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Updated up to 31-12-2008
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Terms and Conditions of Service of Full time teachers
of university / College.
An Act to establish and incorporate a teaching and affiliating University in the State of Gujarat to be known as the Saurashtra University.
It is hereby enacted in the Sixteenth Year of the Republic of India as follows:-

CHAPTER I
PRILIMINARY

Short title and commencement.

1. (1) This Act may be called the Saurashtra University Act, 1965.

   (2) This section shall come into force at once.

   (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.

Definitions.

2. In this Act, unless the context otherwise requires, --

   (1) "affiliated" means affiliated under section 5 or 34;

   (2) "approved institution" means an institution approved under section 37;

   (2A) "autonomous college" means a college which exercises powers conferred under section 48A;

   (3) "college" means a degree college or a college teaching courses leading to degree;

   (4) "degree college" means an affiliated college which is authorised to submit its students to an examination qualifying for any degree of the University

   (5) "head master" means the head of a high school;

   (6) "high school" means a high school which has been recognised as a full-fledged high School by the Director of Education, Gujarat State, or by an officer authorised by him in this behalf;

   (7) "hostel" means a unit of residence for students maintained or recognised by the University under this Act;

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1 For Statement of Objects and Reasons See Gujarat Government Gazette, 1965, Part V. P.336
2 For Transitional provisions see section 16 Guj. 21 of 1968
3 For Transitory provisions see section 3 of Guj. 9 of 1983.
4 Clause (2A) was inserted by Guj. 21 of 1968, s.2
THE SAURASHTRA UNIVERSITY ACT 1965

(8) "Principal" means the head of a college;
(9) "recognised institution" means an institution recognised under section 36;
(10) "registered graduate" means a graduate registered under the provisions of this Act;
(11) "Secondary teachers" means such class of teachers imparting instruction in high schools as may be declared to be secondary teachers by the Statutes;
(12) "Statutes", "Ordinances", "Regulations", and "Rules" mean respectively the Statutes, Ordinances, Regulations and Rules made under this Act and for the time being in force;
(13) "teachers" means professors, readers, lecturers and such other persons imparting instruction in the University, an affiliated college, or a recognized institution or an approved institution as may be declared to be teachers by the Statutes;
(14) "teachers of the University" means teachers appointed or recognised by the University for imparting instruction on its behalf;
(15) "University" means the Saurashtra University constituted under this Act;
(16) "University area" means the areas specified in the Schedule;
(17) "University centre" means a centre where postgraduate studies are imparted as determined by the Statutes, Ordinances, and Regulations made in that behalf;
(18) "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;
(19) "University department" means any post-graduate or

CHAPTER II

THE UNIVERSITY

3. (1) The Chancellor, [the first Vice-Chancellor of the University, the first Pro Vice-Chancellor of the University] and the first members of the Senate, the Syndicate and the Academic Council of the University and all persons who may hereafter become such officers or members so long as they continue to hold such office or research institution or department maintained by the University. Membership, are hereby constituted a body corporate by the name of the "The Saurashtra University".

(2) The University shall have perpetual succession and a common seal, and may sue and be used by the said name.

(3) 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 vest in or be acquired by it for the purposes of the University, to raise loans on the securities of its assets and to contract and do all other things necessary for the purposes of this Act.

These words were substituted for the words 'the first vice-chancellor of the university' by guj. 21 of 1968, s. 3 (1).
Provided that the power to raise any such loan shall be exercised after obtaining previous permission of the State Government.

(4) The headquarters of the University shall be located at Rajkot.

**Powers of the 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, advancement and dissemination of knowledge;

2. to make such provision as would enable affiliated colleges, recognised institutions and approved institutions to undertake specialisation of studies;

3. to organise common laboratories, libraries, museums and other equipment for teaching and research;

4. to establish, take over, maintain and manage colleges, departments, centres and institutes of research or specialised studies;

5. to institute professorships, readerships, lecturerships and any other posts of teachers required by the University;

6. to appoint or recognise persons as professors, readers, or lecturers or otherwise as teachers of the University;

7. to lay down the courses of instruction for the various examinations;

8. to guide teaching and research work in colleges, University departments, University centres or recognised institutions;

9. to institute degrees, diplomas and other academic distinctions;

10. to hold examinations and to 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 unless exempted there from, in the manner prescribed by the Statutes, Ordinances, Regulations and Rules and have passed the examinations prescribed by the University, or

   b. have carried on research under conditions prescribed by the Ordinances, Regulations or Rules;

11. to confer honorary degrees or other academic distinctions in the manner laid down by the Statutes;

12. to grant such diplomas to, and to provide such lectures, instruction and training for, persons who are not enrolled students of the University, as may be determined by the Statutes, Ordinances, Regulations and Rules;

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6 Sub-section (4) was substituted by Guj. 26 of 1978, Sch. III, Sr. No. 1.
(13) to admit educational institutions to the privileges of the University and to withdraw such privileges;

(14) to inspect colleges, recognised institutions and approved institutions, and to take measures to ensure that proper standards of instruction, teaching or training are maintained in them, and that adequate library and laboratory provisions are made therein;

(15) to control and co-ordinate the activities of, and to give financial aid to, affiliated colleges, approved institutions and recognized institutions and to regulate the fees to be paid by the students in such colleges;

(16) to hold and manage trusts and endowments and to institute and award fellowships, travelling fellowships, scholarships, studentships, exhibitions, medals and prizes;

(17) to make special provision for the spread of University education among classes and communities which are educationally backward;

(18) to lay down courses of study to meet the requirements of rural planning, Development and reconstruction and to provide for instruction, teaching and training in such courses;

(19) to make special provision for disseminating knowledge and promoting arts and culture;

(20) to fix, to demand and to receive or recover such fees and other charges as may be prescribed by the Ordinances;

(21) to establish, maintain and manage hostels;

(22) to recognise hostels not maintained by the University, to inspect such hostels and to withdraw recognition there from;

(23) to co-ordinate, supervise, regulate and control the residence, conduct and discipline of the students of the University and to make arrangements for promoting their health and general welfare;

(24) to co-ordinate, supervise, regulate and control the conduct of undergraduate teaching and of post-graduate and other research work and teaching in the affiliated colleges, and the institutions recognised or approved by the University;

(25) to institute and manage --

(a) Printing and Publication Department;

(b) University Extension Boards;

(c) Information Bureau; and

(d) Employment Bureau;

(26) to make provision -

(a) for extra-mural teaching and other recognised activities;

(b) for physical education, National Cadet Corps and military training;

(c) for students' unions; and

(d) for sports and athletic activities;
(27) to co-operate with other Universities and authorities in such manner and for such purposes as the University may determine;

(28) to promote the development of the study of Gujarati and Hindi Devnagari script and the use of Gujarati or Hindi in Devnagari Script or both as a medium of instruction and examination;

(29) to make arrangements for training for competitive examinations for recruitment to the services under the Union and State Governments;

(30) 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.

JURISDICTION AND ADMISSION TO PRIVILEGES.

5. (1) No educational institution within the University Area shall, save with the sanction of the State Government and the University, be associated in any way with, or seek admission to any privileges of, any other University established by law.

(2) Any such privileges enjoyed from the Gujarat University before the date on which this section comes into force by any educational institution situate 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 situate 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.

(4) Any educational institution in the State of Gujarat situate outside the University Area or in other territories outside the State may, subject to such conditions and restrictions as the University and the State Government think fit to impose, be admitted to the privileges of the University.

(5) The State Government may, by notification in the Official Gazette, direct that this Act shall cease to apply to any area included in the University Area and on such date as may be specified in the notification; and on and from the said date all the educational institutions situate within the said area shall cease to be associated with and to enjoy the privileges of the University.

UNIVERSITY OPEN TO ALL IRRESPECTIVE OF SEX, RELIGION, CLASS, CREED OR OPINION.

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 sole ground of sex, race creed, caste, class, place of birth, religious belief or political or other 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, or reserve for women or members of classes and communities which are educationally backward, seats for the purposes of admission as students in any institution maintained by the University.

(2) It shall not be lawful for the University to impose on any person any test whatsoever relating to sex, race, creed, caste, class, place of birth, religious belief or profession or political or other opinion in order to entitle him to be admitted as a teacher or a student or to hold any office or post 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 any benefaction thereof.

**INSPECTION AND INQUIRY.**

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, recognised or approved 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 [or by any autonomous college]; 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 reference 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 any explanation furnished or representation made by the Syndicate, issue such directions as he may think fit and the Syndicate shall comply with such directions.

(5) The State Government may, whenever it deems fit, cause a like inspection or inquiry to be made in the manner described in sub-

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7 These words were inserted by Guj. 21 of 1968. s. 4.
sections (1) to (3) above and shall have, for the purposes of such inspection or inquiry, all the powers of the Chancellor under the said sub-sections.

CHAPTER III

OFFICERS OF THE UNIVERSITY.

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

10(8A)(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 (iv), (v), (vi) and (vii) 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 University 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.

CHANCELLOR.

9. (1) The Governor of the State of Gujarat shall be the Chancellor of the University.

   (2) The Chancellor shall, by virtue of his office, be the head of the University and the President of the Senate and shall, when present, preside at the meetings of the Senate and at any Convocation of the University.

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8 Clause (iii) was substituted by Guj 10 of 1982 Sch.Sr.No.5(1).
9 Clause (va) was deleted by Guj.26 of 1978 Sch.III Sr. no. 2(2).
10 Sub–section (8A) was inserted by Gujarat Ordinance no. 2 of 2003.
(3) The Chancellor shall have such other powers as may be conferred on him by this Act or the Statutes.

**The Vice-Chancellor.**

10 (1) The Vice-Chancellor shall be appointed by the State Government from amongst three persons recommended under sub-section (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, recognized institution or approved institution) out of whom one shall be a person nominated in the manner prescribed 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 such as may be 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 or absence of the Vice-Chancellor, or

(b) in the event of a permanent vacancy in the office of the Vice-Chancellor, until an appointment is made under sub-section (1) to that office the Pro-Vice-Chancellor and in the absence of the Pro-Vice-Chancellor, one of the Deans

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11 These words were substituted for the words "shall be such as may be prescribed by the Statutes" by guj. 10 of 1982, sch. Sr. No. 5(2)(a).

12 These words were substituted for the words "the rector, if any, and in the absence of rector" by guj. 21 of 1968, s. 6.

13 These words were substituted for the words "pro-vice-chancellor" if any, and in the absence of the "Pro-Vice Chancellor" by Guj. 10 of 1982, Sch., Sr. No. 5(2)(b)
nominated by the Chancellor for that purpose shall carry on the current duties of the office of the Vice-Chancellor.

**POWERS 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 meetings of the Senate and any convocation of the University. He shall be an ex officio member and Chairman of the Syndicate, of the Academic Council and of the committees constituted under section 48. He shall be entitled to be present with the right to speak, at any meeting of any other authority or body of the University, but shall not be entitled to vote thereat unless he is a member of that authority or body.

(2) The Vice-Chancellor shall have power to convene meetings of the Senate, the Syndicate, the Academic Council and such other authorities of the University of which he is the chairman. 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, the Statutes, Ordinances, Regulations and Rules are faithfully observed and he shall have all powers necessary for this purpose.

(4)(a) In any 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 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 sub-section affects any person in the service of the University such person shall be entitled to prefer an appeal through the said officer, authority or body to the Syndicate within one month from the date on which such action is communicated to him.

(5) The Vice-Chancellor shall give effect to the orders of the Syndicate regarding 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 discipline of the University in accordance with this Act, the Statutes and Ordinances.

16(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 15, 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.

(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 Statutes, Ordinances and Regulations.

**PRO-VICE-CHANCELLOR.**

17(12.) The Pro-Vice-Chancellor shall be appointed by the State Government from amongst three persons recommended by the Vice-Chancellor.

17 2. Section 12 was substituted by Guj., Sch., Sr. No. 5 (4).
(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 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 currency of the term of the holding 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 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 duties of his office exercise all the rights and powers and discharge all the functions and duties of the Vice-Chancellor.

(6) The Pro-Vice-Chancellor shall preside--
(a) in the absence of the Chancellor and the Vice-Chancellor, at the meetings of the Senate, and
(b) in the absence of the Vice-Chancellor at the meetings of any other authority of the University or a committee thereof.

12A. Powers, jurisdiction and duties of Pro-Vice-Chancellor, (Deleted by Guj. 26 of 1978, Sch.)

The Registrar.

13. The Registrar shall be a whole time salaried officer and shall act as the Secretary of 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 determined by such Statutes. He shall exercise such powers and perform such duties as may be prescribed by the Statutes, Ordinances and Regulations.

13-A. Joint Registrar. (Deleted by Guj. 26 of 1978, Sch)

The Controller of Examinations, and other Officers, and their powers, etc.

14. (1) The Controller of Examinations shall be a whole time salaried officer. He shall be appointed by the Syndicate in accordance with the Statutes to be made in this behalf.

(2) The powers, duties and emoluments of the Controller of Examinations, and other officers of the University referred to in clause (vii) of section 8 shall be such as may be prescribed by the Statutes, Ordinance and Regulations.
CHAPTER IV
AUTHORITIES OF THE UNIVERSITY

15. The following shall be the authorities of the University, namely:
   (i) The Senate,
   (ii) The Syndicate,
   (iii) The Academic Council,
   (iv) The Faculties,
   (v) The Board of University Teaching,
   (vi) The Boards of Studies,
   (vii) The Board of Extra-Mural Studies, if established,
   (viii) The Board for Hostels, if established,
   (ix) The Board for Students Welfare, if established, and
   (x) such other Boards, and bodies of the University as may be declared
       by the Statutes to be the authorities of the University.

THE SENATE.

16. (1) The Senate shall consist of the following members, namely:

   Class I-Ex-Officio members

   (A) (i) The Chancellor,
   (ii) The Vice-Chancellor,
   (iii) The last Ex-Vice-Chancellors of the University residing in the
         State,
   (iv) The Pro-Vice-Chancellor.
   (v) The Registrar,
   (vi) The Secretary, Education Department,
   (vii) The Director of Higher Education or an officer not below the rank of
         a Joint director of Higher Education designated by such Director,
   (viii) The Director of Technical Education or an officer not below the rank
          of a Joint Director of Technical Education designated by such
          Director,
   (ix) The Director of Health and Medical Services and Medical Education
        or an officer not below the rank of a Joint Director of Health and
        Medical Services and Medical Education designated by such
        Director,
   (x) The Director of Agriculture or if he is unable to attend, his nominee not
       below the rank of a Deputy Director of Agriculture,
   (xi) The Chairman of the Gujarat Secondary Education Board,
   (xii) such other ex-officio members not exceeding three as may be
        designated by the Statutes;

   (B) (i) Heads of University departments,

18 Substituted by Gujarat Ordinance 2 of 2003.
19 Clause (IV) was substituted by Guj. 10 of 1982 Sch. Sr. No. 5 (5)(a).
20 Clause (VI) was deleted by Guj. 26 of 1978 Sch.III Sr. No. 7 (1)(II).
21 These Clauses were substituted for clauses (ii)(iii) and (iv) by Guj. 10 of 1982 Sch.
    Sr. no. 5(5)(b).
22 Clause (VI) was substituted by Guj.18 of 1973 Sch. Sr. No. 5.
(ii) Principals of affiliated degree colleges,
(iii) Heads of recognised institutions.

Class II - Ordinary Members

(A) Elected as specified below:

(i) two members by secondary teachers of high schools excluding the head masters thereof from amongst such teachers in the manner specified by the Statutes;

(ii) two members by head masters from amongst themselves in the manner specified by the Statutes;

(iii) such number of members as is specified below against each Faculty by teachers including Principals, Heads of University departments and Heads of recognized institutions in the subject or subjects comprised in each such Faculty in the following manner:

(a) Teachers in Arts 4
   (from amongst themselves)

(b) Teachers in Science 3
   (from amongst themselves)

(c) Teachers in Technology 3
   including Engineering
   (from amongst themselves)

(d) Teachers in Agriculture 2
   (from amongst themselves)

(e) Teachers in Law 2
   (from amongst themselves)

(f) Teachers in Medicine 3
   (from amongst themselves)

(g) Teachers in Commerce 2
   (from amongst themselves)

(h) Teachers in Education 2
   (from amongst themselves)

(i) Teachers in Rural Studies 2
   (from amongst themselves)

(j) Teachers in each such additional Faculty as may be prescribed by the Statutes
   (from amongst themselves)

(iv) by public associations or bodies as under:

23[(a) one member by the Municipal Corporation of the City of Rajkot,]

24[(aa) *** *** ,]

(b) one member by the Presidents of 25[the 26[Municipalities]
   functioning within the University Area, from amongst themselves,

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23 Item (a) was substituted by Guj. 26 of 1978 Sch. III Sr. no. 7(a)(b)(i).
24 Item (aa) was deleted by Guj.Sch.III Sr. No. 7 (1)(b)(ii).
25 These words were substituted for the words “the Municipalities” by Guj. 21 of 1968 s 10(2)(ii).
26 This words was substituted for the words “other municipalities” by Guj. 26 of 1978 Sch. Sr. No. 7(1)(II)(b)(iii).
(c) one member by the Presidents of the District Panchayats functioning within the University Area, from amongst themselves,
(d) three members by the Gujarat Legislative Assembly from amongst its members,
(e) the following number of members who shall not be persons who are teachers or secondary teachers or head masters by registered graduates in the manner specified below:
(1) one by registered graduates in Arts (from amongst themselves);
(2) one by registered graduates in Science (from amongst themselves);
(3) one by registered graduates in Technology including Engineering (from amongst themselves);
(4) one by registered graduates in Agriculture (from amongst themselves);
(5) one by registered graduates in Law (from amongst themselves);
(6) one by registered graduates in medicine (from amongst themselves);
(7) one by registered graduates in Commerce (from amongst themselves);
(8) one by registered graduates in Education (from amongst themselves);
(9) one by registered graduates in Rural Studies (from amongst themselves);
(10) one by registered graduates in each of such other additional Faculties as may be prescribed by the Statutes (from amongst themselves);

Provided that –
(i) every person elected under clauses (i) to (iii) and under sub-clauses (a) to (e) of clause (iv) shall continue to hold the office of a member of the Senate only so long as he is a secondary teacher or head master or a teacher or a member of the electing body or bodies, as the case may be;
(ii) for the purposes of the election of ordinary members a person entitled to stand as a candidate or to vote in more than one constituency mentioned in clause and in sub-clause (e) of clause (iv) shall before such date as may be appointed by the Statutes, select the constituency from which he desires to stand as a candidate or to vote at the election and shall not be entitled to stand or vote in more than one constituency.

(B) Twelve members to be nominated by the State Government from amongst distinguished educationists, social workers, trade unions, representatives of backward communities, women and such other class of persons.
(C) Three members to be elected in the manner specified from amongst themselves by donors each donating money or property of the value of not less than one lakh of rupees to or for the purposes of the University --

(i) 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;

(ii) If the donor is an undivided Hindu family, trust, firm, company or body corporate for the purpose of voting, the name of the representative 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;

(iii) Where sub-clause (iv) does not apply, the persons whose names are enrolled on the register under sub-clauses (i) and (ii) shall elect three members to the Senate;

(iv) If the number of the names enrolled under sub-clauses (i) and (ii) is there or less than three, each person whose name is so enrolled shall be deemed to have been elected:

Provided that the right of electing members on the senate shall not extend beyond the period of twenty years from the date of the acceptance of such donation by the Syndicate.

Explanation—For the purposes of paragraph (C), the value of the property means, in the case of a 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 market value shall rest with the Syndicate and shall be final.

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(2) The term of office of the elected members and of the members referred to in paragraph (B) in Class II shall be five years.

27 [Provided that the member referred to in item (aa), in clause (iv) in paragraph (A) in class II Ordinary Members, elected by the Bhavnagar Municipality, who may be holding office as such member immediately before the deletion of the said item (aa) by the amendments made to this Act by the Bhavnagar University Act, 1978 shall cease to hold such office on and from the date on which such amendments shall come into force.]

MEETING OF THE SENATE.

17. (1) The Senate shall, on a date to be fixed the 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 twenty members of the senate, convene a special meeting of the senate.

27 This proviso was added by Guj., 26 of 1978, Sch. III Sr. No. 7 (2).
POWERS AND DUTIES OF THE SENATE.

18. (1) Subject to such conditions as may be prescribed by or under the provisions of this Act, the senate shall exercise the following powers and perform the following duties, namely:

(i) to make provision for instruction, teaching and training in such branches of learning and courses of study as it may think fit, for research and for the advancement and dissemination of knowledge;

(ii) to make such provision as will enable affiliated colleges and recognised institutions to undertake specialization of studies;

(iii) to organise and make provision for common laboratories, libraries, museums and other equipment for teaching and research;

(iv) to establish and maintain departments and institutes of research and specialized studies;

(v) to institute professorships, readerships, lecturer ships and any other posts of teachers required by the University;

(vi) to institute fellowships, travelling fellowships, scholarships, studentships, exhibitions, medals and prizes;

(vii) to institute and confer degrees, titles, diplomas and other academic distinctions;

(viii) to confer, on the recommendation of the Syndicate, honorary degrees, titles or other academic distinctions;

(ix) to make, amend or repeal the Statutes;

(x) to consider, cancel, refer back but not to amend Ordinances;

(xi) to consider and pass resolutions on the annual reports, annual accounts and financial estimates;

(xii) to consider the annual financial estimates prepared by the Syndicate and pass resolutions with reference thereto;

(xiii) to elect office-bearers and authorities as provided in the Act and the Statutes;

(xiv) to make provision relating to the use of Gujarati or Hindi in Devnagari script or both as a medium of instruction and examination;

(xv) to exercise such other powers and perform such other duties as may be conferred or imposed upon it by this Act or the Statutes, Ordinances and Regulations.

(2) The powers and duties under clauses (i) to (viii) of subsection (1) shall not be exercised except upon the recommendations made by the Syndicate and the Academic Council.

THE SYNDICATE

19. (1) The Syndicate shall be the executive authority of the University and shall consist of the following namely:

(i) The Vice-Chancellor ex-officio Chairman;

(ii) The Pro-Vice-Chancellor;

These clauses were substituted for clauses (ii) and (iii) by Guj. 10 of 1982 sch., Sr. No. 5(6)(a).
(iii) The Director of Higher Education and if he is unable to attend, the officer designated under clause (ii) in paragraph (B) of class I of section 16;

(iiiia) The Director of Technical Education and if he is unable to attend, the officer designated under clause (iii) of paragraph (B) of Class I of sub-section (1) of section 16;

(iiiib) The Director of Health and Medical Services and Medical Education and if he is unable to attend, the officer designated under clause (iv) of paragraph (B) of Class I of sub-section (1) of section 16;

(iv) Two members to be elected by the Principals of affiliated degree colleges and heads of recognised institutions, from amongst themselves;

(v) One member to be elected by the teachers elected to the Senate under section 16(1), Class II (A) (iii), from amongst themselves;

(vi) One member to be elected by the Heads of the University Departments from amongst themselves;

(vii) Five persons elected by the Senate from amongst its members who are not Principals, teachers, heads of the University Departments, head masters, heads of recognised institutions and secondary teachers;

(viii) Two persons elected by the Academic Council from amongst its members one of whom shall be a Dean;

Provided that a member elected under clauses (iv) to (viii) shall cease to hold office as such member if he ceases to be a member of the Senate, or a Dean, or a teacher, or a head of the University Department or a Principal or a member of the Academic Council, as the case may be.

