means an employee who has not been made permanent.

(i) Admission to the Fund

2. (a) Every whole-time officer, teacher or other servant of an affiliated college/institution except one whose services have been lent to the college/institution by the Government, appointed on a substantive post carrying a salary of rupees thirty or upward per mensem shall, as a condition of his service, become a subscriber to the Provident Fund of a college/institution.
- (b) Any whole-time officer, or other servant of the affiliated college/institution temporarily appointed in the first instance and subsequently confirmed in the same appointment may be admitted to the benefits of Provident Fund from the date of his temporary appointment provided that there has been no break or interval between the termination of the temporary appointment and commencement of the permanent appointment.

(ii) Contribution to the Fund

3. Subscription to the fund shall be at one uniform rate of one-twelfth of the salary of the subscriber. In the case of an employee appointed under a specific agreement, the rate shall be provided in the agreement, and shall not exceed six and one-fourth percent of the salary. Such subscription shall be deducted monthly from the salary of the subscriber, and the amount so deducted shall be paid into the Provident Fund to the credit of the subscriber. An officer, teacher or other servant on leave of any kind may, with the permission of the management of the college, discontinue his subscriptions to the Provident Fund, or pay them at such rate not exceeding the uniform rate as may be determined by the management.

The subscriber may, however, be allowed on receipt of his application by the management, to subscribe voluntarily, in addition, a sum not exceeding one-sixth of his salary on the whole, on a non-contributory basis. The management shall not contribute to this additional subscription, but interest only will be added thereto.

4. The contribution of the affiliated college/institution to the Fund shall be equal to the subscriber's subscription, and shall be credited to the member's account in the Fund.

(iii) Deduction from the Fund

5. When the amount standing in the Fund to the credit of a subscriber who has been dismissed from the service of the college/institution for misconduct becomes payable, the management may notwithstanding the provisions of rule 24 direct that whole or any part of the contributions of the institution and of interest accrued thereon, be deducted from the amount standing to the credit of the subscriber and paid to the credit of staff welfare fund of the college/ institution.

6. When the amount standing in the Fund to the credit of a subscriber becomes payable, any amount due under the liability incurred by the subscriber to the college/institution upto the total amount of the contributions paid by it with interest thereon be deducted from the amount standing to the credit of the subscriber and be paid to the college/institution.
7. When the amount standing in the Fund to the credit of a subscriber who has resigned his service in the college/institution before completing five years becomes payable, the management may notwithstanding the provisions of rule 24 direct that the whole or any part of the contribution of the college/institution and of any interest accrued thereon, be deducted from the amount standing to the credit of that subscriber.

(iv) Payment from the Fund

8. Subject to any deduction under 5, 6, 7 and 10 the amount standing in the Fund to the credit of a subscriber shall become payable :-
 - (a) on the death of the subscriber before quitting the service;

Or

- (b) on the subscriber ceasing to be in the service of the college/institution. For the purpose of this rule an officer, teacher or other servant of the college/institution, who holds office for a fixed period of time shall on reappointment to the same or another office in the college/institution, immediately on expiry of the said period, be deemed to have been in the service of the college/institution continuously from the date of his first appointment.
9. A subscriber's account shall be closed :-
 - (a) on the day after the date of his death;

Or

- (b) from the day on which he ceases to be in the service of the college/ institution. No contribution or interest shall be credited in respect of any period after the date on which the account is closed.

(v) Loan to subscribers

10. (a) Advances from the amount standing to the credit of a subscriber on account of his own subscription may at the discretion of the management be granted to him in the case of illness of the subscriber or of the member of his family, or for paying expenses in connection with funeral and marriages or religious or social ceremonies which are incumbent on him to perform and in connection with which it is obligatory for him to incur the expenditure, or for any reason deemed justified by the management.
- (b) The amount of such loan shall not exceed,
 - (i) Three months' salary of the members, or
 - (ii) The total of the accumulation of the exempted contribution and exempted interest contained in the balance to the credit of the employee, whichever is less.

- (c) (i) Such loans except the advances for construction or repair of building shall be repaid at the rate of interest and in number of instalments to be fixed by the management and credited to his Provident Fund account. The total amount of interest due on the loan shall be recovered by deduction of one additional instalment and of two equal additional deduction if the loan is repaid by more than twelve monthly instalments. The amount of advance for construction or repair of building shall be repayable in 60 (sixty) equal instalments or any number of equal instalments as prescribed by the Government rules in force from time to time.
- (ii) The amount of instalment shall be deducted from the salary of the member in addition to the deduction on account of the monthly subscription to the Fund.
- (iii) The deduction shall commence from the second monthly payment of salary made after the withdrawal is allowed except when the member is on leave without pay, in which case the deduction shall commence from the second monthly payment made after his return to duty.
- (iv) It shall be open to the member to repay at any time an amount higher than the agreed monthly installment in order to repay within the agreed period the whole amount due from him at any time.
- (d) A second withdrawal shall not be allowed to a member until the first one is fully paid up with interest.
- (e) Notwithstanding anything contained in rule 10 above the rules for the time being in force relating to the limits of withdrawals from the Provident Fund as applicable to such Government servant shall, so far as may be, apply to, the subscriber.

(vi) Declaration and withdrawal

11. Each subscriber on joining the Fund shall furnish a nomination in Form A* showing how he wished the amount to his credit in the Fund to be disposed of on his death; provided that if he has a family, or at any time after joining the Fund acquires a family, he shall be precluded from nominating a person who is not a member thereof. If the nominee so appointed is a minor, the member shall appoint and declare in the same form a guardian of the minor, to whom the Fund shall be paid in the event of the Fund becoming payable on the death of the member during the minority of the nominee. Such nomination may at any time be revoked by the subscriber and/or replaced by a fresh nomination. A nomination shall be operative only on its being received by the college management.

FORM A*

I hereby declare that I wish, in the event of my death, while in service, the amount at my credit in the Provident Fund to be distributed amongst the persons mentioned below in the manner shown against their names :

Name and address of nominee or nominees	Relationship, if any with the subscriber	Whether major minor. If minor state the age	Amount of Share of deposit
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Station

Signatures of two
witnesses

Signature of subscriber

Date :

12. Subject to any deduction under Rules 5, 6, 7 and 10 on the death of a subscriber before quitting the service :-

- (i) When the subscriber leaves a family :-

- (a) If the nomination made by the subscriber in accordance with the provisions of rule 11 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;
- (b) If no such nomination in favour of a member or members of the family of the subscriber subsists or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the member of his family in equal shares.

(Note:- Any sum payable under these rules to a member of the family of a subscriber vests in such member under subsection (2) of Section 3 of the Provident Fund Act, (1925)

- (ii) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of rule 11 in favour of any person or persons subsists the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

(Note: 1. When a nominee is a dependent of the subscriber as defined in clause (c) of Section 2 of the Provident Fund Act, 1925, the amount vests in such nominee under sub-section (2) of Section 3 of the Act.

18. The management shall cause to be maintained proper account relating to the Fund, showing the amount for the time being to the credit of each subscriber and the general state of the Fund.
19. The interest received by the management on sums so invested shall as soon as received, be added to the amounts standing to the credit of the Fund.
20. The subscriber to the Fund shall be entitled to interest on the balance in his Provident Fund Account at the same rate at which the State Government servant is for the time being entitled to on the balance in his Provident Fund Account.
21. (i) Separate accounts shall be kept for each subscriber in the form prescribed in clause 6 of notification No. 12 dated 15-3-1930 (under Income Tax Act, 1922) or any other form which may be prescribed by Income Tax Act.
- (ii) The accounts shall be audited and certified by Chartered Accountants appointed by the management. The fees for the audit shall be paid from the Fund.

(viii) Pass Book

22. (i) Each member shall be provided with a Pass Book on which the management shall annually enter before 31st day of July, the amount of the initial accumulation standing to the credit, the total amount of management's contribution thereon, the amount of interest and increments credited to the account for the year and the total amount standing to the credit of the member on the last day of the year.
- (ii) The First pass book and the subsequent one in continuation of it shall be supplied to members free of cost, but in the event of the Pass Book being lost or rendered unusable a duplicate shall be issued on payment of a fee of rupee one.
- (iii) Every member shall keep his Pass Book with him and submit to the management's office when requested to do so. If the member fails to submit his Pass Book within a month of such a request, the management may take it that the Pass Book is lost and issue a duplicate one and charge the member the prescribed fee for the same.

(ix) Conditions to entitle a member to the full amount of the Provident Fund

23. A member shall be entitled to the full amount of the Provident Fund to his credit:-
 - (a) On leaving the service of the college/institution in accordance with the terms of agreement of service, provided that the member has completed five years' period of total continuous service.
 - (b) Even if he has not completed five years' period of active service, if his services are terminated by the management:-
 - (i) for reasons other than those specified under rule 24 (a).
 - (ii) due to illness incapacitating him from performing duties of his office when it is certified to be such by a medical practitioner appointed by the management.
 - (c) Notwithstanding anything contained in this Rule, the Management in its absolute discretion resolves on special ground to give a member or his legal representative the benefit upto the full amount of the Fund.

(x) Forfeiture and Fines

24. (1) A member shall have no claim so far as management's contribution and interest and increments accrued thereon are concerned. The management may forfeit the whole or any part of such amounts, if a member:
 - (a) is dismissed at any time for any of the following reasons:-
 - (i) Neglect of duty involving loss or damage to the college/institution,
 - (ii) Serious misconduct,
 - (iii) Intemperance,
 - (iv) Indiscipline,
 - (v) Insubordination.
 - (vi) Conviction for a criminal offence involving moral turpitude;
 - (b) leaves the service except for reasons of ill health specified in rule (23) (b) (ii):-
 - (i) before a period of five years' total service; or
 - (ii) any time contrary to the terms of agreement of service entered into by the member with the college/institution.
- (2) The amount so forfeited shall be appropriated to the Staff Welfare Fund of the institution.
25. The net amount of the Fund to which a member is entitled under the rules 23 and 24 shall become payable on death of the member or on the day the member ceases to be in the service of the college/institution.
26. The management's office shall make up the account of a member crediting the interest due on it as soon as the amount of Provident Fund due to the member becomes payable as per rule 25.
27. (1) The member or in the event of the death of the member, his nominee shall apply in writing claiming the amount of the Provident Fund standing to the credit when it is due.
- (2) Payments to such claims, except when the claim is disputed, shall be made within two months after the money is claimed. The management shall have power to extend such a period when it deems necessary to do so under special circumstances by a resolution of its Governing Body which will be communicated to the applicant within two months after the application is received.
28. These Provident Fund rules shall be operative after they are approved by the Income Tax Department.

IV. LEAVE RULES :

1. Leave of any kind cannot be claimed as a matter of right.
2. Leave may be granted, if due, for genuine reasons subject to exigencies of college work.
3. For the purpose of these leave rules, 'PAY' includes all allowances excluding work and conveyance and cycle allowances.
4. Diwali and Summer Vacations and Mid-term breaks cannot be joined with any kind of leave, but the management may permit to prefix and/or suffix leave of any kind under circumstances deemed fit by it.
5. In case of genuine hardship, the management shall be competent to grant relaxation in the leave rules.
 - (a) The teachers in the affiliated colleges shall be governed by the leave rules as prescribed by the State Government under their Education Department Resolution No. NGC-1580/76201/Kh dated 28-8-1984 and that may be modified by Government from time to time.
 - (b) The benefit of encashment of leave at the time of retirement shall be applicable to the teaching and non-teaching employees of the affiliated colleges on the terms and conditions as may be in force as also that may be prescribed by the State Government from time to time.

Leave for Part-Time Teachers

- (1) A part-time teacher shall be entitled to half of the casual leave prescribed for the full time teachers and shall not be eligible for any other benefits.
- (2) Part-time teachers shall be eligible to enjoy vacations if they are employed in vacational institutions or are employed on posts which are declared to be vacational posts.
- (3) Subject to the exigencies of college work, Part-time teachers shall also be eligible to the grant of leave without pay.

V. RULES REGARDING AGE OF RETIREMENT :

- (A) The age of retirement of all teaching staff including Principals recruited on or before 30-9-84 shall be 60 years and that for the teachers including Principals recruited on and from 1-10-1984 shall be 58 years.

Provided however, the teachers including Principals who are originally recruited prior to 1-10-1984 and change colleges/Universities/or go to other college as Principal they will be treated as existing teachers or Principal, as the case may be, and their age of superannuation shall be 60 years.

- (B) Notwithstanding anything contained above teachers including Principals whose age of retirement falls between 15th June and 31st October or 1st November and 14th June, shall automatically be deemed to be extended till 31st October and 14th June respectively as the case may be. During such extended period such teachers shall not be entitled to hold any appointment as Dean of the faculty, Chairman, Board of Studies, or any other post having administrative responsibilities.

VI. INTERPRETATION

The decision of the Syndicate of the University shall be final with regard to any difference of opinion arising about the interpretation of these rules.

VII. GENERAL

- (1) No employee of the college shall accept any work either remunerative or otherwise from any other outside agency without previous written sanction of the college management.
- (2) Deputation leave on full pay may be granted to employees of the college for attending conferences, for working on delegation and for attending programmes arranged between the Government of India and other foreign countries where the person does not receive any salary or honorarium. Such leave may be granted for such period as may be determined by the management of a college.

(3) PROHIBITION OF PRIVATE TUITION

1. (a) No teacher whether employed in the University or in any affiliated colleges or recognised institutions of this University shall engage himself/herself in private tuition with or without remuneration. The private tuition shall include guidance/training/ and/or coaching for the preparation of any school/Board/ University examination to any student of his/her own college or any other colleges or secondary schools or Higher Secondary Schools or University Departments.
- (b) Occasional casual guidance to a student shall not be considered private tuition for the purposes of this statute.
- (c) A teacher imparting instruction of his/her nearest relatives and sons and daughters of his/her colleagues working in the same institution with the prior permission of the Head of the Institution, shall not be considered as private tuition. The definition of the relative shall be as under :-

"Wife, husband, sons, daughters, grandsons, granddaughters, brothers, sisters, father, mother, son-in-law, daughter-in-law, nephew, niece and wards, step relations except father, mother, brothers and sisters are not included in the above definition."
2. If any teacher is found engaged in private tuition, or helping directly or indirectly in conducting private tuition, he/she would also be considered to have knowingly violated this statute amounting to grave misconduct,
3. Whenever the Vice-Chancellor is in possession of *prima facie* evidence that a teacher has been engaged in imparting tuition, he/she shall place the matter before the Syndicate which shall if necessary, appoint a Committee from amongst its members to investigate and report to the Syndicate. The Syndicate shall consider the said report and on being satisfied about the misconduct of the teacher concerned, shall derecognise him/her as a teacher or inflict such other punishment it may deem fit.

4. Notwithstanding anything contained in this statute, a college or any recognised institution conducting courses approved by this University may organise special instruction classes to coach the students who are enrolled in their institution and are weak in one or more subjects, on the following conditions :-

- (a)
 1. These classes will be conducted in college premises before or after the normal college hours.
 2. Each college will have a Coaching Classes Organising Committee with the Principal as its Chairman for smooth conduct of the classes.
- (b) The maximum work load of a teacher in a coaching class shall be between 6 to 9 hours per week per subject. Each period shall be of one hour duration.
- (c) The maximum number of students in a coaching class shall be 30 only.
- (d) Each teacher associated with the coaching class shall invariably give atleast 50 hrs. coaching during the academic year, per each subject.
- (e) The maximum yearly tuition fee to be paid by the student for a subject of 3 hrs. examination shall be Rs, 400 per subject.

Out of the total collection of such fees, the Management shall receive atleast 20% for providing physical facilities. The residual fees shall be distributed amongst the teachers associated with the coaching class in proportion to the work load, by the Organising Committee of the college.

- (f) Similarly the minimum tuition fee for the subject of 2 or $1\frac{1}{2}$ hrs. examination will be proportionally charged.
- (g) The college shall seek prior approval of the University through an application which will, among other things, specify the following details :
 1. Subjects for which special instruction is to be imparted;
 2. Number of students seeking such special instruction
 3. Amount of fees proposed to be levied and the amount of remuneration to be paid to the teachers.
 4. Names of the members of the staff of the institution who will participate in such special instruction classes.
 5. In devising such a coaching programme, the college will furthermore ensure that students coming from weaker sections of the society are not deprived of this special benefit because of the level of fees. For this purpose differential fees may be levied.

- (4) The following shall be considered as vocational employees for the purpose of these rules:-

- (i) Principals
- (ii) Professors
- (iii) Lecturers
- (iv) Part-time teachers
- (v) Demonstrators, Tutors and Instructors
- (vi) Physical Instructors

In case, the services of any vocational employee are utilised by the college during the vacation, he will get proportionate privilege leave on full pay at the rate of one month for a period of three months full vacation service.

- (5) The vocational employee whose services were utilised during the vacation and who has thus earned privilege leave will be granted such leave prior to retirement, at the discretion of the management.
- (6) It shall be obligatory for every teacher to carry out supervision and examination assessment work entrusted to him by the University or his college.

No teacher will accept examination work of other universities or bodies without prior permission of the management of his college. The total remuneration on account of examination work receivable by teacher should not exceed 30% of his yearly emoluments. The Management before granting such permission should satisfy itself that the college and university work will not suffer.

Additional remuneration shall not be paid for Post-graduate work; but Post-graduate work should form part of the normal work-load of the teacher, if prior permission of the college Management is obtained.

- (7) Principals of non-Government Colleges who are required to perform their duties for 10 days in the beginning and 10 days before the conclusion of Summer Vacation and thereby they perform duties for three weeks. Earned leave at the rate of 1/3 of three weeks period of duty i. e. 7 days earned leave be credited every year to the leave account of the principals.

VIII. CODE OF CONDUCT :

I. GOAL OF HIGHER EDUCATION IN OUR COUNTRY :

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilisation, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, Socialism and peace, and the principles enunciated in the Preamble to our constitution. Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence, and progress of arts and science, education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

II. TEACHERS AND THEIR RIGHTS :

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

THE CODE OF PROFESSIONAL ETHICS:

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and of amiable disposition.

Teachers should :

- (i) adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) seek to make professional growth continuous through study and research;
- (iv) express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation, and
- (viii) participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS:

Teachers should :

- (i) respect the right and dignity of the student in expressing his/her opinion;
- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

- (iii) recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) pay attention to only the attainment of the student in the assessment of merit;
- (viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) aid students to develop an understanding of our national heritage and national goals, and
- (x) refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES :

Teachers should :

- (i) treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) speak respectfully of other teachers and render assistance for professional betterment;
- (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (iv) refrain from allowing considerations of caste, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES :

Teachers should

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest.
- (ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

- (iv) co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) should adhere to the conditions of contract;
- (vii) give and expect due notice before a change of position is made, and
- (viii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF :

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS :

Teachers should try to see through teachers' bodies and organisations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meeting convened for the purpose, for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY:

Teachers should

- (i) recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

S. 202. Assessment of teachers

The University will arrange to get the work of all the University/College teachers assessed for the purpose of Grade Assessment according to the rules prepared in accordance with the guidelines provided by the University Grants Commission.

S.203. Gratuity Fund :

The employees of the colleges affiliated to the Sardar Patel University, both teaching and non-teaching, will be paid gratuity under the following rules :-

- (1) No gratuity shall be payable to an employee dismissed from service for misconduct.
- (2) Gratuity shall be paid on the death, permanent incapacity, retirement, resignation or termination of service at the rate of 1/2 month's basic salary (excluding all allowances) for each completed year of service on completion of 7 years' service. The total amount of gratuity shall be maximum of 16 1/2 months' Basic salary or Rs. 1,00,000/- whichever is less. Notwithstanding anything contained above, the heir/heirs of an employee who dies during the course of his employment shall be paid gratuity as per rates prescribed by the State Government from time to time.
- (3) Basic salary for the purpose of gratuity under (2) above shall mean the average basic salary, drawn by the employee during the twelve months' period of active service immediately preceding death, certified permanent incapacity, retirement, resignation or termination of service, as the case may be, and that part of the dearness allowance and/or additional dearness allowance that may be admissible as salary by the Government of Gujarat for the purpose of calculating the pension to its employees from time to time.
- (4) The above provisions of this statute shall come into force from 19-1-1993.

(Explanation: For the purpose of counting the period of service put in by an employee to be eligible for the benefits of gratuity the date on which an employee joined the service of the college shall be reckoned, irrespective of the date on which the provisions of this Statute came into force).

- S. 204** The full time teaching staff of the University and the affiliated and aided Non-Government Arts, Science, Commerce, B.Ed., and Engineering college shall be entitled to the benefits of Pension Scheme inclusive of family pension scheme, gratuity and General Provident Fund according to the Provisions contained in Government Resolutions, Education Department No. NGC-1582/9505 (84)-KH dated 15-10-1984 and No : TEM-1087/614/S dated the 17th December, 1987 as amended from time to time.

Notwithstanding anything contained elsewhere in the Statute of this University, members of the exiting teaching staff recruited before 1-4-1982 and those who have retired on or after 1-4-1982 and prior to the date of the Government Resolutions referred to above, shall be entitled to exercise their option on or before 10th January, 1989 either to continue in contributory provident fund scheme and Gratuity as are available under the existing Statutes 179 to 192 and 192-A (For University Teachers) and 201 and 203 (for college teachers) as amended from time to time or to come under the pension scheme. The option once exercised shall be final. The teachers who

do not exercise option within stipulated period shall be deemed to have opted for the retention of the benefits admissible to them before 1-4-1982.

In case where the teachers opt for the pension scheme, the contribution of the University/Management towards the Provident Fund together with the interest thereon shall be credited to the Government.

The teachers recruited on or after 1-4-1982 shall automatically be governed by the Pension Scheme.

S.204.A The full time non-teaching staff of the affiliated and aided Non-Government Arts, Science, Commerce, B. Ed. and Engineering colleges shall be entitled to the benefits of pension scheme inclusive of family pension scheme, gratuity and General Provident Fund according to the provision contained in Government Resolution, Education Department No. NGC-1584-CM-30 (87)-KH dated 3-7-1987 and No. TEM/1087 614/S dated 17th December, 1987 as amended from time to time.

Notwithstanding any thing elsewhere in the Statute, the members of the existing non-teaching staff recruited before 1-4-1982 and those who have retired on or after 1-4-1982 and prior to the date of the issue of Government Resolutions referred to above shall be entitled to exercise their option within the period of one year from the date of issue of the above resolution, i.e. from 3-7-1987 either to continue in Contributory Provident Fund scheme and Gratuity as are available under the existing Statutes 201-III clause 1 to 28 and Statute 203 as amended from time to time or to come under the pension scheme. The option once exercised shall be final. The Non-teaching staff who do not exercise option within stipulated period shall be deemed to have opted for the retention of the benefits admissible to them before 1-4-1982.

In case where non-teaching staff opt for the pension scheme, the contribution of the college management towards the provident fund together with interest thereon shall be credited to the Government.

The non-teaching staff recruited on or after 1-4-1982 shall automatically be governed by the Pension Scheme.

SARDAR PATEL UNIVERSITY

ORDINANCES

Admission to the University

(Under Section (1) (a) (c) of the Act)

- O.1** (a) A student eligible for enrolment for the first year examination of this University under the Faculties of Arts, Science, Engineering and Technology, Business Studies, Management, Home Science, Homoeopathy, Pharmaceutical Science and Medicine and for the First Year of the diploma in Home Science, under Statute 175, shall apply to the Registrar, in the prescribed form, for an Enrolment Certificate through the Principal of the College of which he seeks admission. The fee for the issue of the Certificate shall be Rs. 50/- to be paid at the time of making the application.
- Till the Enrolment Certificate is issued by the Registrar, the admission granted to a student to any of the constituent or affiliated colleges shall be treated as provisional.
- (Note : For the purpose of issue of Enrolment Certificate, the Registrar shall communicate to the Principals of Colleges, a consolidated list of eligible students so enrolled.)
- (b) If the student is found ineligible for admission, the Registrar shall report the fact to the Principal of the College concerned within two weeks of the receipt of the application for the Enrolment Certificate in the office of the University. The Principal shall thereupon take necessary steps for cancellation of the admission and intimate the action taken to the Registrar.
- (c) No student who has been enrolled as a member of the Statutory University in India subsequent to his passing any of the examinations referred to in Statute 175 shall be enrolled as a student of the University under the Statute unless the necessary migration proceeding is gone through.
- (d) Every eligible student studying either in Under graduation or in Post graduation shall be given an identification Number called ID Nos. at the time of his/her enrollment or registration in this University.
- O.2** (a) A student who has kept a term or terms for an examination of any Statutory University in the State of Gujarat but has not fulfilled the requirements of total attendance prescribed for that examination and has not subsequent to his keeping the terms, migrated to any other University shall on reciprocal basis, be eligible for admission to the course of studies leading to the corresponding examination of this University and the attendance kept at that University shall be counted towards the requirements of total attendance prescribed for the examination of the University.
- (b) A student who has kept terms for an examination of any Statutory University in the State of Gujarat and fulfilled the requirements of total attendance prescribed for that examination, but has not utilized the terms for appearing at the examination and thereby earned the status of an Ex-student or has not, subsequent to his keeping the terms, migrated to any other University, shall be eligible on reciprocal

basis, for admission to the corresponding examination of this University provided he keeps at least one additional term at a constituent or affiliated college of this University, such term being the one immediately preceding the examination.

- (c) The provisions of Clauses (a) and (b) of this Ordinance shall be applicable to students who have kept terms at any other University established by law in India which extends the same privilege to students of this University.
 - (d) A student who earned the status of an Ex-student of Gujarat University through any of the constituent colleges of this University prior to the date of incorporation of the University and did not forfeit it subsequently for any reason, shall be treated as an Ex-student of this University for the purpose of admission to the examination in respect of which he was an Ex-student of Gujarat University.
 - (e) No student who has passed an examination of any University shall be permitted to appear at the corresponding examination of this University except on conditions on which, or in circumstances in which, a student who has passed such examination of this University may reappear at the same examination.
 - (f) The students who have migrated from this University and are pursuing another course of study at another University in the State of Gujarat, but who, prior to their migration, have kept terms or appeared and failed at the examination of this University and desire to appear thereat, shall be permitted to do so, provided that the University to which they have migrated has no objection to the students appearing at the examination of this University and provided further that such permission be granted only on condition that the University at which the students are pursuing their studies reciprocates with this University by according similar permission to its students pursuing a course of study in this University.
- O. 3.** A student migrating from the jurisdiction of another University or Statutory Examining Body and seeking admission to this University shall apply to the Registrar of this University in the prescribed form for a certificate of Eligibility and pay a fee of Rs. 50/- as an eligibility fee. The fee shall not be refunded if the certificate applied for is issued to the student. But if for any** reason, no such certificate can be issued by this University, half the amount of fee paid by the application shall be refund to him and other half retained by the University.
- O. 4.** No Student who is required under O.3 to apply to the Registrar of the University for a Certificate of Eligibility shall be admitted to any Institution maintained by or affiliated to the University, unless he produces the required Certificate of Eligibility, signed by the Registrar of this University, in the following form :

** Failure to obtain a seat in a college or inability of the applicant to continue studies for whatever reason will not be deemed a sufficient reason to claim a refund. The certificate fee is refundable only in the case of such applicants as are found not eligible for admission to a particular class for want of the prescribed percentage of marks, not passing in the required subject and for a similar nature.