(ix) 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.

(2) The term of office of the elected members of the Syndicate shall be three years.

Powers and duties of the Syndicate.

20. (1) Subject to such conditions as may be prescribed by or under the provisions of this Act, the Syndicate shall exercise 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 the Act and the Statutes, in consultation with the Finance Committee, if any, and the Legal Committee, if any, appointed by the Syndicate;

29 Clauses (ix) was inserted by Guj.10 of 1982 sch., Sr. No. 5(6)(b).
(iii) to determine the form, 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 frame the annual financial estimates of the University and to submit them to the Senate;
(vi) after the financial estimates are voted by the Senate
   (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 provisions for buildings, premises, furniture, apparatus and other means needed for carrying on the work of the University;
(viii) to accept on behalf of the University, 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;
(x) to raise loans on the security of the assets of the University;
(xi) to manage and regulate the finances, accounts and investments of the University;
(xii) to institute and manage --
   (a) Printing and Publication Department,
   (b) University Extension Boards,
   (c) Information Bureau, and
   (d) Employment Bureau;
(xiii) to make provision --
   (a) for extra-mural teaching and research,
   (b) for physical education, National Cadet Corps and military training;
(xiv) to manage colleges, departments, institutes of research or specialised studies, laboratories, libraries, museums and hostels maintained by the University;
(xv) to recognise hostels and to provide housing accommodation for University teachers and to other employees;
(xvi) to register high schools situate outside the State of Gujarat as may be provided by the Statutes;
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(xvii) to arrange for and direct the inspection of affiliated colleges, recognised institutions, approved institutions and hostels, to issue instructions for maintaining their efficiency and for ensuring proper conditions of employment for members of their staff, and in case of disregard of such instructions, to modify the conditions of their affiliation or recognition or take such other steps as it deems proper;

(xviii) to call for reports, returns and other information from colleges, recognised institutions, approved institutions or hostels;

(xix) to supervise and control the residence, conduct and discipline of the students of the University and to make arrangements for promoting their health and general welfare;

(xx) to recommend to the Senate the conferment of honorary degrees, and academic distinctions in the manner prescribed by the Statutes;

(xxi) to award fellowships, travelling fellowships, scholarships, studentships, exhibitions, medals and prizes;

(xxii) to appoint teachers and servants of the University, fix their emoluments, if any, and define their duties and the conditions of their service and discipline;

(xxiii) to recognise a member of the staff of an affiliated college or recognised institution or approved institution as a professor, reader, lecturer or teacher of the University and withdraw such recognition;

(xxiv) to fix remuneration of examiners and to arrange for the conduct of and for publishing the results of the University examinations and other tests;

(xxv) to fix, demand and receive such fees and other charges as may be prescribed by the Ordinances;

(xxvi) to make, amend and cancel the Ordinances;

(xxvii) 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;

(xxviii) to exercise all powers of the University not otherwise provided for in this Act or the Statutes and all other powers which are requisite to give effect to the provisions of this Act or the Statutes.

(2) The Syndicate shall make a report to the Senate about all acceptances of property referred to in clause (viii) of subsection (1).

(3) The Syndicate shall not transfer any immovable property without the previous sanction of the Senate.

31(3A) The exercise of the powers by the Syndicate under clause (xxii) of sub section (1), in so far as they relate to the laying down and

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30 These words were substituted for the words "to appoint examiners, to fix their remuneration" by Guj. 10 of 1982 Sch., Sr. No. 5 (7)(a)
31 Sub-section (3-A) was inserted by Guj. 10 of 1982. Sch. Sr. No. 5(7)(b)
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regulating salary scales and allowances of teachers and servants of the University, shall be subject to the approval of the State Government.)

(4) The Syndicate may by Ordinances appoint committees to carry out its administrative work and define their constitution, functions and tenure.

THE ACADEMIC COUNCIL.

21. (1) The Academic Council shall be the academic body of the University and shall consist of the following persons, namely

(i) The Vice-Chancellor-Ex-Officio chairman;

(ii) The Pro-Vice-Chancellor;

(iii) The Deans of Faculties;

(iv) One member other than the Dean elected by each Faculty from amongst its members;

(v) Two members nominated by the Syndicate from amongst its own members.

(2) The term of office of the members of the Academic Council other than Ex-Officio members shall be three years.

POWERS AND DUTIES OF THE ACADEMIC COUNCIL.

22. (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 of the University.

(2) Without prejudice to the generality of the foregoing provision 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 approve Regulations made by the Faculty concerned laying down courses of study;

(ii) to approve Regulations made by the Faculty concerned regarding the special courses of study;

(iii) to arrange for coordination of studies and teaching in affiliated colleges, recognised institutions and approved institutions;

(iv) to promote research within the University;

(v) to approve proposals for allocating subjects to the Faculties;

(vi) to make proposals for the establishment of departments, institutes of research and specialised studies, libraries, laboratories and museums;

(vii) to approve and recommend to the Senate proposals for the institution of professorships, readerships, lecturer ships and any other posts of teachers required by the University and for prescribing the duties and fixing the emolument of such posts;

32 Clause (ii) was substituted by Guj. 10 of 1982 Sch., Sr. No. 5(8).
(viii) to approve and recommend to the Senate proposals for the institution of fellowships, travelling fellowships, scholarships, studentships, exhibitions, medals and prizes;
(ix) to approve Regulations regarding the examinations of the University and the conditions on which students shall be admitted to such examinations;
(x) to approve Regulations prescribing equivalence of examinations;
(xi) to approve Regulations prescribing the manner for granting exemptions from approved courses of studies in the University or in affiliated colleges for qualifying for degrees, diplomas and other academic distinctions;
(xii) to recommend to the Syndicate affiliations of colleges;
(xiii) 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;
(xiv) generally to advise the University on all academic matters.

**Faculties and their Functions.**

23. (1) The University shall include the Faculties of Arts, Education, Science, Technology including Engineering, Agriculture, Law, Medicine, Commerce and Rural Studies and such other Faculties as may be prescribed by the Statutes. Each Faculty shall comprise such subjects as may be prescribed by the Statutes.

(2) Each Faculty shall consist of:
   (i) such of the members of the Senate as are assigned to the Faculty by the Syndicate.
   (ii) the Chairmen of the Boards of Studies for the subjects with which the Faculty is concerned, and
   (iii) one member elected by each such Board of Studies from amongst its members other than the Chairman:

Provided that no member of the Senate shall be assigned to more than one Faculty.

(3) A teacher in a subject included in more Faculties than one shall, within one month from the date on which he becomes a member of the Senate, select by intimation in writing to the Registrar, any one of such Faculties to which he wishes to be assigned. If he fails to make such selection, the Syndicate shall assign to him any one of such Faculties A selection or assignment so made shall be irrevocable for the entire term of his membership.

(4) All Faculties shall be located at the headquarters of the University:

Provided that in respect of any of the Faculties the State Government after consulting the University may, by notification in the Official Gazette, direct that the Faculty specified in the notification shall be located at such place outside the headquarters of the University as may be specified in the notification and thereupon the Faculty shall be located accordingly.
POWER AND DUTIES OF THE FACULTY.

24. (1) The Faculty shall have the general control and power of regulation of, and be responsible for, the maintenance of standards of teaching and examinations of the University for the subjects assigned to the Faculty.

(2) Without prejudice to the generality of the foregoing provision and subject to such conditions as may be prescribed by or under the provisions of this Act, the Faculty 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 study;

(ii) to make Regulations regarding the special courses of study;

(iii) to make Regulations for the standards of passing the relevant examinations in the Faculty and for awarding classes at the examinations;

(iv) to make proposals for promoting research within the University;

(v) to make proposals for allocating subjects to the Faculty;

(vi) to make proposals for the establishment of departments, institutes of research and specialised studies, libraries, laboratories and museums;

(vii) to make proposals for the institution of professorships, readerships, lecturer ship and any other posts of teachers required by the University and for prescribing the duties and fixing the emoluments of such posts;

(viii) to make proposals for the institution of fellowships, travelling fellowships, scholarships, studentships, exhibitions, medals and prizes and to make Regulations for their award;

(ix) to make Regulations for the maximum work-load of teachers, the minimum teaching work for every subject and the minimum laboratory work and any other prescribed work to be done by students for any subject;

(x) to make Regulations prescribing equivalence of examinations;

(xi) to make Regulations prescribing the manner for granting exemption from approved courses of studies in the University or in affiliated colleges for qualifying for degree, diplomas and other distinctions;

(xii) 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

(xiii) generally to advise the University on all academic matters pertaining to the concerned courses of studies.

DEANS OF FACULTIES.

25. (1) There shall be a Dean of each Faculty who shall be elected by the Faculty from amongst its members, provided that he is a member of the Senate and also a teacher or a Principal.

(2) The Dean shall hold office for a term of three years and shall be eligible for re-election for a further term of three years.
(3) The Dean shall be the principal executive authority of the Faculty, and shall exercise the following powers and perform the following duties, namely:

(i) he shall be the chairman of the Faculty and shall preside at its meetings;
(ii) he may attend the meeting of any Board of studies in the Faculty;
(iii) he shall supervise and coordinate the work of the different Boards of Studies under the Faculty;
(iv) he shall plan and organise seminars, refresher courses, and workshops, pertaining to the subjects under the Faculty;
(v) he shall inspect and guide the University Departments, affiliated colleges, recognised institutions and approved institutions in respect of subjects under the Faculty;
(vi) he shall be responsible for the due observance of the Statutes, the Ordinances; and the Regulations relating to the Faculty; and
(vii) he shall recommend to the Syndicate for approval, proposals for the programmes of visiting teachers and for the exchange of teachers.

**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) Subject to provisions of sub-section (3) each Board shall consist of:

(i) the head of the University department, if any in the subject;
(ii) heads of the departments in the special subjects taught at degree level in the colleges and recognised institutions;
(iii) not more than three experts in the subject co-opted by the members of the Board;

(3) Each Board shall consist of at least four members:

Provided that where the number of members is less than four, the Vice-Chancellor shall nominate such number of members as may be necessary to make up the deficiency, subject, however, to the condition that the total number of co-opted and nominated members shall not exceed three.

(4) The chairman of the Board shall be elected by the members of the Board, from amongst the members specified in clauses (i) and (ii) of sub-section (2). The person to be elected as Chairman shall, as far as possible be a person qualified to teach post-graduate courses.

(5) The powers and duties of a Board of Studies shall be as follows:

(i) to recommend courses of studies in the subject;
(ii) to recommend and prescribe where necessary, books for study in the subject;
(iii) to recommend programmes for extension services and research in the subject;
(iv) to recommend organisation of seminars, refresher courses and workshops etc., to the Dean of the Faculty concerned;
(v) to recommend programmes for experiments and research in the courses of studies prescribed in the subject;
(vi) to recommend schemes for preparation and translation of books in the subject and suggest bibliography of books of study;
(vii) to frame and propose Regulations pertaining to the course of studies and examinations in the subject;
(viii) to review periodically the terminology current in the subject; and
(ix) such other powers and duties as may be prescribed by the Statutes.

6. A Board of Studies shall meet at least twice during an academic term as determined by Ordinances.

7. The term of office of a Board of Studies shall be three years.

**University Boards**

27. The University may establish a Board of Extra-Mural Studies, a Board for Students’ Welfare and a Board for Hostels and such other Boards as may be prescribed by the Statutes.

**Constitution, Powers, etc. of Boards**

28. (1) The constitution, powers and duties of the Board as are under this Act or as may be declared by the Statutes to be, authorities of the University shall be as prescribed by the Statutes.

(2) The constitution, powers and duties of other Boards shall be as prescribed by the Ordinances.

**CHAPTER V**

**Statutes, Ordinances and Regulations**

29. Subject to such conditions as may be prescribed by or under the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:

(i) conferment of honorary degrees;
(ii) holding of convocation to confer degrees;
(iii) powers and duties of the officers of the University;
(iv) constitution, powers and duties of the authorities of the University save as provided in this Act;
(v) institution and maintenance by the University of departments, institutes of research or specialised studies and hostels;
(vi) acceptance and management of bequests, donations and endowments;
(vii) registration of graduates and maintenance of a register of registered graduates;
(viii) procedure at meetings of the authorities of the University and for the transaction of their business;
(ix) qualifications of professors, readers, lecturers, and teacher in affiliated colleges and recognised institutions;
(x) all matters which by this Act are to be or may be prescribed by the Statutes.
30. (1) The Statutes may be made by the Senate or may be amended, repealed or added to by Statutes made by the Senate in the manner prescribed by this Act.

(2) The Senate may take into consideration the draft of a Statute either of its own motion or on a proposal by the Syndicate.

(3) The Syndicate may propose to the Senate draft of any Statute to be passed by the Senate.

(4) Such draft shall be considered by the Senate at its next succeeding meeting. The Senate may approve such draft and pass the Statute or may reject it or return it to the Syndicate for reconsideration either in whole or in part together with any amendments which the Senate may suggest. After any draft so returned has been further considered by the Syndicate together with any amendments suggested by the Senate, it shall be again presented to the Senate with the report of the Syndicate thereon and the Senate may then deal with the draft in any manner it thinks fit.

(5) Where a Statute affects the powers or duties of any officer, authority or Board of the University—

(i) the Syndicate shall, before proposing the draft of such Statute, ascertain and consider the views of the officer, authority or Board concerned; and

(ii) the Senate, before passing any such Statute taken into consideration of its own motion, shall ascertain and consider the views of the officer, authority or Board concerned and the opinion of the Syndicate.

(6) 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.

(7) No Statute passed by the Senate shall have validity until assented to by the Chancellor.

31. Subject to such conditions as may be prescribed by or under the provisions of this Act, the Syndicate may make Ordinances to provide for all or any of the following matters:

(i) conditions under which students shall be admitted to courses of studies for degrees, diploma and other academic distinctions;

(ii) conditions governing the appointment and the duties of examiners;

(iii) Conduct of examinations;

(iv) recognition of teachers of the University;

(v) conditions of residence, conduct and discipline of students of the University;

(vi) recognition of hostels;

(vii) inspection of affiliated colleges, recognised institutions, approved institutions and hostels;
(viii) rules to be observed and enforced by colleges and recognized institutions and approved institutions in respect of transfer of students;
(ix) mode of execution of contracts or agreements for, or on behalf of, the University;
(x) matters which by this Act or the Statutes are to be or may be provided for by the Ordinances; and
(xi) generally 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 upon the Syndicate by this Act or the Statutes.

**Making of Ordinances.**

32. (1) Ordinances shall be made by the Syndicate:
Provided that no Ordinance concerning the matters referred to in clauses (i) to (iv) of section 31 or any other matter connected with the maintenance of the standards of teaching and examinations within the University shall be made unless a draft of the same has been proposed by the Academic Council.
(2) The Syndicate shall not have power to amend any draft proposed by the Academic Council under sub-section (1) but may reject it or return it to the Academic Council for reconsideration, either in whole or in part together with any amendments which the Syndicate may suggest.
(3) All ordinances made by the Syndicate shall, except as provided by this Act, have effect from such date as it may direct but every Ordinance so made shall be laid before the Senate and shall be considered by the Senate at its next succeeding meeting.
(4) The Senate shall have power by a resolution to cancel or to refer back but not to amend any such Ordinance. The resolution cancelling any such Ordinance shall be passed by a majority of not less than two-thirds of the members present at such meeting, the majority comprising not less than one half of the members of the Senate.
(5) The Vice-Chancellor shall, on application of not less than one third of the members of the Senate, suspend the operation of any such Ordinance until the Senate has considered it as provided in subsection (3).

**Regulations and Rules.**

33. (1) The Academic Council, or as the case may be the Faculty may, subject to the approval of the Academic Council, 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.
(2) Any authority of the University specified in clauses (v) to (x) of section 15 may, subject to the approval of the Syndicate, make rules, consistent with this Act, the Statutes, Ordinances and
Regulations providing for all matters solely concerning such authority.

CHAPTER VI
AFFILIATION, RECOGNITION AND APPROVAL

AFFILIATION.

34. (1) A college applying for affiliation to the University shall send a letter of application to the Registrar, and shall satisfy the Syndicate and the Academic Council --

(a) that the college will supply a need in the locality, having regard to the type of education intended to be provided by the college, the existing provision for the same type of education made by other colleges in the neighborhood, and the suitability of the locality where the college is to be established;

(b) that the college is to be under the management of a regularly constituted governing body;

(c) 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 course of instruction, teaching or training to be undertaken by the college;

(d) that the buildings in which the college is to be located are suitable, and that provision will be made, in conformity with the Ordinance, for the residence in the college or in lodgings approved by the college, of students not residing with their parents or guardians, and for the supervision and welfare of students;

(e) that due provision has been made or will be made for a library;

(f) where affiliation is sought in any branch of experimental science, that arrangements have been or will be made in conformity with the Statutes, Ordinances and Regulations for imparting instruction in that branch of science in a properly equipped laboratory or museum;

(g) 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 the students;

(h) that the financial resources of the college are such as to make due provision for its continued maintenance and efficient working and;

(i) 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.

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

(3) On receipt of a letter of application under sub-section (1) the Syndicate shall-

(a) direct local inquiry to be made by a competent person or persons authorised 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;

(c) give due consideration to the request if any made by the applicant for a reconsideration of any the conditions conveyed to him;

(d) record its opinion after consulting the Academic Council on the question whether the application should be granted or refused either in whole or in part, stating the result of any inquiry under clauses (a), (b) and (d) of sub-section (1).

(4) The Registrar shall submit the application and all proceedings, if any, of the Academic Council and the Syndicate relating thereto, to the State Government which, after such inquiry as may appear to it 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 (3) to (5) and of all the 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).

**Extension of Affiliation.**

(35) Where a college desires to add to the courses of instruction in respect of which it is affiliated the procedure prescribed by section 34 shall, so far as may be, be followed.

**Recognition Institutions of Research and Specialized Studies.**

(36)(1) The Syndicate shall have the power after consultation with the Academic Council, to recognise as a recognised institution any institution of research or specialised studies other than a college.

(2) An institution which desires to have such recognition shall send a letter of application to the Registrar and shall give full information in the letter of application in respect of the following matters namely

(a) constitution and personnel of the managing body;

(b) subjects and courses in regard to which recognition is sought;
(c) accommodation, equipment, library facilities 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 authorised 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, 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 courses of instruction in respect of which the institution is recognised and make a report to that effect to the Academic Council and the Senate at their next succeeding meetings. Where the application or any part thereof is refused, the grounds of such refusal shall be stated.

**APPROVAL OF INSTITUTION.**

37. (1) The Syndicate shall have the power after consultation with the Academic Council, to approve an institution as an "approved institution for specialised studies, laboratory work, internship, research or other academic work approved by the Academic Council, under the guidance of a single qualified teacher.

(2) An institution which desires to have such approval shall send a letter of application to the Registrar and shall give full information in the letter of application in respect of the following matters, namely

(a) the name, qualifications, experience and research work of the teacher under whom approved work is to be done;
(b) the nature of work or the subjects for which work is proposed to be done;
(c) accommodation, equipment, library facilities, and the number of students for whom provision has been made or is proposed to be made;
(d) 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 authorised 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 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 courses of instruction in respect of which the institution is approved and make a report to that effect to the Academic Council and the Senate at their next succeeding meetings. Where the application or any part thereof is refused, the grounds of such refusal shall be stated.

**INSPECTION OF COLLEGES AND REPORTS.**

38. (1) Every affiliated college, recognised institution and approved institution shall furnish such reports, returns and other information as the Syndicate, after consulting the Academic Council may require to enable it to judge the efficiency of the college or institution.

(2) The Syndicate shall cause every such college or institution to be inspected from time to time by one or more competent persons authorised by the Syndicate in this behalf.

(3) The Syndicate may call upon any 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 34 and sub-section (2) of section 36, or as the case may be, sub-section (2) of section 37.

**WITHDRAWAL OF AFFILIATION.**

39. (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 (1) of section 34 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 the modification of such rights shall be initiated only in the Syndicate. The members 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 subsection (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 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 competent person or persons authorised by the Syndicate in this behalf and such further inquiry as may appear to
it to be necessary and after consulting the Academic Council shall make a report to the Senate.

(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, record its opinion in the matter:
Provided that no resolution of the Senate recommending the withdrawal of affiliation shall be deemed to have been passed by it unless the resolution has obtained the support of two-third of the members present at a meeting of the Senate, such majority comprising 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 Academic Council, the Syndicate and the Senate relating thereto, to the State Government which, after such further inquiry, if any, as may appear to it to be necessary, shall make such order as it deems fit and communicate it to the Senate.

(7) Where by an order made under sub-section (6), rights conferred by affiliation are withdrawn in whole or in part of modified, the grounds for such withdrawal or modification shall be stated in the order.

Withdrawal of recognition.

40(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 subsection (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 representation or on the expiry of the period referred to in subsection (3) the Syndicate, after considering the notice of motion statement and representation and after such inspection by any competent person or persons authorised by the Syndicate in this behalf, and after such further inquiry as may appear to it to be necessary, and after consulting the Academic Council, shall make a report to the Senate if the Syndicate decides that the recognition should be withdrawn or suspended. No such report for withdrawal or suspension shall be made unless a resolution to that effect is supported by at least two thirds of the members present at the meeting of the Syndicate.
(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, 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 a resolution of the Senate to the effect is supported by a majority of at least two-thirds of the members present at the meeting of the Senate, such majority comprising not less than one-half of the members of the Senate.

WITHDRAWAL OF APPROVAL.

41. (1) The right conferred on an institution by approval may be withdrawn or suspended for any period by the Syndicate if the institution has failed to observe any condition of its approval or the work assigned to it is conducted in a manner which is prejudicial to the interest of education, or the teacher recognised by the University leaves the institution.
(2) Before making an order under sub-section (1) in respect of any approved institution, the Syndicate shall by notice in writing, call upon the institution to show cause within one month from the date of the receipt of the notice, why such an order should not be made. The period so given for showing the cause may, if necessary, be extended by the Syndicate.
(3) On receipt of the explanation, if any, made by the institution in reply to the notice, and where no such reply is received on the expiry of the period referred to in sub-section (2), the Syndicate shall, after consulting the Academic Council and after such inquiry, if any, as may appear to it to be necessary, decide whether the approval should be withdrawn or as the case may be, suspended and make an order accordingly.

CHAPTER VII
POSTGRADUATE TEACHING

42. (1) Within the University Area all postgraduate instruction, teaching and training shall be conducted by the University or by such affiliated colleges or institutions and in such subjects as may be prescribed by the Statutes.
(2) For the purpose of organising and coordinating the postgraduate instruction, teaching and training in the University Area, there shall be constituted a Board to be known as the Board of University Teaching. The constitution, powers and duties of the Board shall be as prescribed by the Statutes.
(3) All postgraduate departments shall ordinarily be located at the headquarter of the University. However, the University may locate any of such departments at a place or places outside its headquarters.
(4) The University may maintain University centres at places other than the headquarters of the University on such terms and conditions as may be prescribed by the Statutes and Ordinances.
CHAPTER VIII
ENROLMENT AND DEGREES

QUALIFICATIONS FOR ENROLMENTS OF STUDENTS OF THE UNIVERSITY.