Admissions to college are under control of their Principals and the grant of an Eligibility Certificate by the University does not necessarily confer on the candidates the right to be admitted to a particular college. The Certificate fee will be refunded in the event of the student failing to obtain admission to a college in this University.

FORM OF CERTIFICATE OF ELIGIBILITY

"Certified that _____ having passed the Matriculation or School Leaving Certificate Examination of the _____ University/Board or having passed the _____ Examination of _____ University/Board in the year 19____ after completing the prescribed course of instruction at _____ College which is a College maintained by or affiliated to that University/Board is eligible for admission to the _____ Class in this *University*."

[@] Provided, however that the Registrar may issue a provisional Certificate of Eligibility if he is satisfied that the applicant is *prima facie* eligible for admission to this University, at the candidate's own risk and in condition that he obtains a final Certificate of Eligibility before the close of the academic term in which the student is provisionally admitted to the University.

And provided further, that if the Syndicate is satisfied that the delay on the part of student in applying for an Eligibility Certificate was not due to any fault of his own, it may when granting the Eligibility Certificate direct that it shall have retrospective effect from the date on which the student began to attend the institution to which he applied for admission so that the days on which he registered attendance before the issue of the final Eligibility Certificate can be taken into account for the purpose of Ordinance-78 and 79.

- O.4. A** All the B.Ed./B.P.Ed. students admitted during the academic year should apply immediately for REGISTRATION CERTIFICATE in the prescribed form through the Principal of the college concerned. In case of those students who are from other universities, they shall be registered only on their obtaining the Eligibility Certificate by applying for it in the prescribed form and on production of necessary documents.

It is compulsory for all B.Ed./ B.P.Ed. students to get registration for which they need to produce either an Eligibility Certificate or Transfer Certificate whichever is applicable from University/College/Institution from which they are migrating within four weeks from the date of admission of an academic year and failing to do so within the stipulated time limit, a late fee will be charged over and above their Eligibility and Registration fee as the case may be as under :

[@] A Provisional Certificate to join a college will be issued only on payment of the prescribed fee of Rs.25/- or Rs.10/- in case he is migrating from the jurisdiction of a Statutory University in the Gujarat State and on production of documentary evidence such as certificate of passing the Examination issued either by the Head of the Institution or the Registrar of the University, or the Secretary of H & I. Education Board or a newspaper cutting wherein the names of successful candidates are published. When numbers only are published the Hall Ticket or Admission card must also be produced. The Statement of marks will also be accepted.

Students Seeking for the above certificates, they will be charges fees as under :

Sr. No.	Item	Fee	Late Fees
1	For Eligibility Certificate	Rs. 50/-	Rs. 100/-
2.	For Registration	Rs. 10/-	Rs. 100/-

0.5. [Deleted]

0.6. [Deleted]

Migration of Students from this University

0.7. A Student migrating from this University to any University shall apply, through the Principal of the College last attended by him, for a Migration Certificate in a prescribed form and pay a fee of Rs.100/- for the same. The fee shall in no case be refunded.

The application for a Migration Certificate shall be accompanied by a Leaving Certificate and its copy.

0.8. [Deleted]

0.9. [Deleted]

0.10.[Deleted]

Officers of the University

[Under Sections 12,13,25,43 (1) (I) of the Act]

0.11.(a) The Registrar shall be responsible for the conduct of all examinations and the preparation of results and maintenance of the records thereof.

(b) The Deans of Faculties :-

- (1) The term of office of the dean shall be three years.
- (2) The office of the Dean shall be vacated by death, resignation or by the Dean ceasing to be a 'teacher' or by his remaining absent from three consecutive meetings of the Faculty, or by his remaining absent from Head Quarters for more than four consecutive months without the permission of the Vice-Chancellor.
- (3) A Dean appointed to fill up a casual vacancy shall hold office for the unexpired residue of the term of the office of the Dean in whose vacancy he is appointed.
- (4) The powers and duties of a Dean shall be:
 - (i) To convene meetings of the Faculty and to preside at such meetings;
 - (ii) To bring to the notice of the Chairman of a Board of Studies falling under the Faculty any matter which requires to be attended to by the Board under the relevant Statutes, Ordinances or Regulations, but has remained unattended;
 - (iii) To advise Chairmen of two or more Boards of Studies falling under the Faculty that a joint meeting of the Boards might be called for consideration of any matter lying within the purview of all such Boards;

- (iv) To arrange, in consultation with the Principal of the College, for tutorial work in different subjects as determined by the Faculty;
 - (v) To supervise the maintenance of tutorial records in all subjects comprised in the Faculty as required under the relevant Statutes or Ordinances, and to bring to the notice of the Principal of College any lapse in regard to such records;
 - (vi) To perform such other functions as are assigned to the Deans under the provisions of the Act or the Statutes.
- (c) The Dean of Students :
- (1) He shall be in charge of the University Hostels.
 - (2) He shall be in independent charge of a section of the office of the University, to be called the Students' Welfare Section, provided that correspondence with any authority of the University or any authority external to the University shall be conducted through the Registrar who shall have the power to ensure that all activities of the Section are in conformity with the provisions of the Act, or the Statutes, or Ordinances, or any decisions of or recommendations made or directions given by the Syndicate or any other authority of the University.
 - (3) The Students' Welfare Section shall deal with such matters as may be assigned to it from time to time by the Syndicate and shall especially provide for-
 - (i) An Employment Information Bureau;
 - (ii) A Foreign Universities Information Bureau;
 - (iii) A Scholarships and Fellowships Information Bureau;
 - (iv) Health Survey and medical examination of students; and
 - (v) Organisation of social, cultural and recreational activities.

Conduct of business of Faculties

[Under Section 43 (1) (G) of the Act]

- 0.12.**
- (a) Each Faculty shall ordinarily meet once a year and at other time when convened by its Dean or in his absence, by the Senior Fellow on the Faculty. A special meeting of the Faculty shall also be convened on the requisition of any five of its members.
 - (b) The Dean, or the Senior Fellow present shall be the Chairman at such meetings, and the Chairman shall have a vote, and in the case of an equality of votes, a casting vote.
 - (c) Not less than one-fifth of the members of the Faculty shall constitute a quorum.
 - (d) All questions at a meeting of a Faculty shall be decided by a majority of votes of the members present.

Travelling Allowance to the Vice-Chancellor

0.13. When the Vice-Chancellor travels on University business, he will be paid as under:

- (i) Actual railway fare each way if he travels by rail plus an allowance for incidental expenses at the flat rate of 4 paise per km.
- (ii) Actual air fare (return journey fare, if available) if he travels by air plus an allowance for incidental expenses at the rate of one fifth of the air fare limited to a maximum of Rs. 15/- for a single journey. If he travels by steamer, he will be paid actual fare each way plus allowance for incidental expenses at the rate of three fifth of the steamer fare.
- (iii) Actual charges from Railway Station/Airport to the place of halt and from the place of halt to the place of meeting and back.
- (iv) In addition to the travelling and incidental allowances, the Vice-Chancellor will be entitled to a halting allowance at the rates admissible to the Class-I Officers of the State Government per day or part thereof, or the actual expenditure, if incurred more.
- (v) He shall get a Halting Allowance for the day on which there is no meeting/work provided there is a meeting/work on the day before and the day after, both of which he attends.

(Note :- When the Vice-Chancellor is required to attend meeting/s of outside authorities or agencies he will be paid T.A. & D. A. as per above rules from the University fund and the T.A. and D. A. receivable by him from such outside bodies will be credited to the University fund).

Traveling and Halting and out of pocket allowances to members of the Senate, Syndicate and other authorities and Committees of the University

Traveling Allowance and Incidental charges

0.14 Whenever a member of the Senate, Syndicate, other authority or committee of the University or a person deputed by the University has to travel to attend a meeting or meetings for the transaction of business connected with the University, he shall be paid travelling and halting allowance and incidental charges as per the rules prescribed by the State Government from time to time.

However, in cases where Government rules are not available or applicable, the Vice-Chancellor shall sanction actual expenditure considered reasonable by him.

Local Allowance :

A member residing within the jurisdiction area of the University will be paid Local allowances of Rs.40/- per day for attending meeting or meetings on University business, if he travels by own car. A member not using his own car will be paid Rs. 40/- per day.

A separate local allowance will however, be paid to a member for each meeting if the interval between conclusion of the first meeting and commencement of the next meeting is not less than two hours and he actually performs two or more journeys for attending different meetings on the same day.

No local allowance will be payable if a member attending meeting/meetings on the same campus where he resides/serves for the purpose of this clause Vallabh Vidyanagar, and Anand will be treated as different campus.

Members are entitled for :

- (1) 1st class fare from his residence to the place meeting
- (2) On prior permission of the Vice-Chancellor the member is entitled for road mileage @ Rs. 4.00 per k.m. by petrol car & @ Rs. 2.00 per k.m. by Diesel Car, if he travels by car.
- (3) On prior permission of the Vice-Chancellor, if he travels by Air, the actual Air fare will be paid.
- (4) Halting allowance Rs. 120/- per day.

Inspection of Colleges and Recognised Institutions

[Under Section 43(1) (q) of the Act]

- O.15** The Syndicate shall cause every affiliated college and recognised institution to be inspected from time to time by one or more competent persons authorised by the Syndicate in this behalf.
- O.16** An inspection of a constituent or affiliated College, or recognised institution shall be held under Section 47 (2) of the Act, at any time when in the judgment of the Syndicate special reasons exist in the case of any college or institution for such inspection.
- O.17.** The inspection will be directed primarily to the purpose of ascertaining if the main conditions of affiliation or recognition are maintained or not and of seeing that adequate measures are taken to ensure efficiency.
- O.18.** If the report submitted by the person or persons deputed to inspect calls for any action by the Syndicate, the Syndicate shall, after full inquiry, specify definitely the point or points in which it considers the college or the institution deficient and fix a time (to be extended upon good cause shown), within which the college or the institution shall take the action necessary to rectify the deficiencies pointed out.

Returns

[Under Section 43(1) (q) and Section 23 (xvi) of the Act]

- O.19.** Every college and recognised institution shall submit annually by the 30th of April to the Syndicate the following returns in the forms prescribed :-
 - (a) Return of the teaching staff;
 - (b) Return of finances, giving the accounts for the preceding Government financial year;
 - (c) Return of the number of students attending the college or the institution;
 - (d) Return of the complete time-table of lectures, tutorials, practicals, demonstrations, etc.
- O.20.** Every college and recognised institution shall report to the syndicate all changes in the teaching staff, as soon as such changes are made. In reporting such changes, the qualifications of the members of the staff newly appointed, the conditions governing their tenure of office and the qualifications of the persons in whose place the new appointments are made, shall be given in detail.

Registers

[Under Section 43 (1) (r) of the Act]

- O. 21.** Every college shall maintain :-
- (a) Register, giving for every student who has been admitted to the college, the date of admission, the date of birth, the name of the birth place, attendance at college examinations, and the results of such examinations and record of University career and the date of withdrawal;
 - (b) Register of daily attendance of each student, including attendance at tutorial periods; and
 - (c) Record of the tutorial work assigned to, and carried out by each student.

Recognition and Inspection of Hostels

[Under Section 43 (1) (d) of the Act]

- O. 22.** Every hostel maintained or managed by the University or by a college affiliated to the University or an institution recognised by it shall *ipso facto* be a recognised hostel.
- O. 23.** Any person or a body of persons managing or maintaining a hostel, desirous of having it recognised by the University, shall apply to the Syndicate for recognition, with the following particulars:
- (i) the locality of the hostel and its surroundings;
 - (ii) the capacity of the Hostel and the approximate floor space provided for each inmate;
 - (iii) the number of students expected to be put in each room;
 - (iv) arrangements made for water supply, lighting, sanitation, medical help, etc. in the hostel;
 - (v) arrangements made for the inspection of the kitchen for superintendence over the inmates and for the management of the hostels;
 - (vi) the financial statement relating to the hostel.
- O. 24.** On receipt of an application the Syndicate, after any further inquiry which it may deem necessary, shall decide as to whether or not recognition is to be granted. Provisional recognition may, however, be granted by the Syndicate on such conditions as it may deem necessary.
- O. 25.** The Syndicate may suspend or withdraw the recognition granted to hostel managed by a person or body of persons, which is not conducted according to the conditions of recognition; provided that no action shall be taken without giving the management of the hostel concerned an opportunity of making such representation in the matter as it may desire to make.
- O. 26.** The Syndicate shall hold periodical inspections of the hostels, through the agency of the Board of Sports & Welfare as the Syndicate may direct from time to time.

- O. 27.** The management of every hostel shall submit to the Syndicate at the end of every term, a report of the working of the hostel for the term.

Residence, Health, Conduct and Discipline of Students

[Under Section 43 (1) (e) & (m) of the Act]

- O. 28.** Every student of the University shall reside either:
- (a) in the University Hostel or in a recognised Hostel of college or lodgings approved by the authorities of the college,

OR

- (b) with a parent or some person accepted by his college to be his guardian.
- O. 29.** Each college shall provide residential quarters for such a percentage of its students as the Syndicate may from time to time decide and shall make arrangements for supervision over the students who reside in lodgings approved by the authorities of the colleges. Resident students shall conform to regulations drawn up by Principals of colleges and approved by the Syndicate.
- O. 30.** Every non-resident student shall submit to the Principal of his college the name, address and relationship, if any, of the person with whom he proposes to live. The Principal shall satisfy himself in every case that the arrangements made are suitable, and that the guardian is able and willing to hold himself responsible for the welfare of the student while he is an inmate of his house.
- O. 31.** As soon as possible after the re-opening of a college at the commencement of the academic year, the Principal shall submit to the Chairman of the Board of Sports & Welfare the following information :-
- (i) the number of hostels and the number of the Superintendents;
- (ii) the number of resident students in each hostel and approved lodging;
- (iii) the number of non-resident students living with their parents;
- (iv) the number of non-resident students living with their guardians.
- Note :** Students living in hostels of the University, or of a college, or in lodgings approved by the authorities of a college, are termed resident students; others are termed non-resident students.

- O. 32.** All colleges shall provide facilities for Physical exercises, games, etc. for their students and shall prepare a programme for the year. They shall also require all students reading for the First Year of the Course leading to various degrees other than the degrees of LL.B., B.Ed, and B. Ed. (English), to undergo N. C. C. training prescribed by the N. C. C. authorities or N. S. S. or N. S. O. or to go through a course of Physical Training as may be prescribed by the Syndicate from time to time. No student who is required to attend N. C. C. or N. S. S. or N. S. O. or Physical Training, will be permitted to appear at the University examination, unless he has attended at least 80% of the N. C. C. parades and the annual training camp held by the N. C. C. authorities or 80% of the periods assigned for N. S. S. or N. S. O. or Physical Training in an academic year;

provided that any deficiency in attendance at the N. C. C. parades or N. S. S. or N. S. O. or Physical Training may be condoned by the Syndicate on grounds of health or for any other *bonafide* reason deemed sufficient by it. Student participating in athletics or major sports as members of the University sports team may be exempted from undergoing N. C. C. or Physical Training on producing a certificate to that effect from the Principal of the College where they study.

- O. 33.** If in any year the University conducts a Medical Examination of the students studying for a particular examination in a college affiliated to the University, such Medical Examination shall be compulsory for all the students included in the scheme of Medical Examination. Students who do not present themselves for such Medical Examination shall not be allowed to appear at the examination for which they are studying whether it be a college examination or a University examination. If through illness or similar unavoidable circumstances a student fails to present himself for the Medical Examination conducted by the University, he shall have to undergo such an examination at his own expense and submit the form prescribed by the University for the Medical Examination duly filled in by a qualified Medical Practitioner to the University through the Principal of his College on receipt of which only he can be permitted to appear for the examination for which he is studying.
- O. 34.** (a) The progress and conduct of every student during as well as outside college hours shall be looked after by a teacher who, acting as general tutor to the student, shall ascertain from time to time the progress the student is making in the different subjects of study. For the purpose of this Ordinance, teachers may be assigned a batch of not more than 20 students.
- (b) The case of a student who does not show satisfactory progress in spite of due warning by the Principal of the College shall be considered by a committee of the Principal of the College, the Dean and the general tutor, and may be reported by the committee to the Syndicate for further action. The Syndicate may, after giving the student reasonable opportunity to explain why action should not be taken against him, require the Principal of the College to cancel the admission granted to the student, and such student shall not be re-admitted by any constituent or affiliated college or recognised institution for the particular course of studies in which his progress was found to be unsatisfactory.
- (c) The Migration or Transference Certificate issued to such student whose admission is cancelled under Clause (b) shall not contain any adverse remark against him except that the progress of the student in the particular course of studies was unsatisfactory.
- (d) The attendance kept by such student prior to the date of the cancellation of his admission, including the attendance during the term in which the admission is cancelled, shall be granted to him for the purpose of Migration or Transference Certificate that may be issued to him.

Admission to Degree

[Under Section 43 (1) (c) & (g) of the Act]

- O. 35.** (a) Every person who passes an examination for a degree or a Post-graduate Diploma of the University shall be eligible on payment of the prescribed fee, to be admitted to the respective Degree or Post-graduate Diploma *In person* or *In Absentia* at his option, at the Convocation, or otherwise and in testimony thereof a Degree or Postgraduate Diploma, as the case may be, shall be awarded to him.
- (b) (i) The fees for admission to the Degree or Post-graduate Diploma shall be Rs. 150/- in person and Rs. 200 in absentia.
- (ii) However in extraordinary circumstance student can apply for Degree/ Diploma with prescribed late fees within stipulated time limit.
- (c) A student admitted to the Degree or Post-Graduate Diploma of the University shall be considered as enrolled as a registered graduate of the University and no separate fee will be charged from him/her for this purpose.
- (d) In case of under-graduate Diploma, a Diploma Certificate shall be given to the candidate on his passing the examination for the same and on payment of the fee of Rs. 75/-.
- (e) Persons desirous of enrolling their name as registered graduates under Statute-165 will be required to pay Rs. 100/- as registration/re-registration fee alongwith the prescribed application form for registration as graduates.

Academic Costumes

- O. 35A** (i) Academic Costumes, as prescribed below, shall be worn at a Convocation, for conferring degrees :-
- (a) The Chancellor, the Chief Guest, the Vice-Chancellor, Pro-Vice-Chancellor and the Registrar shall put on white shawls with University emblem and having a border of navy blue colour;
- (b) The members of the Syndicate shall put on white shawls as at (a) above but with slight narrow border. The shawls to be put on by the Deans of Faculty will have borders of the prescribed faculty colours;
- (c) The other Fellows of the Senate shall put on white shawls of small size without a border;
- (d) The recipients of Honorary degree be given a shawl with a border of the colour of the respective faculty, with University crest thereon.

- (ii) The recipients of degrees shall put on the appropriate dupattas with the University emblem. The colour of the Dupattas for each Faculty shall be as under :-

For Arts Yellow
For Science Maroon
For Engineering & Technology Violet Blue
For Commerce & Business Studies Light Orange
For Law Black
For Education Red
For Home Science Green
For Medicine and Pharmacy Light Pink

Ordinance made under Statute 192

- O. 36.** The amount in hand to the credit of the Fund shall be invested in Government Securities or be placed on Fixed Deposit in the State Bank of India or in any scheduled Bank or in the Post Office Savings Bank, or deposited in Government Treasury according as the Syndicate may direct.
- O. 37.** The Syndicate shall cause to be maintained proper accounts relating to the Fund, showing the amount for the time being to the credit of each subscriber and the general state of the Fund, in each form as it may, from time to time, prescribe.
- O. 38.** The interest received by the University on sums so invested shall as soon as received, be added to the amounts standing to the credit of the Fund.
- O. 39.** The subscriber to the Fund shall be entitled to interest on the balance to his provident fund account at the same rate, at which the State Government Servant is for the time being entitled to on the balance in his provident fund account. The amount of interest earned shall be credited to each subscriber's account every year on 31st March.
- O. 40.** The term 'salary' shall include personal, duty and acting allowance but shall not include other allowances.
- O. 41.** The amount withdrawn by any depositor together with such interest as would have accrued in the sum had it not been withdrawn, shall be recovered by such number of monthly instalments not exceeding twenty-four as the Vice-Chancellor may fix, and shall be recovered by deductions from the salary paid by the University to the depositor. The first of such deductions shall be made from the first payment of a full month's salary after the depositor has withdrawn the sum to be refunded. The amount of such instalments shall be fixed in round numbers and the last instalment shall cover the entire balance then to be refunded by the subscriber, but a subscriber may, at his option pay, any additional sum above the amount of instalment fixed in round figures; provided, however, that the interest due may be recovered in two further instalments.

Affiliated Colleges

(Under Section 44 of the Act)

- O.42.** Every application for each course of study and specialization wise in any discipline for the (1) New Affiliation (2) Extension of Affiliation (3) Continuation of Affiliation (4) Permanent Affiliation and (5) Affiliation for Diploma/Certificate Courses of Colleges shall be sent to the Registrar in the form prescribed by the Syndicate, so as to reach him on or before the **30th June** of the year, preceding the year from which Affiliation is intended to take effect.

Every application for Affiliation shall be accompanied with non-refundable fee.

However, under special circumstances, the application submitted on or before **September 30** of the corresponding year may be accepted with late fee as shown below.

Nature of Affiliation	Fees (on or Before 30 th June) Rs.	Fees including late fees (1 st July to 30 th September) Rs.
PROFESSIONAL COURSES		
Affiliation of New College/ Extension of Affiliation/ Continuation of Affiliation/ Permanent Affiliation/Diploma/ Certificate Courses in Engineering, Medical, Pharmacy Homeopathy, Physiotherapy, Management, Computer science, Law, Education, etc)	25,000/-	40,000/-
NON-PROFESSIONAL COURSES	15,000/-	25,000/-

Notwithstanding anything contained above, when a college desires to add any more new class or classes for the courses of instruction in respect of which it is affiliated, in addition to the present facilities, it shall send an application for necessary permission to the University and the Syndicate may appoint a Local Inquiry Committee as is prescribed under Sub-Clause (a) and (b) of Sub-Section (2) of Section 44 for the purpose.

O. 42.A. In the case of an intended (a) closure of a college, (b) discontinuance of teaching of all the subjects comprised in any of the Faculties of a college, or (c) discontinuance of any of the classes in any medium or media, it shall be incumbent upon the Management of the college to follow the procedure laid down hereunder:

- (1) the management of the affiliated college shall not close, any of its Faculties, or classes thereof without prior permission of the Syndicate. This intended (a) closure of the college, (b) Faculty or (c) discontinuance of any of the classes/subjects thereof shall, if permitted, be coterminous with the closing of the academic year.
- (2) If the Management of the affiliated college desires to close the college, any of its faculties, or classes, or subjects, it shall make an application in writing to the Registrar giving reasons for the same.

The Syndicate may refuse to consider such an application, unless it is made on or before the 31st August preceding the year from which the closure of the college, any of the faculties, or classes or subject/s, thereof as the case may be, is intended to take effect.

- (3) The discontinuance of the course in respect of a special subject at the Third Year of the three-year degree shall be spread over appropriate number of academic years as may be necessary and shall be so planned as to commence in the beginning of the academic year and shall be processed progressively so as to ensure that the entire process of discontinuance synchronises with the end of the academic year for the Third Year of the degree course.
- (4) It shall be an implied condition of the permission to discontinue a course, that the college shall not seek affiliation under section-44 in respect of that course for the two years immediately succeeding the end of the process of discontinuance in respect of that course.
- (5) Where the discontinuance of a course is intended to be effective from the first year of the course, it shall be effected progressively so that the process of discontinuance commences in the beginning of the academic year and the discontinuance synchronises with the end of the academic year for the First Year of the course.
- (6) The intention to discontinue a course at any stage shall be intimated by the affiliated college to the students and teachers of the college concerned within one month from the date of receipt of the permission of the University in that behalf.
- (7) On receipt of the application as stated in (2) above, the Syndicate shall (a) direct a local inquiry to be made by a competent person or persons authorised by the Syndicate in such manner as may be deemed necessary and relevant, and (b) make such further inquiry as may appear to it to be necessary and shall decide within four months from the date of application whether the application should be granted or refused either in whole or in part.

- (8) Syndicate shall take the following aspects into consideration for arriving at a decision :
- (i) the educational need of the locality;
 - (ii) interests of the student community;
 - (iii) policy of the University in regard to giving encouragement of educational facilities in various faculties or media;
 - (iv) development of the faculty and interests of the members of the staff concerned;
 - (v) *bona fide* difficulties which the Management is facing by the continuance of the college or classes;
 - (vi) any other relevant matter.
- (9) No Management of an affiliated college shall (a) effect the closure of a college, (b) discontinuance of teaching of all the subjects comprised in any of the Faculties of a college or (c) discontinuance of any of the classes or subject thereof in any medium or media after the approval as envisaged above until and unless it has to the satisfaction of the University paid to the members of its staff which is retrenched, the compensation, provident fund dues and other lawful dues either under the University Act, Statutes, Ordinances, Rules or Resolutions made thereunder.
- (10) That the compensation at the following rates is paid to all confirmed teachers:
- (a) Six months' pay (including all allowances) and
 - (b) One month's pay including all allowances for every completed year of service to the teacher who has put in ten or less number of years of service and at the rate of 1/2 month's pay including all allowances for every completed year of service in excess of ten years provided that the total compensation so payable shall not exceed 15 months' salary, whichever is more.
- (11) An application for (a) the closure of a college, (b) any of its faculties, or (c) discontinuance of any of the classes or subject thereof in any medium or media- may be withdrawn at any time with the permission of the Syndicate.
- (12) In all matters, the decision of the Syndicate shall be final.
- (13) Nothing in this Ordinance shall be deemed to take away any right of compensation or any other protection which is offered by the Sardar Patel University Act, any Statutes, Ordinances, Rules or Resolutions made thereunder to which the member of the staff is entitled.

Notwithstanding anything contained above, in the event of any change in the educational pattern or policy adopted by the Government, or any orders issued by the Government or decisions of the university, the Syndicate shall have power to take appropriate decision in the matter.

*Transitory
Ordinance*

- O.42. B.** The Colleges which have not sought continuation/extension of affiliation for various courses for the last couple of years after the expiry of the affiliation period granted earlier, yet continue to conduct those courses, an amount of Rs.75,000/- (Rupees Seventy Five Thousand Only) be levied as additional late fee per course per year on them since then (i.e. after the expiry of the affiliation period granted earlier), besides the regular application, affiliation, late fee etc.

Examination

(A) Alteration of Dates of Examinations

- O. 43** Whenever any of the days on which any examination has to be held according to the Ordinances for the time being in force happens to be a holiday, declared as such by the University, or when, in the opinion of the Syndicate there is sufficient reason for altering the dates for holding any examination as fixed by the Ordinances, it shall be competent to the Syndicate to fix such dates other than the dates fixed by the Ordinances, for such holding examinations as it may consider proper.

(B) Appointment of Examiners

- O.44.** [Deleted]
O.45. [Deleted]

(C) Award of Scholarships, Prizes and Medals

- O. 46.** No candidate shall be eligible for any Fellowship, Prize, Medal or other award, who presents himself for the Examination to which the award relates, more than one year after the expiry of the minimum period prescribed by the regulations governing the Examination.

(D) Exemptions

- O. 47.** Except as herein otherwise provided, a candidate who has passed a University examination in subject or subjects in which identical papers (and practical tests) are prescribed for another examination, shall (at his option) be entitled to exemption at the other examination from such subject or subjects, provided always that the standard attained at the original examination is not lower than that required at the other examination. A candidate so exempted shall not be eligible for classes or for University awards. A candidate who has passed the examination after obtaining the benefit of condonation shall be deemed to have passed in individual subjects of the examination with the minimum percentage of marks required for a pass in such subjects.
- 0.48.** When a student who has earned exemption in one or more subjects at an examination appears next for that examination, he must once and for all make his election whether he will avail himself of the exemption or appear for the whole examination. If he elects to appear for the whole examination, then thereafter he cannot claim the benefit of the exemption. But on his appearing for the whole examination he may again earn exemption in one or more subjects and such fresh exemption earned will again be subject to the above provision. If he elects to avail himself of the exemption, then he must appear in all the remaining subjects at the same time. It is open to him to earn further exemption in one or more of the remaining subjects in which he so appears.

- O. 49.** If a candidate is allowed to join the next higher class because he has obtained exemption from all subjects but one in which he has failed, he will not be permitted to appear for the higher examination unless (i) he has previously passed in the single remaining subject of the lower examination, or (ii) he appears in that subject simultaneously with his appearance at the higher examination. In the latter case, however, he will, in no circumstances, be considered to have passed the higher examination, or in any part of it unless he has passed in the aforesaid single subject (with the percentage, if any, required for the total) at the same time or within two years of his obtaining the marks necessary to pass in the higher examination, or any part of it in which separate passing or exemption is permitted by the Regulations.

When a candidate owing to his failure to pass in the single remaining subject of the lower examination within two years, is not considered to have passed the higher examination or any part of it, he will forfeit all benefits accruing from the marks obtained by him in the higher examination; but the terms kept by him for such higher examination will be available to him for any further appearance at that examination.

(E) Ex-students

- O. 50.** (a) A student who has satisfied all the requirements of the prescribed course of studies at his college, including the necessary minimum attendance, and is certified by the Principal as eligible for admission to an examination shall be called an ex-student for that examination, if after certification, he has not appeared, or has appeared and failed in that examination.

- (b) An ex-student shall be entitled without being required to keep fresh terms to have his application for admission to the examination on a subsequent occasion sent through the College by whose Principal he was certified under clause (a) above, if he has not joined another college (for the same or a different course).

Provided that in case the college by whose Principal the student was certified under clause (a) above ceases to be affiliated to the University for the course of studies leading to that examination, the student shall be entitled to send his application directly to the University.

- (c) An ex-student who joins a college for a course of studies leading to an examination other than the one to which he is eligible for admission as an ex-student shall submit his application for admission through the College which he so joins, whether he wishes to appear for the examination for which he has kept his attendance at that College, or for the examination at which he is entitled to appear as an ex-student. In the latter case, the Principal shall certify his attendance on the strength of the transference certificate of the College at which he kept his attendance in the first instance, and shall also certify as to the candidate's conduct.
- (d) Notwithstanding anything contained in clause (a) above, an ex-student for a particular examination may, by a special notification, be required to keep fresh terms, if in the opinion of the University authorities the course of studies leading to that examination has materially altered.

(Under Section 43(1) (i) of the Act)

- O. 51** All examinations admission to which is dependent on candidates applying by the appointed time, with the prescribed certificates and paying to the Registrar the prescribed fees through the Heads of the Institutions or otherwise as the Syndicate may direct, shall be held on such dates and time and at such centres as the Syndicate may direct from time to time.

The actual dates of commencement of each of the examinations shown in the following Table will be notified by the University not later than the last week of July for examinations to be held in October/November and not later than the second week of December for examinations to be held in April/May.

Table showing the dates of receiving applications and examinations fees etc. for various examinations:

Sr. No.	Examination	How many times held in a year	Date of receiving applications in the University	Examination fee inclusive of fee for first time Mark-Sheet
1	2	3	4	5
(1) FACULTY OF ARTS:				
1.	F. Y. B. A.	Twice	Seven weeks before the date of commencement of examination	Rs. 250/-
2.	S. Y. B. A.	Twice	- do -	Rs. 255/-
3.	B. A.	Twice	- do -	Rs. 285/-
4.	(i) M.A. (Previous)	Once	Eight week before the date of commencement of examination	Rs. 440/-
	(ii) M. A. (Final)	Once	- do -	Rs. 500/-
	(iii) M. A. (Eng.) (Pre.) (Self Finance)	Once	- do -	Rs. 580/-
	(iv) M. A. (Eng.) (Fin.) (Self Finance)	Once	Eight week before the date of commencement of examination	Rs. 635/-
	(v) M. A. ELT (Prev.)	Once	Eight week before the date of commencement of examination	Rs. 580/-

1	2	3	4	5
5.	(i) M. Phil (Arts) (Full Time)	Once	Eight weeks before the date of commencement of examination	Rs. 645/-
	(ii) Master of Arts (Maths. & Statistics I. II. III & IV Sem.)	Twice for each Semester	- do -	----
6	(i) Bachelor of Library & Information Sciences(I & II Semester)	Twice for each Semester	Six weeks before the date of commencement of examination	Rs. 370/- & Rs. 425/-
	(ii) Master of Library & Information Sciences (I & II Semester)	- do -	- do -	Rs. 370/-
	(III Semester)	- do -	- do -	Rs. 375/-
	(IV Semester)	- do -	- do -	Rs. 435/-
7.	Diploma course in Music & Dance	Once	Eight weeks before the date of commencement of examination	Rs. 250/-
8.	F. Y. Music & Dance	Once	- do -	Rs. 250/-
9.	S. Y. Music & Dance	Once	-do-	Rs. 255/-
10.	Bachelor of Music & Dance	Once	- do -	Rs. 310/-
11.	Bridge-Course in English (For B. A. Non-English Stream)	Once	Two weeks before the date of commencement of examination	Rs. 170/-
12.	Diploma in Drama & Dramatics	Once	Eight weeks before the date of commencement of examination	Rs. 400/-
13.	Diploma in Functional Hindi	Once	Six weeks before the date of commencement of examination	----
14.	F. Y. B. S.W.(Self Finance) (Bachelor of Social Work)	Twice	Seven weeks before the date of commencement of examination	Rs. 580/-
15.	M. S.W. (Master of Social Work) (I, II, III Semester)	Twice	Eight weeks before the date of commencement of examination	Rs. 1000/-
	(IV Semsester)	Twice	- do -	Rs. 1050/-

II FACULTY OF SCIENCE				
1	2	3	4	5
1	F. Y. B. Sc.	Twice	Eight weeks before the date of commencement of examination	Rs. 445/- for Regular & Rs. 385/- for A.T.K.T. & Fail
2	S. Y. B. Sc.	- do -	Seven weeks before the date of commencement of examination	Rs. 455/- for Regular & Rs. 400/- for A.T.K.T. & Fail
3	T. Y. B. Sc.	- do -	Six weeks before the date of commencement of examination	Rs. 470/- for Regular & Rs. 415/- for A.T.K.T. & Fail
4	F. Y. B. Sc.(Self Finance)	Twice	Eight weeks before the date of commencement of examination	Rs. 580/-
5	S. Y. B. Sc.(Self Finance)	- do -	Seven weeks before the date of commencement of examination	Rs. 585/-
6	T. Y. B. Sc.(Self Finance)	- do -	Six weeks before the date of commencement of examination	Rs. 580/-
7	M. Sc. (I, II & III Semester) (Biochemistry/Botany/ Chemistry/Microbiology/ Physics/Statistics/Zoology/ Industrial Biotechnology)	Twice	Eight weeks before the date of commencement of examination	Rs. 550/-
8	M. Sc. (IV Semester) Biochemistry/Botany/ Chemistry/Microbiology/ Physics/Statistics/Zoology/ Industrial Biotechnology)	- do -	- do -	Rs. 600/-
9	M. Sc. (I & II Semester) (Electronics/Materials Science)	- do -	- do -	Rs. 385/- for Regular & Rs. 300/- for A.T.K.T. & Fail

1	2	3	4	5
10	M. Sc. (III Semester) (Electronics/Materials Science)	- do -	- do -	Rs. 400/- for Regular & Rs. 310/- for A.T.K.T. & Fail
11	M. Sc. (I & II Semester) (Electronics/Materials Science)	-do-	- do -	Rs.455/- for Regular & Rs. 370/- for A.T.K.T. & Fail
12.	All M.Sc. (Self Finance) (I, II & III Semester)	-do-	- do -	Rs. 1000/-
	(IV Semester)	-do-	-do-	Rs. 1050/-
13.	M.Sc. (Industrial Chemistry) (Previous)	Once	-do-	Rs. 1000/-
14.	M.Sc. (Industrial Chemistry) (Final)	Once	Eight weeks before the date of Commencement of examination	Rs. 1050/-
15.	M. Phil (Science) (Part Time/Full Time)	Once	- do -	Rs. 645/-
16.	M. Phil. (Maths)	Once	- do -	Rs. 645/-
17.	Post B. Sc. Diploma in Computer Science and Applications (Ist sem. & IInd Semester) (D.C.A.)	Twice	Four weeks before the date of commencement of examination	Rs. 360/- (For each Semester)
18.	Master of Computer Science and Applications (M. C. A.) (I & II Semester)	Twice	- do -	Rs. 385/- for Regular & Rs. 300/- for A.T.K.T. (Each semester)
19.	Master of Computer Science and Applications (M. C. A.) (III & IV Semester)	Twice	- do -	Rs. 400 for Regular & Rs. 310/- for A.T.K.T. (Each Semester)
20.	Master of Computer Science and Applications (M. C. A.) (V Semester)	Twice	-do-	Rs. 360 for Regular & Rs. 280/- for A.T.K.T. (Each Semester)

1	2	3	4	5
21.	Master of Computer Science and Application (M.C.A.) (VI Semester)	Twice	-do-	Rs. 415 for Regular & Rs. 335/- for A.T.K.T. (Each Semester)
22.	Master of Computer Science and Application (M.C.A.) (Self Finance) (I to V Semester)	Twice	-do-	Rs. 1000 for Regular & A.T.K.T. (Each Semester)
23.	Master of Computer Science and Application (M.C.A.) (Self Finance) (VI Semester)	Twice	-do-	Rs. 1050/- for Regular & A.T.K.T.
24.	Post B.Sc. Diploma in (Industrial Chemistry) (F. Y. Course)	Once	Eight weeks before the date of commencement of examination	----
25.	Post B. Sc. Diploma in Industrial Chemistry (S. Y. Course) (Self Finance)	- do -	- do -	----
26.	Post B. Sc. Diploma in Plastic Processing and Testing (First Year)	Once	Eight weeks before the date of commencement of examination	----
27.	Post B. Sc. Diploma in Plastic Processing and Testing (Second Year)	- do -	- do -	----
28.	Post B. Sc. Diploma in Analytical Chemistry	Once	Eight weeks before the date of commencement of examination	Rs. 440/-
29.	Post B. Sc. Diploma in Analytical Chemistry (Self Finance)	Once	- do -	Rs. 1000/-
30.	Post B. Sc. Diploma in Applied Microbiology	- do -	- do -	----

1	2	3	4	5
31.	Post B. Sc. Diploma in Instrumentation (I st . & II nd Sem.)	Twice	Four weeks before the date of commencement of examination	Rs. 360/- (For each semester)
32.	M. Sc. (Plastic Processing & Testing) (Previous) (Self-Finance)	Once	- do -	----
33.	M. Sc. (Plastic Processing & Testing) (Final) (Self Finance)	Once	- do -	----
34.	M. Sc. (Micro/Organic Chem.) (Prev.) (Self Finance)	Once	- do -	----
35.	M. Sc. (Micro/Organic Chem.) (Final) (Self Finance)	Once	- do -	----
III FACULTY OF BUSINESS STUDIES :				
1.	F. Y. B. Com.	Twice	Six weeks before the date of commencement of examination	Rs. 250/-
2.	S. Y. B. Com.	Twice	- do -	Rs. 255/-
3.	B. Com.	Twice	- do -	Rs. 285/-
4.	F. Y. B. Com. (Self Finance)	Twice	Six weeks before the date of commencement of examination	Rs. 580/-
5.	S. Y. B. Com. (Self Finance)	Twice	Six weeks before the date of commencement of examination	Rs. 585/-
6.	T. Y. B. Com. (Self Finance)	Twice	Six weeks before the date of commencement of examination	Rs. 585/-
7.	(i) M. Com. (Previous)	Once	- do -	Rs. 440/-
	(ii) M. Com. (Final)	Once	- do -	Rs. 500/-
	(iii) M. Phil. (Commerce) (Full Time)	Once	- do -	Rs. 645/-
8.	Certificate Course in English	Once	- do -	Rs. 170/-
9.	P. G. Diploma in Banking	Once	- do -	----
10.	P. G. Diploma in Human Resources Management	Once	- do -	Rs. 1000/-

IV. FACULTY OF BUSINESS MANAGEMENT :				
1	2	3	4	5
1	F. Y. B. B. A.	Twice	Six weeks before the date of commencement of examination	Rs. 250/-
2.	S. Y. B. B. A.	Twice	- do -	Rs. 255/-
3.	T. Y. B. B. A.	Twice	- do -	Rs. 285/-
4.	M. B. A. (I to II Semester)	Twice	- do -	Rs. 385 for each Semester
5.	M.B.A. (III Semester)	Twice	- do -	Rs. 400/-
6.	M.B.A. (IV Semester)	Twice	- do -	Rs. 455/-
7.	F. Y. B. B. A.(Self Finance)	Twice	Six weeks before the date of commencement of examination	Rs. 580/-
8.	S. Y. B. B. A.(Self Finance)	Twice	Six weeks before the date of commencement of examination	Rs. 585/-
9.	T. Y. B. B. A.(Self Finance)	Twice	Six weeks before the date of commencement of examination	Rs. 585/-
10.	Post-Graduate Diploma in Management (Self Finance)			Rs. 1000/-
(i)	Business Administration	Once	Six weeks before the date of commencement of examination	Rs. 1000/-
(ii)	Financial Management	Once	--do--	----
(iii)	Marketing Management	Once	--do--	----
(iv)	Personnel Management	Once	--do--	----
(v)	Industrial Purchasing & Material Management	Once	--do--	----
(vi)	Company Administration	Once	--do--	----
V. FACULTY OF LAW :				
1.	First LL. B. (General) (I & II Semester)	Twice	Six weeks before the date of commencement of examination	Rs. 300/- for each Semester
2	Second LL. B. (General) (I Semester)	Twice	- do -	Rs. 300/-
3.	Second LL.B. (General) (II Semester)	-do-	-do-	Rs. 360/-
4.	LL. B. (Special) (I Semester)	Twice	- do -	Rs. 300/-

1	2	3	4	5
5.	LL.B. (Special) (I Semester)	-do-	-do-	Rs. 360/-
6.	LL. M. (Part-I)	Once	Eight weeks before the date of commencement of examination	Rs. 535/-
7.	LL. M. (Part-II)	Once	- do -	Rs. 600/-
8.	Diploma in Taxation Laws and Practice (D.T.P.)	Twice	Six weeks before the date of commencement of examination	Rs. 375/-
9.	Diploma in Labour Laws & Practice (D. L. P.)	Twice	Six weeks before the date of commencement of examination	Rs. 375/-
10.	Diploma in Co-operative Law & Practice (D.C.L.P.)	Twice	- do -	----
VI. FACULTY OF EDUCATION :				
1.	Bachelor of Education (English)	Twice	Eight weeks before the date of commencement of examination	Rs. 500/-
2.	Bachelor of Education	Twice	- do -	Rs. 500/-
3.	Bachelor of Education (English) (Self Finance)	Twice	- do -	Rs. 1050/-
4.	Bachelor of Education (Self Finance)	Twice	- do -	Rs. 1050/-
5.	(i) M. Ed.	Once	Six weeks before the date of commencement of examination	Rs. 600/-
6.	(i) M. Ed. (English)	Once	- do -	Rs. 600/-
Note : Part-II (Practical lessons) examination under the Faculty of Education shall commence on the dates fixed by the University)				
7.	P.G. Diploma in Educational Management	Once	Six weeks before the date of commencement of examination	----

VII. FACULTY OF HOME SCIENCE :				
1	2	3	4	5
1.	F. Y. B. Sc. (Home Science) (I & II Semester)	Twice each	Seven weeks before the date of commencement of examination semester	Rs. 385/- for Regular & Rs. 300/- for A.T.K.T. (each Sem.)
2.	S. Y. B. Sc. (Home Science) (III & IV Semester)	- do -	- do -	Rs. 400/- for Regular & Rs. 300/- for A.T.K.T. (each Sem.)
3.	T. Y. B. Sc. (Home Science) (V Semester)	- do -	- do -	Rs. 400/- for Regular & Rs. 300/- for A.T.K.T. (each Sem.)
4.	T. Y. B. Sc. (Home Science) (VI Semester)	- do -	- do -	Rs. 455/- for Regular & Rs. 370/- for A.T.K.T. (each Sem.)
5.	M. Sc. (Home Science) (I & II Semester)	- do -	Eight weeks before the date of commencement of examination	Rs. 385/- for Regular & Rs. 300/- for A.T.K.T. (each Sem.)
6.	M. Sc. (Home Science) (III Semester)	- do -	Eight weeks before the date of commencement of examination	Rs. 400/- for Regular & Rs. 300/- for A.T.K.T. (each Sem.)
7.	M. Sc. (Home Science) (IV Semester)	- do -	Eight weeks before the date of commencement of examination	Rs. 455/- for Regular & Rs. 370/- for A.T.K.T. (each Sem.)
8.	M. Sc. (Home Science) (Self Finance) (I, II & III Semester)	- do -	Eight weeks before the date of commencement of examination	Rs. 1000/-

1	2	3	4	5
9.	M. Sc. (Home Science) (Self Finance) (IV Semester)	- do -	Eight weeks before the date of commencement of examination	Rs. 1050/-
10.	P. G. Diploma in Fashion Designing & Merchandising (I to IV Sem.)(Self Finance)	- do -	- do -	----
VIII. FACULTY OF PHARMACEUTICAL SCIENCE :				
(i) Bachelor of Pharmacy				
1.	First B. Pharm.	Twice	Six weeks before the date of commencement of examination	Rs. 550/-
2.	Second B. Pharm.	Twice	- do -	Rs. 550/-
3.	Third B. Pharm.	Twice	- do -	Rs. 500/-
4.	Final B. Pharm.	Twice	- do -	Rs. 560/-
(ii) Diploma in Pharmacy :				
1.	First Year Diploma in Pharmacy	Twice	Six weeks before the date of commencement of examination	Rs. 445/-
2.	Final Examination for Diploma in Pharmacy	Twice	- do -	Rs. 445/-
IX. FACULTY OF HOMOEOPATHY				
1.	First Year BHMS	Twice	Six weeks before the date of commencement of examination	Rs. 550/-
2.	Second Year BHMS	- do -	- do -	Rs. 550/-
3.	Third Year BHMS	- do -	- do -	Rs. 500/-
4.	Fourth Year BHMS	- do -	- do -	Rs. 560/-
X. FACULTY OF MEDICINE				
(i) Bachelor of Medicine				
1.	First M.B.B.S.	Twice	Six weeks before the date of commencement of examination	Rs. 2000/-

1	2	3	4	5
2.	Second M. B. B.S. (SF)	- do -	- do -	Rs. 2000/-
3.	Third M. B. B. S. (SF) (Part-I)	- do -	- do -	Rs. 2000/-
4.	Third M. B. B. S. (SF) (Part-II)	- do -	- do -	Rs. 2050/-
5.	M. B. B. S. (Self Finance)	- do -	- do -	Rs. 2000/-
6.	M. Sc. (Medical Course) (Self Finance)	Once	Eight weeks before the date of commencement of examination	Rs. 10000/-
7.	M. S. & M.D. (Self Finance)	Once	- do -	Rs. 10000/-
(ii) Diploma in Medicine:				
1.	Dip. in Medical Lab. Tach. (DMLT)	Once	Eight weeks before the date of commencement of examination	Rs. 1000/-
2.	First Year Gen. Nursing and Midwifery	Twice	Six Weeks before the date of commencement of examination	Rs. 1000/-
3.	Second Year Gen. Nursing and Midwifery	Twice	- do -	Rs. 1000/-
4.	Third Year Gen. Nursing and Midwifery	Twice	- do -	Rs. 1000/-
5.	Diploma in Medical (ENT/ Anesthology) (Self Finance)	Once	Eight Weeks before the date of commencement of examination	Rs. 2500/-
XI. FACULTY OF ENGINEERING & TECHNOLOGY				
(Under Four Year Degree Course)				
(Under Credit System)				
1.	First Level	Twice a year	Six weeks before the date of commencement of examination	Rs. 550/-
2.	Second Level	- do -	- do -	Rs. 550/-
3.	Third Level	- do -	- do -	Rs. 550/-
4.	Fourth Level	- do -	- do -	Rs. 600/-
5.	First Level (Self Finance)	- do -	- do -	Rs. 1000/-
6.	Second Level (Self Finance)	- do -	- do -	Rs. 1000/-
7.	Third Level (Self Finance)	- do -	- do -	Rs. 1000/-
8.	Fourth Level (Self Finance)	- do -	- do -	Rs. 1050/-

1	2	3	4	5
9.	First Year P.D.D.C. to Final Year P.D.D.C. for B. E. Mechanical	- do -	- do -	Rs. 645/- (Each Semester)
10.	Master of Engineering (I, II, III & IV Sem.)(ENV)	Twice a year	Six weeks before the date of commencement of examination	Rs. 1000/- (Each Semester)
11.	Master of Engineering (Civil) (I, II, III & IV Sem.)	Twice a year	Six weeks before the date of commencement of examination	Rs. 1050/-
12.	Master of Valuation (I, II, III Sem.)	- do -	- do -	Rs. 1050/- (Each Semester)
13.	Master of Valuation (IV Sem.)	- do -	- do -	Rs. 1050/-
XII. Ph. D. (Under all Faculties)				
XIII. CERTIFICATE COURSES:				
1.	Junior Certificate Course in English	Once	Four weeks before the date of commencement of examination	----
2.	Senior Certificate Course in English	Once	- do -	----
3.	Guidance & Counseling Certificate Course	Once	- do -	----
4.	English Teaching Certificate Course	Once	- do -	----
5.	School Administration Certificate Course	Once	- do -	----
6.	Fortran Programming Certificate Course	Once	- do -	----
7.	Punch Operators Certificate Course	Quarterly	Two weeks before the date of commencement of examination	----
8.	Short Term Course	--do--	--do --	----

N.B. As per the Recommendation of F. & E. Committee Dtd. 21-08-1997, Item No. 9 (Syndicate Resolution No. 20 of 30th August, 1997) the Examination Fees will be raised @ of 10% every two year.

O. 52. Examination fees once paid shall not be refunded except in the circumstances and to the extent mentioned below:

- (1) Where the candidate dies prior to the examination, the entire fee shall be refunded;
- (2) Where a candidate is suddenly taken ill and prevented from appearing at an examination, and sends in an application, for refund supported by a medical certificate so as to reach the University Registrar 24 hours before the commencement of the examination, one-half of the fee shall be refunded.
- (3) If a candidate appearing at a university examination is visually challenged (blind) or suffers from a grave form of injury on the hand used for writing purpose, and has a proper medical certificate issued by a doctor certifying to the effect that he/she cannot write the examination by himself or herself and this is conclusively established, then the University may allow such a candidate to avail the services of an Assistant (writer) in the examination subject to fulfillment of the following rules and regulations:
 - (1) The educational qualification of the Assistant (writer) should be lower than that of the candidate using his/her services and should not be a student enrolled in the same faculty as that of the candidate.
 - (2) The university will not pay any remuneration for this work to the Assistant (writer). The candidate concerned will have to bear the expenditure of separate arrangements made for him or her (e.g. the remuneration to be paid the junior supervisor etc.).
 - (3) Only one Assistant (writer) will be permitted with the examinee. However in special cases an assistant other than the one officially permitted may be provided in case of exigency on the recommendation of the Dean of the concerned faculty.
 - (4) The examinee will have to complete writing/getting his/her answers written within the time stipulated for the University examination. No extra time will be given to write/get the answers written.
 - (5) The examinee concerned will have to carry on his person an identify card with the photograph of the Assistant (writer) certified in advance by the Principal of the institution in which he/she may be studying and this he/she will have to keep with him/her for the entire duration of the examination.
 - (6) Permission related to the Assistant (writer) will have to be obtained from the University before the commencement of the examination by submitting an application with the endorsement of the Principal or the Head of the concerned College/ Institute/ Department along with the necessary medical certificate and complete particulars of the Assistant (Writer) including his/her educational qualifications.

O. 53. When there is more than one centre for a written examination, question papers shall be given to candidates on the same day and at the same time in every centre.