43. No student shall be enrolled as a student of the University unless he has passed --
   (i) the Secondary School Certificate Examination [in the eleventh standard or the Higher Secondary School Certificate Examination], [conducted by the Gujarat Secondary Education Board] in such subjects and with such standards of attainments as may be prescribed by the Statutes, 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 possess such further qualifications, if any, as may be prescribed by the Statutes:

33 These words were inserted by Guj. 32 of 1978.Sch., Sr. No. 5(a).
34 These words were substituted for the word " conducted by the Secondary School Certificate Examination Board" by Guj. 18 of 1985, Sch., Sr. No. 5(2).
35 This proviso was added by Guj. 32 of 1978, Sch., Sr. No. 5(b).

RESIDENCE OF STUDENTS.

(iii) any other examination prescribed as equivalent to the examinations referred to in clauses (i) and (ii), and possess such further qualifications, if any, as may be prescribed by the Statutes:

35 [Provided that a student who has passed Secondary School Certificate Examination in the tenth standard conducted by the Gujarat Secondary Education Board in such subjects and with such standards of attainment as may be prescribed by Statutes or any other examination prescribed as equivalent to the aforesaid examination may be enrolled as a student of the University for the purpose of such diploma courses as may be prescribed by Statutes.

Explanation:- In this section, "Higher Secondary School Certificate Examination" means the examination of the students in the twelfth standard.]

DEGREES, DIPLOMAS AND OTHER ACADEMIC DISTINCTIONS.

44. Every student of the University shall reside in a hostel or under such conditions as may be prescribed by the Ordinances.

45. The Senate may institute and confer such degrees, diplomas and other academic distinction as may be prescribed by the Statutes.

HONORARY DEGREE.

46. If not less than two-thirds of the members of the Syndicate recommend that an honorary degree, or other academic distinction 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 degree or other academic distinction and where their recommendation is supported by a majority of not less than two-thirds of the members of the Senate present at a meeting of the Senate, such majority comprising not less than one-half of the members of the Senate, and the recommendation is confirmed by
the Chancellor, the Senate may confer on such person the honorary
degree or other academic distinction so recommended without
requiring him to undergo any examination.

**Removal from Membership of University and withdrawal of degree or
diploma.**

47. (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 graduate or
withdraw from any person diploma or degree 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 scandalous 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 IX**

36[COMMITTEES]

**Examiners' Committee.**

47A. (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.**

48. All the authorities of the University shall have power 37[to appoint
other committees]. Such committees may include persons who are
not members of the authority appointing the committee.

38CHAPTER IX-A

**Autonomous Colleges**

**Conferment of Autonomy on Colleges in Certain Matters.**

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36 This heading and section 47-A were substituted for the heading "Committees" by
Guj. 10 of 1982, Sch., Sr. No. 5(9).

37 These words were substituted for the words "to appoint committees" by Guj. 10 of
1982, Sch. Sr. No. 5(10).

38 Chapter IX-A was inserted by Guj. 21 of 1968 s. 13.
48A. (1) Any affiliated college or University college may by a letter addressed to the Registrar, apply to the Syndicate to allow the college to enjoy autonomy in the matters of admission of students to the College, prescribing the courses of studies in the college, imparting education, holding of examinations and the conduct of examinations (hereinafter referred to as "the specified matters").

(2) Either on receipt of a letter of application under sub-section (1) or where it appears to the Syndicate that the standards of education in any affiliated college or University college are so developed that it would be in the interest of education to allow the college to enjoy autonomy in the specified matters, on its own motion, the Syndicate shall-

(a) for the purpose of satisfying itself whether the standards of education in such college are so developed that it would be in the interest of education to allow the college to enjoy autonomy in the specified matters-

(i) direct a local inquiry to be made by a competent person or persons authorised by the Syndicate in this behalf, and

(ii) make such further inquiry as may appear to it to be necessary.

(b) after consulting the Academic Council on the question whether the college should be allowed to enjoy autonomy in the specified matters, stating the result of the inquiry under clause (a) record its opinion on that question, and

(c) make a report to the Senate on that question embodying in such report the result of the inquiries, the opinion of the Academic Council and the opinion recorded by it.

(3) On receipt of the report under sub-section (2), the Senate shall, after such further inquiry, if any, as may appear to it to be necessary record its opinion thereon on the question whether the college should be allowed autonomy in the specified matters.

(4) The Registrar shall thereupon submit the proposals for conferring such autonomy on such college and all proceedings, if any, of the Academic Council, the Syndicate and the Senate relating thereto, to the State Government.

(5) On receipt of the proposals and proceedings under sub-section (4), the State Government, after such inquiry as may appear to it to be necessary, may sanction the proposals or reject the proposals.

(6) Where the State Government sanctions the proposals, it shall by an order published in the Official Gazette confer on the college specified in the proposals, power to regulate the admission of students to the college, the courses of studies in the college, the instruction, teaching and training in the course of studies, the holding of examination and the conduct of such examinations and power to make the necessary rules for the purpose after consulting the Syndicate and such other powers as may have been specified in the proposals.
(7) A college exercising the powers conferred under sub-section (6) shall be called an autonomous college.

(8) In the case of an autonomous college, the University shall continue to exercise general supervision over such college and to confer degrees, on the students of the college passing any examination qualifying for any degree of the University.

**STANDING COMMITTEES.**

48B. (1) For the purpose of enabling it to exercise the powers conferred on it under section 48A, An autonomous college shall appoint a standing committee consisting of --

(i) the Principal of the College as its *ex-officio* chairman.

(ii) heads of the Departments in the special subjects taught at degree level in the college as its *ex-officio* members, and

(iii) such other members not exceeding five as the college may think fit to appoint.

(2) The Standing Committee shall exercise such of the powers of the college under section 48A as the college may delegate to it.

(3) The Standing Committee may appoint a special committee or committees for the purpose of exercising such powers and performing such functions of an authority of the University other than the Senate, the Syndicate and the Academic Council, in relation to the College as the Standing Committee may, subject to such conditions as it thinks fit to impose, assign to it or them.

**AUTONOMOUS COLLEGE TO FURNISH REPORTS ETC. AND INSPECTION OF SUCH COLLEGE.**

48C.(1) Every autonomous college shall furnish such reports, returns and other information as the Syndicate may require to enable it to judge the efficiency of the college.

(2) The Syndicate shall cause every autonomous college to be inspected from time to time by one or more competent persons authorised by it in this behalf.

**WITHDRAWAL OF POWER OF AUTONOMOUS COLLEGE.**

48D.(1) Where in respect of an autonomous college the Syndicate is of opinion that the efficiency of the college has so deteriorated that in the interest of education it is necessary to withdraw the powers conferred on the college, under section 48A, the Syndicate shall send an intimation to that effect to the Principal of the college stating that any explanation in writing submitted within a period specified in the intimation on behalf of the college will be considered by the Syndicate:

Provided that the period so specified may be extended by the Syndicate.

(2) On receipt of the explanation or on the expiry of the period referred to in sub-section (1), the Syndicate, after considering the explanation, if any, and after such inspection by a competent person or persons authorised by the Syndicate in this behalf and such
further inquiry as may appear to it to be necessary and after consulting the Academic Council shall make a report to the Senate.

(3) On receipt of the report under sub-section (2) the Senate shall, after such further inquiry, if any, as may appear to it to be necessary, record its opinion in the matter:

Provided that no resolution of the Senate recommending the withdrawal of the powers conferred under section 48A shall be deemed to have been passed by it unless the resolution has obtained the support of two-thirds of the members present at the meeting of the Senate, such majority comprising not less than one-half of the members of the Senate.

(4) The Registrar shall submit the proposal and all proceedings, if any, of the Academic Council, the Syndicate and the Senate relating thereto to the State Government which after such further inquiry, if any, as may appear to it to be necessary shall make such order as it deems fit and communicate it to the Senate.

(5) Where in the case of an autonomous college, the rights conferred under section 48A are withdrawn by an order made under subsection (4), the college shall cease to be autonomous college from the date specified in the order.

CHAPTER X
FINANCE

UNIVERSITY FUND.

49. (1) The University shall establish a fund to be called the University Fund.

(2) The following shall form part of or be paid into, the University Fund:
(a) any contribution or grant by the State Government, the Union Government, or the University Grants Commission,
(b) the income of the University from all sources including income from fees and charges,
(c) bequests, donations, endowments and other grants, if any.

II OF 1934.
II OF 1882.

(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 authorised by the Indian Trusts Act, 1882, at the discretion of the Syndicate.

ANNUAL ACCOUNTS AND FINANCIAL ESTIMATES.

50. (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.

(2) 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.

(4) The annual accounts and the financial estimates shall be considered by the Senate at its annual meeting and the Senate may pass resolutions with reference thereto and communicate the same to the Syndicate which shall take them into consideration and take such action thereon as it thinks fit; and finally adopt the accounts and financial estimates. The Syndicate shall inform the Senate at its next meeting of the action taken by it or of its reasons for taking no action.

**ANNUAL REPORT.**

51. 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 may pass resolutions thereon and communicate the same to the Syndicate which may take such action as it thinks fit, and the Syndicate shall inform the Senate at its next meeting of the action taken by it or of its reasons for taking no action.

**CHAPTER XI**

**SUPPLEMENTARY PROVISIONS**

**CONDITIONS OF SERVICE.**

52. 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.

**OFFICERS AND EMPLOYEES TO BE PUBLIC SERVANTS.**

39(52A -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.

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.)

**TRIBUNAL OF ARBITRATION.**

40(53.(Deleted)

II of 1940

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39 Section 52-A was inserted by Guj. 19 of 1980. Sch., Sr. No. 5.
40 Section 53 was deleted with effect from 14-12-1988 by Guj. Act no. 1 of 1988 Sch. Sr. No. 4
PENSION, INSURANCE: AND PROVIDENT FUND.

54. The University shall make such provisions for the benefit of its officers, teachers and other servants in such matters as insurance, pension, provident fund or other benefits as it may deem fit, in such manner and subject to such conditions as may be prescribed by the Statutes.

PROVIDENT FUND TO BE DEPOSITED IN GOVERNMENT TREASURY.

54A. (1) Where the University has established a provident fund for the benefit of its officers, teachers and other servants under section 54, 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, from time to time, by an order in writing give, and thereupon, --

(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.

X OF 1952.

(2) Nothing in this section shall apply to a provident fund established by the University to which the Employees' Provident Funds Act, 1952 applies.

ELECTION TO BE BY SYSTEM OF PROPORTIONAL REPRESENTATION.

55. Every election to any authority of the University made under this Act shall be made according to the system of proportional representation by means of a single transferable vote by ballot in such manner as may be prescribed by the Statutes.

VACATING OF OFFICE.

56. (1) Any member of any authority or body of the University may resign his office by letter addressed to the Vice-Chancellor through the Registrar and the resignation shall take effect on its acceptance by the Vice-Chancellor or on the expiry of thirty days from the date of the receipt of the letter by the Vice-Chancellor whichever event occurs earlier.

(2) Any member of any authority or body of the University shall cease to be a member on His being convicted by a court of law of an offence, which in the opinion of the Syndicate, involves moral turpitude.

FILLING OF CASUAL VACANCIES.

57. When any vacancy occurs in the office of a member (other than an ex-officio member) of any authority or other body of the University

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Section 54-A was inserted by Guj. 11 of 1979, Sch., Sr. No. 7.
before the expiry of the term of office of such member, the vacancy shall be filled up as soon as conveniently may be, by the election, nomination, appointment or co-option, as the case may be, of a member who shall hold office so long only as the member in whose place he has been elected, nominated, appointed or co-opted, would have held it, if the vacancy had not occurred:

Provided that, if the vacancy be of an elected member of the Senate and occurs within six months preceding the date on which the term of office of such member expires, the vacancy shall not be filled.

**Proceedings not invalidated by vacancies**

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.

**Disputes as to constitution of University authority or body.**

59. Where any question arises as to --

(1) the interpretation of any provision of this Act, or any Statute, Ordinance, Regulation 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

(b) it may be referred to the State Government if --

(i) it relates to a matter specified in clause (2), or

(ii) if twenty members of the Senate 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 this Act and the Statutes, Ordinances, Regulations and Rules framed there under.

60A. Duty of university to develop standards of education in certain colleges within three years (Deleted by Guj. 26 of 1978,Sch.)

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42 Section 59 was substituted by Guj. 9 of 1983, S. 2. Sch. Sr. No. 5
CHAPTER XII
TRANSITORY PROVISIONS
COMPLETION OF COURSES OF STUDENTS IN COLLEGES AFFILIATED TO
THE GUJRAT UNIVERSITY.

61. Notwithstanding anything contained in this Act or the Statutes, Ordinances and Regulations made there under, any student of a college situate 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.

APPOINTMENT OF FIRST VICE-CHANCELLOR.

62. Notwithstanding anything contained in section 10, the first Vice-Chancellor 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 terms and conditions as the State Government thinks fit.

APPOINTMENT OF FIRST PRO-VICE-CHANCELLOR

63. Notwithstanding anything contained in section 12, the State Government shall appoint the first Pro-Vice-Chancellor for a period not exceeding three years and on such terms and conditions as the State Government thinks fit.

APPOINTMENT OF FIRST REGISTRAR

64. Notwithstanding anything contained in section 13, 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 four years and on such conditions as the State Government thinks fit.

TRANSITORY POWERS OF FIRST VICE-CHANCELLOR.

65. (1) It shall be the duty of the first Vice-Chancellor-
(a) to give recognition to institutions, if any, as far as possible consistently with the provisions of section 36, and
(b) to make arrangements for constituting the Senate, the Syndicate, the Academic Council 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 Official Gazette, direct.

43 These words were substituted for the words "First Rector" by Guj. 21 of 1968 S. 15(i).
44 These words were substituted for the words "First Rector", Guj., s. 15(ii).
(2) The first Vice-Chancellor shall, with the assistance of the Advisory Committee consisting of not more than fifteen members nominated by the State Government,
(a) subject to the provisions of this Act and the approval of the Chancellor-
(i) make provisional Statutes necessary for constituting the 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, Ordinances and Regulations 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 such notification in the Official Gazette, direct.
(4) The Statutes, Ordinances and Regulations framed by the first Vice-Chancellor shall, when confirmed by the respective authorities, be published in the Official Gazette.

FIRST APPOINTMENT OF THE OFFICERS AND TEACHERS OF THE UNIVERSITY.
66. (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 four 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.
67. The Vice-Chancellor appointed under section 62 shall have powers until the Syndicate commences to exercise its functions --
(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 four 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.

Removal by State-Government of difficulties at the commencement of the Act.

68. If any difficulty arises as to the first constitution or reconstitution 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.

69. In the Gujarat University Act, 1949, in Schedule, the entries at serial numbers 10 to 15 (both inclusive) shall be deleted.

SCHEDULE
(See section 2(16))
1. Amreli District,

[2. Bhavnagar District Excluding the Bhavnagar University area.]
4. Junagadh District.
5. Rajkot District.
6. Surendranagar District.

Extract from Bhavnagar University (Amendment) Act, 1987
19. In the principal Act, for Schedule 1, the following shall be substituted, namely:

GUJ. 7 OF 1987.

"SCHEDULE I
(See section 2(17) and (5)
The area comprising the limits of the Bhavnagar District on the date of the coming into force of the Bhavnagar University (Amendment) Act, 1987.".

20. In the Saurashtra University Act, 1965, in the Schedule, entry 2 shall be deleted.

Transitory Provision.
21. (1)(a) The Court Executive Council, Academic Council and each Faculty of the Bhavnagar University functioning immediately before the
commencement of this Act (hereinafter referred to as "such commencement") the constitution of which has been rendered inconsistent with the provisions of the principal Act as amended by this Act shall cease to so function from such commencement.

(b) The person who immediately before such commencement, holds office as a Dean of a Faculty under section 24 of the principal Act, and who has not been nominated to such office in conformity with the provisions of the said section 24 as amended by this Act, shall cease to hold that office.

(2)(a) The Vice-Chancellor shall make arrangement for constituting the Court the Executive Council, the Academic Council and each Faculty of the University and for nomination of a Dean of the Faculty so constituted, as soon as possible.

(b) The Vice-Chancellor shall, with the assistance of the Advisory Committee consisting of not more than fifteen members nominated by the State Government and notwithstanding anything contained in section 31 of the principal Act as amended by this Act, but subject to the other provisions of the principal Act as amended by this Act and the approval of the Chancellor, make Statutes necessary for constituting the authorities mentioned in clause (a) and for nomination of a Dean of each Faculty.

(c) The Statutes made by the Vice-Chancellor under clause (b) shall have the same force and effect as the Statutes of the Executive Council assented to by the Chancellor under the principal Act as amended by this Act.

(3) Any privileges enjoyed from the Saurashtra University before such commencement by any educational institution situate within the University area shall be deemed to be withdrawn with effect from such commencement.

(4) With effect on and from such commencement all educational institutions admitted to the privileges of the Saurashtra University situate within the Bhavnagar University area shall be deemed to be admitted to the privileges of the Bhavnagar University, and such institutions shall on and from such commencement cease to be associated with and to enjoy the privileges of the Saurashtra University and the Saurashtra University Act, 1965 shall thereupon cease to apply to them. The Bhavnagar University shall, as far as may be possible and consistent with the principal Act as amended by this Act, admit such institutions to all such privileges as they had from the Saurashtra University immediately before such commencement.

GUJ. 39 OF 1965
STATUTES OF THE
SAURASHTRA
UNIVERSITY

UPDATED UP TO 31-12-2008
THE AUTHORITIES OF THE UNIVERSITY

CHAPTER I

THE SENATE

(a) INTERPRETATION

STATUTE 1:

For all purposes of the First Statutes --

(a) the term 'Act' shall mean the Saurashtra University Act (Gujarat Act No. 39 of 1965);

(b) the term 'teacher', within the meaning of Section 2, Sub-clause (13) of the Act, shall include --

(i) Professors, Readers, Lecturers, Tutors and full-time demonstrators who are imparting instruction in a recognised Institution or an affiliated College or an approved institution or a University Department;

(ii) Every person, who is appointed or recognised as a teacher of the University as defined by Section 2(14) of the Act;

(iii) Instructors of Physical Training, who are graduates and hold a Diploma in physical Education, provided they are on the permanent staff of an affiliated college;

(iv)(a) Honoraries or Assistant Honoraries, who are Tutors imparting instruction in Medical Colleges;

(b) Honorary Consultants in Medical Colleges or recognised Institutions, provided they put in teaching work/research guidance to Post-Graduate students for a minimum of four hours a week.

Notwithstanding anything contained in (i), (ii), and (iii) above, the name of a part time teacher, who does not work for at least four periods a week or in the case of a teacher, doing exclusively research guidance, for at least four hours a week in any one affiliated college, recognised Institution, approved Institution or University Department, shall not be included in the electoral roll of the teachers, in any Faculty;

(c) Graduate Teachers, imparting instruction in a High School in the University area, for not less than twelve hours or eighteen periods per week, whichever is less, are declared to be Secondary Teachers under Section 2(11) of the Act. Graduates of the institutions mentioned under Statute 2(2)(b) will be considered as equivalent to graduates of the Statutory Universities for this purpose.

STATUTE 1-A:

Under Section 16(1) Class I-(B)(vii), the following shall be the ex-officio members of the Senate, (1) The Director (VwI1F), Lok Bharati, Sanosara.

STATUTE 1-B:

For the purpose of Section 16(1) Class-I (C)(i) and Section 26(2)(ii), the Senior most professor or the Senior most Reader in absence of
any Professor, shall be deemed to be head of the department concerned.

(b) REGISTRATION OF GRADUATES

STATUTE 2:

(1) All graduates of the University who desire to get enrolled as Registered Graduates shall send an application in the prescribed form with the necessary fees Rs. 20 to the Registrar of the university during the period that may be notified every year. Such registration will hold good for five years beginning from 1st of January of the year following the year in which they have applied.

(2) In addition, the following persons shall, on payment of Rs. 20 be enrolled as Registered Graduates for a period of five years.

(a) All Graduates of any Indian University established by law, whose mother-tongue is Gujarati, or who ordinarily reside in the University area;

(b) Graduates of the following Institutions, whose mother-tongue is Gujarati or who ordinarily reside in the University area;

4. Vishva Bharati, Shantiniketan.
5. Jamia Millia, Delhi.
8. S.N.D.T. Women’s University (prior to its incorporation as University established by law), and

(c) All Graduates of any foreign University recognised by the Academic Council for the purpose, whose mother tongue is Gujarati, or who ordinarily reside in the University Area.

(3)(a) All graduates, referred to in sub-clauses (2)(a), (b) and (c) wishing to have their names enrolled on the Register of Graduates, shall apply to the Registrar in the form as prescribed by the Vice-Chancellor from time to time.

(b) Any person, desiring to get himself registered, may send an application with the necessary fees, to the Registrar of the University, at any time during the year, before the 1st December and his name shall be put on the Roll of the Registered Graduates, on the 1st of January of the following year.

(4) All graduates, referred to in sub-clauses (2)(a), (b) and (c) shall produce, along with their application, evidence to the satisfaction of the Registrar, of their having taken their degrees or having become eligible for conferment of degree and in accordance therewith having submitted an application for the purpose along with the copy of mark sheet or a passing certificate, and shall produce a declaration made
before Magistrate or Notary Public or a Member of the Senate of the Saurashtra University for the time being, to the effect that their mother-tongue is Gujarati or that they ordinarily reside in the University area, as the case may be.

(5)(a) A notice will be placed on the University Notice Board on the 1st January every year, stating that the rolls are revised and are open for inspection. An announcement in the newspapers selected by the Vice-Chancellor, shall be made in the 1st week of January that the rolls of the Registered Graduates are revised and if any corrections, omissions, or wrong entries are brought to the notice of the Vice-Chancellor, before the 31st of January, the Vice-Chancellor shall have the powers to correct the rolls accordingly and his decision in the matter shall be final.

(b) The Roll so corrected up to 31st January, shall be used for any election during that calendar year and it shall be the roll to be published under Statute 6(1) for the elections during the year.

(6) Registered graduates shall notify in writing, to the Registrar every change in their addresses.

(7) All persons, whose names are entered on the register of Graduates, shall be entitled to vote at the election of the representatives of the Graduates on Senate, in accordance with the Statutes framed in that behalf.

(8) On the expiry of the period of Registration, the Registration can be renewed for further period of five years, on applying in a prescribed form and on paying a re-registration fee of Rs. 20/- only, if it is desired it can be renewed for a further period of 20 years by applying in a prescribed form and paying a fee of Rs. 100/- only. The form and fee for re-registration should be sent so as to reach the university Office before the 15th December of the year in which the registration expires.

(9) Persons already registered during 1966 under Provisional statutes shall be deemed to have been registered unto 31-12-1971.

(10) Every Registered Graduates referred to in Section 16[1] clause II [A] [iv] [e] will be sent an identity card under certificate of posting on which he will be required to affix his recent pass-port-size photograph which shall be duly signed by him and attested by the [i] Principal of an affiliated college or [ii] Head Master of a High school (as defined in the Act) situated within the University area, or [iii] Notary public or [iv] a Magistrate or [v] a Gazetted Officer or [vi] a member of the Senate of this University for the time being. Such a registered graduate will be allowed to vote at an election only on production of the identity card with the photograph affixed and duly attested as mentioned above.
STATUTES OF THE SAURASHTRA UNIVERSITY

(c) SELECTION OF THE CONSTITUENCY

STATUTE 3 :

(1) A person, desiring to be enrolled as required under Section 16 (1) Class II (A) clause (iii) shall, at least 28 days before the date fixed for the preparation of the electoral rolls as laid down in Statute 6, select any one of the constituencies mentioned in Section 16(1) Class II (A) clause (iii) from which he desires to stand as a candidate or to vote at the election. He shall not be entitled to stand or vote in any constituency other than the one so selected.