- O. 54.** (i) Unless otherwise specially provided for, all examinations except practical and viva-voce shall be conducted by means of printed or written papers;
- (ii) Candidates must answer the question papers in English except when otherwise stated.
- O. 55.** No question calling for a declaration of a religious belief on the part of a candidate shall be put at any University examination and no answer or translation given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief.
- O. 56.** On receipt of a report regarding the misconduct of any student at any University or College examination, including breach of any of the rules laid down by the Syndicate for the proper conduct of examinations, or suppressing any fact pertaining to admission or examinations of any other University or examining body at which he appeared prior to seeking admission in this University, the Syndicate shall have power to punish such misconduct or breach of rules, by exclusion of such candidate from any University or College examination or any University course in a College or the University, or from any convocation for the purpose of conferring degree, either permanently or for a specified period, or by the cancellation of the result of the candidate in the University examination for which the candidate appeared or by the deprivation of any University scholarship held by him, or by cancellation of the award of any University prize or medal to him, or in any two or more of the aforesaid ways.
- O. 57.** The Syndicates shall have the power to exclude any candidate from a University examination, on being satisfied that he is suffering from an infectious or contagious disease. Wherever any candidate in thus excluded, the fee paid by him for admission to the examination shall be refunded to him.
- O. 58.** As soon as practicable after the conclusion of an examination, the Syndicate shall publish a list or the names of successful candidates in the following manner; the names except when otherwise stated, being arranged in alphabetical order under each centre, according to the subjects offered :

Examinations	The Result : How published
(i) Preparatory Groups	
A, B, C & D	In First class, Second class & Pass.
(ii) Faculty of Arts	
1. F. Y. B. A.	In First class, Second class & Pass.
2. S. Y. B. A. (Part I)	Pass
3. B. A.	In First class with distinction, First class, Second class & Pass.
4. M. A.	In First class with distinction, first class Second class & Pass.
5. Ph.D.	Pass.

(iii) Faculty of Science

- | | |
|--------------------|--|
| 1. F. Y. B. Sc. | In First class, Second class & Pass. |
| 2. S. Y. B. Sc. | In First class, Second class & Pass. |
| 3. B. Sc. | In First class with distinction, First class, Second class & Pass. |
| 4. M.Sc. | In First class with distinction, First class, Second class & Pass. |
| 5. Ph. D. & D. Sc. | Pass |

(iv) Faculty of Engineering & Technology

- | | |
|--|--|
| 1. First Year B. E. | In First class, Second class & Pass.
(Names in First class to be arranged in order of merit.) |
| 2. Second Year B. E. | -do- |
| 3. Third Year B. E. (Civil
Mech, Elect., Metallurgy &
Tele. Communication) | -do- |
| 4. Fourth Year B. E. (-do-) | -do- |
| 5. B. E. (-do-) | In First class with distinction, First class, Second class & Pass.
(Names in First class distinction & First class to be arranged in order of merit.) |
| 6. M. E. (-do-) | -do- |

(v) Faculty of Commerce

- | | |
|------------------|--|
| 1. F. Y. B. Com. | In First class, Second class & Pass |
| 2. S. Y. B. Com. | In First class, Second class & Pass |
| 3. B. Com. | In First class with distinction,
First class, Second class & Pass |
| 4. M. Com. | |

(vi) Faculty of Education

- | | |
|---------------------------------------|--|
| 1. B. Ed. | In First class with distinction,
First class, Second class & Pass |
| 2. B. Ed. (English) | - do - |
| 3. F. Y. B. A. B. Ed. (English) | In First class, Second class & Pass |
| 4. S. Y. B. A. B. Ed. (English) | - do - |
| 5. T. Y. B. A. B. Ed. (English) | - do - |
| 6. Fourth Year B. A. B. Ed. (English) | Pass |
| 7. B. A. B. Ed. (English) | In First class with distinction, First class, Second class, & Pass. |

- | | |
|---------------------|--|
| 8. M. Ed. (English) | In First class with Distinction, First class, Second class & Pass. |
| 9. M. Ed. | - do - |
| 10. Ph. D. | Pass |
| 11. T. D. | In First class with Distinction, First class, Second class & Pass. |
| 12. T.D. (English) | - do - |

(vii) Faculty of Law

- | | |
|---|---|
| 1. First LL. B. (General) | In First class, Second class & Pass |
| 2. Second LL. B. (General) | In First class with Distinction, First class, Second class & Pass |
| 3. LL. B. (Special) | - do - |
| 4. Diploma in Taxation
Laws & Practice | In First class & Second class. |

(viii) Faculty of Home Science

- | | |
|--------------------------------|--|
| 1. Preparatory Home Science | In First class, Second class & Pass. |
| 2. F. Y. B. Sc. (Home Science) | - do - |
| 3. S. Y. B. Sc. (Home Science) | - do - |
| 4. B. Sc. (Home Science) | In First class with Distinction, First class, Second class & Pass. |

- O.59.** When the examination is by thesis, a list of successful candidates arranged in alphabetical order will alone be published.
- O.60.** A candidate whose total falls short of the requisite total for making him eligible for Distinction of First or Second class at any degree of Final Year diploma examination of this University by 1, 2 or 3 marks shall be given the necessary marks by which his total falls short and declared to have passed with distinction or First or Second class as the case may be.
- O.60A.** A candidate whose total falls short of the requisite total for making him eligible for 55% or B⁺, CGPA/CPI at any degree of Final Year diploma examination of this University by 1, 2 or 3 marks shall be given the necessary marks by which his total falls short as the case may be.
- O.60B.** In case a candidate at a University examination does not want the benefit of the grace marks given under O.60, the candidate shall apply through the Principal/Head concerned within 10 days. On receipt of his/her marksheet his/ her case and such an application would be considered by University, and a fresh mark sheet will be issued.
- O. 61.** (i) Where a candidate at a University examination, fails in only one head of passing by not more than two marks where the total number of marks for that head is less than 100 or by not more than three marks where the total number of marks for the head is 100 or by not more than four marks where the total number of marks for the head

is more than 100 but not more than 200, or by 2% of the total number of marks for the head where that total is more than 200, such failure shall be condoned subject to a maximum of eight marks. For the purpose of condonation, a fraction of mark which is less than half shall be ignored, while half or more than half shall be computed as one;

provided always that if the standard of passing in the different heads at any examination is 50% or more, the failure shall be condoned in more than one head but not exceeding three, if necessary, subject to the extent laid down above.

- (ii) Where a candidate at a University Examination under the Grade System fails in one course or paper by one step either in the external assessment's head of passing or in the combined head of external and internal assessment's or in both these heads of passing and whose grade point average is 3.5 or more, such failure shall be condoned.

O. 62. Cases of failure, not covered under O. 61 above, shall be considered on the principle laid down below:

For each one percent of marks in the grand total secured by the candidate above the total of the minimum number of marks required for passing in each head, one mark shall be added subject to a maximum of ten marks in a head (or heads of passing in case the standard of passing in each head is 50% or more) in which the candidate has failed.

If a candidate fails in a head of passing which is included in another head of passing, he shall be entitled to the benefit of condonation in both the heads, if necessary, subject always to the maximum number of marks by which the failure can be condoned as prescribed in Ordinance 61 above.

(Note :- The expression " head of passing" shall be deemed to include the aggregate of marks in an examination, where a candidate is required to obtain a certain percentage of the aggregate marks in order to be declared successful.) A candidate whose failure is condoned under this Ordinance shall be eligible for a class in the same way as other successful candidates, but he shall not be eligible for scholarships or any other awards.

In cases where the Ordinances provide for allowing a candidate to keep terms in a higher class on his failing in one head of passing and securing exemption marks in all the other heads and the candidate fails to secure the marks necessary to claim exemption only in one head of passing, the principle laid down under O.61 as above, shall be applicable as far as that one head of passing is concerned to enable the candidate to keep terms in a higher class as laid down under the relevant Ordinances.

In case of extraordinary circumstances, a committee consisting of following members be empowered to take decision in accordance with the O.62

1. Dean of the concerned faculty
2. Principals of the concerned affiliated/ constituent colleges.

Or

3. Concerned Head of the P.G. Department of the University.

- O. 63.** Where the failure of a candidate in one head of passing is by more than 10 marks and the candidate's total is at least 10 percent higher than the total of the minimum number of marks required for passing in each head, his case shall be placed for consideration before an Ad-hoc committee to be appointed by the Vice-Chancellor. The Committee shall make recommendations to the Vice-Chancellor on all these cases. The Vice-Chancellor's decision on the Committee's recommendations shall be final.

(Note : Candidates appearing at an examination availing themselves of exemptions in a subject or subjects shall not be entitled to the benefits of O.62 and O.63. The grace marks added under O.60, O.61, O.62 and O.63 shall not count for the grand total).

- O. 64.** The Registrar shall go over the Tabulation Sheets as soon as they are ready and report to the meeting of the Committee to be appointed by the Vice-Chancellor, before the declaration of results, border line cases, detected by him after condoning the failures under O.61 and O. 62. The Committee shall review all such cases placed before it and finalise the results.

O. 64.A [*Deleted*]

- O. 65.** No candidate shall be eligible for any of the Scholarships, Medals or Prizes to be awarded to a candidate successful at any of the University examinations, who has a deficiency of marks in any of the heads of the examination condoned under the rules laid down in that behalf.

- O. 66** Failure to pass an examination will not disqualify the candidate from presenting himself on a subsequent occasion on a new application being forwarded and a fresh fee paid.

- O. 67** A certificate will be given to those who pass an examination.

- O. 68** In any case where it is found that the result of an examination has been affected by error, mal-practice, fraud, improper conduct or other matter whatsoever, the syndicate shall have power to amend such result in such manner as shall be in accord with the true position and to make such declaration as the Syndicate shall consider necessary in that behalf; provided that, but subject to the provisions of Ordinance 69, no result shall be amended after the expiration of three months from the date of publication in case of a candidate who has been declared to have passed the examination inadvertently and after the expiration of six months the date of publication in other cases.

- O. 68 A** Students caught adopting unfair means in the university Examinations are handed down punishment as specified in each of the following instances:

No.	Instance(s) of unfair means adopted	No.	Punishment handed down
1.A	An examinee who has been found with examination related material in his/her possession of the respective examination.	1	The examinee's result of the entire examination will be cancelled in all subject

1.B	An examinee who is caught while typing to copy mutually from the answer script of a fellow examinee around him/her or making examination-related enquiries		
1.C	An examinee who has mentioned his/her seat number at any other place in the answer sheet or has put any identification mark which can reveal his/her identify		
2.A	An examinee who has been reported copying with any examination related material more than once in the same examination	2	<p>The examiners result will be cancelled and he/she will not only be debarred from the subsequent examination but also from seeking admission to any course of study until after the subsequent examination</p> <p style="text-align: center;">or</p> <p>The result of the examinee will be cancelled and he/she will not only be debarred from two of the subsequence examinations but also from seeking admission to any courses of study until after the two subsequent examinations.</p>
2.B	An examinee found in possession of any examination-related literature (on slips or compass box or handkerchief or clothes or any part of the body of foot scales or calculators, cell phone any electronic devices etc.) and he/she has copied from the said literature of if he/she misbehavers with the Junior or Senior Supervisor or Observer.		
2.C	Is found to be non-cooperative in case of any unfair means adopted		
3.	Instance of mass copying reported	3.	The examinee's result will be cancelled and he/she will not only be debarred from three subsequent examination but also from, seeking admission to any course of study in until after tree subsequent examinations.

4.	Getting answers written in the answer script(s) from outside the examination centre and/or taking answer script(s) Out of the examination center and for impersonation on behalf of the real examinee.	4.	Admission will be permanently cancelled.
5.	Irrespective of the above, all cases of any kind of malpractice or use unfair means, indiscipline, misbehavior, or antisocial behaviour in examination and other cases of examination-related malpractices	5.	Punishment/ Decision as recommended by the Committee for Examining Unfair Means in the Examinations of the University if the recommendation is approved by the University Syndicate.

- O. 69** In any case where the result of an examination has been ascertained and published, and it is found that such result has been affected by any mal-practice, fraud or any other improper conduct whereby an examinee has been benefited, and that such examinee has, in the opinion of the Syndicate, been party or privy to, or connived at such malpractice, fraud or improper conduct, the Syndicate shall have power at any time, notwithstanding the issue of a certificate or the award of prize or scholarship, to amend the result of such examinee and to make such declaration as the Syndicate shall consider necessary in that behalf.
- O. 70** A statement in a printed form showing the marks obtained by a candidate in each head of passing will be supplied to him second time (1) on payment of a fee of Rs. 100/- per examination for the year 1956 to 1990 and (2) on payment of Rs. 50/- per examination for the year 1991 and onwards. Marks obtained by a candidate in individual papers will also be supplied on payment of a fee of Rs 50/- or examination, provided an application is made within six months after the date of declaration of the results. Marks obtained by a candidate in individual question or in sections of a paper will not be supplied.
- O. 71** Information as to whether a candidate's answers in any head or heads of a University examination have been examined and marked will be supplied to the candidate on his forwarding through the Head of his Institution within six weeks of the declaration of the said examination results, an application accompanied by a fee of Rs. 50/- per each head. The fee is only for verifying whether a candidate's answers in any particular head have been examined, and not for the reexamination of answers. The rule that marks obtained by candidates in individual questions or in sections of a paper cannot, in any circumstances, be supplied holds good also in the case of application for the verification of marks. If as a result of the verification made under this clause the fee for verification shall not be refunded to the applicant.
- O.71. A** In case a candidate at a University examination is not satisfied with the assessment of his/her answer-book/s in any paper/s, he/she may apply for reassessment of his/her answer-book/s under the following rules as per existing provisions/s for respective faculties:-

- (i) (a) The candidate shall apply for reassessment of his/her answer books in the prescribed form.
- (b) No application shall be entertained for re-assessment of marks/ grades obtained at the internal tests/s, practicals, viva-voce, thesis, dissertation and term work.
- (ii) Every application for reassessment should reach the Registrar, through the Head of the College/Department concerned within ten days from the date of issue of the Marksheet alongwith a nonrefundable prescribed fees Rs. 250/- (Two Hundred fifty only) per paper, to be paid in cash or by demand draft or postal order. In case of a subject which consists of more than one paper, a separate fee shall be paid for each paper.
- (iii) Application received after the due date or if it is incomplete and/or not submitted with the prescribed fee shall not be entertained.
- (iv) On receipt of the application in the University office, the Vice-Chancellor, in consultation with such persons as may be deemed fit by him, will appoint examiner/examiners.
- (v) (a) If, as a result of reassessment, then the difference between the original assessment and the reassessment by examiners appointed under clause (iv) above exceeds ten percent of the total marks of the question paper, the average of the re-assessment by examiner in the original and the reassessed answer-book will be worked out and that Average will be taken as final marks for the paper/s concerned.
 - (i) If, as a result of the reassessment, in Bachelor of Engineering Examination the difference between the original assessment and the reassessment by examiners appointed under Clause (iv) above exceed ten percent of the external marks obtained by the candidate in the paper, the average of the re-assessment by examiner in the original and the reassessed answer book will be worked out and that Average will be taken as final marks/grade for the paper/s concerned.
- (b) No modification in the original marks shall be made if the difference as stated above in clause (v) (a) is ten percent or less.
- (c) In case the difference between the original assessment and reassessment as in v(a) above exceeds fifteen percent of the total marks of the question paper, the answer-book will be assessed by a second examiner to be appointed by the Vice-chancellor and the average marks of the two reassessments shall be considered as final marks.
- (d) If as a result of reassessment, then the grade awarded by the examiners appointed under Clause (iv) above differ from the grade awarded by the original examiner, the average of actual grade points awarded by the original examiner who has reassessed the answer-book will be worked out and the grade arrive at thereafter, will be taken as the final grade for the paper/s concerned

- (vi) (a) If, as a result of reassessment, then the modified marks/grade adversely affect the result of the candidate, the revised marks/ grade shall be final and binding upon him/her
- (b) The rules of gracing of marks for condoning failure as laid down under Ordinances: 60, 61, 62, 63 and 64 shall be made applicable for determining the result of such cases, subsequent reassessment.
- (c) The relevant Ordinances 61 regarding gracing under grade system be made applicable for determining the result in such cases. subsequent to reassessment.
- (d) After the reassessment. if the candidate secures a difference more than 10% marks, then the candidate be given benefit of grace marks, if any awarded by the convener earlier in that particular paper/course for the purpose of passing
- (vii) Till such time as the result of reassessment of answer book/s applied for is communicated to the applicant, the original result of the applicant shall be considered unchanged for all purposes.
- (viii) The result of reassessment will be declared as early as possible from the date fixed for the receipt of applications for reassessment.
- (ix) In the cases of change in the marks during reassessment is due to the unassessed full question or sub-question, the candidate will be granted actual effect of the correction in the marks and accordingly his/her results will be modified.
- (x) If as a result of reassessment of answer book/s a candidate who was declared failed, passes, at the examination and if his result is so modified after the commencement of the academic term, then his/her attendance shall be counted from the date of admission.
- (xi) There will be no provision for reassessment available to student under the faculty of Medicine at the following Medical Courses (MBBS, BPT, MS MD, MPT & MSc (Medical))

O. 72. A copy of the certificate testifying to a candidate's having passed an examination held by the University will be issued on payment as under :

- a. For Original Mark sheet Rs. 20/-
- b. For Duplicate Mark sheet Rs. 50/-
- c. For Provisional Mark sheet Rs. 50/-

O.72. A. A duplicate degree certificate may be issued to a candidate in case of his having lost the original degree certificate issued by the University. If an application is made along with the followings:

1. An affidavit on fifty rupees Bond paper duly signed and stamped by a notary public or Second Class magistrate.
2. A copy of Provisional or Degree Certificate may be enclosed.

3. A certificate from the Principal of the college or Head of the PG Department/Institution, where the student last attended, mentioning that he was a bona fide student in those (when studied) years.
4. A Demand Draft for sum of Rs. 2500/- (Rupees Two thousand Five Hundred Only) for the degree issued during the last ten years and Rs. 5000/- (Rupees Five Thousand Only) for the degree issued beyond eleven years drawn in favour of the The Registrar, Sardar Patel University, payable at Vallabh Vidyanagar.

O. 73. The fee for any certificate not provided for in any of the ordinances is Rs. 50/-

(Note: A candidate seeking admission to other universities/abroad requiring confidential sealed cover of mark sheets/transcripts etc. will be provided on payment of a fee of Rs. 25/- for each cover.)

- O. 73.A.** (i) No student who has been admitted to a course of study under any faculty shall be permitted to appear either as regular or ex-student at any examination leading to the first degree under any faculty, if he does not appear and pass the respective examination within three years after the expiry of the minimum period required to pass the said examination; provided that in the case of a student who after commencing his study at a college, has to discontinue his study for special reasons, such period may not be considered for the purpose counting the maximum period; provided further that students appearing at the final year examination will be given one more year.
- (ii) The computation of the minimum period for the purpose of clause (i) shall begin from the date of the enrolment of a student in a constituent college of this University or any Statutory University in India for the Preparatory course in any group or the First Year course under the old four year degree course. In the case of students who are admitted to a course of study other than the Preparatory course in any Group, on the basis of their having passed the Higher Secondary Examination of the Statutory Examining Boards in India or the Overseas School Certificate Examination, which are recognised as equivalent to Preparatory examination of this University, the date of enrolment shall be the date on which they were first enrolled as University students in the University or any other statutory University in India,
- (iii) Notwithstanding anything contained in clauses (i) and (ii) above, the Syndicate will be competent to relax the limit in respect of genuine and hard cases,
- (iv) Notwithstanding anything contained in the above clauses, the maximum period for passing any examination under the faculty of Engineering and Technology, shall be as prescribed under R. TE. 2.

University Term

O. 74. The academic year shall be divided into two Terms/Semesters

- O. 75.** The dates of commencement and conclusion of Terms/Semesters in an academic year shall be fixed by the Syndicate. These will be so fixed that there will be a break of one week in each term/semester.
- The principal of the college/Head of the department can, however, adjust the break if the situation so requires under intimation to the University.
- O. 76.** *[Deleted]*
- O. 77.** Terms can be kept only by duly admitted students who shall attend for a prescribed number of days at one or more of the colleges or institutions maintained by or affiliated to the university.
- O. 78.** The number of days of attendance necessary for keeping terms shall be 80% of the total working days separately for each term.
- O. 79.** When, on account of bona fide illness or any other reason deemed sufficient by the Syndicate, the total attendance of a student of an affiliated college in any one term falls short of the minimum number of days required by Ordinance 78, by not more than 20 days, it shall be competent to the Principal to permit a candidate in such a case to add together the attendance registered by him in two consecutive terms in any one class, provided that the total of the attendance registered in the two terms so counted together amounts to the total required for the minimum attendance of two terms under Ordinance 78. Provided, nevertheless, that where the deficiency exceeds 20 days in a term or is such that the attendance registered in the two terms taken together falls short of the total of the minimum attendance of two terms prescribed by O.78, it shall be competent to the Syndicate to condone the deficiency.
- O. 80.** For a college or colleges in any place within territorial limits of the jurisdiction of the University that may, in the judgement of the Syndicate, be affected with plague or any other epidemic disease or flood or earthquake, the operation of O.78 may be suspended as regards the number of days attendance required during and University term. Provided that in case of any other emergency, the Syndicate shall also have powers, by a majority of two-thirds of those present at a meeting of the Syndicate to suspend the operation of O.78. On such suspension, the Syndicate shall determine, on the recommendation of the Principal of the College concerned, stating reasons to be made at the end of the term, the minimum number of days' attendance required for the keeping of the terms.
- O. 81.** Principals of Colleges are empowered to excuse attendance to students who are required to leave the town where the college is situated for the purpose of taking part in sports held under the auspices of the University, for the period during which they remain unavoidably absent from the college.
- O. 82.** The Principals and the Heads of Institutions shall keep a register of the daily attendance of duly admitted students.
- O. 83.** To keep a term at College or recognized institution or University Department a student must complete to the satisfaction of the Principal of the College or Head of the Institution or the Head of the University Department, the courses of study at the College or Institution or University Department prescribed for such term/s or Semester/s for the Class to which such student then belonged. In the case where the student does not fulfil the conditions prescribed

under relevant regulations for admission to the examination concerned, it shall be competent for the Principal of a College or Head of the Institution or Head of University Department, as the case may be, to withdraw the application submitted by the student of the College or Institution or Department in advance for admission to a University examination and such student shall not be permitted to appear at the examination.

The intimation of withdrawal of applications shall be sent by the Principal or Head of the institution or Head of the University Department, as the case may be, at least a week before the date of commencement of examination and on such intimation being received by the University Office, the Name/s of such students shall be deemed to stand cancelled from the list of candidates registered for appearing at the University Examination concerned, and thereupon the student concerned shall not appear at the examination, and in case of his appearance at the examination, his result shall be cancelled. The examination fees paid by such a student shall be refunded in full.

Transference Certificate

[Under Section 43(o) of the Act]

O. 84. No student shall at any time be admitted to another college unless he produces from the Principal of the College he leaves:

- (i) A certificate (called Transference Certificate) showing -
 - (a) the number of days attended at the college which the student has left in all the terms during which he attended the college after passing his last University examination;
 - (b) the number of college examinations he did and did not attend, with the result of each examination, since the last University examination that he passed;
 - (c)* that he has written exercises in English composition in the class to the satisfaction of his teacher;
 - (d) that he has no books in his possession belonging to the college he has left;
 - (e) that nothing is owing by him for the college dues;
 - (f) that he bears a good moral character;
 - (g)* his date of birth as entered in the college register;
 - (h)* the voluntary subject or group of subjects in which he has attended courses of instruction at the college;
 - (i)* his Honours or General Group if he is a student of the B.A. class, or his Principal and Subsidiary subjects. If he is a student of the B. Sc. Class
- (ii) In case of a First Year Science student his laboratory journal certified by the Head of the College he is leaving, as the record of work actually done by the student.

* To be Struck off where it is not applicable.

* To be Struck off where it is not applicable.

Notwithstanding anything contained above, a student who prosecutes study for one post-graduate and one under-graduate courses simultaneously in two different institutions, other than the original institution or college he leaves, shall produce a Transference Certificate in original to the institution or college he joins first and a copy attested by the Principal of the College or the Head of the Institution he so joins, to the other.

- O. 85.** In no case, except as provided in Ordinance 89, shall a Transference Certificate be refused, provided the required entries therein can be made.
- O. 86.** In all questions arising out of clause (f) in the Certificate, the decision of the Syndicate shall be final.
- O. 87.** The Principal/Registrar shall be entitled to charge a fee of Rs. 10/- for issuing a Transference/Leaving Certificate, subject to the provision of O. 88 when the Principal/Registrar receives an application for a Transference/leaving Certificate more than a month after the opening of a term, he may Levy an addition fee of Rs. 10/-before issuing the Certificate. The Principal/Registrar shall issue the Transference/Leaving Certificate within a fortnight from the date of the receipt of the application and the fee for such a Certificate.
- O. 88.** When a student applies for a Transference/Leaving Certificate after the lapse of more than one vacation since he attended a college/University Department the Principal/Registrar, who issues the Transference/Leaving Certificate may levy a fee Rs. 10/- for each term that has elapsed since the applicant last attended the college/University Department.

Provided however, that the fee charged under this Ordinance shall not exceed Rs. 20/- in the aggregate.

- O.89.** If as the result of a student leaving one college to join another, it is necessary for him to count the attendance registered in more than one college to enable him to make up the necessary number of attendance, for his First Year in the case of a First Year student, or the term in the case of any other student a Transference Certificate shall not be granted, except:-
- (i) In case the parent or guardian with whom the student has been residing is transferred to another place;
 - (ii) When a change of air for the improvement of the student's health has been recommended by a recognized medical practitioner;
 - (iii) *for other reasons which appear to the Syndicate to be sufficient.

*It will be competent to the Syndicate to permit a student to join another college when a town in which the college attended by the student is situated, is declared infected with plague or other epidemic disease.

- O.90.** Applications for Transference Certificate shall be made by students without unnecessary delay through the Principal of the College to which they wish to be transferred.

- O. 91.** All candidates for post-graduate diplomas and degrees shall apply to the University Registrar for registration of their names as post-graduate students. Each application shall be accompanied by a fee of Rs. 10/- in the case of diplomas and degrees other than the Ph.D. and Rs. 20/- in the case of the Ph.D. degrees.

Committees of the Syndicate

- O. 92.** The following Committees shall be appointed with the constitution, powers and duties of each as defined in O. 93 :-

- (A) The Publication Board.
- (B) The Board of Sports and Welfare.
- (C) The Library Committee.
- (D) The Building Committee.
- (E) The Finance and Establishment Committee.
- (F) The College Development Council.
- (G) The Selection Committee for Lecturers in the University P. G. Departments.