(2) A person, desiring to be enrolled as required under Section 16(1) Class II(A) clause (iv)(e) shall, at least 28 days before the date fixed for the preparation of the electoral rolls as laid down in Statute 6, select any one of the constituencies mentioned in Section 16(1) Class II(A) clause (iv)(e) from which he desires to stand as a candidate or to vote at the election. He shall not be entitled to stand or vote in any constituency other than the one so selected.

STATUTE 4 :

(1) If a person, desiring to be enrolled under Statute 3 does not inform the Registrar of the constituency from which he desires to stand as a candidate or to vote at the election before the date fixed under Statute 3, he shall be deemed to have elected:

(i) The Law graduates constituency, if such a person is a Law graduate in addition to his being a graduate in any other subject;

(ii) The Medical graduates constituency, if such a person is a Medical graduate in addition to his being a graduate in any subject other than Law;

(iii) The Technology including Engineering graduates constituency, if such a person is a graduate in Technology including Engineering in addition to his being a graduate in a subject other than Law and Medicine;

(iv) The Education graduates constituency, if such a person is holding a B.T. or B.Ed. or an equivalent degree in addition to his being a graduate in Arts, Science or Commerce.

(2) In the case of registered graduates other than those referred to in clause (1) above the Vice-Chancellor shall, in his discretion, decide the constituency under which they shall be included. His decision shall be final.

(3) In the case of a graduate selecting the constituency of graduates in Rural Studies, the Vice-Chancellor shall decide whether he should be admitted to the constituency.
(d) ELECTIONS TO THE SENATE

STATUTE 5:
Annual Revisions of the Electoral Rolls In all constituencies, where elections are to be held under Section 16(1) Class I (A), there shall be an annual revision of the Electoral Rolls, on the 31st December every year.

STATUTE 6:
(1) For every election to the Senate, the Electoral Rolls shall be the one published before the date of issue of the Election Notice.
(2) The Roll of persons, Public Associations or bodies entitled to vote at the election to the Senate shall be published, except when otherwise specified at least 42 clear days before the date of election. An announcement that the rolls are ready shall be inserted at least 35 days before the date of election in such news papers as the Vice-Chancellor may select.
(3) The Vice-Chancellor shall have the authority to correct the rolls, if any correction, omission, or wrong entry be brought to his notice, at least 25 clear days, before the date of election. The Vice-Chancellor's decision in the matter shall be final.
(4) Whenever there is a vacancy in the Senate, the notice of election relating thereto, shall be given to all voters, except when otherwise provided, at least 21 clear days before the date of election and in the said notice the date fixed as the last day for receiving nomination and the date of election shall be precisely stated and relevant details regarding the vacancy shall be given.

STATUTE 7:
In the case of election to the Senate Under Section 16(1) Class II(A) (i) and (ii) of the Act, at least Forty-nine clear days before the date of election, the Registrar shall have a roll prepared of all those entitled to vote thereat and not less than 21 clear days, before the date of election, the notice of the election shall be published in newspapers to be selected by the Vice-Chancellor.
In the preparation of the roll of Secondary teachers/Head Masters the names of only such teachers/Head masters shall be included who have applied for Registration as Secondary Teachers/Head Masters in the prescribed form with necessary fees Rs. 100/- to the Registrar of the University during the period that may be notified every year, and who fulfill the requirements of Statute 1(c) and are members of the teaching staff of a High School situated in the University area. In the case of Head Masters the names of permanent Head Masters shall be included in the roll and not more than one name shall appear as a Head Master of any High School. Such roll hold good for five years beginning from 1st January of the year in which they have been enrolled.
On expiry of period of Registration, the Registration can be renewed for a further period of five year, on applying in a prescribed form
and on paying a Re-Registration fee Rs. 100/- only. The form and Fee for Re-registration should be sent so as to reach the University Office before the 15th December of the year in which the registration expires.

Election on the Senate Under Section 16(1) Class II(A)(i) and (ii) shall be held at such centres as may be fixed by the Vice-Chancellor and in the notice of election the place or places where the voters will be required to go in person to vote, shall be notified for each centre of election. A place of polling shall be fixed and a Returning Officer shall be appointed by the Vice-Chancellor and he shall be held responsible for the conduct of election in accordance with election rules and the instructions issued to him. Every Secondary teacher referred to in Section 16(1) Class-II(A)(i) will be sent an identity card under certificate of posting on which he will be required to affix his recent pass-port size photograph which shall be duly signed by him and attested by the [i] principal of an affiliated college or [ii] Head Master of a High School [as defined in the Act] situated within the University area or [iii] Notary Public or [iv] a Magistrate, or [v] a Gazetted Officer or [vi] a member of Senate of this University for the time being. Such a Secondary Teacher will be allowed to vote at an election only on production of the identity card with the photograph affixed and duly attested as mentioned above.

**STATUTE 8 :**

In the case of election to the Senate by teachers from amongst themselves, under Section 16(1) Class II (A)(iii) of the Act at least 49 clear days before the date of election, the Registrar shall have a roll prepared of teachers under respective constituencies and not less than 21 clear days before the date of election, shall send by ordinary post, to all those whose names are entered in the respective rolls, a notice of election to be held by ballot, in accordance with the prescribed procedure. Election to the Senate under Section 16 Class II(A)(iii) shall be held at all centres where Colleges are situated or at such Centers as may be fixed by the Vice-Chancellor, and in the notice of election the place or places where the voters will be required to go in person to vote, shall be notified. For each centre of election, a place of polling shall be fixed and a Returning Officer shall be appointed by the Vice-Chancellor and he shall be held responsible for the conduct of the election in accordance with the election rules and the instructions issued to him. The name of a teacher entitled to vote shall appear only once in the roll.

**STATUTE 9 :**

In the case of election of members by the bodies under sub-clauses (a) and(d) of Section 16(1) Class II(A) Clause (iv) of the Act, the Registrar shall notify, at least 42 clear days before the date of election, to the bodies concerned that the election of their representative is due, indicating at the same time, the date by
which the result of the election shall be communicated to the University.

**STATUTE 10:**

In the case of election to the Senate of ordinary members by the presidents of the bodies named in sub-clauses (b) and (c) of Section 16(1) Class II(A) Clause (iv) of the Act, at least forty-nine clear days before the date of election, the Registrar shall prepare a roll of the presidents of the bodies entitled to vote. There at and not less than 21 clear days before the date of the election, the Registrar shall send by ordinary post, a notice of election to the voters whose names are entered in their respective rolls, stating that an election of their representative to the Senate of the University is due, indicating therein at the same time, the last date for receiving nominations and the date and manner of the election.

**STATUTE 11:**

In the case of election of ordinary members by Registered Graduates under sub-clause (e) of clause (A) (iv) of Section 16 (1) Class II, the Registrar shall prepare at the end of every year, on the 31st of December, Faculty wise electoral rolls of the Registered Graduates and shall publish them every five years. The notice of the election shall be published at least 28 days before the date of election in newspapers to be selected by the Vice-Chancellor. The election of ordinary member to the Senate by the Registered graduates, shall be held by ballot according to the system of proportional representation by means of a single transferable vote by ballot at polling centres fixed by the Vice-Chancellor. Not more than one bye-election shall be held during any academic year in any of the Registered Graduates constituencies.

**STATUTE 12:**

1. Every candidate in an election to the Senate, by the Registered Graduates shall, before nomination, deposit with the Registrar the sum of Rs. 100 in cash. The candidate shall not be deemed to have been duly nominated, unless the said deposit has been made.

2. The said 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 elected, is less than one-eighth of the quota.

3. The said deposit shall be refunded --
   (a) if the candidate is elected; or
   (b) if he duly withdraws his nomination; or
   (c) if his nomination is declared invalid; or
   (d) if he dies before the date fixed for election; or
   (e) if the candidate is not elected and the deposit has not been forfeited under clause (2).
STATUTE 13:
In respect of nomination to be made under Section 16(1) Class II(B) of the Act, the Registrar shall, not less than 30 days before the due date for nomination, request the State Government to send to the University, not later than the due date, the names, and addresses of the persons nominated by the State Government.

STATUTE 14:
The Registrar shall prepare at the end of every year, on 31st of December, a Register of Donors, each donating money or other property of the market value of not less than one lac of rupees, to or for the purpose of the University. If the Donor is an undivided Hindu family, trust, firm, company or body corporate, for the purposes of voting, the name of the representative 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. In the case of donation given jointly in the names of two or more persons, the name of only one representative will be enrolled in respect of that donation, if other conditions are fulfilled. In case of donation to be given by installments, the total amount of such installments being one lac or more, the date of acceptance of the first installment will be taken as the date of acceptance for the purposes of enrolment. The person so enrolled shall not, however, be entitled to vote or stand for election until the full amount of Rs.1,00,000 or more has been paid. If the number of names enrolled under sub-clause (i) and (ii) of Section 16(1) Class II(C) is three or less than three, each person whose name is so enrolled, shall subject to the above provisions, be deemed to have been elected. If the number exceeds three, the persons whose names are enrolled on the register, shall elect three members to the Senate.

STATUTE 15:
The Registrar shall ask the manager of the undivided Hindu family, the trustees of the trust, the directors of the company, manager of the firm, joint donors or the chief executive officer of the body corporate mentioned in the preceding Statute, to intimate to the University, within twenty-one days of such request from the Registrar, the name, degree and address of the representative for the purpose of voting and the names of such representatives shall be entered in the register.

STATUTE 16:
For the election by donors under Section 16(1) Class II(C), the Registrar shall maintain a list of person entitled to vote in accordance with the qualifications laid down therein and shall conduct the election by post, and by the system of Proportional Representation by means of a single transferable vote. The register prepared on the 31st December just preceding the date of election shall be used as an electoral roll for that election.
STATUTE 17:
(1) If a person is elected to the Senate by more than one constituency, he shall by a notice in writing, signed by him, and delivered to the Registrar of the University within seven days of the publication of the result of the last of such elections, choose which of these constituencies he shall represent and such choice once made shall be final.
(2) If the candidate does not make the choice referred to in (1) above within the specified period of time, the Vice-Chancellor shall decide the constituency which he shall represent and his decision shall be final.
(3) When any such choice has been made by the candidate, or a decision given by the Vice-Chancellor, the Vice-Chancellor shall direct the Registrar to take steps for holding an election in the constituency in which a vacancy has occurred by reason of such choice or decision.
(4) Notwithstanding that such vacancy has not been filled, the Senate may proceed to hold elections as per relevant Statutes.

STATUTE 18:
(e) OFFICIAL LANGUAGE
The official language of the University shall be Gujarati and all its correspondence, minutes of the various authorities of the University and accounts (inclusive of budget) shall be kept and maintained in Gujarati:
Provided however, that English will continue to be the authoritative language of the text of the Statutes, Ordinances and Regulations and all the business connected there with: Provided further, that it will be open to the Vice-Chancellor, notwithstanding what is contained herein, to direct that the correspondence between this University and such other bodies and persons and any other matters, may be carried on in English or in Hindi.

STATUTE 19:
Notwithstanding anything contained in Statute 18, a member shall have the right to address a meeting in English and/or Hindi.
(f) SENATE MEETINGS
(1) PROCEDURE AT MEETINGS OF THE SENATE
[Vide Section 29 (VIII) of the Act]

STATUTE 20:
A meeting of the Senate shall be held at the University Head Quarters unless the Vice-Chancellor or in his absence the Rector, if any, otherwise directs.

STATUTE 21:
The Chancellor or in his absence the Vice-Chancellor or in the absence of both, the Rector if any or in his absence, a member elected by the meeting shall preside at the meeting of the Senate. The oldest amongst the members present, shall take the Chair for and until such election.
STATUTE 22:
Twenty members of the Senate shall form a quorum and all questions shall be decided by a majority of votes of the members present and voting. In the case of equality of votes, the Chairman shall have a casting Vote.

STATUTE 23:
Only such proposals and amendments as are in accordance with the Act shall be entertained and debated in the Senate.

STATUTE 24:
The Registrar shall give notice of the date of the meeting of the Senate, six weeks before the date. A member of the Senate who intends to move a resolution or resolutions, shall give notice thereof, to the Registrar, so as to reach him, at least 30 clear days before the date of the meeting of the Senate.

STATUTE 25:
Sixteen clear days before the day fixed for a meeting of the Senate, the Registrar shall forward to each member of the Senate a statement of business to be brought before the meeting and the terms of all resolutions to be then proposed, together with the name of the proposer, intimation of which has previously reached him in writing. The inclusion of the report of any Committee of the Senate in the Agenda papers, shall be held to be equivalent to notice of motion for its adoption.

STATUTE 26:
When a motion which has been moved by a member of the Senate is referred by the Senate to the Syndicate for report and the 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 the Statutes, 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, with or without amendment, if any, proposed and adopted.

* Clear days’
Clear days’ means days exclusive of the days on which notice reach the Registrar and of the day of the meeting. Thus, if the meeting is fixed for Thursday, any ‘five clear days’ notice is required, the notice must reach the Registrar on the previous Friday, and if for Saturday. The notice must reach him on the previous Saturday. 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 the Statutes, 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, with or without amendment, if any, proposed and adopted.
STATUTE 28:
The Registrar shall, five clear days before the day of the meeting, forward to each member of the Senate, a statement of all motions and amendments. 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, for 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, Academic Council or a Faculty for report, or an amendment accepted by the Chairman as merely formal.

STATUTE 28-A:
The Vice-Chancellor may, however, reduce the time limit prescribed in Statutes 24, 25, 27 and 28 at his discretion by an order in writing, when he thinks it fit to do so.

STATUTE 29:
No matter which has been decided by the Senate, shall, within a period of six months after its disposal, be reconsidered by it, unless three-fourths of the members present at the meeting, vote in favour of such reconsideration.

(II) ORDER OF BUSINESS

STATUTE 30:
Each member, before he takes his place, shall register his attendance, in the book placed for the purpose, at the entrance of the place of the meeting.

STATUTE 31:
If there is no quorum at the commencement of the meeting, the Chairman shall at the expiry of a quarter of an hour, take notice whether there are 20 members present, and if there are not, the meeting shall forthwith be adjourned to such other date as the Chairman may fix. Such adjournment shall be recorded by the Registrar under the signature of the Chairman. In the case of a meeting adjourned for want of a quorum, no quorum will be required.

STATUTE 32:
The Vice-Chancellor shall determine the order of business to be entertained at every meeting but if this is not done at every meeting, the business to be entertained shall, unless, the meeting otherwise determines, be taken in the following order.

(1) The election of the Chairman of the Meeting, if occasioned by circumstances.

(2) The approval 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 a member of any authority or body of the University.

(3-A) The Conferment of degrees or diplomas.

(4) Answering by the Vice-Chancellor or a member of the Syndicate nominated by the Vice-Chancellor for the purpose
or the Registrar, as the case may be, any questions asked by any member of the Senate of which not less than thirty days' notice has been given, for the purpose of obtaining information concerning the University, subject to the following provisions:

1. Not more than the first forty-five minutes on the first day of the meeting of the Senate may be set apart for answering questions and supplementary questions. Any question not answered during this period shall lapse but the questioner may renew it in the form of a fresh question at a subsequent of the Senate, by giving not less than thirty days' notice.

2. No question may be admitted which does not satisfy the following conditions viz:

(i) It shall be so framed as to be a request for information.

(ii) It must not contain arguments, inferences, ironical expressions or defamatory statements.

(iii) It must not ask for an expression of opinion or for the solution of a hypothetical proposition or the solution of an abstract legal question.

(iv) It must not refer to the character, competence or conduct of any person, except in his official capacity.

(v) It must not refer to a matter, which is of a confidential nature.

(vi) It must not contain any name or statement not strictly necessary to make the question intelligible.

(vii) It must not involve the preparation of elaborate statements, statistics or expenditure of an excessive amount of time and labour.

(viii) It must not be such as cannot be answered consistently interests of the University.

(ii) The Vice-Chancellor shall decide on the admissibility of a question. He may disallow any question which, in his opinion contravenes the above conditions and his decision shall be final.

(iii) All questions together with such answers as are ready, shall be issued to the member with the revised agenda.

(iv) Any member may put a supplementary question for the purpose of elucidating any fact, regarding which an answer has been given. The Chairman of the meeting may disallow any supplementary question, if in his opinion it infringes the conditions relating to questions and his decision shall be final.

(v) The Vice-Chancellor may ask for notice of a supplementary question, which he is not prepared to answer.

(vi) The answers to the questions or supplementary questions may be given by the Vice-Chancellor or any member of the
Syndicate nominated by the Vice-Chancellor for the purpose or by the Registrar.

(vii) No member shall ask more than two supplementary questions to a main question.

(5) The consideration of the Annual Report, Annual Accounts and financial estimates and resolutions thereon, when they are part of the business to be entertained at the meeting.

(6) The consideration of Ordinances, motions for making, amending and repealing Statutes and proposals recommending amendments to the Act.

(7) 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 (6) above, or any of them.

(8) 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 provisions of this Statute and Statute 39.

(III) RULES FOR DEBATE

STATUTE 33:
Every proposal shall 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 with the permission of the Chairman.

STATUTE 34:
No proposal at a meeting shall be considered, unless it is seconded. The seconder of a motion may reserve his right of speech.

STATUTE 35:
When a proposal has been seconded, it shall be stated from the chair.

STATUTE 36:
When the proposal has been so 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, no member rises to speak on the motion, the Chairman shall proceed to put the proposal to vote in the manner hereinafter mentioned.

STATUTE 37:
A substantive proposal once disposed of shall not be proposed a second time, at the same meeting, or at any adjourned meeting thereof. A proposal substantially identical in part with one already disposed of may be brought forward at the same meeting or at any adjourned meeting thereof with the omission of such part.

STATUTE 38:
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 shall be considered and voted upon. In case no notice
of amendment has been given, the Senate shall at once proceed to consider and vote upon the proposal.

**STATUTE 39 :**
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.

**STATUTE 40 :**
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.

**STATUTE 41 :**
No member of the Senate, save with the permission of the Chairman, shall ordinarily 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.

**(IV) AMENDMENTS**

**STATUTE 42 :**
No amendment shall be proposed which would reduce the proposal to a negative form.

**STATUTE 43 :**
No amendment shall be proposed which raises a question already disposed of by the meeting or is inconsistent with any resolution passed by it.

**STATUTE 44 :**
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.

**STATUTE 45 :**
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.

**STATUTE 46 :**
When an amendment has been moved and seconded, it shall be stated from the Chair and then the debate may proceed on the original proposal and amendment together, but so far as the question raised by the amendment is one, on which a member has not yet spoken, he may speak on that question though he has spoken on original question, or a previous amendment.

**STATUTE 47 :**

(1) 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 of the
amendment may state the motion or the part thereof
affected as it would stand, when so amended.

(2) An amendment must be relevant to and within the scope of
the motion to which it is proposed.

(3) An amendment in the alternative shall not be admitted.

STATUTE 48:
If any amendment be carried, it shall become part of the motion
before the Senate and the motion shall be modified accordingly.

STATUTE 49:
When all the amendments, which of due notice has been given, have
been considered, the original motion or the original motion as
amended in course of debate, shall be placed before the Senate and
put to vote without further discussion.

(V) WITHDRAWAL OF A QUESTION

STATUTE 50:
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 an 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

STATUTE 51:
(1) The Senate may, when it thinks fit, resolve itself into a
Committee to consider any item which may be on the agenda.

(2) A motion for resolving the Senate 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 24, but
can only be placed before the Senate for consideration, if the
Chairman gives permission for this to be done.

(3) No speech shall be allowed in moving the motion.

(4) No such motion shall be considered unless at least 15
members rise in support thereof.

(5) The motion, then having been duly supported, 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.

STATUTE 52:
(1) When the Senate decides in this manner to resolve itself into
a Committee, the Chairman shall be the same as that for the
meeting of the Senate, and the quorum shall be the same as
that for the meeting of the Senate.

(2) The manner in which the discussion of the matter under
consideration shall be conducted shall be in 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.

(3) The period during which the Senate is sitting as the Committee shall be considered as a suspension of the sitting of the Senate and immediately 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.

(4) If any of the resolutions of the Committee involve recommendations not covered by the motion and the amendments to those motions on the agenda of the meeting, they shall not be considered by the Senate, until notice of these has been given as required under Statute 24 or Statute 27, as the case may be.

(5) 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.

STATUTE 53:
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.

STATUTE 54:
A proposal ‘that the meeting be now adjourned to some special time’ may be moved at any time as a distinct question, but not as an amendment, nor so as to interrupt a speech, except on the motion of the Chairman. If it be negatived, the debate shall be resumed. The same rule will apply to a meeting of the Senate in Committee.

STATUTE 55:
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.

STATUTE 56:
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 27 any amendment otherwise in order may be moved at an adjourned meeting if the notice so required be duly given.

STATUTE 57:
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.
STATUTE 58:
No motion for dissolution or for the adjournment of the meeting, or for the suspension of the sitting, or to pass to the next business, shall be made or spoken on during the debate by a 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 is further dealt with.

STATUTE 59:
When a motion of the class contemplated in the last preceding Statute, has been brought forward, and negative, no other motion of that class shall again be 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

STATUTE 60:
On each proposal or proposals and amendment in debate a member may speak once, subject to the provisions of Statutes 46 and 58.

STATUTE 61:
After the mover of a motion or an amendment has spoken, the other members may, save as otherwise provided, speak on the motion or amendment in such order as the Chairman may determine.

STATUTE 62:
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.

STATUTE 63:
The mover of a motion may speak a second time on the conclusion of a debate, by way of reply.

STATUTE 64:
The mover of an amendment or when there is no amendment, the mover of the original resolution, may reply to the debate before voting. But the mover of a motion for the 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.

STATUTE 65:
No member shall speak on the question after the mover has entered on his reply.

STATUTE 66:
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 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 Rector on in his absence by the senior most member present.
(IX) POINTS OF ORDER

STATUTE 67:
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, if 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.

STATUTE 68:
The Chairman shall be the sole judge on every 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.

STATUTE 69:
In the event of any contumacious disregard of a ruling or call to order by the Chairman, he may ask the member so offending to leave the meeting and the member so 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

STATUTE 70:
On putting any question to 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.

STATUTE 71:
Any member may then demand a division, except on a motion for adjournment. Voting in all divisions shall be by ballot.

STATUTE 72:
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.

STATUTE 73:
In every division, only such members as were present at the time of putting the question to vote, shall be entitled to vote. At the time of taking votes, the doors of the house will be closed. Voting shall be on papers supplied at the meeting by the Registrar and every voting paper shall be returned with or without the vote.

STATUTE 74:
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.
STATUTE 75:
If, after a division has been taken, five members present shall demand a recount, the Chairman shall appoint two or more members to act as 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 final.