A. Publication Board

- O.93.** (1) The Publication Board shall consist of :-
- (i) The Vice-Chancellor;
 - (ii) Deans of Faculties;
 - (iii) Eight persons appointed by the Syndicate of whom at least one should be Principal of one of the Degree Colleges, one a University Professor and two shall be members of the Board of Post-graduate Studies and Research.

The term of office of the members appointed under (iii) shall be analogous to the term of the Syndicate appointing such members.

- (2) Any casual vacancy by death, resignation or the member ceasing to hold a particular office or to answer a particular designation by virtue of which he became a member, shall be filled by the Syndicate by nomination. A member so nominated shall hold office for the unexpired residue of the term of office of the original member in whose place he was appointed.
- (3) The Board will meet ordinarily two times a year or whenever convened by the Vice-Chancellor, or on the requisition of not less than three members of the Board. Five members shall form the quorum for a meeting of the Board. No quorum shall be necessary at an adjourned meeting.

- (4) The Vice-Chancellor shall, if present, preside at the meetings of the Board, and in his absence a member elected by the meeting shall preside at the meeting of the Board.
- (5) All questions shall be decided by a majority of votes of the members present. The Chairman shall have a vote, and in the case of equality of votes, he shall have a second or casting vote.
- (6) The functions of the Board shall be:
 - (i) to recommend to the syndicate the appropriation of the publication grant of the University;
 - (ii) to undertake, with the sanction of the Syndicate the publication of:
 - (a) the University journal;
 - (b) any other work, literary, or scientific considered suitable by the Board.
 - (c) text-books pertaining to various courses of study in the University.
 - (d) University Extension Lectures; and
 - (e) such of the Research work done under the auspices of the University as the Board of Post-graduate Studies and Research may recommend for publication.

B. The Board of Sports and Welfare

- (1) The Board of Sports and Welfare shall consist of:
 - (i) Chairman, appointed by the Syndicate.
 - (ii) Director, Physical Education, Sardar Patel University.
 - (iii) Four members from amongst the Principals of the affiliated colleges.
 - (iv) Four physical instructors to be selected as far as possible from Colleges which have no principal representative.
 - (v) Two Incharge Physical Instructors, where there is no physical Instructor, to be selected amongst teachers from colleges which have no principals representation.
 - (vi) One Head from all the P.G. Departments and One Faculty member from all the P.G. Departments who is interested in games and sports and youth welfare activities.
 - (vii) Three persons nominated by the Syndicate from amongst the members of the Syndicate who are interested in games sports.
 - (viii) One outside/internal expert in games and sports, who is not connected with P.G. Departments and affiliated colleges.
 - (ix) Senior most NCC Officer.
 - (x) One student representative amongst the sports persons to be nominated by the Chairman, Board of Sports Welfare.

The term of office of the members nominated under (iii) to (vii) shall be analogous to the term of the Syndicate nominating such members.

- (2) The objective of the Board will be to organise, control, manage or supervise University Sports and tournaments, physical education activities and recreational programmes within the jurisdiction of the university, to foster, undertake and conduct Inter-University competitions, to co-ordinate physical training activities in constituent colleges so as to bring them as near as possible to training of NCC type and to recommend such measures as may be necessary to be taken for the welfare of the students.
- (3) The Chairman shall be appointed by the Syndicate. The Chairman shall hold office for a period of three years or until another Chairman is appointed. The Chairman shall preside at all meetings of the Board. In the absence of the Chairman at the meeting, the members present shall elect a Chairman from amongst themselves. Five members shall form the quorum for a meeting of the Board. No quorum shall be necessary for an adjourned meeting.
- (4) The Board will ordinarily meet once every term or whenever necessary on such days as may be fixed by the Chairman.
- (5) The Director of Physical Education shall act as Secretary to the Board.
- (6) The powers and functions of the Board shall be:
 - (i) to frame rules for the conduct of University Sports and tournaments, physical education activities and recreational programmes and to draw up the detailed programmes of the Board's activities for the year;
 - (ii) to prescribe rules for the organisation of Physical training in colleges so as to bring it as near as possible to training of the NCC type,
 - (iii) to prepare the accounts of the current year and the budget of the succeeding year and submit them to the Registrar so as to reach him not later than the 15th of November for the consideration of the Syndicate;
 - (iv) to decide whether the university should participate in the several inter-University competitions and to budget for the expenses involved in such participation;
 - (v) generally to take such other steps as may be found necessary in the due discharge of its responsibilities;
 - (vi) to settle disputes, if any, between constituent colleges in regard to University sports and other activities within the jurisdiction of the Board;
 - (vii) to advise organisations of sports, physical education and recreation in constituent colleges and to act as a co-ordinating agency amongst them;
 - (viii) to recommend to the syndicate scheme and measures affecting students' welfare;
 - (ix) to take appropriate steps for implementing and organising schemes approved by the Syndicate
 - (x) to advise the syndicate on all matters relating to sports, physical education and recreational activities particularly on matters concerning financial and other assistance to be given to organisations of sports, physical education and recreational activities in the constituent colleges.

- 7 (i) The Board may appoint sub-committee as may be required from time to time, and delegate to sub-committee any powers as may be found necessary for the discharge of their duties.
- (ii) The Board shall determine its own procedure of work.

C. The Library Committee

1. The Library committee shall consist of:
 - (i) The Vice-Chancellor
 - (ii) Heads of University Post-graduate Departments:

Two from Basic Sciences

Two from Languages and

Two from Social sciences.
 - (iii) Two Principals of Degree Colleges
 - (iv) Such other persons not exceeding three to be nominated by the Syndicate.

The term of office of members under (ii), (iii) and (iv) shall be analogous to the term of the Syndicate appointing such members.

The Librarian or the Officer-in-charge of the Library shall act as the Secretary to the Committee.
2. The Vice-Chancellor or in his absence a member elected by the meeting shall preside at the meeting of the committee.
3. The office of a member of the Library Committee shall be vacated by the member ceasing to hold a particular office, or to answer a particular designation, by virtue of which he became a member. Any casual vacancy on the committee shall be filled up by the Syndicate by nomination and the members so appointed shall hold office for the unexpired term of office of the original member whose place he has taken.
4. The committee shall meet, once in every term and, at other times, when convened by the Chairman.
5. Five members of the committee shall be the quorum for a meeting of the Committee.
6. All questions shall be decided by majority of votes of the members present. The Chairman shall have a vote and in case of an equality of votes, he shall have a second or casting vote.
7. (i) The Library committee shall, subject to the control of the Syndicate, manage the Library and advise the Syndicate on any matter connected with the Library or referred to it by the Syndicate. In particular and without prejudice to the generality of the foregoing power the committee shall have power to make recommendations to the Syndicate (a) as to the administration of the funds set apart for the library and (b) other matters connected with the library.

- (ii) The committee shall report to the Syndicate for information the purchase of books and disposal of such books as in the opinion of the committee are either worthless, unserviceable or otherwise useless. For the purpose of this Ordinance, books shall include manuscripts and periodicals.
 - (iii) The Library committee shall have power to make rules governing the use of the library from time to time and to amend them. Such rules and any charges made therein, shall be reported to the Syndicate.
 - (iv) The Library committee shall keep an account of all funds provided for the purpose of the library and forward a statement of such accounts to the Registrar for submission to the Syndicate every three months.
8. The Library Committee may appoint a Sub-committee as may be required from the time to time and delegate to such a Sub-committee any powers within its purview, as may be found necessary for the discharge of its duties.
 9. All bills in respect of books purchased for the library shall be verified, checked and passed for payment by the Librarian.

D. The Building Committee

1. The Building Committee shall consist of:-
 - (1) The Vice-Chancellor : Chairperson
 - (2) A representative of C.P.W.D. or P.W.D. undertaking, not below the rank of Executive Engineer.
 - (3) A representative of the Planning Board.
 - (4) The Registrar.
 - (5) The Finance Officer.
 - (6) A representative of the user Departments alongwith Two Teachers of the University not below the Rank of Professor nominated by the Vice-Chancellor.

Associate Members

- (7) The Head, Department of Civil Engineering (where it exists)
- (8) The Head, Department of Electrical Engineering (where it exists)
or
The Principal of Engineering College in the University (where it exists)
- (9) The University Engineer or the University Architect or a Govt. Architect.

Note :(1) The term of office of the member appointed under clause 3 shall be analogous to the term of the Syndicate appointing such member.

2. The Committee shall meet whenever necessary.
3. The Vice-Chancellor shall preside at the meetings of the Committee and in his absence the members present shall elect the Chairman for the particular meeting.

4. The committee shall be incharge of the University Building and shall recommend to the Syndicate any repairs, alterations or additions to the existing building, which it may deem necessary or urgent and shall advise the Syndicate in all matters relating to the University Buildings.
5. The Building Committee should be responsible for finalizing the plans and estimates of the various building projects proposed to the Commission and for ensuring the completion of the buildings 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.

E. The Finance and Establishment Committee

- (1) The Finance and Establishment Committee shall consist of:
 - (i) The Vice-Chancellor;
 - (ii) Three persons: one from the Deans of Faculties, one from the Heads of the University Departments, and one from the Principals of Degree Colleges,
 - (iii) Five other persons of whom at least three shall be from amongst the members of the Syndicate.

The term of office of the members appointed under (ii) and (iii) above shall be analogous to the term of the Syndicate appointing such members.
- (2) The functions of the Committee will be :
 - (i) to advise the Syndicate in all financial matters pertaining to the University which will include recommendations regarding the sanctioning of expenditure and the laying down of the rates of fees and other charges to be collected by the Syndicate and other allied matters except as otherwise provided;
 - (ii) to make recommendations regarding the fixation of the staff appointed by the Syndicate in the salary scale laid down, the payment to special increments, endowments etc. and such other matters, as may be referred to it by the Syndicate;
 - (iii) to prepare the budget estimates for the following year for consideration by the Syndicate and the annual accounts for the current year;
 - (iv) To consider quotations and tenders received by the office for various purposes, except as otherwise provided, and to make its recommendations thereon to the Syndicate in the matter of accepting or rejecting any or all;
 - (v) to advise the Syndicate in the matter of investment of the funds placed at the disposal of the University;
 - (vi) generally, to advise the Syndicate on all matters pertaining to Finance and Establishment of the University as may be referred to it by the Syndicate.
- (3) The Committee will generally meet every month or whenever necessary as desired by the Chairman, In case the Chairman is unable to attend any meeting, the members present at the meeting will elect a Chairman for the meeting from amongst themselves.
- (4) In case of any difference of opinion in any matter, the opinion of the majority of the members present will prevail. In case of any equality of votes, the Chairman will have a casting vote over and above his own vote.

(F) College Development Council

- (1) The College Development Council shall consist of:
 - (i) The Vice-Chancellor;
 - (ii) The Director/Co-ordinator of the Council;
 - (iii) Director of Education or his representative;
 - (iv) Not more than four Heads of University Post-graduate Departments;
 - (v) Not more than six Principals of the affiliated colleges;
 - (vi) Not more than fifteen members from amongst the senior teachers of the University and the affiliated colleges in such a way that there shall be atleast two teachers from each group of colleges managed by the different Trusts/Societies.

Provided that the members under (iv) to (vi) shall be nominated by the Syndicate.

- (2) The term of the office of the nominated members shall be analogous to the term of the Syndicate nominating such members.
- (3) Ten members of the Council shall form a quorum for the meeting of the Council. No quorum shall be necessary at the adjourned meeting.
- (4) The Director/Co-ordinator shall act as the Secretary of the Council.
- (5) The Council shall meet at least twice in an academic year to review the implementation of various programmes and activities.
- (6) The Vice-Chancellor shall, if present, preside at the meeting at the Council, and in his absence a member elected by the meeting shall preside at the meeting of the council.
- (7) All questions shall be decided by a majority of votes of the members present. The Chairman shall have a vote, and in the case of equality of votes, he shall have a second or casting vote.
- (8) The duties and functions of the Council shall be as under:
 - (i) to function as a policy making body in regard to proper planning and integrated development of colleges;
 - (ii) to conduct surveys of all the affiliated colleges with a view to preparing and maintaining up-to-date profile of each college under the University, reviewing the existing facilities and identifying the needs and gaps that need to be filled for the development of colleges and make such information available to the University Grants Commission and other concerned bodies;
 - (iii) to advise the university on all matters relating to development of affiliated colleges, such as provision of adequate facilities academic and physical for raising the standard of learning, teaching and research and its periodical evaluation for enabling the University to maintain reasonable continuity of policy in regard to development of colleges;

- (iv) to prepare a perspective plan for the development and opening of new colleges, to enable the university and state education authorities to take long term decisions on the planning and development of colleges, and it may advise the university on matters relating to different disciplines taught in the colleges at different levels of university education;
 - (v) to advise the university in regard to rationalisation and implementation of university's policy in affiliation of colleges;
 - (vi) to keep close contact with the colleges with a view to helping them in their proper development, selection of teachers, student amenities, proper utilisation of grants and efficient implementation of UGC approved projects and reforms viz. examination reform, courses, COSIP, restructuring of courses to make them more relevant and significant not only to students, but also to the region as a whole by assessing social transformation and regional development;
 - (vii) to review the facilities for post-graduate departments or colleges in terms of the norms prescribed by the UGC and assist those having the potential of coming up to the norms within a few years;
 - (viii) to help in the selective development of some colleges to remove regional imbalances; and also assist the colleges to realise their potential and in identification of colleges for autonomous status;
 - (ix) to evaluate and assess the impact of UGC grants utilised by the colleges for the implementation of various development projects;
 - (x) to ensure that the UGC grants released to university for disbursement to colleges are not held/locked up or utilised by the university for its own purposes and also ensure that these grants are properly and expeditiously disbursed to colleges for specified purposes according to the guidelines laid down by the Commission.
 - (xi) to obtain from the colleges and furnish to the commission utilisation certificates and completion documents in respect of UGC grants released/dispensed to colleges through the university, and help in monitoring the UGC programmes implemented by the affiliated colleges;
 - (xii) to ensure close and continued contact and interaction between the academic faculties at the university teaching departments and at the colleges;
 - (xiii) to review the inspection reports of the colleges and suggest remedies for the defects and irregularities reported;
 - (xiv) to perform such other functions as may be prescribed or as may be deemed necessary by the University for advancing the cause of collegiate education as may be incidental or conducive to the discharge of the above functions.
- (9) The council may appoint a sub-committee from among its members, as may be required from time to time and delegate to such a sub-committee such powers within its purview, as may be found necessary for the discharge of its duties.
- (10) The Council shall be responsible to the Vice-Chancellor and send periodic reports to the University Grants Commission about the impact of U. G. C. Programmes.

(G) The Selection Committee for Lecturers in the University

P. G. Departments.

- (1) The Selection Committee for the Post of Lecturer in University P.G. Department shall consist of :-
 - (a) The Vice-Chancellor to be the chairperson of the selection committee
 - (b) Three experts in the concerned subject, to be invited on the basis of the list recommended by the Vice-Chancellor and approved by the Executive council/Syndicate.
 - (c) Dean of the concerned faculty/Head/Chairperson of the Department.
 - (d) An academician nominated by the visitor/Chancellor

The quorum should be four out of which atleast two outside subject-experts must be present.

- (2) At the University level, all selection must be done within the system with the Vice-Chancellor as Head of the Selection Committee. In his absence, a member proposed by the Committee shall preside at the meeting.
- (3) The Committee may recommend to the Syndicate the name of one person only or it may recommend more names arranged in accordance of the merit.
- (4) The Syndicate shall make the final selection out of the persons, if any, so recommended.
 - (i) Provided that if the committee reports to the Syndicate the name of one person only and if the person so reported is not acceptable to the Syndicate, the Syndicate shall record its reasons for not accepting the name and communicate them to the committee and may advertise the vacancy again and direct the committee to report to the Syndicate.
 - (ii) Provided further that where the Syndicate makes the appointment otherwise than in accordance with the order of merit arranged by the Committee, the Syndicate shall record its reasons for doing so.

Enrolment of Post-graduates Students

[Under Section 43 (1) (g) of the Act]

- O.94.** The Tuition, Gymkhana, and student activities, Library, Registration and other fees for Post-graduate students and for the students seeking admission to a college and department maintained by the University will be as prescribed by the Syndicate from time to time.

- (1): Late fee be charged from the student as per the following fee structure at the end of last date notified by the University.

Late fee (Rs.)	
For Registration Fees	100/-
For Tuition Fees	50/- (Per Term/Semester)
For Ph.D. Fees	500/- (Per Term)
For Enrolment Fees	100/-
For Eligibility Fees	100/-
For Mark-sheet pending due to Registration/Eligibility	1000/-

- (2): Admission granted to the student will automatically be treated as cancelled in case the student does not pay the tuition fee along with penalty by the date decided by the University.

CONDITIONS OF SERVICE AND LEAVE RULES

- O.95.** The following shall be the rules relating to the conditions of service and the leave rules for the employees (including teachers) of the University :-

A. Conditions of Service

1. (i) All appointments in the University (teaching and non-teaching) shall be made on probation, which shall not be more than 24 months. The Syndicate may, for reasons to be recorded, waive the conditions of probation. The Syndicate shall have the right to assess suitability of an employee for confirmation even before the expiry of the period of 24 months from the date of his appointment, but not earlier than 9 months from that date.
- (ii) All officers and teachers appointed by the University shall enter into an agreement to serve the University in the form prescribed in Appendix A.
2. Unless an employee's services have been terminated already, the Head of the Office or institution under whom the employee is working shall send to the Registrar, at least three months before the date of expiry of the probationary period, a report about the work and conduct of the employee appointed on probation with a definite recommendation for the Syndicate in service or otherwise.
3. All cases for confirmation will ordinarily be placed before the Syndicate three months before the expiry of the probationary period. One month's notice or salary in lieu thereof will be given to the employee if his service is terminated during the period of probation.
4. An employee on probation, whose work and conduct are found to be satisfactory, may be confirmed in service after completion of the period of probation. This

probationary period shall be counted as approved service for purpose of granting him increment in the grade in which he was appointed.

5. An employee appointed to a temporary post, or in the leave vacancy in respect of permanent post, shall not be considered for confirmation in service unless the post to which he has been appointed subsequently becomes a permanent post, or the leave vacancy becomes a permanent vacancy.

6. If an employee, who is not confirmed in service, wishes to resign from service, shall give a month's notice in writing to the University. If the employee fails to give such notice, the University shall be entitled to recover one month's salary from him in lieu of notice.

provided, however, no notice or resignation is necessary in case of (a) work charge staff and (b) appointment till further orders.

7. A permanent employee shall be required to give three month's notice, in case he desires to be relieved or he shall pay to the University three months' salary in lieu of such notice unless otherwise directed by the Syndicate.
8. If the University decides to relieve an employee who is confirmed in service, a notice to that effect shall be served on him, three months before the date on which he is to be relieved. In the absence of such notice, the University shall pay him three months' salary.

(**Note :-** For the purpose of clauses 3, 6, 7 and 8, "Salary" shall mean basic salary'.)

9. An employee before leaving the University service, shall hand over the charge of his post to a duly authorised employee and shall return to the University all books, apparatus, furniture etc., issued to him for his personal use and shall pay up in full, all the charges due from him for occupation or residential quarters, municipal taxes, water and electricity charges, etc. If he fails to do so, the Head of the institution in which he is employed shall recover the amounts due from him on account of the above items from his last salary or from the University contribution to his Provident Fund.
10. Every employee of the University, serving on probation, shall subscribe to the University Employees' Provident Fund, which, on confirmation shall be treated as employee's subscription to the contributory Provident Fund. If any employee is not confirmed on expiry of the probationary period, then his subscription shall be returned to him and the University contribution, if credited to his Provident Fund Account, shall be refunded to the University General Account.
11. *[Deleted.]*
12. Service rendered on a graded post during the period of probation and after confirmation, shall be counted as service towards increment.
13. Service rendered on a temporary post shall count for increment provided the post carries graded salary.

14. Service during the period of demotion and the period spent in leave without pay, shall not count for increment, except when such leave is taken for foreign study.
15. Each employee shall produce a Medical Certificate from the Medical Officer recognised by the University for the purpose, regarding physical fitness when he is confirmed. The fees prescribed for such examination shall be paid by the employees; provided, however, that such fees for employees drawing a starting salary upto and including Rs. 1007- p.m. shall be paid by the University to the University Honorary Medical Officer at the rate of Rs. 21- per examination.
16. When any employee goes on leave or is otherwise absent from duty, the employee in the next lower grade in cadre, who is considered competent to discharge the duties of the higher post may be appointed to act or officiate in this post independently or over and above his own duties, if the period of such acting or officiating appointment continues for a period of one month or more, the employee shall be paid acting allowance as laid down in rule 18.
17. In case of acting or officiating appointment for a period of less than a month no allowance shall be paid.
18. Where a person is required to do the work of equivalent post in addition to his own work, he/she shall be paid at 5% of the presumptive pay and at the rate of 10% of the presumptive pay in case of holding additional charges of higher post.
The charge allowance will be admissible only when the additional charge is held for a minimum period of 30 days.
19. When an employee goes on leave, or is to be otherwise absent from duty for a period which is not less than a month, and if it is considered necessary, a substitute shall be appointed. The salary of such substitute shall be charged to the general savings under the budget head "Establishment".
20. Normal office hours shall be fixed for all employee by the appropriate authorities, but in case it becomes necessary, employees shall have to work beyond office hours also.
21. A. Superannuation age for all employees of the University shall be as under:-
The age of Superannuation of University teachers shall be 62 years and thereafter no extension in service should be given, However it will be open to a University to re-employ a superannuated teacher according to the existing guidelines framed by the U.G.C. upto the age of 65 years.
Superannuation age for Non-Teaching employees of the University recruited on or before 30-9-1984 shall be 60 years and that for the employees recruited on and after 1-10-1984 shall be 58 years.
Superannuation age for the post of Registrar, Librarian, Director of Physical Education, Controller of Examination, Chief Accounts Officer/Finance Officer and such other University employees, who are being treated at par with the teachers, shall be 62 years.
(Note: The nomenclature of other University employees who are to be treated at par with teachers for the purpose of retirement age will be incorporated as and when the UGC/State Government notifies).
However the age of superannuation of Class-IV servant be 60 years.

B Notwithstanding anything contained anywhere in the ordinance, all employees including teachers whose age of retirement falls between 15th June and 31st October or 1st November and 14th June shall automatically be deemed to be extended till 31st October and 14th June respectively as the case may be. During such extended period all employees shall not be entitled to avail of any Increment, Pension and other retirement benefits and such teachers shall not be entitled to hold any appointment as the Head of the Department, Dean of Faculty, Chairman, Board of Studies or any other post having administrative responsibilities.

C *[Deleted]*

22. No teacher will accept examination work of other university or bodies without prior permission of the Vice-Chancellor. The total remuneration on account of examination work, receivable by a teacher should not exceed 30% of his yearly emoluments. The Vice-Chancellor, before granting such permission, should satisfy himself that the university work will not suffer. It shall be obligatory for every teacher to carry out supervision and examination assessment work entrusted to him by the University.

23. **Periodical evaluation of teachers :**

The University will arrange to get the work of all University teachers evaluated at the interval of three years and also for the purpose of grade assessment and premature retirement, by a Committee of three experts to be appointed by the Syndicate out of the panel of six to ten names recommended by the Board of Studies in the subject of the teacher to be assessed.

The Committee will carry out the assessment in accordance with the rules (guidelines) prescribed by the Syndicate from time to time and submit its report to the University for further necessary action in the matter.

23. **A. : Prohibition of Private Tuition :**

1. (a) No teacher, whether employed in the University or in any affiliated colleges or recognised institutions of this University, shall engage himself/herself in private tuition with or without remuneration. The private tuition shall include guidance/training and/or coaching for the preparation or any school/Board/University examination to any student of his/her own college or any other colleges or secondary schools or Higher Secondary Schools or University Departments.
- (b) Occasional casual guidance to a student shall not be considered private tuition for the purpose of this ordinance.
- (c) A teacher imparting instruction to his/her/nearest relatives and sons and daughters of his/her colleagues working in the same institution with the prior permission of the Head of the Institution, shall not be construed as private tuition. The definition of the relative shall be as under:-

"Wife, husband, sons, daughters, grand-sons, grand-daughters, brothers, sisters, father, mother, sons-in-law, daughters-in-law, nephew, niece and wards. Step relations, except father, mother, brother and sisters are not included in the above definition".

2. If any teacher is found engaged in private tuition or helping directly or indirectly in conducting private tuition, he/she would also be considered to have knowingly violated this ordinance amounting to grave misconduct.
3. Whenever the Vice-Chancellor is in possession of *prima facie* evidence that a teacher has been engaged in imparting tuition, he/she shall place the matter before the Syndicate which shall, if necessary, appoint a Committee from amongst its members to investigate and report to the Syndicate. The Syndicate shall consider the said report and on being satisfied about the misconduct of the teacher concerned, shall derecognise him/her as a teacher or inflict such other punishment it may deem fit.
4. Notwithstanding anything contained in this ordinance, a college or any recognised institution conducting courses approved by this University, may organise special instruction classes to coach the students who are enrolled in their institution and are weak in one or more subjects, on the following conditions :-
 - (a) 1. These Classes will be conducted in college premises before or after the normal college hours.
 2. Each college will have a Coaching Classes Organising Committee with the Principal as its Chairman for smooth conduct of the Classes.
 - (b) The maximum workload of a teacher in coaching class shall be between 6 to 9 hours per week per subject. Each period shall be of one hour duration.
 - (c) The maximum number of students in a coaching class shall be 30 only.
 - (d) Each teacher associated with the coaching class shall invariably give atleast 50 hrs. coaching during the academic year, per each subject.
 - (e) The maximum yearly tuition fee to be paid by the student for a subject of 3 hrs. examination shall be Rs. 400/- per subject.

Out of the total collection of such fees, the Management shall receive atleast 20% for providing physical facilities. The residual fees shall be distributed among the teachers associated with the coaching class in proportion to the workload by the organising Committee of the college.

 - (f) Similarly, the minimum tuition fee for the subject of 2 or 1 hrs. examination will be proportionately charged.
 - (g) The college shall seek prior approval of the University through an appropriate application which will, among other things, specify the following details :
 - (1) Subjects for which such special instruction is to be imparted,
 - (2) number of students seeking such special instruction;

- (3) amount of fees proposed to be levied and the amount of remuneration to be paid to the teachers.
 - (4) name of the members of the staff of the institution who will participate in such special instruction classes.
5. In devising such a coaching programme, the college will furthermore ensure that students coming from weaker sections of the society are not deprived of this special benefit because of the level of fees. For this purpose differential fees may be levied.

24. Code of conduct for teachers :

I. Goal of Higher Education in our Country :

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilisation, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the Preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence and progress of arts and science. Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

II. Teachers and Their Rights :

Teachers should enjoy full civil and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

The Code of Professional Ethics :

I. Teachers and Their Responsibilities :

Whoever adopts teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and of amiable disposition.

Teachers should

- (i) adhere to responsible pattern of conduct and demeanour expected of them by the community;

- (ii) manage their private affairs in a manner consistent with dignity of the profession;
- (iii) seek to make professional growth continuous through study and research;
- (iv) express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) participate in extension, co-curricular and extra-curricular activities including community service.

II. Teachers and the Students

Teachers should:

- (i) respect the right and dignity of the student in expressing his/her opinion;
- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) recognise the difference in aptitudes and capabilities among students and strive to meet their individual needs;
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) pay attention to only the attainment of the student in the assessment of merit;
- (viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) aid students to develop an understanding of our national heritage and national goals; and
- (x) refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should :

- (i) treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) speak respectfully of other teachers and render assistance for professional betterment;
- (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities

Teachers should:

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) should adhere to the conditions of contract;
- (vii) give and expect due notice before a change of position is made; and
- (viii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and non-teaching staff

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- (ii) Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should try to see, through teachers, bodies and organisations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meeting convened for the purpose of mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- (i) recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

25. Work-load of Teachers

The work-load of teachers of the University shall be the same as prescribed by the University for teachers of affiliated/constituent colleges under the relevant Statute/s.

- 26.** In the same cadre *inter se* seniority of teachers, appointed by personal promotion or by direct recruitment, shall be determined according to length of continuous service in a substantive capacity in such cadre.

Provided that where more than one appointment have been made by direct recruitment at the same time and an order of preference or merit was indicated by the Selection Committee or by the Executive Council, as the case may be the *inter se* seniority of persons so appointed shall be governed by the order so indicated.

Provided further that where more than one appointment have been made by promotion at the same time, the *inter se* seniority of the teachers so appointed shall be the same as it was in the post held by them at the time of promotion.

B. LEAVE RULES

(Under Section 23 of the Act)

0.95. B LEAVE RULES

No leave can be claimed as a matter of right; but it may be granted subject to the exigencies of service. When the exigencies of the University Service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

I Casual Leave

1. The University teacher shall get eight days casual leave (15 days for non-teaching employees) in a financial year subject to a maximum of 4 days (seven days for non-teaching employees) at a time. The Vice-Chancellor may, however grant this leave for more than 4 days for teaching and 7 days for non teaching staff at a time in case of genuine difficulties.
2. This leave cannot be joined with any other kind of leave except Sundays, holidays and special casual leave.
3. An employee going on such leave is entitled to full pay including work and conveyance during the period of such leave.
4. A new employee will be entitled to such leave commensurate with the period of his appointment during the year, even though he may not have actually earned it at the time of his going on leave. If he fails to complete the full period of appointment, proportionate deduction will be made from his salary at the time of last payment.
5. Holidays or Sunday falling within the period of casual leave will not be counted as casual leave.

II Earned Leave

- 1 (i) Earned leave admissible to a University teacher shall be :
 - (a) 1/30th of actual service including vacation; plus
 - (b) 1/3rd of the period , if any, during which he/she is required to perform duty during vacation.
 - (c) Whenever the University declares Eight weeks of vacation 1/3 of the earned leave may be credited to the account of the teacher in lieu of 2 weeks of curtailment of vacation.
- While Non-Teaching staff of the University will get 30 days earned leave in a calendar year.
- (ii) Earned leave for performing duty during vacation will be given subject to the following conditions in case of University Teachers:
 - (a) A vacational employee who is directed in writing by the University to perform during vacation such as academic administration and including examination work will be eligible for earned leave.

Appropriate order in writing regarding this must be taken in advance.

- (b) No request for earned leave will be considered unless orders of the competent authority are obtained in advance after giving proper justification for performance of duty during vacation.
- (c) The following shall be not considered for such leave:
 - (i) The work of research or supervision over the research staff or students;
 - (ii) Deputation for refresher courses, seminars, conferences, etc. or for special training beneficial to the employee in the enhancement of qualification or experience.
 - (iii) Activities such as accompanying the students on educational tours, field work, study terms and all other activities which form part of the curricular programme of the department.
- 2. The employee will be entitled to full pay with duty during such leave.
- 3. Earned leave can be joined with leave on medical grounds only, but holidays and/or Sundays can be affixed at both the ends. Earned leave can be either be prefixed or suffixed with vacation.
- 4. The period spent on earned leave shall count for increment.
- 5. Earned leave at the credit of an employee shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days in the case of Teachers and 120 days in the case of non-teaching employee. Earned leave exceeding stipulated period may, however, be sanctioned in the case of higher study or training or leave with medical certificate, or when the leave or a portion there of, is spent outside India.

Notes :

- 1. For purpose of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.
- 2. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
- 3. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.
- 4. Encashment of earned leave shall be allowed to Non Teaching staff as applicable to the employees of Central/State Governments.
- 6. More than 20% of the total strength of the teaching employees of the same department shall not be allowed to be on leave under different provisions/clauses of leave including duty leave at a given time and unless there are exceptional cases, the Head of the Department will not recommend for granting of any kind of leave to the competent authorities when 20% of the employees at a given time are on leave of any kind. However, in exceptional cases, the overall limit of 20% can be relaxed by

the Vice-chancellor. The above limit of 20% will be made applicable only when any such kind of leave exceeds four days in the case of Teachers and seven days in the case of Non-Teaching.

7. An employee will be given the balance of earned leave due to him as leave prior to retirement at the discretion of the syndicate.
8. (i) The Employees should be allowed to surrender the balance of earned leave and half pay leave to his/her credit, at his/her option, subject to a maximum of 300 days as the case may be at the time of superannuation/ Premature retirement/Resignation as per rule.
- (ii) The Employees should be granted leave salary and dearness allowance for the leave surrendered under this rule.

Explanation :

for the purpose of calculating salary and dearness allowance for surrendered leave, the number of days for any month shall be counted as 30 days at the time of superannuation, Pre-mature retirement/resignation as per rules).

9. The concession of encashment of earned leave should be allowed for a maximum of 10 (Ten) days of earned leave at the time of availing of Leave Travel Concession subject to the conditions that:-
 - (a) the total leave so encashed during the entire career does not exceed 60 days in the aggregate;
 - (b) earned leave of at least an equivalent duration is also availed of simultaneously by the employee;
 - (c) a balance of at least 30 days of earned Leave is still available to the credit of the employee after taking into account the period of encashment as well as leaves.
 - (d) the period of leave encashed shall be deducted from the quantum of leave that can be normally encashed by him/her at the time of superannuation/Pre-mature Retirement/Resignation.
 - (e) In order to guard against omission to post a debit in the leave account in respect of the leave surrendered in the case of employees, details of the surrendered leave should be noted in their service books and their leave accounts, when the leave salary is drawn, a certificate to the effect that the necessary entries have been made in the service book and the leave account should be furnished by the disbursing officer in the bill in which the leave salary for the surrendered leave is drawn.
 - (f) The authorities who are empowered to sanction earned leave will be competent to accept surrender of earned leave.
10. Earned leave shall not be granted for less than three days.
11. Earned leave at the credit of the employee, who was working with educational institution elsewhere and joined this University, the balance of such privilege/earned leave will be credited to his/her leave account.

III Half Pay Leave/Commuted Leave

1. Half pay leave shall be given to a permanent employee at the rate of 20 days for the completed year of service. However, on every first day of the month of January and July, 10 days half pay leave will be credited in advance in the account of the respective employee for subsequent six months and if the employee joins in between the period, i.e. between January to June or July to December, he/she will be entitled for half pay leave at the rate of 5/3 per month. Such leave may be granted on medical ground or for private affairs or for academic purposes.
2. The Employee will be entitled to half pay only.
3. This leave can be accumulated up to 240 days for teaching staff and no limit for non teaching staff. But no non-teaching Employee shall get more than 12 months half pay leave at a time, whereas a teacher can get maximum of 8 months of leave in conjunction of Earned leave and commuted leave.
4. This leave can be commuted into full pay leave subject to a maximum of 3 months at a time only on production of Medical Certificate.
5. An employee going on commuted leave on full pay shall have to produce a Medical Certificate immediately after resuming his/her duty.
6. The employee shall be paid full pay during commuted sick leave and half pay during half pay leave. The salary he/she would have received if he/she as on duty. He/She shall not be paid any work allowance during commuted sick leave/half pay leave.
7. This leave can be joined with earned leave.
8. No employee who is granted commuted sick leave for his/her own sickness for a period of more than two months shall return to duty without first producing a certificate of fitness from the University Medical Officer.
9. An employee may be granted commuted sick leave in case of sickness of any member of his/her family who is dependent on the employee. The Medical Certificate as is now necessary in respect of the employee shall also be necessary when commuted leave is asked for on ground of sickness of any of the dependent member of the family of the employee. The term "dependent" for the purpose of this rule means University employee's spouse, parents, dependents - sisters, brothers, children including step children.
10. When the commuted sick leave is granted twice the number of such leave shall be debited against half pay leave due.
11. The benefit of encashment of leave at the time of retirement shall be applicable to the employees on the terms and conditions as may be in force or that may be prescribed by the state government from time to time.
12. The half pay leave shall not be granted for less than six days while commuted sick leave shall not be granted for less than three days on medical grounds.

13. Half pay leave at the credit of the employee who was working with educational institution elsewhere and joins this university, the balance of such half pay leave will be credited to his/her leave account.

For University employees commuted leave, not exceeding half the amount of half pay leave due may be granted on the basis of Medical Certificate from a registered medical practitioner to a permanent employee subject to the following conditions :

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

IV Special Casual Leave (For University Teachers only)

- 1 Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher :
 - (a) To conduct examination of a university/Public service Commission Board of examination or other similar bodies/institutions and
 - (b) To inspect academic institutions attached to a statutory board etc.
- 2 In addition, Special casual leave mentioned above, the special casual leave to the extent mentioned below may also be granted:
 - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and
 - (b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.
 - (c) separate entry of such leave will be made in service book but such leave will not be debited to any leave account.
 - (d) The employee will be entitled to get such leave only twice during the tenure of his/her service
- (3) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

Note: In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded. However such leave will be treated as duty leave

V Duty Leave

- (i) Duty Leave may be granted to University employees for:
 - (a) attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University;
 - (b) delivering lectures in institutions and colleges at the invitation of such institution or University received by the University and accepted by the Vice Chancellor.
 - (c) Working in another Indian or Foreign University, any other agency, institution or organization, when so deputed by the University;
 - (d) Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other academic body, and
 - (e) For performing any other duty for the University.
 - (f) For attending meetings in the UGC, DST etc. where a teacher invited to share expertise with academic bodies, Government or Non-Government organisation.
- (ii) The duration of leave should be such as may be permitted by sanctioning authority on each occasion.
- (iii) The leave may be granted on full pay and allowances provided that if the teacher receives a fellowship or any other financial assistance beyond the amount needed for normal expenses, he /she may be sanctioned duty leave on reduced pay and allowances; and
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

VI Extraordinary Leave

- (i) A Permanent Employee may be granted extraordinary leave when :
 - (a) No other leave is admissible; or
 - (b) No other leave is admissible and the Permanent Employee applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases :
 - (a) Leave taken on the basis of medical certificates ;
 - (b) Cases where the Vice-chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including period of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

VII Leave Not Due

- (i) Leave not due, may at the discretion of the Vice-chancellor, be granted to a permanent employee for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted unless the Vice-chancellor is satisfied that as far as can reasonably be foreseen, the employee will return to duty on the expiry of the leave and earn the leave granted.
- (iii) An Employee to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account to reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Syndicate.

Provided further that the Syndicate may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave to be earned.

VIII Study Leave (For University Teachers only)

- (i) In order to be eligible for study leave, the applicant should be a Permanent whole time teacher of the University other than Professor with not less than three years of continuous service and to pursue a special line of study of research directly related to his/her work in the University or to make a special study of the various aspects of University organization and methods of education.

The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Syndicate may, in the special circumstances of a case, waive the condition of five years service being continuous.

Explanation : In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided -

- (a) the person is a teacher on the date of the application; and
 - (b) there is no break in service.
- (ii) Study leave shall be granted by the Syndicate on the recommendation of the Head of Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
 - (iii) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
 - (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
 - (v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Syndicate. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Syndicate to treat the period of shortfall as ordinary leave has been obtained.
 - (vi) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the University.
 - (vii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The foreign scholarship/fellowship amount, would offset pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
 - (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave/half-pay leave/extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

- (ix) A teacher granted study leave shall on his/her return and rejoining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (x) Study leave shall count as service for pension, contributory provident fund provided the teacher joins the University on the expiry of his/her study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (xii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.
- (xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave execute a bond in favour of the University binding himself/herself for the due fulfillment of the conditions laid down in sub clause (xiii) and (xiv) and give security of immovable property to the satisfaction of the Syndicate or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with sub-clause (xiv).
- (xiv) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Department. This report shall reach the Registrar within one month of expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

IX Sabbatical Leave/Academic Leave (For University Teachers only)

- (i) Permanent, whole-time teachers of the University who have completed seven years of services as Lecturer Selection Grade/ Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.
- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowance (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

- (v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He/She may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies provided that in such cases the Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension contributory provident fund, provided that the teacher rejoins the University on the expiry of his/her leave.
- (vii) The teacher shall execute a bond with proper sureties as in the case of study leave, that after the expiry of sabbatical leave, he will return to the service of the University and serve thereafter at least for three years failing which he will refund to the University the leave salary and allowances and other expenses, if any spent on him, paid to him or on behalf together with interest at the rate of 6 % per annum, to be calculated from the date of such payment provided that the Syndicate may in any exceptional case, waive or reduce for reasons to be recorded, the amount refundable by teacher under this Rule.

Note:-

1. The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.
2. On return from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave.

X Maternity Leave

A competent authority may grant Maternity Leave for 135 days to a female employee of the University who has completed one year of service.

- (i) Maternity leave on full pay may be granted to a female University Employee for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a female employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave, commuted sick leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

XI Paternity Leave

Paternity leave of 15 days may be granted to male University Employee during the confinement of their wives, provided, the limit is up to two children.

**C. Leave Rules for the Employees in the University Press,
who come within the purview of the Factories Act**

The following rules shall apply to the members of the Staff of the University Press who come within the purview of the Factories Act. For the Administrative staff of the Press, the rules framed by the University for its employees will apply:

I. Annual Leave with wages

Annual leave with wages, will be granted for 1 day for 15 days of active service;

II. Casual Leave

- [i] This leave cannot be claimed as a matter of right.
- [ii] The Press workers will get 12 days casual leave in a financial year subject to a maximum of 4 days at a time. (This will come into force from 1-4-1988.)
- [iii] This leave cannot be joined with any other kind of leave except weekly off and holidays.
- [iv] The Press workers going on such leave will be entitled to full pay.
- [v] A new Press worker will be entitled to such leave commensurate with the period of his appointment during the year, even though he may not have actually earned it at the time of his going on leave. If he fails to complete the full period of appointment, proportionate deduction will be made from his salary at the time of last payment.

III. Sick Leave:

- [i] Sick leave upto 7 days on half pay may be granted on medical certificate (to be produced from the Medical Officer of the University) to a Press worker in a financial year.
- [ii] This leave can be accumulated upto 14 days on half pay.

APPENDIX 'A'

[Under Rule 1 (ii) of O. 95-A Conditions of Service]

Agreement entered into this _____ day of the month _____ of the year Nineteen Hundred and _____ between _____ (hereinafter called (1) _____) of the one part and the Sardar Patel University (hereinafter called the University) being a body Corporate constituted under the Sardar Patel University Act, 1955 (hereinafter called the said Act.) of the other part.

WHEREAS by a resolution of the Syndicate of the University passed at their meeting held on the _____ it was resolved that the said (1) _____ be appointed as (2) _____ on a starting salary of Rs. _____ in the grade of Rs. (3) _____ subject to the conditions of service as may be laid down from time to time AND WHEREAS the said (I) _____ accepted the said terms of appointment and joined the University service AND WHEREAS it has been considered desirable to reduce to writing the terms and conditions of service agreed to between the said (I) _____ and the University, NOW THESE PRESENT WITNESS that it is hereby agreed by and between the parties hereto as follows :-

1. That the said (I) _____ shall abide by the conditions of service such as Leave Rules, Provident Fund Rules, etc. as may be laid down from time to time.
2. That at the expiry of the period of two years commencing from ____ on which date the said (I) _____ took up his appointment in the University, his appointment shall be made permanent provided in the discharge of his duties the said. (I) _____ gives satisfaction of which the Syndicate shall be the sole judge.
3. That subject to the age limit of 55 years and subject to what is hereinafter stated the said (I) _____ shall be continued in the employment of the University provided, however, that it shall be competent for either party to terminate the agreement after giving due notice in writing as prescribed under the Rules relating to conditions of service for University employees.
4. That the said (I) _____ shall be paid his due salary in the grade of his appointment so long as he remains in the service of the University and performs satisfactorily all the duties of his office and the work entrusted to him.
5. That during the continuance of his service under terms of this agreement, the said (I) _____ shall be entitled to the benefit of the Provident Fund maintained for persons in the service of the University as constituted by Section 57 of the said Act, and the Statutes made thereunder and shall pay to the said Fund such subscription as shall be payable under the said Statute (by which Statutes he agrees to be bound) and that the University may deduct the said subscription from any money that may be payable to the said (I) _____ under this agreement or otherwise.
6. That the said (I) _____ shall give instruction to students in the Department and subject for which he is considered eligible by the University and shall conduct research in the said Department and subject to the satisfaction of the University and perform such other duties as may be entrusted to him by any competent authority of the University and shall to the best of his ability carry out the lawful directions of any officer or body of the University to whose authority he may, while his agreement is in force, be subject under the provisions of the said Act or under any Statute or Ordinance or Rules made thereunder.
- 6.A. That it shall be obligatory for the said (I) _____ to carry out supervision and examination assessment work entrusted to him by the University.
7. (a) That the said (I) _____ shall devote his whole time to the service of the University and shall not, without having first obtained the permission of the Vice-Chancellor apply for or accept any post or service carrying remuneration.
 (b) That the said (I) _____ shall not engage directly or indirectly in any trade, business or any other occupation, or absent himself from his duties except in case of accident or emergency or sickness certified by competent medical authority as per Leave Rules of the University.
 (c) That the said (I) _____ shall not take part in politics.
8. That the said (I) _____ shall not, without the previous permission of the Vice-Chancellor accept an examinership at any examination outside the University or accept membership (honorary or with remuneration) on any outside committees or bodies.

9. That the said (I) _____ shall not apply for or obtain or cause or permit any other person to apply for or obtain a patent for an invention made by the said (I) _____ or publish the results of any research involving patentable material done by him or under his guidance in the Department save with the previous permission of the Syndicate and in accordance with such conditions as the Syndicate may impose from time to time. The Vice-Chancellor shall, after consulting the Head of the Department, decide what is patentable material within the meaning of the expression as used in the present clause and his decision shall be final and binding.
10. That the University may at any time dispense with the service of the said (I) _____¹ without notice in the event of misconduct on his part or of a breach by him of the conditions herein specified.
11. That the said (I) _____² shall be entitled to leave in accordance with the Leave Rules for the University employees that may be laid down by the Syndicate from time to time.
12. In case of any dispute arising out of this contract, the decision of the Syndicate shall be final, and that no suit shall lie in any court in respect of the matter decided by the Syndicate.
13. This agreement shall continue in force until determined by either of the parties hereto giving to the other due notice in writing as required under the Rules relating to condition of service of the University employees to terminate it on the last day of the month named in such notice.

In WITNESS WHEREOF the party hereto of the one part has hereunto set his hand and seal and the Common Seal of the Sardar Patel University, Vallabh Vidyanagar is hereunto affixed the date, the month and the year first above written.

Signed by the within named

(I) _____³

(Signature of the employee)

in the presence of

Head of the Institution

The Common Seal of the University
has been affixed in pursuance of the resolution
of the Syndicate in the presence of
Registrar

(Seal)

¹ Write here Professor, Reader, Lecturer, or Officer, etc. as the case may be.

² Write here the full designation mentioning the Department and the Faculty or Office.

³ Write here the full grade showing the minimum and the maximum salaries, and the amount of Increment in between.

**Qualifications for appointment of teachers in the
Post-graduate Departments of the University
[Under Section 43 (1) (f)]**

O.96. [1] The following shall be the minimum qualification for the appointment of teachers in the Post-graduate Departments of the University.

(Humanities, Social Sciences, Science, Commerce, Education, Physical Education, Foreign Languages and Law).

A. For Lecturers :

Good academic record with at least 55% of the marks or, an equivalent grade of B in the 7 point scale with letter grade, O, A, B, C, D, E and F at the Master's degree level, in the relevant subject from an Indian University, or, an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the National Educational Testing (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC or SLET (State Level Eligibility Test) conducted by State Government.

B. Readers :

Good academic record with a doctoral degree or equivalent published work. In addition to these, candidates who join from outside the university system, shall also possess at least 55% of the marks or, an equivalent grade of B in the 7 point scale with letter grade, O, A, B, C, D, E and F at the Master's degree level.

Five years of experience of teaching and/or research excluding the period spent for obtaining the research degree and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

C. Professors:

An eminent scholar with published work of high quality, actively engaged in research, with

10 years of experience in post graduate teaching, and/or experience in research at the University/National Level institutions, including experience of guiding research at doctoral level. OR An outstanding scholar with established reputation who has made significant contribution to knowledge.

In exceptional cases, the teachers with 15 years of UG teaching/research experience could also be considered.

D Principal (Professor's Grade)

1. A Master's degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E & F.
2. Ph.D. or equivalent qualification
3. Total experience of 15 years of teaching/research in Universities/Colleges and other institutions of higher education.

E Principal (Reader's Grade)

1. A Master's degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E & F.
2. Ph.D. or equivalent qualification
3. Total experience of 10 years of teaching/research in Universities/Colleges and other institutions of higher education.

- [2] The following shall be the scales of teachers in the Post-Graduate Departments of the University

Lecturer	8,000-275-13,500/-
Lecturer (Senior Scale)	10,000-325-15,200/-
Lecturer (Selection Grade)/	12,000-420-18,300/-
Reader	
Professor	16,400-450-20,900-500-22,400/-
Principals	
(i) Professor's Scale	16,400-450-20,900-500-22,400/-
(ii) Reader's Scale	12,000-420-18,300/-

(A) Incentives**for Ph.D./M.Phil.**

- [1] Four and two advance increments will be admissible to those who hold Ph.D. and M.Phil. degree, respectively, at the time of recruitment as Lecturer. Candidates with D.Litt./D.Sc. should be given benefit on par with Ph.D. and M.Litt. on par with M.Phil.
- [2] One increment will be admissible to those teachers with M.Phil. who acquire Ph.D. within two years of recruitment.
- [3] A Lecturer with Ph.D. will be eligible for two advance increment when she/he moves into selection Grade/Reader.
- [4] A teacher will be eligible for two advance increments as and when she/he acquires a Ph.D. degree in her/his service career.

(B) Career Advancement

- [1] Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M. Phil. and six years for others at the level of lecturer, and for eligibility to move into the grade of Lecturer (Selection Grade/Readers Des.), the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
- [2] For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer (Selection Grade).
- [3] A Reader with a minimum eight years of service in that grade will be eligible to be considered for appointment as a Professor.
- [4] The Selection committees for Career Advancement shall be the same as those for Direct Recruitment for each category.

(C) Lecturer (Senior Scale)

A lecturer will be eligible for placement in a senior scale through procedure of selection, if she/he has :

- (i) Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil. and Ph.D.
- (ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission. (Those with Ph.D. degree would be exempted from one refresher course).
- (iii) Consistently satisfactory performance appraisal reports.

(D) Lecturer (Selection Grade)

Lecturers in the senior scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfill the other criteria given for the post of Reader, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through extension activities will be placed in the Selection Grade subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Reader. They will be designated as Lecturer in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Reader and, if found suitable, could be given the designation of Reader.

(E) Reader (Promotion)

1. A lecturer in the Senior Scale will be eligible for promotion to the post of Reader if she/he has :
 - (i) Completed 5 years of service in the Senior Scale
 - (ii) Obtained a Ph.D. degree or has equivalent published work.
 - (iii) Made some mark in the areas of scholarship and research as evidenced e.g. by self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities.
 - (iv) After placement in the Senior Scale participated in two refresher course/summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission, and
 - (v) Possesses consistently good performance appraisal reports.

2. Promotion to the post of Reader will be through a process of selection by a selection committee.

The requirement of participation in orientation/refresher courses/ summer institutes, each of at least 3 to 4 weeks duration, and consistently satisfactory performance appraisal reports, shall be a mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade).

The requirement for completing these courses would be as follows:

- (i) For Lecturer to Lecturer (Senior Scale), one orientation course would be compulsory for University and College Teachers. Those without Ph.D. would be required to do one refresher course in addition.
- (ii) Two refresher courses for Lecturer (Senior Scale) to Lecturer (Selection Grade).
- (iii) The Senior teachers like Reader/Lecturers (Selection Grade) and Professors may opt to attend two seminars/conferences in their subject area and present papers as one aspect of their promotion/selection to higher level or attend refresher courses to be offered by ASCs for this level.
- (iv) If a number of years required in a feeder cadre are less than those stipulated in this notification, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years. This situation is likely to arise as, in the earlier scheme, the number of years required in a feeder cadre were much more than those envisaged under this notification.

(F) Professor (Promotion)

1. In addition to the sanctioned position of Professor, which must be filled in through direct recruitment through all India advertisement, promotion may be made from the post of Reader to that of Professor after 8 years of service as Reader.
2. The Selection Committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Reader to Professor, the following method of promotion may be followed.

The candidate should present herself/himself before the Selection Committee with some of the following :

- (a) Self-appraisal reports (required)
- (b) Research contribution/book/articles published
- (c) Any other academic contributions

The best three written contributions of the teacher (as defined by her/him) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in 5 sets with the application.

- (d) Seminar/Conferences attended
- (e) Contribution to teaching/academic environment/institutional corporate life.
- (f) Extension and field out research activities.