STATUTE 76:
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

STATUTE 77:
All motions, together with their amendments, if any, on the agenda of a Senate meeting which have not been moved or voted upon for any reason at the meeting to which the agenda relates, shall at the close of the meeting, be deemed lapsed: Provided however, that a motion shall not lapse if a part thereof or an amendment thereto has been voted upon.

(XII) MINUTES

STATUTE 78:
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 a meeting, as approved by the Chairman, to the address of each member of the Senate. In the event of any objection being taken by a member to the correctness of the minutes as circulated, the member shall intimate his objection in writing, to the Registrar within a fortnight from the receipt of the minutes. The Chairman will examine the objection and will correct the minutes if he finds it necessary and he shall inform the meeting of the action taken on the objection at the time of signing the minutes.

CHAPTER II
THE SYNDICATE
(a) CONSTITUTION
[Under Section 19 (1) of the Act]
Elections to the Syndicate

STATUTE 79:
(1) For the purpose of election by Principals of affiliated degree colleges and heads of Recognised Institutions, of two members from amongst themselves as members of the Syndicate as required by Section 19(i)(iv) of the Act, the Registrar shall maintain an electoral roll of Principals of affiliated degree colleges and heads of Recognised Institutions and the election shall be held on the day of a meeting of the Senate in accordance with the prescribed rules.
(2) For the purpose of election of one teacher by the Teachers elected to the Senate as required by Section (19)(i)(v) of the Act, the Registrar shall maintain an electoral roll of the teachers elected to the Senate under Section 16(1) Class II(A)(iii) of the Act, and the election shall be held on the day of a meeting of the Senate in accordance with the prescribed rules.

STATUTE 80:
Notwithstanding anything contained in the above Statutes and the election rules:

(i) the election of five persons to the Syndicate by the Senate from amongst its members who are not Principals, Teachers, Heads of University Departments, Head Masters, Heads of Recognised Institutions and Secondary Teachers, as required under Section 19(1)(vii) of the Act, and

(ii) the election of two persons to the Syndicate by the Academic Council from amongst its members as required under Section 19(i)(viii) of the Act, shall be conducted as mentioned below:

(1) The Registrar shall inform each member of the Senate or the Academic Council, as the case may be, of the date fixed by the Vice-Chancellor for the election or elections referred to in (i) and (ii) above and shall send to each member at least 21 clear days before the prescribed date of election a list of members of the Senate or the Academic Council, as the case may be, and an intimation to the effect that nominations duly proposed and seconded as prescribed in the Statute 187 shall be received by the Registrar at his office up to 4.00 p.m. on a date not later than nine clear days before the date of the meeting.

(2) Such nominations shall be in accordance with Statutes 187, 188 and 189 in so far as they are applicable.

(3) The list of valid nominations shall be sent to each member of the Senate or of the Academic Council, as the case may be at least five clear days before the date of election.

(4) The election shall be conducted in the manner prescribed in Statutes.

(5) After the scrutiny of voting papers is completed, the Registrar shall report to the Vice-Chancellor the result of the scrutiny and shall announce the same on the Notice Board of the University.

(b) PROCEDURE AT THE MEETING OF THE SYNDICATE

STATUTE 81:

(1) The Syndicate shall ordinarily meet once every month and at such other times when convened by the Vice-Chancellor or in his absence by the Rector, if any.

(2) The Vice-Chancellor or in his absence the Rector, or in the absence of both, the senior Dean who is a member of the Syndicate, shall preside at a meeting of the Syndicate.
STATUTES OF THE SAURASHTRA UNIVERSITY

STATUTE 82:
Six members of the Syndicate shall form a quorum for a meeting of the Syndicate and all questions shall be decided by a majority of votes of the members present and voting. In the case of equality of votes, the Chairman shall have a casting vote.

STATUTE 83:
The seat of a person on the Syndicate shall be vacated by death, resignation, absence from four consecutive ordinary meetings or on his ceasing to hold a particular office or to answer a particular designation by virtue of which he was elected.

STATUTE 84:
Every Authority of the University, except the Senate, shall report on any subject that may be referred to it by the Syndicate.

STATUTE 85:
Any authority, or any member of the Senate, may make recommendations to the Syndicate and may propose any Statute or Ordinance.

STATUTE 86:
The Syndicate may, in addition to the Committees appointed under Ordinances, appoint any Boards or Committees to carry out administrative duties within the scope of its powers.

STATUTE 87: Deleted.
STATUTE 88: Deleted.

(c) PREPARATION OF THE ANNUAL BUDGET

STATUTE 89:
The Syndicate shall prepare the financial estimates for the ensuing year, at least eight weeks before the date fixed for the annual meeting of the Senate and shall send a copy of the financial estimates prepared by the Syndicate to all the members of the Senate, so as to reach them at least six weeks before the annual meeting of the Senate every year and the consideration of the budget shall be an item of the agenda of the annual meeting of the Senate.

(d) PREPARATION OF THE ANNUAL REPORT

STATUTE 90:
The Syndicate shall take steps to have the Annual Report of the University prepared under its direction for submission to the Senate at least six weeks before the date fixed for the Annual meeting of the Senate.

CHAPTER III
THE ACADEMIC COUNCIL
(a) CONSTITUTION
(Under Section 21 of the Act)
Elections to the Academic Council

STATUTE 91:
For the purpose of election of one member other than the Dean, by each Faculty from amongst its members as required by Section 21(1)(iv) of the Act, the Registrar shall maintain electoral rolls, of
members of respective Faculties, and the election shall be held at a meeting of the Faculty, in accordance with the prescribed rules;

**STATUTE 92**: For the purpose of nomination of two members by the Syndicate from amongst its members, as required under Section 21(1)(v) of the Act, the Registrar shall inform the members of the Syndicate at least 10 days in advance of the date of the meeting of the Syndicate to the effect that the said nomination is due and it will be an item of the agenda of the Meeting.

**(b) PROCEDURE AT THE MEETING OF THE ACADEMIC COUNCIL**

**STATUTE 93**: The Academic Council will meet ordinarily once in four months and at other times when convened by the Vice-Chancellor or in his absence, by the Rector, if any, or in the absence of both, by the senior most Dean. The Vice-Chancellor or, in his absence the Rector, or, in the absence of both, the senior most Dean shall preside at the meeting of the Academic Council.

**STATUTE 94**: Eight members shall constitute a quorum for a meeting of the Academic Council and all questions shall be decided by a majority of votes of the members present and voting. In the case of equality of votes, the Chairman shall have a casting vote.

**STATUTE 94-A**: The Seat of a person on Academic Council shall be vacated by death, resignation, absence from four consecutive ordinary meetings or on his ceasing to hold a particular office or to answer a particular designation by virtue of which he was elected.

**CHAPTER IV**

**THE FACULTIES**

**(a) CONSTITUTION**

**(Under Section 23 of the Act)**

**Assignment of Faculties**

**STATUTE 95**: The Registrar shall, as soon as the result of elections to the Senate are published, ask each member of the Senate, to give in writing, the Faculty to which the member wishes to be assigned, in accordance with the provisions of Section 23(2) and (3) of the Act.

**STATUTE 95-A**: In addition to the faculties mentioned in Section 23(i), the following faculties shall also be included in the name of:

(I) Home science
(II) Homoeopathy & Alternative system of Medicine
(III) Architecture
(IV) Faculty of Business Management

**STATUTE 96**: For the purpose of election of one member by each Board of Studies from amongst its members as required under Section 23 (2)(iii) of
the Act, to the Faculties concerned, the Registrar shall maintain a roll of the members of each Board of studies and the election shall be held at a meeting of the Board concerned.

**STATUTE 96 - A:**
Each Faculty shall meet ordinarily once every term and at such other times when convened by the Dean of the Faculty.

**STATUTE 96 - B:**
One third of the total number of members shall form a quorum for the meeting of the Faculty. The Dean or in his absence a member elected at the meeting shall preside at the meeting.

**STATUTE 96 - C:**
The seat of a person on a Faculty shall be vacated by death, resignation, absence from four consecutive ordinary meetings or on his ceasing to hold a particular office or to answer a particular designation by virtue of which he was elected.

**(b) SUBJECTS UNDER THE FACULTIES**

**STATUTE 97:**
The subjects comprised in each of the Faculties shall be as under:

**1) FACULTY OF ARTS:**
1. Gujarati
2. Marathi
3. Hindi
4. Urdu
5. Sindhi
6. Bengali
7. English
8. French
9. German
10. Sanskrit
11. Pali
12. Prakrit (Ardhamagadhi)
13. Persian
14. Avesta Pahlavi
15. Arabic
16. Tamil
17. Russian
18. History
19. Archaeology- Epigraphy
20. Logic
21. Philosophy
22. Mathematics
23. Statistics
24. Political Science
25. Economics
26. Sociology
27. Psychology
28. Ancient Indian or Eastern Culture
29. Home Science
30. Geography
31. Co-operation
32. General Education
33. Labour Welfare
34. Library and Information Science
35. Journalism
36. Fine Arts
37. Town Planning and Architecture
38. Anthropology
39. Civics
40. Defence Studies
41. Journalism & Mass Communication
42. Salesmanship & Marketing
43. Public Relations
44. Photography
45. Export & Import Trade Management
46. Office Management & Book Keeping
47. Labour Welfare & Industrial Relations
48. Tourism & Travel Management
49. Rural Development
50. Corporate Secretaryship
51. Master of Social Work
52. Performing Arts
53. Applied Arts.
54. Gandhian Studies.
55. B.S.W.
56. Research Methodology
57. Family Welfare
58. Child Welfare
68. Vallabha Vedant & Vaishnavism

(2) FACULTY OF EDUCATION:
1. Education
2. Psychology
3. Physical Education.

(3) FACULTY OF SCIENCE:
1. Physics
2. Chemistry
3. Botany
4. Zoology
5. Microbiology
6. Geology
7. Mathematics
8. Statistics
9. General Education
10. Geography
11. English
12. Bio-Chemistry
13. Computer Science
14. Electronics
15. Wildlife Science.
16. Instrumentation (Vocational).
17. Industrial Microbiology
18. Biotechnology
19. Immunology
20. Genetics
21. Industrial Chemistry
22. Bioinformatics

(4) FACULTY OF TECHNOLOGY INCLUDING ENGINEERING

1. Civil Engineering
2. Mechanical Engineering
3. Electrical Engineering
4. Public Health Engineering
5. Telecommunication Engineering
6. Town planning and Architecture
7. Structural Engineering
8. Production Engineering
9. Automobile Engineering
10. Textile Engineering
11. Chemical Engineering
12. English
13. Physics
14. Chemistry
15. Mathematics
16. Geology
17. Economics
18. Aeronautical Engineering
19. Industrial Engineering
20. Power Electronics.
21. Information Technology
22. Electronics & Communication Engineering
23. Computer Engineering
24. Biomedical & Instrumentation Engineering
25. Mechatronics.
26. Instrumentation & Control Engineering
27. Industrial Electronics Engineering
28. Environmental Engineering
29. Bio-Chemistry
30. Architecture.
31. Chemical Engineering

(5) Deleted.

(6) FACULTY OF LAW:

1. Jurisprudence
2. International Law (Private & Public)
3. Constitutional Law
4. Law of Crimes
5. Law of Obligations
6. Procedural Laws  
7. Law of Property and Personal Laws  
8. Taxation Laws  
9. Legal English.  

(7) FACULTY OF MEDICINE:
1. Anatomy  
2. Physiology  
3. Bio-Chemistry  
4. Pathology  
5. Microbiology & Immunology  
6. Pharmacology & Pharmacotherapy  
7. Pharmacy  
8. Community Medicine  
9. Forensic Medicine  
10. Medicine  
11. Surgery  
12. Obstetrics and Gynaecology  
13. Anaesthesiology  
14. Ophthalmology  
15. Paediatrics  
16. Radiology  
17. Orthopaedics  
18. Otorino Laryngology  
19. Dermatology & Venerology  
20. Dentistry  
21. Tuberculosis & Chest Diseases  
22. Psychiatry  
23. Cardiology  
24. Cardiothoracic Surgery  
25. Genito-Urinary Surgery  
26. Infectious Diseases  
27. Neurology  
28. Neuro-Surgery  
29. Paediatric Surgery  
30. E.N.T.  
31. Dental Meterice Science  
32. Skin Veneriology Dermatology  
33. Radio-therapy  
34. Plastic Surgery.  
35. Physiotherapy

(8) FACULTY OF COMMERCE:
1. Economics  
2. English  
3. Business Administration  
4. Statistics  
5. Commerce
6. Mercantile Law  
7. General Education  
8. Accounting including Auditing  
9. Banking  
10. Transport  
11. Economics of Cotton  
12. Geography  
13. Politics  
14. Mathematics  
15. Co-operation  
16. Labour Welfare  
17. Business Management  
18. Computer Science  
19. Insurance.  

(9) FACULTY OF RURAL STUDIES:  
1. English  
2. Hindi  
3. Gujarati  
4. History  
5. Economics  
6. Political Science  
7. Co-operation  
8. Social Studies  
9. Gandhian Ideology  
10. Rural Education and Psychology  
11. Agriculture-Agro-Engineering, Agro-Chemistry, Farm Management  
12. Animal Husbandry - Dairy Development  
13. Botany-Forestry-Horticulture  
14. Health education-Food and Nutrition  
15. Rural Development.  

(10) FACULTY OF HOME SCIENCE:  
1. English  
2. Hindi  
3. Biology  
4. Chemistry  
5. Physics  
6. Microbiology  
7. Bio-Chemistry  
8. Physiology  
9. Anatomy  
10. Home Nursing  
11. Ecology  
12. Sociology  
13. Psychology  
14. Economics  
15. Food and Nutrition  
16. Home Management
17. Child Development
18. Clothing & Textiles

(11) FACULTY OF HOMOEOPATHY
1. Anatomy
2. Physiology and Biochemistry
3. Homoeopathy Pharmacy
4. Organ and Homoeopathic Philosophy
5. Homoeopathic materia-medica
6. Pathology, Bacteriology and parasitology
7. Forensic Medicine and Toxicology
8. Social and preventive medicine including Health Education and Family planning
9. Surgery including E.N.T. Eye, dental orthopedic and Homoeopathic Therapeutics
10. Obstetrics Gynecology and Homoeopathic Therapeutics
11. Practice of Medicine and Homoeopathic Therapeutics
12. Repertory.

(12) FACULTY OF ARCHITECTURE
1st stage
*Humanities & Arts
*Building Materials & Construction
*Structures
*Studio
*Basics of Design
*Media & Material Explosion
*Senses & Sensibilities

2nd stage
*Urban Design
*Housing
*Town Planning
*Land scoring
*Project Management
*Energy conscious Architecture
*Sustainable Habitat & Architecture
*Research

*Presentation Technique
*Environment Sciences & Services
*Surveying & Leveling
*History of Architecture
*Estimation & Valuation
*Professional Practice

(13) FACULTY OF BUSINESS MANAGEMENT
1. Managerial Economics
2. Managerial Accountancy
3. Principles of Management & Organization of Behavior
4. Legal Aspect of Business & Case Study
5. Quantitative Techniques
6. Computer
7. Management Control System
8. Financial Decision Analysis
9. Corporate Tax Planning
10. Security Analysis & Portfolio Management
11. International Financial Management
12. Marketing Management
13. Financial Management
14. Production Management
15. Secretarial Practice
16. Banking Co-operation
17. Compulsory English
18. Project Management
19. Entrepreneur Development

**STATUTE 98:**
For the purpose of Section 26(2) of the Act, "special subjects taught at degree level" shall mean subjects taught at the final year of the first degree and at the Post-graduate degree and the heads (provided they have Professors' qualifications) of these subjects will be members of the Respective Boards of Studies, save in the case of Faculty of Technology including Engineering special subject taught at degree level shall mean subject taught at the pre-final and final year of the first degree and at the post-graduate degree. Such subjects shall be as under:

**FACULTY OF ARTS:**
1. Gujarati
2. English
3. Hindi
4. Marathi
5. Sindhi
6. Urdu
7. Bengali
8. Sanskrit
9. Pali
10. Prakrit (Ardhamagadhi)
11. Arabic
12. Persian
13. French
14. German
15. Avesta-Pahlavi
16. Tamil
17. Russian
18. History
19. Archaeology
20. Politics
21. Economics
22. Sociology
23. Philosophy
24. Psychology
25. Indian Culture-Ancient Mediaeval and Modern
26. Mathematics
27. Geography
28. Statistics
29. Home Science
30. Co-operation
31. Library & Information Science
32. Labour Welfare
33. Defence Studies
34. Journalism and Mass Communication
35. Social work
36. Performing Arts
37. Applied Arts
38. Gandhian Studies.

FACULTY OF EDUCATION:
1. Psychology
2. Education
3. Physical Education
4. Practice in Education.
5. Psychology of Physical Education

FACULTY OF SCIENCE:
1. Physics
2. Chemistry
3. Botany
4. Zoology
5. Microbiology
6. Geology
7. Geography
8. Mathematics
9. Statistics
10. English
11. Bio-Chemistry
12. Computer Science
13. Electronics
15. Instrumentation (Vocational).
16. Industrial Microbiology
17. Biotechnology
18. Industrial Chemistry
20. Electronics, Computer and Instrumentation

FACULTY OF TECHNOLOGY INCLUDING ENGINEERING:
(i) Civil Engineering consisting of:
1. Water Resources engineering including hydrology, Irrigation Flood Control, Drainage fluid mechanics, Hydrolic Structures and Geology.
3. Environmental engineering including - Impact Analysis & Transportation.
4. Civil engineering Projects and management including surveying and Projects and management including surveying and Professional Practice.
(ii) **Mechanical engineering consisting of:**
1. Heat engines and Applied Thermodynamics
2. Drawing Dynamics & Machine Design
3. Fluid Mechanics and Heat Transfer
4. Metallurgy Material Science & Operation Research

(iii) **Electrical engineering consisting of:**
1. Electrical Design and Projects
2. Electrical Power including Electrical Technology
3. Electrical Instrument and Measurements
4. Applied Electronics
5. Electrical Power system and mechanics

(iv) **Structural engineering consisting of:**

(v) **Production engineering consisting of:**
1. Manufacturing Process, Mechanical Technology Metrology
2. Machine Tools & Tool Engineering
3. Production, Planning & Control
4. Production Management Techniques

(vi) **Industrial engineering consisting of:**
1. Industrial engineering, Planning & control
2. Industrial organization and Management
3. Methods, evaluation and Facilities Planning
4. Organization dynamics

(vii) **Power Electronic Consisting of:**
1. Instrumentation
2. Electronics Design
3. Microprocessors
4. Automation and Control
5. Industrial Drivers & Control
6. Advanced power Electronics
7. Digital Signal Processing
8. Modern Power System Protection
9. Project

(Viii) **Computer Engineering Consisting of**
1. Artificial Intelligence & Expert Systems
2. Relational Data Base Management System
3. Advanced Computer Architecture
4. Software Engineering & Application Development
5. Simulation & Modeling
6. Internet Technology
7. Distributed Operational System
8. Project work

(ix) **Information Technology Consisting of:**
1. Client Server development
2. Artificial Intelligence and Expert System
3. Internet Technology & web Development Tools
4. Computer Peripherals
5. Compiler Design
6. Parallel Processing
7. Distributed Operating System
8. Simulation & Modelling
9. ERP & Data Warehouse
10. Data Security
11. Advanced Computer Networking
12. Project work

(x) Electronics & Communication Engineering Consisting of:
1. Power Electronics
2. Data Communication & Networking Technology
3. Microwave Engineering
4. Electronics Filters
5. Digital Computer Organization
6. Instrumentation
7. Object-Oriented Programming
8. Project
9. Microcontrollers & Applications

(xi) Biomedical & Instrumentation Engineering Consisting of:
1. Linear Control Theory & Control System Compound
2. Integrated Circuits & Applications
3. Analytical and Optical Diagnostics Techniques
4. Medical Diagnostic Techniques & Equipments
5. Electronics Circuit Design
6. Microprocessor Architecture & Interfacing
7. Analog & Digital Communication
8. Industrial Instrumentation & Measurement Technologies
10. Medical Therapeutic Techniques & Equipments
11. Project

(xii) Chemical Engineering
(xiii) Instrumentation & Control Engineering
(xivc) Mechatronics Engineering
(xvc) Biotechnology
(xvi) Architecture

FACULTY OF LAW:
1. Jurisprudence
2. International Law (Private and Public)
3. Constitutional Law
4. Law of Crimes
5. Law of Obligation
6. Procedural Laws
7. Law of Property and Personal Laws
8. Taxation Laws
9. Legal English

**FACULTY OF MEDICINE:**
1. Anatomy
2. Physiology
3. Pathology
4. Pharmacology & Pharmaco therapeutics
5. Social and Preventive Medicine
6. Forensic Medicine
7. Medicine
8. Surgery
9. Obstetrics and Gynecology
10. Anesthesiology
11. Ophthalmology
12. Pediatrics
13. Radiology
14. Orthopedics
15. Microbiology
16. Bio-Chemistry
17. E.N.T.
18. Dentistry.
19. Physiotherapy

**FACULTY OF COMMERCE:**
1. Accounting including Auditing
2. Banking
3. Transport
4. Economics of Cotton
5. Statistics
6. Economics
7. Mercantile Law
8. Business Administration
9. Actuarial Science
10. Modern Finance
11. Co-operation
12. Insurance

**FACULTY OF RURAL STUDIES**
1. Rural Agriculture
2. Rural Reconstruction
3. Rural Education
4. Rural Development

**FACULTY OF HOME SCIENCE**
1. Food & Nutrition
2. Home Management
3. Child Development
4. Clothing & Textiles

**FACULTY OF HOMOEOPATHY**
1. Physiology and biochemistry
2. Social and preventive medicine including health education and family planning
3. Obstetrics, gynecology and homoeopathic therapeutics
4. Homoeopathic materia-medica

**FACULTY OF ARCHITECTURE**
1. Humanities & Arts
2. Building Sciences
3. Design
4. Representation
5. Social Obligation

**FACULTY OF BUSINESS MANAGEMENT**
(1) Finance
(2) Marketing Management
(3) Information Technology
(4) Human Resource Management

**CHAPTER V**

**BOARDS OF STUDIES CONSTITUTION**
(Under Section 15 and 26(1) of the Act)

**STATUTE 99**:
The following Boards of Studies may be constituted under the provisions of Section 26(1) for the subject of group or subjects specified below:

(1) **UNDER THE FACULTY OF ARTS**:
1. Gujarati
2. Hindi
3. Modern Indian Languages other than Gujarati and Hindi
4. Modern European Languages other than English
5. Sanskrit, Prakrit and Pali
6. Persian, Arabic and Urdu
7. History, Archaeology, Epigraphy and Numismatics
8. Political Science
9. Sociology and Anthropology
10. Philosophy including Logic
11. Indian Culture-Ancient, Mediaeval and Modern
12. Fine Arts*
13. Defence Studies
14. Journalism and Mass Communication
15. Library and Information Science
16. Social works
17. Performing Arts
18. Applied Arts
19. Gandhian Studies

* As there are no degree courses for Fine Arts, the courses shall be prescribed by a Committee appointed by Vice-Chancellor.

(2) **FACULTY OF EDUCATION**:
(i) Education
(ii) Practice in Education
(iii) Psychology of Physical Education
(3) FACULTY OF SCIENCE:
   1. Microbiology (Including Industrial Microbiology)
   2. Bio-Chemistry
   3. Instrumentation (Vocational)

(4) FACULTY OF TECHNOLOGY INCLUDING ENGINEERING:
   (i) Civil engineering consisting of:
   4. Civil engineering projects and management including surveying and Professional Practice.
   (ii) Mechanical engineering consisting of:
      1. Heat engines and Applied Thermodynamics
      2. Drawing Dynamics & Machine Design
      3. Fluid Mechanics and Heat Transfer
      4. Metallurgy Material Science & Operation Research
      5. Mechatronics
   (iii) Electrical engineering consisting of:
      1. Electrical Design and Projects
      2. Electrical Power including Electrical Technology
      3. Electrical Instruments and Measurements
      4. Applied Electronics
      5. Electrical Power system and mechanics
   (iv) Structural engineering consisting of:
      2. Structural Analysis
      3. Designs of Structures
      4. Concrete Technology and Prestressed concrete structures
   (v) Production engineering consisting of:
      1. Manufacturing Process, Mechanical Technology, Metrology
      2. Machine Tools & Tool Engineering
      3. Production, Planning & Control
      4. Production Management Techniques
   (vi) Industrial engineering consisting of:
      1. Industrial Engineering, Planning and Control
      2. Industrial Organization and Management
      4. Organizational dynamics
   (vii) Power electronic consisting of:
      1. Electronic Instrumentation and Control
      2. Electronics, Communication
      3. Microprocessors and Computers
4. Thyristor circuits & Drive
   (viii) Computer Engineering
   (ix) Chemical Engineering
   (x) Instrumentation & Control Engg.
   (xi) Biotechnology
   (xii) Architecture
   (xiii) Electronics & Communication
   (xiv) Bio-Medical and Instrumentation Engineering

5. Deleted

6. FACULTY OF LAW : (4 BOARDS)

7. FACULTY OF MEDICINE : (5 BOARDS)
   1. Anatomy; Physiology and Bio-Chemistry;
   2. Pathology; Pharmacology & Pharmaco-therapeutics; Community Medicine; Forensic Medicine; Microbiology.
   3. Medicine; Surgery & Gynecology;
   4. Anesthesiology; Ophthalmology; Pediatrics; Radiology; orthopedics;
   5. Dentistry.

8. FACULTY OF COMMERCE : (4 BOARDS)
   1. Commerce including Business Administration, Mercantile Law, Insurance.
   2. Accountancy including Costing.
   5. Computer Science

9. FACULTY OF RURAL STUDIES :
   Rural studies including Rural Agricultural, Rural Reconstruction,
   Rural Education and Rural Development.

10. FACULTIES OF ARTS AND EDUCATION :
    Psychology.

11. FACULTIES OF ARTS AND COMMERCE :
    Geography,
    Co-operation,
    Labour Welfare.

12. FACULTIES OF ARTS, SCIENCE AND COMMERCE :
    Statistics,
    Geography,
    General Education.
(13) FACULTIES OF ARTS, SCIENCE, COMMERCE AND TECHNOLOGY INCLUDING ENGINEERING:
   English.
(14) FACULTIES OF ARTS, COMMERCE AND TECHNOLOGY INCLUDING ENGINEERING:
   Economics.
(15) FACULTIES OF ARTS, SCIENCE, COMMERCE AND TECHNOLOGY INCLUDING ENGINEERING:
   Mathematics.
(16) FACULTIES OF SCIENCE AND TECHNOLOGY INCLUDING ENGINEERING
   Geology.
(17) FACULTY OF SCIENCE: (2 BOARDS)
   1. Botany
   2. Zoology
   3. Biotechnology
   4. Bio Informatics
   5. Industrial Chemistry
(18) FACULTIES OF SCIENCE AND TECHNOLOGY INCLUDING ENGINEERING: (2 BOARDS)
   1. Physics
   2. Chemistry.
(19) FACULTIES OF HOME SCIENCE & ARTS:
   1. Home Science General
   2. Food & Nutrition
   3. Home Management.
(20) FACULTY OF HOMOEOPATHY (4-BOARDS)
   1. Physiology and Biochemistry
      (1) Anatomy
      (2) Homoeopathic Pharmacy
   2. Preventive and social medicine including health education and family planning
      (i) Pathology, Bacteriology & Parasitology.
      (ii) Forensic Medicine and Toxicology
   3. Obstetrics, gynecology and homoeopathic therapeutics
      (i) Surgery including ENT, eye, dental, orthopedic and homoeopathic therapeutics
      (ii) Organ and Homoeopathic Philosophy
      (i) Practice of Medicine and Homoeopathic Therapeutics.
      (ii) Repertory.
(21) FACULTY OF ARCHITECTURE
   1. Building Science & Social Obligation
   2. Humanities & the Arts, Design & Representation
(22) FACULTY OF BUSINESS MANAGEMENT
   1. Finance
   2. Marketing Management
   3. Information Technology(system)

STATUTE 100:
The persons to be co-opted by a particular Board of Studies under Section 26(2)(iii) of the Act, shall be co-opted at a meeting of that particular Board of Studies.

STATUTE 101:
(1) Each Board shall elect its own Chairman as required under Section 26(4) of the Act, at a meeting called for the purpose.
(2) Such meeting of Board shall be convened by the Chairman or in his absence by the Registrar. However, the Chairman shall convene a meeting of the Board on the requisition of three members of the Board.
(3) Not less than one-third of the members or two members, whichever number is greater, shall constitute a quorum of the meeting of the Board. If there is no quorum at the commencement of the meeting even at the expiry of a quarter of an hour, the meeting shall forthwith be adjourned to such a date as the Chairman may appoint.
(4) All questions shall be decided by a majority of votes of the members present and voting. In case of equality of votes, the Chairman shall have a casting vote.
(5) Any item of business before a Board may at the discretion of the Chairman, be disposed of by correspondence, if no member of the Board objects to such a course.

STATUTE 102:
The Office of a member of a Board shall be vacated by death, resignation or on his ceasing to hold a particular office or to answer a particular designation by virtue of which he was elected or appointed as a member of the Board. The Office of a non-Ex-officio member shall be vacated by his being absent for four consecutive meetings, provided however, that if he attends the place where the meeting of the Board of Studies is notified to be held at the time and on the date specified in the notice and has his presence recorded by a member of the University Staff, his presence under these conditions will be regarded as equivalent to attendance at the meeting for the purpose of this Statute, even though no meeting of the Board is actually held for want of quorum or for any other reason.

STATUTE 103:
Changes, if any, made in the Courses of Studies for a particular subject shall come into force not earlier than the next academic year.

STATUTE 103-A:
(1) The Board shall approve every year, with such modifications as it may deem necessary, the subject wise lists of teachers working in the affiliated Colleges or recognised Institutions and possessing necessary minimum qualifications for being a paper setter and/or examiner at different University
Examinations. Lists will be prepared by the University office and placed before the Board concerned at its meeting before the end of the first term every year.

(2) The Board shall also consider the applications for examiner ship received from external persons and prepare subject wise panels there from for each different subject.

CHAPTER VI
THE BOARD OF EXTRA-MURAL STUDIES
[Under Section 15 (vii) of the Act]

STATUTE 104 :  
There shall be a Board of Extra-Mural Studies in the University. It shall consist of--
(1) the Vice-Chancellor (Chairman),
(2) the Pro-Vice-Chancellor, if any,
(3) the Registrar,
(4) five members appointed by the Syndicate not less than two of whom shall be members of the Academic Council.
(5) four Principals, who are not Deans, appointed by the Syndicate.
(6) four Teachers, who are not Deans, appointed by the Syndicate.
The nominated members of the Board shall hold office for three years.

STATUTE 104-A :
The Vice-Chancellor or in his absence, the Pro-Vice-Chancellor if any, or in the absence of both, the member elected by the meeting shall preside at the meeting.

STATUTE 104-B :
The Board shall ordinarily meet once every year and at such other times as may be convened by the Vice-Chancellor.

STATUTE 104-C :
Six members shall form quorum for a meeting of the Board and all questions shall be decided by a majority of votes of the members present and voting. In case of equality of votes the Chairman shall have a casting vote.

STATUTE 105 :
The seat of a person on the Board shall be vacated by death, resignation, absence from four consecutive ordinary meetings or on his ceasing to hold a particular office or to answer a particular designation by virtue of which he was elected.

STATUTE 106 :
The powers and functions of the Board shall be:
(1) to plan and organise extension services (in colleges),
(2) to undertake schemes of Social Education,
(3) to arrange for popular lectures at the University or selected centres in the University Area,
(4) to fix conditions for the admission of students and the payments of fees, if any,
(5) to grant certificates to persons who have satisfactorily completed a course of lectures on some subject or subjects
approved by the Board, and have passed an examination in it, if any, held by the Board,

(6) to arrange for the writing and publication of popular books on topics of general interest.

**STATUTE 107 :**

The Board shall have a committee called the Social Education Committee which shall consist of:

(i) Five members of the Board to be appointed by the Board,

(ii) Eight Students to be appointed by the Vice-Chancellor (by rotation from Colleges),

(iii) Two Post-Graduate Students to be appointed by the Vice-Chancellor.

(iv) Secretary, Saurashtra University Vidyarthi Madhyastha Mandal (Ex-Officio) or when such Mandal does not exist a representative from the students to be nominated by the Syndicate.

This Committee shall plan schemes for Social Education, removal of illiteracy etc. and will execute them as directed by the Board.

**CHAPTER VII**

**THE BOARD FOR HOSTELS**

(Under Section 15 of the Act)

**CONSTITUTION**

**STATUTE 108 :**

There shall be Board for Hostels. It shall consist of:

(1) the Vice-Chancellor (Chairman),

(2) the Pro-Vice-Chancellor,

(3) three Principals of affiliated colleges, appointed by the Syndicate,

(4) three Rectors of Hostels of affiliated Colleges, other than the colleges whose Principals are appointed under (3) above, appointed by the Syndicate,

(5) three Hostel Students to be appointed by the Vice-Chancellor.

(6) four other members appointed by the Syndicate, one of whom shall be an Engineer and another a Doctor.

(7) the Dean of the Students, if any, or Director of Hostels, if any. He will act as the Secretary to the Board.

(8) Secretary, Saurashtra University Vidyarthi Madhyastha Mandal (Ex-Officio) or when such Mandal does not exist a representative from the students to be nominated by the Syndicate.

The term of the persons appointed by the Syndicate will be 3 years.
The term of the persons appointed by Vice-Chancellor will be one year.

**STATUTE 109 :**

The Board shall ordinarily meet at last once a year and at such other times as may be convened by the Vice-Chancellor or the Secretary of the Board.
STATUTE 109-A:
Five members shall form a quorum for the meeting of the Board and all questions shall be decided by a majority of the members present and voting. In case of equality of votes, the Chairman shall have a casting vote.

STATUTE 109-B:
The seat of a person on the Board shall be vacated by death, resignation, absence from four consecutive ordinary meetings or on his ceasing to hold a particular office or to answer a particular designation by virtue of which he was elected.

STATUTE 110:
The following shall be the functions of the Board for Hostels:
(i) to recommend aims and objects for the hostel life (in the University Hostels).
(ii) to recommend rules for hostel managements (in the University Hostels).
(iii) to recommend programmes for self Government and self reliance in Hostels.
(iv) to prepare blue prints for hostel buildings and their specifications etc.
(v) to evaluate annually the working of Hostels and to report the same to the Syndicate.
(vi) to frame programme of visits to the Hostels by Educationists, public workers, etc.
(vii) to recommend necessary publication of Magazines etc., regarding hostel life.
(viii) to plan and recommend schemes of guidance and counseling to the Hostel Students.
(ix) to recommend measures to ensure proper health and hygiene of the Hostel students.
(x) to recommend measures to ensure proper living and other conditions in approved lodgings and private boardings.

CHAPTER VIII
BOARD OF ACCOUNTS
CONSTITUTION

STATUTE 111:
The Board of Accounts shall be an authority of the University (herein in this chapter referred to as “the Board”).

STATUTE 112:
The Board shall consist of three ordinary members of the University Senate not being members of the Syndicate. They shall be elected by the Senate. The Board shall elect its own Chairman.

STATUTE 113:
The Board shall meet ordinarily once every six months and at other times when convened by the Chairman of the Board.

STATUTE 114:
The Board shall conduct a test audit and make an annual report to the Senate on the accounts of the University and of the
Endowments and Trust funds of the Financial year previous to the Financial year during which the test audit is carried out.

**STATUTE 115 :**
The Board shall make recommendations to advice the Syndicate or the Vice-Chancellor on all matters relating to the Finances and accounts of the University on which the Syndicate or the Vice-Chancellor seeks its advice.

**STATUTE 116 :**
The financial year of the University shall be from the 1st April to the 31st March.

**STATUTE 117 :**
(1) The members of the Board shall hold office for the 3 years immediately following the date of their election or until the next election takes place.
(2) They shall be eligible for re-election at the expiration of their term of office.
(3) All vacancies on the Board occurring between two elections shall be filled up by the Syndicate.

**CHAPTER IX**

**THE BOARD OF UNIVERSITY TEACHING**
*(Vide Section 42 of the Act)*

**CONSTITUTION**

**STATUTE 118 :**
The Board of University Teaching shall consist of:
(i) the Vice-Chancellor (who shall be the Ex-officio Chairman);
(ii) the Pro-Vice-Chancellor if any;
(iii) Deans of Faculties;
(iv) one member nominated by the Syndicate;
(v) three Recognised Post-Graduate teachers, each belonging to a different Faculty, to be nominated by the Academic Council.
(vi) Not more than three Heads of Departments from amongst themselves representing different faculties to be nominated by the Syndicate.

**STATUTE 118-A :**
The term of office of the members nominated under clauses (iv), (v) and (vi) of Statute 118 shall be three years.

**STATUTE 118-B :**
The Board shall meet not less than once every term and at such other times as may be determined by the Vice-Chancellor or, in his absence, by the Rector, if any.

**STATUTE 118-C :**
Five members shall constitute a quorum for the meeting of the Board and all questions shall be decided by a majority of votes of the members present and voting. In case of equality of votes, the Chairman shall have a casting vote.
STATUTE 119:  
Powers and Duties:  
The Board of University Teaching shall have power to constitute Sub-Committees for dealing with different aspects of its work, like recognition of University Teachers, Co-ordination of University Teaching, training and instruction in various subjects.

STATUTE 120:  
The Sub-Committees shall have the power to consult persons who are not members of the Board.

STATUTE 121:  
Organisation of Post-Graduate Work:  
All post-graduate instruction in the University Area shall be imparted by the University or on behalf of the University at such centres as may be fixed by the Syndicate.

STATUTE 122: Deleted.

STATUTE 123:  
The Board of University Teaching may confine the enrolment of students in a particular subject to a particular centre.

STATUTE 124:  
The Syndicate shall, on the recommendation of the Board of University Teaching, lay down the minimum expenditure to be incurred annually by the affiliated college or the recognised or approved Institution which is created a centre for a particular subject, for the purchase of books, periodicals, equipments etc..

STATUTE 125:  
The Syndicate shall, on the recommendation of the Board of University Teaching, direct the affiliated college or the recognised or approved Institution which is fixed as a centre for a particular subject to make available for the University Teaching, lecture rooms, laboratories and other facilities and to maintain the same in proper order and to provide the necessary staff of laboratory assistants, storekeepers, field men and other ancillary staff.

STATUTE 126:  
The Syndicate shall, in consultation with the Academic Council and the Board of University Teaching, lay down the qualifications for recognised teachers who are to be engaged in Post-Graduate instruction and in conducting research, the periods of their work and the honoraria to be paid to them.

STATUTE 127-A:  
The Syndicate shall lay down the rates of tuition and laboratory fees to be charged from students in Post-Graduate classes in different Faculties. All tuition and laboratory fees collected from Post-Graduate students at a centre will be credited by the centre to the account of the University.

STATUTE 127-B:  
The Syndicate shall make rules for the payment of remuneration to the Post-Graduate Teachers.
STATUTE 127-C:
The Board of University Teaching shall subject to the approval of the Academic Council, make rules for the registration and attendance of students, fixing the number of lectures per paper to be delivered in a subject and for such other matter as may be considered necessary in the interest of the Post-Graduate teaching in the University Area.

STATUTE 128:
The Syndicate may appoint a Committee to investigate whether a request of an affiliated college or a recognised Institution for establishing a centre for Post-Graduate Teaching should be granted or not.

STATUTE 128-A:
There shall be a Board of Planning and monitoring. It shall consist of:
1. The Vice-Chancellor-Chairman
2. The Pro-Vice-Chancellor
3. Four Outside experts to be nominated by the Vice-Chancellor
4. Deans of all faculties
5. Three nominees of the Vice-Chancellor from the University’s own staff for their special interest in educational progress and development.
6. Finance Officer [Chief Account Officer]
7. Registrar - Secretary
The nominated members of the Board shall hold office for three years.

STATUTE 128-B:
The Vice-Chancellor or in his absence the Pro-Vice-Chancellor or in the absence of both, the member elected by the meeting shall preside at the meeting.

STATUTE 128-C:
The Board shall ordinarily meet once in a year and at such other times as may be convened by the Vice-Chancellor.

STATUTE 128-D:
Six members shall form quorum for a meeting of the Board and all questions shall be decide by a majority of votes of the members present and voting. In case of equality of votes the Chairman shall have a casting vote.

STATUTE 128-E:
The seat of a person on the Board shall be vacated by death, resignation, absence from two consecutive ordinary meeting or on his ceasing to hold a particular office or to answer a particular designation by virtue of which he was nominated.

STATUTE 128-F:
The powers and functions of Board shall be:
(i) to examine the question and suggest measures for raising the standard of education and research.
(ii) to strengthen interdisciplinary programmes and interdepartmental cooperation.

(iii) to create links and develop specific scheme of inter University and University/industry/agriculture community interaction. To develop ideas and schemes on improving corporate life and cultural activities on the campus.

(iv) to prepare university development plans both short term and long term keeping in view the objectives of the University as laid down in the Act and with due regard to national policy.

(v) to monitor regularly implementation of Schemes approved by U.G.C. and other agencies and suggest methods for proper implementation.

(vi) to advise the Academic Council or Syndicate on any matter on which its advise is sought.

STATUTE 128-G :
All the recommendations of the Board shall be placed before the academic council and/or syndicate for consideration.

STATUTE – 128 H

The University may recommend an application of a college/institution to start professional/technical under graduate and post graduate course to the state government in accordance with the provision of Saurashtra University act if permitted to start by AICTE/MCI/NCTE/CCH/BCI/PCI/NCI/DCI or such other statutory body, while applying for a such type of courses the college institution should given an under taking to the effect that it will run such type of under graduate and post-graduate courses on permanent and self finance basis in accordance with rules of university shall recommend the application of only such college/institution to state government where the college institution has given an undertaking requisite for the purpose.

THE OFFICERS OF THE UNIVERSITY

CHAPTER X

THE CHANCELLOR

(Vide Section 9 of the Act)

Appointment : Vide Section 9(1).

Powers : Vide sub-sections(2) and (3) of Section 9 (Head of the University, President of the Senate and Convocations).
Sub-Section (2)(a) and (b) of Section 10 (In connection with the appointment of the Vice-Chancellor).
Sub-sections (1), (2), (3) and (4) of Section 7 (Right to cause an Inspection or inquiry to be made in connection with all University institutions, colleges).
Sub-section (6)(b) of Section 10 (appointment of a Dean to carry on the duties of the Vice-Chancellor when on leave).
Section 16(1) Class I(A) (i)(Ex-Officio member of the Senate).
Section 17(1) (fixing the date of the annual meeting).
Section 30(6)(7) (giving or withholding the assent to the Statute or refer back the Statutes).
Section 46 (conferring honorary Degrees, title etc.)
Section 47 (Removal from the membership of the University and withdrawal of the degree or Diploma).
Section 53 (Tribunal of Arbitration—appointment of umpire on the).
Section 59 (interpretation of any provision of the Act or Statute etc. or a dispute as to the constitution of a body or authority of the University).
Sub-Section (2) of Section 65 (giving sanction to the provisional Statutes and Election Rules—First Statutes etc.).
Section 66(1)(a) and (b) (Appointment of the Officers of the University and the teachers of the University before incorporation of the University).
Section 67(a) and (d) (Extraordinary powers of the Vice-Chancellor—Sanction to).

CHAPTER XI
THE VICE-CHANCELLOR

APPOINTMENT OF THE VICE-CHANCELLOR

[Vide Section 10(1), (2) & (3)]

STATUTE 129:

(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 about a fortnight 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 meeting referred to in (2) above, communicate to the Chancellor the names of the 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 declare the Committee.

(4) Within 15 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 regarding 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.

POWERS AND DUTIES OF THE VICE-CHANCELLOR shall be as prescribed under Section 11 of the Act

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 meetings of the Senate and any convocation of the University. He shall be an ex-officio member and Chairman of the Syndicate, of the Academic Council and of the Committees constituted under section 48. He shall be entitled to be present with the right to speak, at any meeting of any other authority or body of the University, but shall not be entitled to vote thereat unless he is a member of that authority or body.

(2) The Vice-Chancellor shall have power to convene meetings of the Senate, the Syndicate, the Academic Council and such other authorities of the University of which he is the chairman. 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, the Statutes, Ordinances, Regulations and Rules are faithfully observed and he shall have all powers necessary for this purpose.

(4)(a) In any 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 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 through the said officer, authority or body to the Syndicate within one
months from the date on which such action is communicated to him.

(5) The Vice-Chancellor shall give effect to the orders of the Syndicate regarding 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 discipline of the University in accordance with this Act, the Statutes and Ordinances.

(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 15, 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 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.
(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 Statutes, Ordinances and Regulations.

STATUTE 130 : Deleted.
STATUTE 131 : Deleted.
STATUTE 131-A : Deleted.
STATUTE 131-B : Deleted.

CHAPTER XII
THE PRO-VICE-CHANCELLOR
(Vide Section 12)

12.(1) The Pro-Vice-Chancellor shall be appointed by the State Government from amongst three persons recommended by the 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 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 currency of the term of the holding 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 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 duties of his office exercise all the rights and powers and discharge all the functions and duties of the Vice-Chancellor.

(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 meetings of any other authority of the University or a committee thereof.

STATUTE 132 : Deleted.
STATUTE 132-A : Deleted.
STATUTE 132-b : Deleted.
STATUTE 133 to 134 : Deleted.
STATUTE 135 : Deleted.
STATUTE 136 : Deleted.
STATUTE 137 : Deleted.
STATUTE 137-A : Deleted.
STATUTE 137-B : Deleted.

CHAPTER XIII
THE REGISTRAR
(Vide Section 13)

STATUTE 138 :
After the termination of the appointment of the First Registrar under Section 64 of the Act, all subsequent appointments shall be made by the Syndicate which shall also prescribe the qualifications thereof. In case of necessity, the Vice-Chancellor shall have power to provide for the performance of the duties of the Registrar.

STATUTE 139 :
The appointment of the Registrar shall ordinarily be on probation for a period of one year on the expiry of the said period the appointment shall be subject to the age limit of 62 years or as prescribed by the State Government from time to time, 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 giving not less than six calendar months, notice in writing to the other or by mutual agreement to terminate the tenure of his office. This statute will come in force with effect from the date of assent given by the Chancellor.