(G) Counting of past service

Previous service, without any break as a Lecturer or equivalent, in a university, college, national laboratory or other scientific organisations, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as a UGC Research Scientist, should be counted for placement of lecturer in Senior Scale/Selection Grade provided that :

- (1) The post was in an equivalent grade/scale of pay as the post of a lecturer.
- (2) The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of lecturer.
- (3) The candidates who apply for direct recruitment should apply through proper channels,
- (4) The concerned lecturer possessed the minimum qualifications prescribed by the UGC for appointment as Lecturer,
- (5) The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government/Institution's regulations,
- (6) The appointment was not ad-hoc or in a leave vacancy of less than one year duration. Ad hoc service of more than one year duration can be counted provided:-
 - (a) the ad-hoc service was of more than one year duration;
 - (b) the incumbent was appointed on a recommendation of duly constituted Selection Committee, and
 - (c) the incumbent was selected to the permanent post incontinuation to the ad-hoc service, without any break.

(H) Merit Promotion

Merit promotion scheme of 1983 which was terminated in 1987 for those who did not opt for it, stands abolished. However, professors who were governed by the old merit promotion scheme of 1987 would be eligible for full scale of Professor w.e.f. 01.01.1996. The University can discuss in its academic body and decide *inter-se-seniority* between the merit promotees and direct recruits, based on the date of selection, and as per the existing/amended acts and statues of the university.

(I) Rewarding Merit

1. A supertime scale of Rs. 22000-500-24500 will be given to such Professor of Eminence who will be directly recruited and have completed 28 years of service in accordance with the scheme to be approved by the Government of India.
2. Meritorious teachers who may not have M.Phil. or Ph.D. but who have made outstanding contributions, would be rewarded and recognized as per the scheme to be approved by the Government of India.

O.97. The maximum load of University shall be the same as prescribed under Statute 200.

**CONDUCT AND DISCIPLINE OF
NON-TEACHING EMPLOYEES OF UNIVERSITY**

[Under Sections 23 (1) (xxi) (xxx) and 43 (1) (u) and other enabling provisions]

O.98. Formation and Recognition of Associations

- [1] Subject to the provisions hereinafter appearing in this behalf, non-teaching paid employees of the University both Supervisory (Office Superintendent and above) and Clerical, who are permanent or on probation, (hereinafter referred to as "employees" may, after forming themselves into an association/s, apply for recognition of the association/s, provided the number of members of the respective association/s at all times exceeds and continues to exceed fifty percent of the total number of such employees of the University for the time being.
- [2] Any such Association may apply to the University in the form prescribed in the Schedule to this Ordinance for its recognition, specifying the following particulars therein, namely:
 - [a] name of the Association :
 - [b] place and address of the head office of the Association;
 - [c] number of members of the Association;
 - [d] total number of such employees of the University;
 - [e] name and address of the Secretary or each of the Secretaries of the Association;
 - [f] name and address of the President of the Association;
 - [g] name and address of the Vice-President or each of the Vice-Presidents of the Association;
 - [h] list of members of the Association containing their full names; and
 - [i] date of formation of the Association.
- [3] The President, Vice-President, Secretary, Treasurer and any other office-bearer of the Association shall be persons elected only from amongst the members of the Association. Any person who is not a salaried employee of the University shall not be a member, office-bearer or representative in any category.

- [4] Two copies of the rules of the Association, signed by the Secretary thereof, shall be submitted along with the application for recognition.
- [5] Any change in the office-bearers of the Association shall be communicated by the Association in writing to the University within one month from the date on which such change occurs.
- [6] The rules of the Association, shall have to be got approved by the Syndicate of the University. Any amendment to the rules shall also have to be got approved by the Syndicate and such amendment shall be effective only after the approval of the Syndicate.
- [7] The University may arrange the dispatch of communication by post or hand delivery to the address of the Secretary of the Association or the office of the Association mentioned in the application for recognition or to any other changed address, intimation in writing whereof has been given to the University sufficiently in advance.
- [8] On receipt of an application for recognition, it shall be submitted to the Registrar for scrutiny and if it is found to be in order, it shall be submitted to the Vice-Chancellor for his information, and thereafter the particulars of the application together with the rules appended thereto shall be submitted to the Syndicate for its consideration. The Syndicate shall consider the rules of the Association appended to the application and may approve or disapprove of them wholly or in part or may refer them back to the Association with its suggestions in that behalf. After the rules of the Association are duly approved, the Syndicate shall consider the application for recognition and may grant it or, subject to the provision of clause (10), reject it or, may grant it subject to such conditions as it thinks fit. The Association shall be deemed to have been recognised only after the application for recognition has been granted.
- [9] After recognition has been granted to an association by the Syndicate, the Syndicate may, for any reason deemed proper by it, cancel the recognition or may impose such conditions as it thinks fit, or may suspend the recognition for a definite period. For the purposes of this clause, any of the following reasons may be considered to be proper, namely:
 - [a] the number of members of the Association has ceased to exceed fifty percent of the number of such employees of the University;
 - [b] the Association has not been able to hold its meeting even once during a year or there was no quorum in any annual meeting;
 - [c] the Association has not appointed any one or more of its office-bearers for a continuous period of three years;
 - [d] not less than twenty five percent of the members of the Association have not paid their fees for the current year or the membership fees of not less than ten percent of the members of the Association have remained unpaid;
 - [e] the Association is not maintaining the minutes of its proceedings;

- [f] the Association is not maintaining proper accounts of income and expenditure or the accounts are defective on account of such alternations, errors or unfair practice, as the Syndicate considers to be material;
 - [g] the relations among the members are so strained or disharmonious as to show that the Association cannot function smoothly;
 - [h] the Association appears to be engaged in any activities which are unlawful or contrary to its objects;
 - [i] it is found that the recognition has been obtained through any mistake, misrepresentation or fraud;
 - [j] any other reason which appears to the Syndicate to be proper.
- [10] The Syndicate or a Committee thereof consisting of one or more of its members, shall before approval to rules is refused wholly or in part or recognition to an Association or recognition already granted is cancelled or suspended or any condition is imposed thereon, give to the Association a reasonable opportunity of being heard through its representative. Where the matter is heard by a Committee of the Syndicate, it shall submit its report to the Syndicate, which shall furnish the Association concerned with a copy of such report and thereafter again hear the Association through its representative before taking any action in the matter. The Syndicate shall state its reason in brief for its action. The Syndicate may, for reasons which it deems proper, reconsider the matter.
- [11] The accounts, minutes and books of the Association may be inspected by the Vice-Chancellor, the Registrar or any member of the Syndicate or any person specially appointed in that behalf under instructions of the Syndicate.
- [12] The annual list of members and a copy of the audited accounts of the Association shall be sent to the office of the University by the first day of the month of November of the current year.
- [13] The University may not hear any Association which has not been recognised in accordance with the provisions of this Ordinance.
- [14] No representation or deputation shall be received by the University from an Association except one relating to a matter which is, or raises questions which are, of common interest to all or any class of employees of the University.
- [15] The approval of rules or recognition of Association shall not imply any admission by the University of any claim of employees to a right of strike or stoppage of work.

SCHEDULE TO ORDINANCE 98
APPLICATION FOR REGISTRATION

To.
 The Registrar

_____ University

Sir,

In pursuance of Ordinance 98 of the Sardar Patel University, we hereby request you to recognise the Association of employees of the Sardar Patel University.

Particulars whereof are specified herein below, namely :-

1. Name of the Association:
2. Place and address of the head office of the Association:
3. Number of members of the Association:
4. Total number of the employees of the University:
5. Name and address of the Secretary or each of the Secretaries of the Association:
6. Name and address of the President of the Association:
7. Name and address of the Vice-President or each of the Vice-Presidents of the Association:
8. List of members of the Association containing their full names:
9. Date of formation of the Association:
10. Copy of the resolution of the association authorising the signatories to sign the application for recognition.

Signature and particulars of three members
 authorised to sign the application.

Signature	Name in full	Designation	Address
1.			
2.			
3.			

STAFF JOINT CONSULTATIVE COMMITTEE

- O.99.** 1. There shall be constituted a Staff Joint Consultative Committee (hereinafter referred to as the Committee) for the purposes hereinafter appearing.
2. It shall consist of the following members, namely :-
- (a) The Vice-Chancellor, who shall be the Chairman;
 - (b) The Pro-Vice-Chancellor, if any;
 - (c) Two members of the Syndicate nominated by the Syndicate;
 - (d) Two members of the Senate (not being members of the Syndicate) nominated by the Syndicate.

(e) Three representatives of the respective Staff Association out of whom two shall be the Chairman and the Secretary thereof.

(f) The Registrar.

The term of office of the nominated members under sub-clauses (c) and (d) shall be analogous to the term of the Syndicate nominating such members.

3. The following shall be the objects of the Committee, namely :-

(a) to inculcate and promote amongst the employees of the University a spirit of co-operation, harmony and efficient service in the functioning of the University;

(b) to smoothen the relations between the University as the employer and its employees;

(c) to promote harmonious relations and secure the greatest measure of cooperation between the University in its capacity as the employer as the general body of its non-teaching employees, in matters of common concern and with a view further to increasing the efficiency of services and promoting the well-being of the employees.

4. The scope of the Committee shall include all matters relating to conditions of service and work, welfare of the employees, and improvement of efficiency and standard of work;

provided that in respect of the recruitment, promotion and discipline, the consultation shall be limited to matters of general principles;

provided further that individual cases shall not be considered by the committee, unless they are referred to it by the Syndicate.

5. (a) the Registrar shall be the convener of the meetings of the Committee and shall act as the Secretary thereof;

(b) Five members of the committee shall form a quorum for any meeting thereof;

(c) The Vice-Chancellor and in his absence the Pro-Vice-Chancellor, if any, shall preside over the meetings of the Committee. In the absence of both of them at any meeting, the chairman for the meeting shall be elected from amongst themselves by the members present thereat;

(d) The committee shall meet not less than three times in a year.

6. The substance of the deliberations of a meeting of the Committee as well as the resolutions, if any passed thereat shall, if possible, be laid before the Syndicate at its meeting held immediately after the date of the meeting of the Committee whereat they were made or passed as the case may be, or, if that is not possible, be laid before the Syndicate at the subsequent meeting thereof.

7. The recommendations of the Committee shall be operative only after they are approved of by the Syndicate.

8. Nothing contained in this Ordinance shall be deemed to prevent any employee of the University from making any individual representation to the University in respect of matter concerning him as an employee.

O.100. Rules Regarding Conditions of Service, Leave and Pay Scales etc. for the Non-teaching staff of Affiliated Colleges

1. Rules regarding appointment, confirmation and termination of service

Appointments of non-teaching staff (including Hamals, sweepers and persons appointed on temporary basis) shall be governed by the following terms and conditions :

- (i) All appointments in the college shall be made on a probation for a period of two years. The appointing authority may, however, prescribe in exceptional cases, shorter term of probation.
- (ii) The college management shall give a written appointment letter to every employee wherein the designation, pay-scale, starting salary along with allowances and nature of appointment, i.e. probationary, temporary or permanent, will be stated. The appointee shall submit a duly signed acceptance to the appointing authority within the stipulated period specified in the letter of appointment.
- (iii) If the management decides to relieve an employee not confirmed in service, one month's notice shall be given to him or in lieu of notice, he shall be paid salary of one month; provided, however, that no notice of discontinuance shall be necessary in case of (a) work charge staff and (b) for appointments till further orders.
- (iv) An employee on probation, whose work and conduct are found to be satisfactory, may be confirmed in service after completion of the period of probation. This probationary period shall be counted as approved service for purpose of granting him increment in the grade in which he was appointed.
- (v) An employee appointed to temporary post or in the leave vacancy in respect of a permanent post shall not be considered for confirmation in service unless the post to which he has been appointed, subsequently becomes a permanent post or the leave vacancy becomes a permanent vacancy.
- (vi) If an employee who is not confirmed in service, wishes to resign from service, he shall give one month's notice in writing to the college or institution. The college or institution shall be entitled to recover, one month's salary in lieu of notice if the employee fails to give such notice; provided, however, no notice or resignation shall be necessary in respect of purely temporary appointments of a duration of less than six months.
- (vii) (a) A permanent and confirmed employee shall be required to give three months' notice in case he desires to be relieved or he shall pay to the college or institution three months' salary in lieu of such notice, unless the college or institution waives, by specific order, a part or whole of the notice period.
(b) If the college or institution decides to relieve an employee who is confirmed in service, a notice to that effect shall be served on him three months before the date on which he is to be relieved.

In the absence of such notice, the college or institution shall pay to the employee three months' salary in lieu of notice.

(Note:- For the purpose of these rules, salary shall mean pay exclusively or dearness allowance and other allowances.)

- (viii) Before leaving the service of a college or institution an employee shall hand over the charge of his post to a duly authorised employee and shall return to the college or institution all books, apparatus, furniture, equipment, cash or stores etc. held in his custody and shall pay in full all the charges for occupation of residential quarters, municipal or panchayat taxes, water and electricity charges, etc. as may be due from him. If he fails to do so the head of the college/institution in which he is employed shall recover the amounts due from him on account of the above items from his salary or from the amount of contribution made by the college/institution to his provident fund.
- (ix) The annual grade increment to an employee shall be paid after it has been sanctioned by competent authority of the college/institution.
- (x) Service rendered on a graded post during the period of probation and after confirmation shall be counted as service towards increment.
- (xi) Service rendered on a temporary post shall count for increment provided the post carries a graded salary.
- (xii) Service during the period of demotion and the period spent on leave without pay, shall not count for increment, except when such leave is taken for foreign study or equivalent study outside the headquarters within India which has been approved and sanctioned by the competent authority of the college/institution.
- (xiii) Each employee shall produce a medical certificate from the Medical Officer of the University or Medical Practitioner approved by the college, regarding physical fitness within three months of his joining duty after first appointment, failing which his services will be liable to be terminated. The fees prescribed for such examination shall be paid by the employee.
- (xiv) No employee shall accept any work either remunerative or otherwise from any other outside agency or indulge in any trade or business without prior written sanction of the college management.
- (xv) Holding charge of higher posts and officiating arrangement:
 - [a] When an employee goes on leave or is otherwise absent from duty, the employee in the next lower cadre in the grade, who is considered competent to discharge the duties of the higher post may be appointed to hold charge of or officiate in the higher post independently or over and above his own duties, or to carry on the duties of the higher post. If the period of such acting or officiating arrangement extends to a period of one month or more, the employee may be paid acting allowance as indicated in (b) below.
 - [b] Where a person is required to do the work of equivalent post in addition to his own work, he/she shall be paid at 5% of the presumptive pay and at the rate of 10% of the presumptive pay in case of holding additional charges of higher post.
The charge allowance will be admissible only when the additional charge is held for a minimum period of 30 days.
- (xvi) Normal office hours shall be fixed for all employees by the college management, but in case it becomes necessary, the employees shall have to work beyond office hours also.

- (xvii) An employee who remains absent from duty continuously for a period exceeding 30 days without obtaining prior permission or getting due leave sanctioned by the competent authorities, will be liable to be considered to have ceased to be in employment of the college from the date of such absence. In such cases, salary of due notice period shall be recoverable from him.
- (xviii) It shall be obligatory on the part of every employee to accept and carry out the examination work that may be entrusted to him either by his employer or the University.

II. Rules regarding Provident Fund & Gratuity

The rules regarding Provident Fund and Gratuity for the non-teaching staff other than the Hamals, Sweepers and persons appointed on temporary basis or on daily-wages, will be the same as those laid down for the teaching staff of the affiliated colleges.

III. Leave Rules

- [1] Leave of any kind cannot be claimed as a matter of right.
- [2] Leave may be granted, if due, for genuine reasons subject to exigencies of college work.
- [3] For the purpose of these leave rules, 'pay' includes all allowances excluding work, conveyance and cycle allowances.
- [4] In case of genuine hardship, the management shall be competent to grant relaxation in the leave rules.

[a] Casual Leave

- [1] An employee will be entitled to a maximum of 15 days' casual leave in a financial year subject to the condition that ordinarily not more than 7 days' casual leave should be enjoyed at a time.
- [2] Casual leave cannot be joined with any other kind of leave, except Sunday and holidays.
- [3] For purposes of salary, full pay shall be given during casual leave.
- [4] A new employee will be entitled to such leave commensurate with the period of his appointment during the year, even though he may not have actually earned it at the time of his going on leave. If he fails to complete the full period of appointment, proportionate deduction will be made from his salary at the time of the last payment.

[b] Privilege Leave

- [1] Every employee will get 30 days privilege leave for completed year of service. However, every first day of the month of January and July, 15 days privilege leave will be credited in Advance to the account of the respective employee for subsequent six months and if the employee joins in between the period i.e. between January to June or July to December, he will be entitle for privilege leave at the rate of 2 1/2 privilege leave per month.
- [2] Privilege leave can be joined with sick leave only, but holidays and/or Sundays can be affixed at both ends of privilege leave

- [3] An employee will be entitled to this leave during the probation period also.
- [4] The leave will accumulate upto a period not exceeding 300 days.
- [5] Those employees who get the benefit of vacations will not be entitled to earn privilege leave.
- [5-A] Such category of the non-teaching laboratory staff of the affiliated Science colleges and A. R. College of Pharmacy/G. H. Patel Institute of Pharmacy as may be decided by the Syndicate from time to time shall be treated as vacational employees subject to the conditions that may be laid down by the Syndicate in this behalf.
- [6] The period spent on privilege leave shall count for increment.
- [7] An employee may be given the balance of privilege leave due to him as leave prior to retirement at the discretion of the college/ management.
- [8] The non-teaching employees of the affiliated Colleges will be entitled to the benefits of encashment of leave as per the rules prescribed from time to time by the University for its employees in this regard, provided the State Government agrees to approve this expenditure on encashment of leave on a cent per cent basis or to include it in the pay-packet.

[c] Half Pay Leave

- [1] Half pay leave shall be given to an employee at the rate of 20 days for the completed year of service. However, on every first day of the month of January and July, 10 days half pay leave will be credited in advance in the accounts of the respective college employees for subsequent six months and if the college employee joins in between the period i.e. between January to June or July to December, he will be entitled for half pay leave at the rate of 5/3 per month. Such leave may be granted on medical ground or 'for private affairs or for academic purposes.
- [2] An employee will be entitled to half pay only.
- [3] This leave can accumulate upto any period but no employee shall get more than 12 months half pay leave at a time.
- [4] This leave can be commuted into full pay leave subject to a maximum of 3 months at a time only on production of medical certificate.
- [5] An employee going on commuted leave on full pay shall have to produce a medical certificate.
- [6] The employee shall be paid during full pay leave the full salary and during half pay leave half the salary he would have received if he were on duty. He shall not be paid any work allowance during the period.
- [7] This leave can be joined with Privilege Leave.
- [8] No employee who is granted half pay leave for his own sickness for a period of more than two months shall return to duty without first producing a certificate of fitness from the University Medical Officer.

- [9] An employee may be granted commuted leave in case of sickness of any member of his/her family who is dependent on the employee. The medical certificate, as is now necessary in respect of the college employee, shall also be necessary when commuted leave is asked for on the ground of sickness of any of the dependent member of the family of the college employee.

The term "dependent" for the purpose of this rule means college employee's spouse, parents, sisters, brothers, children including step children.

- [10] When the commuted leave is granted, twice the number of such leave shall be debited against half pay leave due.

- [11] The benefit of encashment of the leave at the time of retirement shall be applicable to the employee on the terms and conditions as may now be in force as also that may be prescribed by the State Government from time to time.

(d) Maternity Leave:

A competent authority may grant Maternity Leave for 135 days to a female employees of the college who has completed one year of service.

Notes : (i) Maternity leave may be combined with the leave of any other kind but any other leave in continuation of maternity leave may be granted only on medical ground.

(ii) A female employee who has two or more surviving children shall not be entitled to maternity leave.

(iii) Maternity Leave may be granted on half pay to a female employee who has put in less than two years of continuous service and with full pay to one who has completed two years or more service.

(e) Extraordinary Leave:

- (1) Extraordinary leave may be granted to an employee who applies in writing for the grant of such leave :

(a) when no other leave is admissible under rules; **or**

(b) when the employee concerned applies in writing for the grant of extraordinary leave.

- (2) Except in the case of a permanent employee, the duration of extraordinary leave shall not exceed three months on any occasion.

- (3) An employee going on extraordinary leave shall not be entitled to any leave salary and allowances.

- (4) Extraordinary leave may be granted in genuine case in continuation of sick leave or privilege leave.

- (5) The period of the leave without pay enjoyed by an employee shall not count for increment.

(f) Paternity Leave

A male employee of the college with less than two surviving children may be granted paternity leave for a period of 15 days during confinement of his wife. During the

period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity Leave shall not be debited against the leave account and may be combine with any other kind of leave (as in the case of Maternity leave). It may not normally be refused (under any circumstances).

IV. Rules regarding age of retirement

- (a) Superannuation age for employees other than Engineering College recruited on or before 30-9-1984 shall be 60 years and that for the employees recruited on and from 01-10-1984 shall be 58 years.
- (a)(1) Superannuation age for the post of Librarian and Physical Instructor (Physical Education Personnel), who are being treated at par with the teachers shall be 62 years.
- (b) Superannuation age for employees recruited in Engineering College shall be 58 years at present.
- (c) Superannuation age for Class IV servants including the Class IV employees of the Engineering Collage shall be 60 years.
- (d) Notwithstanding anything contained above, Non-Teaching Staff of affiliated College other than Engineering College whose age of retirement falls between 15th June and 31st October or 1st November and 14th June shall automatically be deemed to be extended till 31st October and 14th June respectively as the case may be. During such extended period all employees shall not be entitled for Pension/Leave/Increment and their Basic Pay and Pension be entitled as per B.C.S.R. Rules.

V. Pay-scales and qualifications of different posts

- (i) The following shall be the pay-scales of different categories of posts as mentioned against each or as may be amended by the State Government from time to time.
- (i-A) The pay-scales and qualifications of Librarian and Physical Training Instructors shall be as may be prescribed by the State Government from time to time.

Sr. No.	Category of the posts	Pay-Scale
1.	Office Superintendent	Rs. 5500-175-9000
2.	Head Clerk	Rs. 5000-150-8000
3.	Accountant/Head Clerk (Accounts)	Rs. 5000-150-8000
4.	Language Laboratory Technician	Rs. 4500-125-7000
5.	Technician (Electronics)	Rs. 4000-100-6000
5.A.	Technical Assistant (Computer Science)	Rs. 4000-100-6000

5.B. Laboratory Programmer/ Jr.Computer Programmer	Rs. 5500-175-9000
6. Senior Clerk	Rs. 4000-100-6000
7. Store-Keeper	Rs. 4000-100-6000
8. Accounts Clerk	Rs. 4000-100-6000
9. Senior Laboratory Asstt.	Rs. 4000-100-6000
10. Senior Library Asstt.	Rs. 4000-100-6000
11. Gas Mechanic	Rs. 4000-100-6000
12. Senior Typist	Rs. 3050-75-3950-80-4590
13. Junior Clerk/Typist	Rs. 3050-75-3950-80-4590
14. Laboratory Assistant	Rs. 3050-75-3950-80-4590
	(For S.S.C. & Higher qualification)
	Rs. 3050-75-3950-80-4590
	(For others)
15. Cashier	Rs. 3050-75-3950-80-4590
16. Junior Library Assistant	Rs. 3050-75-3950-80-4590
17. Library Clerk	Rs. 3050-75-3950-80-4590
18. Electrician/Wireman	Rs. 3050-75-3950-80-4590
19. Plumber	Rs. 3050-75-3950-80-4590
20. Head Peon/Naik	Rs. 2610-60-3150-65-3540
21. Peon/Hamal/Sweeper/Mali Library Attendant/ Chowkidar/Duplicating Machine Operator/Plant Collector	Rs. 2550-55-2660-60-3200
*22. Computer Programmer	Rs. 8000-275-13500
*23. Administrative Officer	Rs. 6500-200-10500
*24. Computer Operator	Rs. 6500-200-10500
*25. Terminal Programmer	Rs. 3050-75-3950-80-4590

- Notes:* (i) The above pay-scales are as revised by Govt. as per their Education Department G.R.No. NGC. 1198-G-15-KH Dated 12-3-1998 and G. R. No. N.G.C./1098-2168-S dated 18-12-1998.
- (i) The addition to the pay, Dearness Allowance and House Rent Allowance will be admissible as per the rates prescribed by the State Government from time to time.
- (ii) The above Pay-scales will not apply in respect of Part-time employees or employees appointed on a fixed salary.
- *(iv) The Pay-Scales for the posts approved by the State Government are only for Engineering College.