STATUTE 140 :
The Registrar shall be the head of the University office and shall have, subject to the approval of the Vice-Chancellor, the power :
(i) to fix and define the functions of the members of the staff in the University office from time to time, and
(ii) to take appropriate action for the efficient working of the University office, subject to the approval of the Vice-Chancellor;
(iii) to supervise day to day work of the staff of the University Office and to enforce discipline in consonance with the conduct and discipline rules of the University.

STATUTE 141 :
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 Academic Council, the Faculties, the Boards of Studies, the Board of University Teaching, the Committee of Selection for appointment of teachers of the University, the Committee for
recognition of 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 meeting of the University Authorities, Boards and Committee 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

(f) To make arrangements under the direction of the Vice-Chancellor for the conduct of the University elections;

(g) To sign contracts, offers and agreements on behalf of the University under direction of the Syndicate;

(h) To supervise in general the conduct of the examinations.

**STATUTE 142:**

The pay scale of the registrar shall 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 the State Government. He shall also be provided with a rent and tax free residence, water and telephone facilities. He shall also be entitled to the benefit of provident fund and gratuity according to the University rules 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 prevalent from time to time, in which case he shall not be entitled to contributory provident fund and gratuity according to the university rules. This Statute shall come into effect from 1-1-1973.

**STATUTE 142-A:**

The pay scale of the joint Registrar shall be as decided by the Syndicate and approved by the State Government from time to time. He shall be entitled to receive such allowances and at such rates as may be admissible to other whole time employees of the University from time to time. He will be entitled to free telephone facilities. He shall also be entitled to the benefit of Provident Fund and gratuity according to the University rules 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 the death cum retirement gratuity is opted he shall be entitled to the same according to the rules of the State Government prevalent from time to time, in which case he shall not be entitled to contributory provident fund and Gratuity.
according to University rules. This Statute shall come into effect from 1-1-1973. This statute shall remain in force till 30-6-1979.

**STATUTE 143:**

(1) The Registrar shall be entitled to such leave as may be admissible to other non-teaching employees of the University under the rules sanctioned from time to time by the Syndicate.

(2) If any person in the University service is appointed as the Registrar, he shall be entitled to whatever leave of absence as became due to him at the time of such appointment.

**CHAPTER XIV**

**THE CONTROLLER OF EXAMINATIONS**

[Vide Section 14(1) and (2)]

**STATUTE 144:**

The qualifications of the person to be appointed to the post of the Controller of Examinations shall be such as may be fixed by the Syndicate.

**STATUTE 145:**

The Pay-Scale of the Controller of Examinations shall be as decided by the Syndicate and approved by the State Government from time to time and he shall in addition be entitled to receive such allowances and at such rates as may be admissible to the other whole time employees of the University from time to time. This Statute shall come into effect from 1-1-1973.

**STATUTE 146:**

The Controller of Examinations shall in addition be provided with a residence for which he will be charged rent at the rate of 10 percent of his basic salary per month. He will be provided with free telephone facilities at his residence.

**STATUTE 147:**

He shall be entitled to the benefit of Provident Fund and gratuity and other benefits at such rates as are admissible to other whole 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 the State Government prevalent from time to time in which case he shall not beentitle to contributory provident fund and gratuity according to University rules. This statute shall come into effect from 1-1-1973.

**STATUTE 148:**

(1) The Controller of Examinations shall be entitled to such leave as may be admissible to other non-teaching employees of the University under the rules sanctioned from time to time by the Syndicate

(2) If any person in the University service is appointed as Controller of Examinations, he shall be entitled to whatever leave of absence as became due to him at the time of such appointment.
STATUTE 149:
The duties of the Controller of Examinations under the supervision of the Registrar will be as under:
(i) The Controller of Examinations will be responsible for the preparation of the programmes and the conduct of University Examinations at different centres as may be fixed by the Syndicate and it shall be his duty to make arrangements connected with the printing of the question papers for the University Examinations.
(ii) He shall also be in charge of preparation and publication of results of the University examinations.
(iii) He shall undertake such projects regarding research and reforms in Examinations as may be approved by the Academic Council and Syndicate.
(iv) He shall be the custodian of all the question papers, mark-sheets and all other confidential records connected with Examinations.
(v) He shall arrange to prepare every year panels of teachers in the University area and of suitable teachers in other Universities in the State eligible for appointment as examiner in each subject at different University Examinations and shall place them for approval of the respective Boards of Studies, as contemplated in Statute 103-A.
(vi) He shall carry out such duties regarding examinations as may be assigned to him by the Syndicate or the Vice-Chancellor or the Registrar.
(vii) He shall also make all necessary arrangements regarding the convocation and the award of Degrees, Diplomas, medals and prizes etc..

GENERAL PROVISIONS
CHAPTER XV
ADMISSION TO THE UNIVERSITY
(Under Section 43 of the Act)

STATUTE 150:
For admission to Pre-University class in the Faculties of Arts, Science, Commerce, or Rural Studies, or to the First Year Class of the Diploma Course in Pharmacy or Fine Arts a candidate shall have passed the Secondary School Certificate Examination of the Secondary School Certificate Examination Board of the Gujarat State or an examination considered equivalent thereto with subjects specified below:
Admission to the Pre-University Class Subjects passed at the S.S.C. Examination
(1) Faculty of Arts
   (i) English (Higher or Lower) and
   (ii) Any other six subjects.
(2) Faculty of Science
Alegebra-Geometry or Elementary Mathematics with 50% of marks in Elementary Mathematics or Elementry Mathematics with 60% of Marks in the aggregate.

(ii) Physics-Chemistry or Botany-Zoology or General Science or Physiology and Hygine and

(iii) Any other five subjects.

(3) Faculty of Commerce Any Seven subjects.

(4) First Year Diploma

(i) English (Higher or Lower) Class in Pharmacy.

(ii) General Science or Physics-Chemistry.

(iii) Elementary Mathematics or Algebra-Geometry and four other subjects.

(5) Faculty of Rural Studies Any seven subjects and First Year Diploma Class in Fine Arts.

Note:
Provisions of this statute have been made in St.150-A.

STATUTE 150-A:

A candidate who has passed the Higher Secondary (12th Standard) School Certificate examination Conducted by the Gujarat Secondary Education Board or an Examination recongnised equivalent thereto shall be considered eligible for admission to:

(i) First Year Degrees course under the Faculty of Arts or Rural Studies or Faculty of Home Science." The amendment of this statute with regard to the admission requirement to faculty of Home Science shall come into force with effect from 10th June 1981".

(ii) First Year Degree course under the Faculty of Science if he has passed the examination with at least three of the following subjects.

(1) Mathematics

(2) Chemistry

(3) Physics

(4) Biology

(A) First year B.Sc. (Group A)

If he/she passed the examination with

(1) Mathematics

(2) Chemistry

(3) Physics

(B) First year B.Sc. (Group B )

If he/she passed the Examination with

(1) Biology

(2) Chemistry

(3) Physics

(c) First year B.Sc. (Group Computer Sc.)

If he/she has passed the Examination with at least three of the following subjects

(1) Chemistry
(2) Physics
(3) Mathematics
(4) Biology
(5) Computer

(iii) First Year Degree course under the Faculty of Commerce if he has passed the Examination with elements of accountancy or Business Mathematics & elements of accountancy or statistics or Banking or Economics or Subjects of Vocational Commerce Stream.

(iii)(A) First year B.B.A. Degree Course under the faculty of Commerce if he has passed the Examination with the subjects of English and with at least 50% marks in aggregate at the first attempt. In case of second attempt of the change of stream or drop in examination candidate shall be eligible to get admission by deducting 5% marks from the aggregate marks secured by him /her although after deduction the candidate must possess minimum 50% aggregate marks.

(iv) First Year Degree course in the Faculty of Technology including Engineering.

If he has passed the Examination with at least the following subjects:

(1) English (Lower or Higher Level),
(2) Mathematics,
(3) Chemistry,
(4) Physics.

First year Degree course in Faculty of Medicine including Pharmacy:

if he has passed the examination with English, Physics, Chemistry & Biology subjects.

Provided always that such of the candidate as have not passed the Higher Secondary School Certificate Examination with English at the Higher Level shall be required to undergo a course in English at the First M.B.B.S. Class organised by the College so as to satisfy the requirements of the medical Council of India.

STATUTE 150 A (V)

First Year Degree Course Under the Faculty of Science for B.Sc. (IT) if he has passed the 12th Standard Examination with

(1) Mathematics Or
(2) Business Mathematics Or
(3) Statistics Or
(4) Computer Or
(5) Physics

STATUTE 150 A (VI)

First Year Degree Course under the Faculty of Science for B.C.A. if he has passed the 12th Standard Examination.
 Provided, where admission in any of the course or Faculty is governed by the central admission committee, the admission criteria shall be the same as it is fixed by the concerned admission committee for the respective academic year

STATUTE 150-B :
Notwithstanding anything contained in statute 150, a candidate who has passed the New S.S.C. Examination conducted by the S.S.C. Examination Board of the Gujarat State or an examination recognised as equivalent thereto, shall be eligible for admission to the Diploma course, if he has passed the examination with subjects, specified below :
Admission to Subjects passed at the New S.S.C Examination
(i) Deleted Deleted
(ii) First Year Diploma Class in fine Arts. Any seven Subjects.

STATUTE 150-C :
Notwithstanding anything contained in Statute 150, a candidate who has passed the 12th Standard Examination conducted by the Higher Secondary Examination Board of the Gujarat State or an Examination as equivalent thereto shall be eligible for admission to the First Year Diploma Course in Pharmacy if he has passed the Examination with Physics Chemistry - Biology.

STATUTE 151 :
Statute 150 shall apply to the admission to the classes mentioned at (5) therein for the academic year commencing from the 15th June, 1968 and to the admission to the classes mentioned at (1) to (4) therein from the 15th June, 1974.

STATUTE 151-A :
Notwithstanding anything contained in Statute 150 and 151, who has passed the Secondary School Certificate Examination of the Secondary School Certificate Examination Board of the State of Gujarat or an examination considered to be equivalent thereto, by offering any seven subjects but excluding English, shall be eligible for admission to the Pre-University class in the Faculty of Arts with effect from the 15th June, 1971 and shall be required to offer a course comprising such subjects at each examination in that Faculty as may be prescribed from time to time by the competent authorities.

CHAPTER XVI
PRECEDENCE

STATUTE 152 :
The order of precedence in the University shall be as follows, namely:
The Chancellor,
the Vice-Chancellor,
the Ex-Vice-Chancellors of the University residing in the State, in order of their first appointment,
the Rector, if any,
the Secretary, Education Department,
the Director of Education,
the Director of Technical Education,
the Director of Health and Medical Services,
the Chairman of the S.S.C.E. Board,
the Deans of Faculties of Arts, Education, Science, Technology
including Engineering, Law, Medicine, Commerce and Rural
Studies,
Members of the Syndicate in order of their seniority,
the Registrar,
the nominated members and other ex-officio and ordinary members
of the Senate according to the sequence of their original
appointment and election according to alphabetical order of their
surnames in case of those members who are appointed or elected on
the same date.

CHAPTER XVII
CONFERMENT OF DEGREES

STATUTE 153:
Every person who passes an examination for a degree or diploma of
the University shall be eligible, on payment of a prescribed fee, to
be admitted to the respective degree or diploma in person or in
absentia.

STATUTE 154:
The Senate shall have the power to confer those degrees and award
those diplomas for which qualifying examinations were held by the
University at different time, upon persons who have passed those
examinations and have been declared qualified to receive those
degrees or diplomas. The Senate shall confer upon persons as
aforesaid, such degrees and award such diplomas as are provided
for in the Statutes, at a meeting or a convocation either in person or
in absentia in such manner as may be decided by the Syndicate.

STATUTE 155:
In case of persons recommended under provisions of Section 46 of
the Act, the procedure, for conferment of such honorary degrees or
awards at a meeting or a convocation shall be the same as followed
in the case of those who become eligible under the provisions of
Statute 153 for the award of degrees or diplomas as a result of their
passing the respective examinations therefore.

STATUTE 156:
The University shall award the degree of Bachelor of Arts
(External) to such students as have passed the qualifying
examination for the degree of Bachelor of Arts (External) having
been exempted from attendance at courses of studies at the
affiliated Colleges by regulations passed by the Academic Council in
that behalf under Section 22(2)(xi) of the Act.

STATUTE 157:
The meeting or the convocation for conferring degrees and diplomas
shall be held ordinarily in the month of October on a date to be fixed
by the Chancellor and on such other graduation day as may be fixed
by the Chancellor or the Vice-Chancellor. At such meeting or convocation the Dean of each Faculty, or in his absence the Senior member of the Faculty shall request the Senate to pass a grace in the first instance and then shall present to the Chancellor or the Vice-Chancellor and the meeting or the Convocation the names of all or some of the persons who have sought admission to the respective degrees or diplomas in person. Such presentation shall take place in such order as may be fixed by the Vice-Chancellor.

STATUTE 157-A : Deleted.

STATUTE 158:
The University shall grant the following degrees and diplomas to such persons as have undergone the prescribed courses at any college or colleges affiliated to or any Institution or Institutions recognised by or any approved institution or Department of the University and have passed the qualifying examination for the same in accordance with the Ordinance and Regulations Provided further that in addition to below mentioned degree / diploma the University shall also award Diploma & Advanced Diploma as it is approved/senctioned by the U.G.C. under its career oriented programme scheme under concerned faculty

(1) **Faculty of Arts**:
1. Bachelor of Arts (Special) [B.A. SP.]
2. Bachelor of Arts (General) [B.A. GEN.]
3. Bachelor of Arts (Special) (External) [B.A. SP.(Ext.)]
4. Bachelor of Arts (General)(External) [B.A.GEN.(Ext.)]
5. Bachelor of Music
6. Master of Arts [M.A.]
7. Master of Arts (External)(M.A)(Ext.)
8. B.Lib.Sc. (Bachelor of Library Science)
10. Diploma in Music [DIP. F.A. (MUSIC)]
11. Diploma in Drama [DIP. F.A. DRAMA]
12. Diploma in Painting and Sculpture [DIP. F.A. (P.&S.)]
13. Diploma in Dancing [DIP. F.A. (DANCE)]
15. Diploma in Journalism (DIP. J.)
16. Diploma in Physical Education (DIP. P.ED.)
17. Diploma in Co-operation
18. Senior Certificate in English
19. Junior Certificate in English
20. Master of Philosophy (M.Phil.)
21. Doctor of Letters (D.Litt.)
22. Doctor of Philosophy (PH.D.)
23. Junior Certificate in Sanskrit
24. Senior Certificate in Sanskrit
25. Post-Graduate Diploma in Quantitative Economics (DIP. QUAN. ECO.)
26. Diploma in Research Methodology (D.R.M.)
27. Diploma in Tamil (Dip. Tamil)
28. Certificate in Tamil
29. Diploma in German (Dip. German)
30. Diploma in French (Dip. French)
31. Diploma in Russia (Dip. Russia)
32. Junior Certificate in German
33. Senior Certificate in German
34. Junior Certificate in French
35. Certificate Course in Journalism
36. Senior Certificate in French
37. Junior Certificate in Russian
38. Senior Certificate in Russian
39. Certificate in Research Methodology
40. Certificate in Photography
41. Diploma in Photography (Dip. Photography)
42. B.J.(Bachelor of Journalism)
43. Master of Social Work (M.S.W.)
44. Diploma in Public Relations (Dip. P. R.)
45. Diploma in Printing (Dip. Printing)
46. Master of Library and Information Science (M.L.I.Sc.)
47. Master of Journalism & Mass Communication (M.J.M.C.)
48. Bachelor of Fine Arts (B.F.A.)
49. Bachelor of Performing Arts (B.P.A.)
50. Bachelor of Applied Arts (B.A.A.)
51. Master of Fine Arts (M.F.A.)
52. Master of Performing Arts (M.P.A.)
53. Master of Applied Arts (M.A.A.)
54. Bachelor of Gandhian Studies (B.G.S.)
55. Master of Gandhian Studies (M.G.S.)
56. Post Graduate Diploma Course in Hindi Translation (P.G.D.H.T.)
57. Certificate course in Indian poetics (C.C.I.P.)
58. Certificate Course in Jain Culture Literature (C.C.J.L.)
59. Certificate Course in English (C.C.E.)
60. Diploma Course in Translation (D.C.T.)
61. Diploma Course in Charani Sahitya (D.C.C.S.)
62. Bachelor of Social Work (B.S.W.)
67 P.G. Diploma in Vallabha Vedant & Vaishnavism

(2) Faculty of Education:
1. Bachelor of Education (B.ED.)
2. Bachelor of Education (English) (B.Ed. Eng.)
3. Master of Education (M.ED.)
4. Doctor of Letters (D. LITT.)
5. Doctor of Philosophy (PH.D.)
6. Diploma in Education (DIP. ED.)
7. Master of Philosophy, Education (M. Phil., Ed.)
8. Bachelor of Physical Education
9. Master of Physical Education

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10. B.P.E. (BACHELOR OF PHYSICAL EDUCATION)

(3) Faculty of Science:
1. Bachelor of Science (Special) (B.Sc. Sp.)
2. Bachelor of Science (General) (B.Sc. Gen.)
3. Master of Science (M. Sc.)
4. Doctor of Science (D. Sc.)
5. Master of Philosophy (M. Phil.)
6. Doctor of Philosophy (PH. D.)
7. Diploma in Statistics (D. STAT.)
8. Diploma in Research Methodology (D.R.M.)
9. Post-Graduate Diploma in Applied Microbiology (P.G. Dipl. in App.Micro.)
10. Diploma in Fisheries (Dip. Fish.)
11. Post-Graduate Diploma in Water and Soil Analysis (D.W.S.A.)
12. Master of Computer Science and Application (M.C.A.)
13. Post-Graduate Diploma in Computer Science and Application (D.C.A.)
14. Bachelor in Computer Applications (B.C.A.)
15. Diploma in Medical Laboratory Technology (D.M.L.T.)
16. Bachelor in Information Technology and Computer Applications (B.I.T.& C.A.)
17. Post Graduate Diploma in Computer Application (P.G.D.C.A.)
18. Post Graduate Diploma in Advanced Computer Application (P.G.D.A.C.A.)
19. Post Graduate Diploma in Hardware Technology and Application (P.G.D.H.T.A.)

(4) Faculty of Technology including Engineering:
1. Bachelor of Engineering (B.E.) (Civil, Mechanical, Electrical, Structural, Production, Power Electronics, Industrial, Chemical, Information Technology, Electronics & Communication, Instrumentation & Control, Computer, Bio Medical and Instrumentation, Mechatronics Bio-technology Engineering)
2. Master of Engineering (M.E.)
3. B. Arch (Bachelor of Architecture)
4. Ph.D.

(5) Deleted.

(6) Faculty of Law:
1. Bachelor of Laws (General) [LL.B. (General)]
2. Bachelor of Laws (Special) [LL.B. (Special)]
3. Master of Laws (LL.M.)
4. Doctor of Philosophy (Ph.D.)
5. Diploma in Taxation Laws and Practice (D.T.P.)
7. Diploma in Banking Co-Operation & Administrative Law (D.B.C.)
9. P.G. Diploma in Corporate Laws
10. P.G. Diploma in Banking Laws
11. P.G. Diploma in Export-Import (Exim) Laws
12. P.G. Diploma in Environmental Laws.

(7) Faculty of Medicine:
1. Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.)
2. Doctor of Medicine (M.D.)
3. Master of Surgery (M.S.)
4. Bachelor of Science (Medical) (B.Sc. (MED.))
5. Master of Science (Medical) (M.Sc. (MED.))
6. Bachelor of Pharmacy (B. PHARM.)
7. Master of Pharmacy (M. PHARM.)
8. Diploma in Ophthalmology (D.O.)
9. Diploma in Anaesthesia (D.A.)
10. Diploma in Gynaecology and Obstetrics (D.G.O.)
11. Diploma Oto-Rhinolaringology (DLO)
12. Diploma in Child Health (D.C.H.)
13. Diploma in Medical Radio Diagnosis (D.M.R.D.)
14. Diploma in Public Health (D.P.H.)
15. Diploma in Veneriology and Dermatology (D.V.D.)
16. Diploma Dermatology, Venereology and Leprosy (DDVL)
17. Diploma in Tuberculosis and Chest Diseases (D.T.C.D.)
18. Diploma in Pharmacy (DIP. PHARM)
19. Diploma in Clinical Pathology (D.C.P.)
20. Bachelor of Science (Nursing) (B.Sc., Nursing)
21. Bachelor of Dental Surgery (B.D.S.)
22. Diploma in Medical Laboratory Technology (D.M.L.T.)
23. Master of Chiology (M.Ch.) (Plastic Surgery)
24. Doctor of Philosophy (Ph.D.)
25. Master of Dental Surgery (M.D.S.)
26. M.D. (Tuberculosis and Respiratory Medicine or Pulmonary Medicine)
27. M.S. (Otorhinolaringology)
28. Bachelor of Physiotherapy

(8) Faculty of Commerce:
1. Bachelor of Commerce (B.Com.)
2. Bachelor of Business Administration (B.B.A.)
3. Master of Commerce (M.Com.)
4. Master of Commerce (M.Com., External)
5. Master of Business Administration (M.B.A.)
6. Master of Philosophy (M. Phil.)
7. Doctor of Philosophy (Ph. D.)
8. Diploma in Business Management (D.B.M.)
9. Diploma in Banking (D. Banking)
10. Diploma in Industrial Management (D.I.M.)
11. Diploma in Co-Operation (Dip. Co-ope.)
12. Diploma in Financial Management (D.F.M.)
13. Diploma in Personnel Management (D.P.M.)
14. Diploma in Marketing Management (D.M.M.)
15. Diploma in Research Methodology (D.R.M.)
16. Diploma in Computer Science (Dip. Computer Sc.)
17. Diploma in Mathematical Economics (Dip. Math. Econ.)
18. Certificate in Co-operation
19. Certificate in Computer Science
20. Junior Certificate in Business Practice
21. Senior Certificate in Business Practice
22. Diploma in Foreign Trade
23. Diploma in Transport
24. Diploma in Insurance
25. Diploma in Entrepreneurship
26. Diploma in Travel and Tourism Management
27. Diploma in Taxation
28. Diploma in Public Sector Management
29. Diploma in Hotel Management
30. Master of Business Management
31. Master of International Business
32. Master of Accounting and Financial Control
33. Diploma in Corporate Secretary ship
34. Diploma in Information Technology and Management
35. Diploma in E-Commerce

(9) Faculty of Rural Studies:
1. Bachelor of Rural Studies (B.R.S.)
2. Master of rural Studies (M.R.S.)
3. Doctor of Philosophy (Ph.D.)

(10) Faculty of Home Science:
1. Bachelor of Home Science - B.Sc. (Home)
3. Doctor of Philosophy (Ph.D.)

(11) Faculty of Homoeopathy
1. Bachelor of Homoeopathic Medicine & Surgery (B.H.M.S.)
2. Doctor of Medicine (M.D.-) Materia-Medica
3. Doctor of Medicine (M.D.-) Organon and Homoeopathy
4. Doctor of Medicine (M.D.-) Repertory.