V (ii) Qualifications/Experience required for different posts in the prescribed pay scales shall be as under :

(1)	Administrative	<p>A graduate with atleast ten years experience of office work of which atleast five years experience of work in Supervisory Capacity, Postgraduate qualifications desirable.</p> <p style="text-align: center;">or</p> <p>A graduate with five years' experience as a Head Clerk in the College.</p>
(2)	Office Superintendent	<p>A graduate having 10 years' experience of office work out of which atleast three years' experience of a supervisory capacity.</p> <p style="text-align: center;">or</p> <p>Graduate with three years' experience as Head Clerk/Accountant in an affiliated college under the same Management.</p> <p style="text-align: center;">or</p> <p>S.S.C. (Old) or H.Sc. Pass with 5 Years' experience as Head Clerk/Accountant in an affiliated college under the same Management.</p>
(3)	Head Clerk	<p>A graduate with 5 years' experience of office work out of which atleast two years' experience of a supervisory capacity</p> <p style="text-align: center;">or</p> <p>S.S.C. (Old) or H. Sc. Pass with three years' experience of office work as Senior Clerk in an affiliated college under the same Management.</p>
(4)	Senior Clerk	<p>A graduate with 3 years' experience as Jr. Clerk</p> <p style="text-align: center;">or</p> <p>S.S.C. (Old) or H.Sc. Pass with three years' experience as Junior Clerk in an affiliated college under the same Management.</p>

(4) (A)	Accounts Clerk	<p>A Commerce graduate with Accountancy having 3 years' experience pertaining to accounts/cash.</p> <p style="text-align: center;">or</p> <p>S.S.C. (Old) or H.Sc. Pass with three years experience as Jr. Clerk pertaining to accounts/cash in an affiliated college under the same Management.</p>
(5)	Junior Clerk/ Junior Typist	A graduate with English as a compulsory subject certified knowledge of English and minimum 40 words p.m. in English and 25 words p.m. in Gujarati is desirable.
(6)	Accountant	<p>A Commerce graduate with Accountancy having five years' experience of which atleast 3 years will be pertaining to accounts/cash.</p> <p style="text-align: center;">or</p> <p>S.S.C. (Old) or H.Sc. Pass with three years' experience of office work as Sr. Clerk of which atleast two years' experience pertaining to accounts/cash in an affiliated college under the same management.</p>
(7)	Store-Keeper/Senior Laboratory Assistant	B.Sc.-II preferably in respective subject with two years' experience.
(8)	Librarian	<p>Any graduate having Master's degree in Library Science/Information Science or equivalent professional degree with fifty-five percent marks or equivalent grade plus consistently good academic record.</p> <p style="text-align: center;">or</p> <p>Master's degree in Arts/Science/Commerce or equivalent degree with atleast fifty-five percent marks of equivalent grade in Library Science/Information Science or equivalent professional degree with atleast fifty-five percent marks or equivalent grade plus a consistently good academic record.</p>

(9)	Language Laboratory Technician	MINIMUM: B.Sc. with Physics. Electronics with two years relevant experience or Diploma in Electronics/Electronics Communications or Telecommunication or Radio operating Instrumentation from a recognised institution.
(10)	Technician (Electronics)	B. Sc. Physics Electronics with two years' relevant experience. OR Diploma in Electronics
(11)	Technical Assistant (Computer Service)	Graduate with P. G. Diploma in Computer Application of a recognised University OR B.Sc. (Computer Science) or Diploma in Computer Engineering.
(12)	Computer Programmer	A Post-graduate degree with first class in Science with Mathematics/Statistics/Physics and three years' experience in programming or B. E. (Computer) with Second Class.
(13)	Computer Operator	A B.Sc. with First Class with Mathematics/Statistics/Physics or Electronics as a special subject and two years' experience in Computer Operation or a Diploma in Computer with two years' experience.
(14)	Laboratory Programmer/Junior Computer Programmer	Graduate with Post-graduate Diploma in Computer Applications of recognised University or B.Sc. (Computer Science) or Diploma in Computer Engineering with three years' experience and DCA with atleast high Second Class.
(15)	Terminal Programmer	S. S. C. with certificate Course in data entry and three years' experience
(16)	Laboratory Assistant	B. Sc. - II in respective subject OR B.Sc. - II with two years' experience as a clerk.
(17)	Gas Mechanic	S. S. C. with I. T. I. Mechanic Course from recognised institution with minimum three years' experience. OR Diploma in Mechanical Engineering.
(18)	Plumber	S. S. C. with I. T. I. Plumber's Course from a recognised institution with relevant work experience is desirable.

(19)	Electrician/Wireman	S. S. C. with I. T. I. Mechanic Course from recognised institution with minimum three years' experience.
(20)	Head Peon (Naik)	5 years' experience as Peon in a College.
(21)	Gardner	Experience in Gardening
(22)	Plant Collector	Std. VIIIth pass and experience as Gardner.
(23)	Watchman	Able to read & write with good physique, reliable and experience of similar work.
(24)	Peon/Driver/Hamal/ Sweeper	Standard VIIIth pass and / or relevant experience for the job as may be considered necessary.

- Note:** [1] The Management may with the previous approval of the Syndicate relax qualifications as laid down for any of the categories of posts.
- [2] Permanent employees who are already working on the existing posts shall be eligible to hold the same post even if they fall short of the above requirements.
- [3] The posts are created and approved by the State Govt. for Engineering college only.

VI. (i) Rules regarding Promotion for Non-teaching employees of affiliated colleges:

In the case of posts up to and inclusive of the Office Superintendent, the vacancy shall be filled in by promotion strictly by seniority as per the following rules from amongst the Non-teaching employees of the colleges concerned or in case there are more colleges than one under the same management then the colleges be grouped together as under, for the above purpose, who possess the qualifications prescribed for the post. The employee who declines the offer in writing, or does not accept the offer within the specified time limit, loses his right to promotion on that post for that turn only.

- (1) Colleges of Arts, Science, Commerce, Education, Law and Home Science covered under the preview of Commissioner of Higher Education (Under the Department of Education)
- (2) Colleges covered under the preview of Director of Technical Education.
- (3) Colleges covered under the Director of Medical Education and Research (Under the Department of Health).

Rules of Seniority

1. The Seniority of the employees in any particular cadre shall be considered on the length of service put in by them in that cadre.
 2. In case two or more employees in a particular cadre have joined on the same date, the person joining earlier shall be considered senior.
 3. If two or more persons joining in the same cadre on the same date and at the same time the seniority shall, notwithstanding what is stated in clause No. 1, be considered on the basis of the total length of continuous service put in by such employees in the colleges/institution and if the length of continuous service of such employees in the college/institution is equal, the seniority shall be considered on the educational qualifications (including the class obtained by them) which they possess on the date of joining.
 4. If two persons joined on the same date and time with identical educational qualifications and are also given promotion and join on the post to which they are promoted on the same date and at the same time, the older person shall be considered senior.
 5. The seniority of employees working in the same cadre at various sections and departments of the college/institution will be considered cumulatively.
- (ii) An employee holding a post in a substantive, temporary or officiating capacity promoted in a substantive, temporary or officiating capacity to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him, in the normal course of promotion or transfer, his initial pay in the time-scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower post by one increment at the stage at which such pay has accrued, provided that where an employee immediately before his promotion or appointment to the higher post is drawing pay at the maximum of the time of the lower post the benefit of notional increase shall be extended, and for this purpose the pay of the employee be increased notionally by adding an amount of the last increment in the lower post and then his pay should be fixed at the stage next higher to the notional pay so worked out. These orders shall not apply in case where an employee is appointed to another post by nomination through competition test or otherwise by departmental selection Boards or Committees etc.

REGULATIONS

Recognition of Examinations of Other Universities and Statutory Examining Bodies [Under Section 23 B (2) (ix) of the Act]

- R.1** All degree examinations conducted and controlled directly by a statutory University in India will be deemed equivalent to the corresponding degree examinations of this University.
- R.2** The Pre-University and the Higher Secondary Examinations under New pattern (10+2) conducted and controlled directly by a statutory University or a statutory examining board or body in India will be deemed equivalent to the Preparatory examination in the corresponding faculty of this University and XII std. examination of the +2 stage conducted by Gujarat Secondary Education Board, Gandhinagar for admission to the first year of 3 year degree course in various faculties and provided the subjects selected by students at such examinations are according to the requirements of a course they desire to pursue.
- R.3** All examinations conducted and controlled directly by a statutory University in the State of Gujarat will be deemed equivalent to the corresponding examinations of this University, on reciprocal basis.
- R.4** The following is the list of examinations of other Universities and bodies which have been recognised as equivalent to the corresponding examinations of this University as it stood on 31st December, 1977.

Name of the University or Body	Examinations recognised as equivalent to the corresponding examinations of this University.
Agra	Inter Science = First Year B. Sc. B. Sc. (Engg.) Electrical & Mechanical = B.E. (Electrical & Mechanical) B. Sc. (Home Science) = B. Sc. (Home Science) M. Sc.(Home Science) = M. Sc.(Home Science)(General Course) B. A. (Household Arts) candidates be considered eligible for admission to the M.Sc. Course in Home Science of this University in any branch except M. Sc. Foods and Nutrition.
Aligarh	Inter Arts
Allahabad	Inter Arts, Inter Science.
Andhra	Inter Arts, Inter Science. Inter Commerce, if passed with Geography, Banking and Accountancy.
Annamalai	Inter Arts, Inter Science.

Name of the University or Body	Examinations recognised as equivalent to the corresponding examinations of this University.
Banaras	Inter Arts, Inter Science, Inter Commerce. Bachelor of Business Management = B. Com. Degree for the purpose of admission to M. Com.
Berhampur	Inter Arts, Inter Commerce and Inter Science
Bihar	Inter Arts, Inter Science, Inter Commerce.
Bombay	Inter Arts, Inter Science, Inter Commerce, F. E., S. E. First LL. B.
Calcutta	Inter Arts, Inter Science
Delhi	Pre-Medical = First Year B. Sc. Inter Arts, Inter Science, First Year B. Sc.
Gujarat	All Examinations.
Indore	First & Second LL. B., First Year B. Sc.
Jadavpur	B. Sc. (Preliminary F. Y. B. Sc.
Jabalpur	F. Y. B. Com (Part - 1)
Jammu & Kashmir	Inter Science
Jiwaji	B. A. Part - 1 = F. Y. B. A. B. Sc. Part - 1 = F. Y. B. Sc. B. Com. Part - I = F. Y. B. Com.
Jodhpur	First Year B. Sc.
Karnatak	First Year B. A., First Year B. Sc., First Year B. Com.
Kerala	Inter Arts, Inter Science
Madras	Inter Arts, Inter Science, B. O. L. for admission to M. A.
Magadh	B. A. Part - 1 = First Year B. A. B. Sc. Part - 1 = First Year B. Sc. B. Com. Part - I = First Year B. Com.
M. S. University of Baroda	All Examinations
Marathwada	Inter Arts, Inter Science, Inter Commerce
Mysore	Inter Arts, Inter Science, B. Sc. (Ed.) = B. Ed.
Nagpur	Inter Arts, Inter Science B. A. Part - 1 = First Year B. A. B. Sc. Part - 1 = First Year B. Sc.
Osmania	Inter Science

Name of the University or Body	Examinations recognised as equivalent to the corresponding examinations of this University.
Punjab	Inter Arts, F. Y. B. A. Inter Science F. Y. B. Com. (Part - 1) Pre-Engineering = First Year B. Sc., LL. B.
Poona	F. Y. B. Sc.
Punjabi	Inter Arts, Inter Science, B. Ed., M. Ed. B. A. Part - 1 = First Year B. A. B. Sc. Part - 1 = First Year B. Sc.
Patna	B. A. Part - 1 = First Year B. A. B. Sc. Part - I = First Year B. Sc. B. Com. Part - 1 = First Year B. Com.
Rajasthan	First Year B. A., First Year B. Sc.
Ranchi	F. Y. B. A., F. Y. B. Com.
Regional College of Education Bhopal (NCERT)	B.Ed.
Sambalpur	First Year B. Com.
Saugar	Inter Arts., Inter Science.
Saurashtra	All Examinations
Shivaji	F. E. = S.Y. B. E. S. E. (C. M. & E.) = T. Y. B. E. (C. M. & E.) T. E. (C. M. & E.) = Fourth Year B. E. (C. M. & E.) B. E. (C. M. & E.) = Fifth Year B. E. (C. M. & E.) B. A. Part - 1 - F. Y. B. A. B. Sc. Part - 1 = F. Y. B. Sc. B. Com. Part - 1 = F. Y. B. Com. F. Y. B. A., F Y. B. Sc., F. Y. B. Com.
S.N. D. T.	F. Y. Arts, B. A. (Old Course) with one year teaching experience after graduation = B. A. for admission to B. Ed. Prep. Arts (with English) = Prep. Arts, F. Y. B. A., M. Ed.
South Gujarat	All Examinations
Shri Venkateswar	Pre-professional examination
Sampurnanand Sanskrit Vishwavidyalaya, Varanasi	Shastri = B. A. (Sanskrit) Acharya = M. A. (Sanskrit) Shiksha Shastri = B. Ed. (if passed with English as compulsory subject at Graduate Level)

Name of the University or Body	Examinations recognised as equivalent to the corresponding examinations of this University.
Udaipur	M. A. (Rural Sociology) Exam.= M. A. (Sociology) F.Y. B. Sc.
Utkal	First Year B. A. First Year B. Sc. First Year B. Com.
Vikram	First Year B. A. First Year B. Sc. First Year B. Com. First Year B. Sc. (Engg.) = Pre-Engineering Second Year B. Sc. (Engg.) = First Year B. E. Third Year B. Sc. (Engg.) = Second Year B. E.
Viswa-Bharati	B. Sc. (Social) = B. A. for admission to M. A. in Economics, Sociology, Political Science and for admission to LL. B. and B. Ed. Courses. Senior School Certificate in Arts or Science = First Year B. A. or First Year B. Sc. Higher School Certificate in Arts = Prep. Arts. B. S. W. (Hons.) = B. A. for admission to M. A. in social sciences.
Part examinations leading to the Degree of Bachelor of Engineering conducted by the Statutory Universities in India	Corresponding Engineering Examinations of this University.
Statutory Universities and Institutions deemed to be Universities in India.	First Year examination of Five Year integrated Degree course in Science & Technology as equivalent to First Year B. Sc. Examination.
Institutions deemed to be Universities	
Gujarat Vidyapeeth	Samaj Vidya Visharad Examination for admission to B. Ed. Course provided candidates have 2 years" teaching experience in recognised high schools after graduation.
Gurukul Kangri Vishwavidyalaya	M. A. (Sanskrit & Hindi) = M. A.
Indian Institute of Technology Bangalore	First Year B. Tech. (Elect.)= Third Year B. E.(Elect) Second Year B. Tech. (Elect.) = Fourth Year B. E. (Elect.) Third Year B.Tech.(Elect.)=Fifth Year B. E. (Elect.)

Name of the University or Body	Examinations recognised as equivalent to the corresponding examinations of this University.
Indian Institute of Rural Management (IRMA) ANAND.	Post Graduate Diploma in Rural Management = M. Com. M. B. A., M. A. (Econ.)
Jamia Milia Islamia	Jamia Higher Secondary = S. S. C. for admission to Arts Faculty only. B. A. (Hons.) Degree examination in Hindi, Political Science, Economics & History = B. A. in the corresponding subjects for the purpose of admission to M. A.
Kashi Vidyapeeth	Shashtri & M. A. in Hindi and Sanskrit only = B. A. and M. A. in respective subjects.
Lokbharti Education	Bachelor of Rural studies Exam for admission
Mahavidyalaya, Sanosara	to M. A. (Gujarati only). If passed with English eligible for admission to LL. B. and B. Ed. (English) and if passed without English, eligible for admission to B.Ed.
Naval College of Engineering, Lonavala.	B. E. (Mech.) = B. E. (Mech.) B. E. (Elect.) = B. G. (Elect.)
Sampurnanand Sanskrit Vishvavidyalaya.	Shashtri, Acharya and Shiksha Shastri examinations = B. A. (Sanskrit). M. A. (Sanskrit) respectively. Shiksha Shashtri exam, if passed with English as a compulsory subject at graduate level be considered equivalent to B. Ed. for admission to M. Ed.
Tata Institute of Social Sciences, Bombay	M. A. (Social Work) = M. A. (Sociology)
Board of Secondary Education, Rajasthan. Ajmer	'Upadhyaya' Examination as equivalent to the preparatory Arts (Non-English) Course for admission to F. Y. B. A. (Non-English) Course
Foreign Universities and Examining Bodies	
Any Examining Body in United Kingdom	General Certificate of Education (Advanced level) = Second Year B. A., or B. Sc. as per following subject requirement : 1 . For admission Any three of the Science to S. Y. B. Sc.subjects (Note: Biology will be considered as one subject) 2. For admission Any three subjects falling to S. Y. B. A. within the Faculty of Arts.

Name of the University or Body	Examinations recognised as equivalent to the corresponding examinations of this University.
Basic Education Higher Standard examination, Burma	Preparatory Science
Boston	M. A. (Education) = M. Ed.
Cornell University, Ithaca, New York, U.S.A.	Master's Degree in Botany = Master's Degree in Science.
Mandalay (Burma)	Parts A and B Examinations = F. Y. B. Sc. (with Mathematics). Students passing these examinations be considered eligible to appear at the Engineering Admission Test Examination.
Nakharinwirot University, Thailand (Bangkok College of Edu., Thailand)	B. Ed. Examination = B. Ed. and B. Ed. (English)
1. Indian School Certificate Examination conducted by the Council for the Indian School Certificate Examination, New Delhi.	= Preparatory Course.
2. Overseas School Certificate Examination conducted by the Cambridge University	= Preparatory Courses of this University, provided a candidate has passed at least in six subjects including English Language.
3. School Certificate Examination conducted by the East African Examination Council and the Cambridge Syndicate .	--do --
4. Higher School Certificate Examination conducted by the Cambridge Local Examinations Syndicate in Collaboration with the University of Singapore.	= Preparatory Course of this University, provided a candidate has passed at least in six subjects including English Language.
5. National Form IV Examination, conducted by the Government of Tanzania	--do--
6. Ministry of Higher Education, Kenya.	Kenya Certificate of Education for admission of First year of the three year degree course in the Faculties of Arts, Science & Commerce of this University.

Note: The subject requirements for candidates passing any of the examinations shown from 1 to 6 above will be as under :

- A. Preparatory Arts or Commerce, if passed with English for admission to First Year B. A. or B. Com.

B. Preparatory Science for admission to F. Y. B. Sc. or F. Y. B. E. as per following subject requirements.

[i] For admission to First Year B. Sc. (with Mathematics) or First Year B. E.

1. English 2. Algebra and Geometry, or Mathematics with Credit
3. Physics and 4. Chemistry or 3 & 4. General Science with Credit or
3. & 4. Physics with Chemistry with Credit or 3. & 4. Physical Science with Credit.

[ii] For admission to First Year B. Sc. (with Biology Group)

1. English 2. Biology 3. Physics and 4. Chemistry or 3 & 4. General Science with Credit or 3 & 4. Physics with Chemistry with Credit or
3. & 4. Physical Science with Credit.

Secondary Schools of U. S. A.	12 years' Diploma Course of the Secondary Schools = Preparatory examination provided the subjects taken at the said examinations are of such nature as to include the core subjects prescribed for Preparatory examinations under various faculties.
East African Advanced Certificate of Education Examination conducted by the University of Cambridge Local Examination Syndicate in collaboration with the East African Examinations Council.	Recognised for admission to the First Year of the three year Degree Course under the Faculties of Science and Commerce where English is a compulsory subject and if they have studied English for atleast Five Year and atleast three Principal subjects and for other Faculties where English is not compulsory subject the students should have studied at least Three Principal subjects
Government of Ceylon	G. C. E. Advanced level Examination = First Year Exam. in Science & Arts.
Universities in Ceylon	All Degree Examinations for admission to Higher Courses of study.
French Diploma	Baccalaureat II = Preparatory examination.
Gregorian University Rome	L.P.H.= B. A. for admission to M. A. (Philosophy) = B. A. for admission to B. Ed. (English)

Name of the University or Body	Examinations recognised as equivalent to the corresponding examinations of this University.
London	Post-graduate Certificate in Education = B.Ed. Inter Arts, Inter Science. B. Sc. (Hons.) in Economics = M. A. (Economics). Diploma in Education and the Associateship of the Institute of Education Exam. = M. Ed. for the purpose of admission to Ph. D. in Education.
Oxford	B. Litt. = M. A.
The Board of Education, Ministry of Education, Bangkok, Thailand	Mathyom VII and VIII Examinations as equivalent to Preparatory Arts and Commerce.
Examining Boards in India	
Board of Secondary Education, Madhya Pradesh, Bhopal	Intermediate Arts Std. XII (+2 level) for Intermediate Science = Admission to First Intermediate Commerce Year Course with Subject requirements as provided in S. 175.
Board of Secondary Education Rajasthan	Inter Arts, Inter Science, Inter Commerce
Board of High School and Intermediate Education, U.P.Allah'abad	Inter Arts, Inter Science, Inter Commerce, if passed with 40% marks in each subject, with one of the following optional subjects : (1) Elements of Banking (2) Elements of Industrial Organisation (3) Mathematics.
Board of High School & Intermediate Education, Ajmer	Inter Arts, Inter Science and Inter Commerce with English as Compulsory subject.
Bhopal & Vindhya Pradesh, Ajmer.	For Inter Commerce, candidate must have passed the examination under new Syllabus, with 40% marks in each subject.
Secondary Board of Intermediate Education, Andhra Pradesh, Hyderabad.	Intermediate public examination as equivalent to Preparatory Examination of this University for admission to First Year B.A./B.Sc./B.Com. Courses.
State Examination Board, Ahmedabad.	Diploma in Banking & Diploma in Accountancy = F.Y.B.Com.
Technical Examination Board, Gujarat State	Diploma in Home Science for the purpose of admission to First Year B.Sc. (H.S.) Course.

Other Institutions in India	
Name of the University or Body	Examinations recognised as equivalent to the corresponding examinations of this University.
All India Council for Technical Education (Ministry of S.R.&C.A.)	National Diplomats. E. for admission to M.E.
National Council for Rural Higher Education.	(i) Candidates having Diploma in Rural Services with at least three years' teaching experience subsequently be considered eligible for admission to B.Ed, (ii) Post-graduate Diploma in Rural Sociology and community Development=M.A. (Sociology) for admission to Ph.D. in Sociology.
Diploma Course in Secretarial practice including Business Correspondence and Stenography conducted by Government of Gujarat.	Pre-Commerce provided the student has passed S.S.C. Examination with English as one of the subjects
Diploma in Education (Govt. of Gujarat)	B.Ed, for admission to M.Ed.
Two Years' Course (Indian Defence Academy)	First Year B.Sc.
Ministry' of Defence. Government of India	Army Higher Secondary Certificate Examination = Preparatory Arts and Preparatory Commerce.
Military Engineering College, Poona.	Degree Engineering course examination = B.E. (C.M. and E.)
National Defence Academy, Khadakvasala	Candidates passing the F.Y.Course will be eligible for admission to F.Y. B.A., F.Y.B.Sc. & Pre-Engineering They will have to appear in the test, if kept by the Principal.
Indian Institute of Technology 1. Kanpur 2. Bombay 3. Delhi 4. Madras 5. Kharagpur	F.Y. Tech. = F.Y.B.E. S.Y. Tech. = S.Y.B.E. T.Y.Tech. = Third Year B.E.(C.M. & E) Fourth, Year Tech.= Fourth B.E.(C.M.& E.) Fifth Year Tech.=Fifth Year B.E. (C.M.& E.)

Name of the University or Body	Examinations recognised as equivalent to the corresponding examinations of this University.
Post-graduate Diploma Course in Master Degree in Business Management/ Management/ Business Administration conducted by the Indian Institute of Management, Ahmedabad and Calcutta.	Administration for the purpose of admission to Ph.D. in Commerce provided such students hold a basic degree of B.A. (with Economics) or B.Com.
Institute of Chartered Accountants of India, New Delhi	Chartered Accountants of the Institute for the purpose of admission to the Ph.D. Degree in Commerce, provided such candidates hold a basic Degree in Commerce,
The Institute of Cost and Works Accountants of India	Cost Accountants of the Institute for the purpose of Admission to the Ph.D. degree in Commerce provided such candidates hold a basic degree in Commerce with a Second Class.
Indian School of Public administration, Delhi	Master's Diploma in Public Administration = M.A.
Dakshma Bharat Hindi Prachar Sabha, Madras	M.A. (Hindi) for Admission to Ph. D. in Hindi
Varanaseya Sanskrit Vishwavidyalaya, Varanasi.	Shashtri exam. = B.A. Exam, for purpose of admission to M.A. course in Hindi and Sanskrit only.
Fellow Members of the Institute of C.A. and/or Institute of Cost and works Accounts of India.	M.Com. for admission to Ph.D. in Commerce provided they have passed B.Com. examination atleast in second class.

- R.5.** The Secondary School Certificate Examination or the Secondary School Leaving Certificate Examination or School Leaving Examination conducted and controlled directly by the statutory University or Examining Boards in India will be deemed equivalent to the Secondary School Certificate Examination of the Secondary School Certificate Examination Board, Gujarat State, subject to the provisions made under Statue 175.
- R 6.** The following is the list of Examinations of other Universities and Bodies which have been recognised as equivalent to the Secondary School Certificate Examination of the Secondary School Certificate Examination Board, Gujarat State, as it stood on 31st December, 1977.

Name of the University or Body	Examinations of other Universities and Bodies recognised by this University as equivalent to the S. S. C. Examination of the S. S. C. Examination Board, Gujarat State
Indian Military Academy, Dehradun	Entrance Examination
The Indian Mercantile Marine	Final Passing out examination or the examinations
Training Ship. Dufferin	conducted by the Governing Body for the Engineering candidates.
Government of India	Diploma Examination of the Chiefs College if passed in course-A with either Science or a classical language
Any State in India	European High School Examination
London University	Matriculation, if passed in English as an additional language, History or Geography, Mathematics and one other subject, or if passed in the first or Second Division.
1. Any examining Body in the United Kingdom 2. Council for the East African Certificate Examination	G.C.E. Examination with 3 credits and 2 passes.
3. The Cambridge Local Examinations Syndicate and the Ministry of Education, Malaysia	(i) The Malaysia Certificate of Education Examination and (ii) Higher School Certificate Examinations with 3 credits and 2 passes. = S.S.C. Examination.
	Note :- The subject requirements for admission to different Faculties for Candidates passing any of the examination shown from 1 to 3 will be as under:
	(1) Preparatory Arts English Course) 1. English Language or English Literature 2. Any other four subjects

Name of the University or Body	Examinations of other Universities and Bodies recognised by this University as equivalent to the S. S. C. Examination of the S. S. C. Examination Board, Gujarat State
	(2) Preparatory 1. English Language Science or English Literature 2. Physics and Chemistry or Physical Science 3. Algebra and Geometry or Mathematics with Credit Additional Maths, with Credit 4. Any other two subjects
	(3) Preparatory 1. English Language Commerce or English Literature 2. Elementary Mathematics or Commercial Arithmetic or Algebra and Geometry or Arithmetic 3. Any other three subjects.
Educational Department of the Government of Nepal	S.L.C. Examination
School Certificate Examination conducted by the Director of Education, Department of Education. New Zealand (FIJI)	School Certificate Examination provided such students have obtained the following marks :- Minimum 25% in English; and Either (1) Aggregate 180 marks including 3 subjects 50% +; or (2) 2 subjects 50% and two subjects 40% +; or (3) Aggregate 225 in upto 5 subjects. Note : A candidate must have obtained at least 30% marks in the qualifying subjects prescribed for admission to a particular faculty.

Name of the University or Body	Examinations of other Universities and Bodies recognised by this University as equivalent to the S. S. C. Examination of the S. S. C. Examination Board, Gujarat State
G.H.Q. India	The Indian Army Special Certificate of Education, if passed in courses-A with either Science or a Classical Language.
Govt. of India and the Director of Technical Education, Gujarat State.	Final Certificate Examination of the Junior Technical Schools with (i) English (ii) Humanities (iii) Science (iv) Mathematics and (v) Technical Subjects.
French Diploma	Baccalaureat-I
Oxford University	School Certificate.