(12) FACULTY OF ARCHITECTURE
Bachelor of Architecture

(13) FACULTY OF BUSINESS MANAGEMENT
1. Bachelor of Business Management (B.B.M.)
2. Bachelor of Business Administration (B.B.A.)
3. Master of Business Management (M.B.M.)
4. Doctor of Philosophy (Ph.D.)
5. Diploma in Management (D.B.M.)
6. Diploma in Financial Management (D.F.M.)
7. Diploma in Personal Management (D.P.M.)
8. Diploma in Marketing Management (D.M.M.)
9. Diploma in Industrial Management (D.I.M.)
10. Diploma in Hotel Management (D.H.M.)
11. Master of Business Administration (M.B.A.)
12. Post Graduate Diploma in Business Administration
13. Bachelor of Hotel & Tourism Management (B.H.T.M.)

(14) FACULTY OF PHARMACY
1. Bachelor of Pharmacy (B.Pharm.) (proposed)
2. Master of Pharmacy (M.Pharm.) (proposed)
3. Diploma in Pharmacy (Dip.Pharm.) (proposed)
4. Ph.d.

CHAPTER XVIII
PROVIDENT FUND
(Under Section 54 of the Act)

(i) ADMISSION TO THE FUND

STATUTE 159:
(1) Every whole time officer, teacher and other servants of the University except those 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, on permanent post, whether on probation or otherwise carrying a basic salary of Rs. 30 or above per month shall, as a condition of his service, become a subscriber to the University Provident Fund.

(2) Any whole-time officer, teacher or other servants 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 irrespective of the appointment being probationary or otherwise.

(ii) CONTRIBUTION TO THE FUND

STATUTE 160:
Subscription to the fund shall be at one uniform rate of one twelfth of the salary of the subscriber. The subscriber shall however, have the option of raising his subscription to the fund upto one sixth of his salary either permanently or for a specified period from time to time. He shall however, not be entitled to any contribution from the University on the subscription which exceeds one twelfth of his salary. In the case of a servant of the University employed under specific agreement the rate shall be provided for in the agreement and shall not exceed one twelfth 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 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.
Salary for the purpose of the Statute shall mean and include the
basic pay and the dearness pay as determined by the State
Government for its employees. Notwithstanding anything contained
above, whenever the Government Resolution or decision is made
applicable by the Government of Gujarat to the University
employees whereby any payment is required to be made to the
employees of the University and before making such payments, any
amount from this payment is required to be credited to the
Provident Fund for a particular period, the University shall carry
out the instructions contained in the concerned resolution or
decision and shall credit the required amount to the Provident Fund
accounts of the employees for the period prescribed by the State
Government from time to time. The employees shall be entitled to
get interest on this amount as per the rates fixed from time to time
by the State Government. The employees will not however, be
titled to any contribution from the University on this amount.
The effect of this amended Statute shall be from 1.4.1979.

STATUTE 161:
The University contribution to the fund shall be 8% of the Salary of
the subscribers and shall be credited to the University Provident
Fund accounts with the subscriber’s subscription. Salary for
purpose of this Statute shall mean and include the basic pay and
dearness pay as determined by the State Government for its
employees.

(iii) DEDUCTION FROM THE FUND

STATUTE 162:
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.

STATUTE 163:
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.

STATUTE 164:
When the amount standing in the Fund to the credit of a subscriber
who has resigned his service in the University before completing
three 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

STATUTE 165:
Subject to any deduction, under Statutes 162, 163, 164 and 167 the amount standing in the Fund to the credit of a subscriber shall become payable:
(a) on the death of the subscriber before getting 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 University continuously from the date of his first appointment.

STATUTE 165-A:
Incentive Bonus Scheme for Subscribers to Provident Fund:
(i) Any subscriber to the General Provident Fund or Contributory Provident Fund who has not withdrawn any amount from his provident Fund account during the preceding 3 years commencing from 1st April, 1979 will be entitled to a bonus at the rate of 1% on the entire balance at his credit on the last day of the year. For payment of Bonus during 79-80 the three year period to be taken into account, will be period from 1st April, 1979 to 31st March, 1982.
(ii) The balance on which this bonus is to be calculated is the balance on the last day of the last year of the three year period after crediting interest for the said last year.
(iii) The term withdrawal means both refundable and non-refundable withdrawals, withdrawals for financing insurance policies and Festival Advance taken from Provident Fund will not make Subscribers ineligible for his benefit.
(iv) The bonus so calculated will be rounded to the nearest whole rupee (fifty paise counting as the next higher rupee). This will be credit to the account of the subscriber in addition to the interest on the Provident Fund balance.
(v) In the case of Contributory Provident Fund, the balance representing only subscriber’s portion will be taken into account.
(vi) The bonus will be admissible when a subscriber has been subscribing to the Provident Fund during the preceding 3 years except where the rules permit temporary suspension of subscription for a short-period e.g. while on leave or suspension.
(vii) The year for the purpose of calculating bonus will mean financial year. But if the subscriber joins the fund or quits service in the middle of a year, the year of joining the fund and the year of quitting service will be deemed to be full year.
(viii) The rate and conditions of such a bonus will be varied as per the amendments made by the State Government from time to time, for its employees.

**STATUTE 166 :**

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.

**STATUTE 167 :**

Advance from the Fund may be granted to the subscriber as under:
(i) In case of illness of a subscriber or any member of his family or for any other reason deemed fit by the Vice-Chancellor advance to the extent of his own subscription may be granted to the subscriber at the discretion of the Vice-Chancellor. Such advance shall be repaid in such number of monthly installments not exceeding 36 and at such rate of interest as may be fixed by the Syndicate from time to time.
(ii) A subscriber who has completed at least twelve years of service in the employment of the University may be granted an advance by the Syndicate in its discretion for constructing or purchasing a house or carrying out the repairs of his house to the extent of his own subscription plus the contribution of the University credited to his Provident Fund Account as on 31st March immediately preceding his application. Such advance shall be repaid in monthly installments not exceeding 120 and at such rate of interest as may be fixed by the Syndicate from time to time.
(iii) Such advances shall be recovered by deduction from the salary paid by the University of the subscriber. The first of such deductions shall be made from the first payment of a full month’s salary after the subscriber has drawn the advance. The amount of such installment shall be fixed in round number and the last installment shall cover the entire balance then to be refunded by the subscriber provided that the subscriber may, at his option, pay an additional sum over and above the amount of the installment fixed in round figures.

**STATUTE 167-A :**

Final withdrawal may be sanctioned by the Vice-Chancellor at the request of the employees under following conditions.
(1) After the completion of twenty years of service of a subscriber or within ten years before the date of his retirement, whichever is earlier, for one or more the following purposes:
(a) Meeting the expenditure in connection with the marriage of a son or of a daughter of the subscriber.
(b) Building or acquiring a suitable house for his residence building the cost of the site, or reconstructing or making additions or alterations to a house already owned or acquired by a subscriber.

(c) A subscriber who has availed himself/herself of an advance under the scheme of the Ministry of Works, Housing and Supply for the grant of advances for house building purposes, shall be eligible for the grant of final withdrawal and also for the purpose of repayment of any loan taken under the aforesaid scheme.

(2) Any sum withdrawal by a subscriber at any one time for one or more of the purposes mentioned above, shall not ordinarily exceed one half of the amount standing at his/her credit or twelve months' pay whichever is less. The sanctioning authority may however sanction the withdrawal of an amount in excess of the said limit up to 3/4 of the balance to his credit in the fund with due regard to the object for which the withdrawal is being made, the status of the subscriber and the amount to his/her credit in the fund.

(3) A subscriber who has been permitted to withdraw money from the fund shall satisfy the sanctioning authority within a reasonable period as may be specified by the authority that the money has been utilised for the purposes which it was withdrawn.

*(vi) DECLARATION AND WITHDRAWAL :*

**STATUTE 168 :**

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 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 Saurashtra University Provident Fund to be distributed among the persons mentioned below in the manner shown against their names:

<table>
<thead>
<tr>
<th>Name &amp; Address of the nominee or nominees.</th>
<th>Relationship, if any, with the subscriber.</th>
<th>Whether major or minor, if minor, state the age.</th>
<th>Amount of share of fund.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Station : Two witnesses to signature of subscriber.

**STATUTE 169 :**

Subject to any deduction under Statute 162, 163, 164 and 167 on the death of a subscriber before quitting the service:

(i) when the subscriber leaves a family :

(a) if nomination made by the subscriber in accordance with the provisions of Statute 168 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 member or members of his family, become payable to the members of his family in equal shares. Any sum payable under these rules to a member of the family of a subscriber vests in such member under sub-section (2) of section 3 of the Provident Funds Act, 1925. (ii) when the subscriber leaves no family, if a nomination made by him in accordance with the provision of Statute 168 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 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 168 subsists or if such nomination relates only to a part of the amount standing to his credit in the Fund, the relevant provisions of clause (b) and sub-clause (ii) of clause (c) of subsection (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.

STATUTE 170 :
For the purposes of Statute 167 and 168 only the following persons shall be held to constitute a subscriber’s family, namely his wife, or wives and children and the widow or widows and the children of a deceased son, and also the husband in case of the subscriber being a married woman.

STATUTE 171 :
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 Saurashtra University Provident Fund Rules and that I agree to be bound by them.

Date: Days 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:

STATUTE 172 :
The Syndicate may, from time to time, make Ordinances or issue such general or special directions as are consistent with the above statute as to:
(a) the conduct of the 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.
CHAPTER XIX
RULES REGARDING GRATUITY

STATUTE 173:
The employees of the University both teaching and non-teaching governed by Contributory Provident Fund shall be eligible for gratuity as per following rules

1. No gratuity shall be payable to an employee who is dismissed from service for misconduct.

2. Gratuity shall be paid on death, retirement, resignation, termination service or permanent incapacity.

3. Gratuity shall be paid at the following rate:
   (i) On completion of seven years; service gratuity shall be paid at the rate of one half of the "Pay" for each completed years of qualifying service.
   (ii) On completion of twelve years' service gratuity shall be paid at the rate of three fourth "Pay" for each completed years of qualifying service.
   (iii) Completion of fifteen years' service gratuity shall be paid at the rate of one half of pay for each of the completed six monthly period of qualifying service subject to a maximum of twenty times of the pay.

Provided that the amount of the gratuity payable shall in no case exceed one lakh rupees. Notwithstanding anything contained in para 3(iii) above the maximum amount payable for the period upto 31-3-1979 shall in no case exceed rupees thirty thousand from 1-2-82 upto 31-3-1985 shall in no case exceed rupees thirty six thousand from 1-4-1985 upto 31-12-1985 shall in no case exceed rupees fifty thousand only.

4. The term 'Pay' in these rules means the pay may be defined by Government of Gujarat for retirement benefits from time to time.

5. The pay for calculating gratuity shall be that which the University employee receiving immediately before his retirement or resignation or termination of service or on the date of his death.

6. Notwithstanding anything contained in the foregoing provisions in the event of the death of an employee, or retirement of an employee from University service with the permission of the University on account of certified permanent incapacity due to bodily mental infirmity during the course of his employment Gratuity shall be paid at the rate of one month's pay for each completed year of service for the number of years he would have otherwise served had he continued to live or continued to serve till the date of his retirement or superannuation subject to a maximum twenty month's pay or one lakh rupees whichever is less.

7. The University shall establish a fund known as Gratuity fund for the purpose by contributing a suitable amount not
exceeding 5% of the 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.

8. For the purpose of this statute the terms "Employee" will mean all employees working on full time basis, either on temporary or permanent graded posts and appointed on full time Basis, either temporarily or permanently.

9. Each employee shall furnish a nomination Form A showing how he wishes the amount of Gratuity to be paid on his death, provided if he has family or at any time after joining the University acquires a family he shall precluded from nominating a person who is not a member thereof. Such nomination may at any time be revoked by the employee, 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 payable to me in accordance with Gratuity Rule to be distributed amount the persons mentioned below in the manner shown against their names.

<table>
<thead>
<tr>
<th>Name &amp; Address of the nominee or nominees</th>
<th>Relationship if any, with the employee</th>
<th>Whether major or minor state the age</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Station :
Date :

Two witnesses to signature

On the death of the employee before quitting the service, when the employee leaves a family.

a. If nomination made by the employee in accordance with the above provision in favour of member or members of his family subsists the total amount or the part thereof to which the nomination relates, shall be payable to his nominee or nominees in the proportion specified in the nomination.

b. If no such nomination in favour of member or members of the family of the employees subsists or if such nomination relates only to a part of the amount, the whole amount or part thereof 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.

c. When the employee leaves no family, if a nomination made by him in accordance with provisions of the this statute in favour of any person or persons subsist, the whole amount or part thereof to which the nomination relates, shall become payable to his nominee in the proportion specified in the nomination.

Note:
When the employee leaves no family and no nomination made by him in accordance with the provision of the Statute subsists, or if such nomination relates only to the part of the amount, the legal heir of the employee shall be entitled to the payment of the whole amount or the part thereof to which the nomination does not relate.

EXPLANATION
(i) For the purpose of counting the period of service put in by an employee to be eligible for the benefit of gratuity the date on which an employee joined the service of the University shall be reckoned irrespective of the date of which the provisions of this statute came into force.

(ii) That the Statute 173 as amended above will come into force w.e.f. the financial year 1979-80 i.e. 1/4/1979.


CHAPTER XX
REMOVAL FROM MEMBERSHIP OF UNIVERSITY
AND WITHDRAWAL OF DEGREE OR DIPLOMA
(Under Section 47(2) of the Act)

STATUTE 174:
Before taking action contemplated in Section 47(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, decide 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 date of the meeting of the senate on 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 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 XXI
ACCEPTANCE OF ENDOWMENTS FOR FELLOWSHIPS, SCHOLARSHIPS, PRIZES, MEDALS AND OTHER AWARDS
(Under Section 29 (vi) of the Act)

STATUTE 175:
All offers of bequests, donations and endowments the management whereof is to be vested in the University shall be accepted on condition that the annual realisation therefrom, shall be subject to a deduction of 5 percent thereof and the amount realized by such annual deduction shall be credited to the General Fund of the University at the commencement of every financial year. The University shall not accept an endowment the benefits whereof are sought to be restricted to any caste, creed, or community, or the net annual income of which is less than Rs. 300 in the case of a scholarship, less than Rs. 250 for a medal, and less than Rs. 100 in case of a Prize.
Notwithstanding anything contained above in special cases where the donor puts a condition that 5% amount shall not be deducted by the University and credited to the General Fund, the Syndicate may by a special resolution-waive this condition. This Statute shall come into force with effect from 12-12-'73.

STATUTE 175-A: Deleted.
STATUTE 175-B: Deleted.
STATUTE 175-C: Deleted.
STATUTE 175-D: Deleted.

CHAPTER XXII
MEDIUM OF INSTRUCTION
(Under Section 4 (28) of the Act)

STATUTE 176:
(1) Gujarati shall be the medium of instruction and examination.
(2) Notwithstanding anything contained in (1) above, it will be permissible for any affiliated college, recognised Institution, approved Institution or University Department to use English or Hindi as medium of instruction and for any student to use English or hindi as medium of examination.
(3) Notwithstanding anything contained in (1) above, it will be permissible for any research student to submit his thesis, at his option in Gujarati or English or Hindi.
(4) Notwithstanding anything contained in Clause (1) above, the medium of instruction and examination for Modern Indian Languages may be the respective Languages.
CHAPTER XXIII
ELECTIONS TO THE AUTHORITIES

(a) GENERAL

STATUTE 177:
Except as otherwise expressly provided for, all elections to the authorities of the University will be held in accordance with these Statutes.

STATUTE 178:
In these Statutes, unless there is anything repugnant to the subject or context --

(1) the expression "Voter" with reference to the election at any authority means any person or a representative of public association or body entitled to vote at such 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, preference 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 candidate the next available preference of the voter is recorded;
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;

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;

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;

the expression "count" means --

(a) All the operations involved in the counting of the first preference 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.

**STATUTE 179**:
The Vice-Chancellor shall have the power --
(a) to fix the date of election;
(b) to fix the last date for receiving nominations;
(c) to decide in cases of doubt the validity or invalidity of a vote recorded and
(d) to declare the result of each election.

**STATUTE 180**:
Except as otherwise provided for, the Registrar shall be responsible for the conduct of all elections, and for the scrutiny and counting of Votes thereat.

**STATUTE 181**:
The Registrar shall maintain Electoral Rolls of all persons or public associations or bodies entitled to elect members to the authorities of the University, showing the names and addresses of all persons, or associations or bodies entitled to vote.

**STATUTE 182**:
The rolls of persons, public associations or bodies entitled to vote at an election to the Senate shall be published except when otherwise specified, at least forty-two clear days before the date of election. An announcement that the rolls are ready shall be inserted in such newspapers as the Vice-Chancellor may select, at least, 35 days before the date of election.

**STATUTE 183**:
Copies of the roll, with corrections, if any, shall be delivered to any person on payment of such fees as may be prescribed from time to time.
(c) NOTICE OF ELECTION

STATUTE 184:
(1) For every election to any authority of the University other than the Senate, the notice of election relating thereto shall be sent by ordinary post to all voters whose names stand on the rolls of the respective electoral body, except when otherwise provided, at least 21 clear days before the date of election and in the said notice the date fixed as the last date for receiving nominations and the date of election shall be precisely stated.

(2) The Vice-Chancellor shall have the authority to correct the rolls, if any omission or wrong entries are brought to his notice, at least 25 days before the date of election. The Vice-Chancellor’s decision in the matter shall be final.

(d) NOMINATION

STATUTE 185:
Subject to the provisions of Section 16 of the Act, in all cases where nominations are invited by the Registrar, any two voters whose names are on the electoral roll of the constituency or any two members of a public association or body entitled to vote, may, after the notice is issued, nominate as a candidate, any person, entitled to stand as a candidate in the respective constituency, by sending in such a way as to reach the Registrar, or delivering him at the University office, a nomination paper, before 4-00 p.m. of the last date fixed for receiving nominations.

STATUTE 186:
The last date for the receipt of nominations in the case where an election is to be held at a meeting of any public association, authority or body other than the Senate of the University, shall be at least 7 clear days before the day of meeting.

STATUTE 187:
Nomination papers shall be in the form prescribed by the Vice-Chancellor and shall be dated and signed by two voters entitled to vote at the election and shall contain among other details the names in full, addresses and designation, if any, of the signatories and of the candidate nominated. No person shall be nominated as a candidate for election unless he signifies his consent in writing. A nomination paper which does not comply with all the formalities required by these Statutes shall be rejected.

STATUTE 188:
At any time before the day and hour fixed as the last day and hour for the scrutiny of nominations, it shall be open to a candidate to withdraw his nomination, provided that he sends in to the Registrar, so as to reach him before the day and hour fixed as aforesaid, an intimation of withdrawal, in writing, signed by the candidate and attested in the manner prescribed in Statute 192. The scrutiny of nomination shall be held at least 24 hours after the hour fixed for the receipt of nominations. It shall also be open to a
candidate to withdraw his candidature in the same manner at any time within 48 hours after the day and time fixed for the scrutiny. The procedure for such withdrawal shall be the same as in the foregoing paragraph.

**STATUTE 189:**

(1) As soon as possible after the last day fixed for the receipt of nominations, at a time and place fixed by the Vice-Chancellor, and notified in the notice of election, any person or persons, nominated by the Vice-Chancellor shall scrutinise nominations. The candidate or his agent duly authorised by him in writing in this behalf, shall be entitled to be present at such scrutiny.

(2) In the case of a dispute or doubt, the Vice-Chancellor shall decide the validity or otherwise of the nomination form, and his decision shall be final.

**STATUTE 190:**

If the number of candidates validly nominated does not exceed the number of vacancies to be filled, the candidates so nominated shall be declared to have been elected.

(e) **PROCEDURE FOR ELECTION BY POST**

**STATUTE 191:**

Where the election is held by post, the Registrar shall send soon after the nominations have been scrutinized to each voter at his registered address (a) a voting paper bearing the name of the Constituency, (b) a smaller cover bearing the name of the Constituency, and (c) a bigger cover on which are printed on the left half, the number of the voter and the name of the Constituency and a form of the certificate of identity, and on the right half, the words "To, the Registrar, Saurashtra University". The voter shall enclosed the voting paper, duly filled in, without the name or signature of the voter, in the smaller cover and enclose this again in the bigger cover, sign the certificate of identity on it, get his signature attested, unless attestation is not required by an express provision to that effect, and send it to the Registrar so as to reach the University Office before the date and time announced for the election.

**STATUTE 192:**

The certificate of identity required by Statute 191 shall be signed by the voter or the Chairman or the President of Public Association or the Body, entitled to vote, in the presence of, and shall be attested with his signature and designation by, a Magistrate, Notary Public, a Gazetted Officer of the Government, a Principal of a College in the University area, the Head of a Recognised High School or a teacher as defined by the relevant Statutes.

**STATUTE 193:**

A voter who has not received his voting paper and other connected papers sent by post or whose papers before they are returned to the Registrar have been lost or spoiled in such manner that they cannot
be conveniently used, may require the Registrar to send him new papers in place of those not received or those spoilt or lost, on his transmitting to the Registrar a declaration to that effect signed by himself and attested as laid down in Statute 192 and if the papers have been spoilt, the spoilt papers shall be returned to the Registrar who shall cancel them on receipt. In every case when new papers are issued a mark shall be placed against the number of the voter’s name in the register to denote that new papers have been issued in place of those not received, or spoilt or lost, and the old papers shall be deemed as cancelled.

**STATUTE 194:**
A voting paper shall, as far as possible, be in the following form:--

THE SAURASHTRA UNIVERSITY
Voting Paper
Election by_________________________________________________

<table>
<thead>
<tr>
<th>Name of candidates</th>
<th>Mark order of preference in space</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Above |

**STATUTE 195:**
(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.

**STATUTE 196:**
A voting paper shall be invalid, on which--
(a) the figure 1 standing alone, indicating a first preference, is not placed;

or

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

or

(c) the figure 1 standing alone, indicating a first preference, and some other figure and/or marks are placed opposite the name of the same candidate;

or

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

or

(e) 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;

or

(g) the figure indicating the preference is not recorded in the space provided for the said purpose in the voting paper.

(f) **PROCEDURE FOR AN ELECTION AT A MEETING**

**STATUTE 197**: These Statutes 198 to 200 shall apply only to elections by the Authorities of the university.

**STATUTE 198**: The time during which the ballot box shall be kept open for the receipt of voting papers, as determined by the Vice-Chancellor, or the senior member convening the said meeting shall be precisely notified to the voters in the notice of election.

**STATUTE 199**: Ballot papers with the names of persons nominated, printed or typed there on, will be furnished at the meeting held for the purpose of the election. All the members present at the meeting shall be entitled to vote in the election. When two or more authorities or bodies are jointly entitled to elect a representative and the election takes place at a meeting, a member who is common to two or more authorities or bodies shall be entitled to only one vote. The scrutiny shall be conducted by the Registrar and not less than two scrutineers to be appointed by the Chairman of the meeting from among those present at the meeting.

**STATUTE 200**: Not less than four clear days before the meeting a list showing the names of persons duly nominated shall be sent by ordinary post to all those entitled to be present and to vote at the meeting.

(g) **PROCEDURE FOR ELECTION BY BALLOT AT POLLING CENTRES**

**STATUTE 201**: In all cases when an election is held where in votes are to be recorded at polling centres, the procedure for the recording of votes by ballot, shall be as under:

(1) A polling centre shall be provided by the University Authorities and an election officer appointed, at places where there is a College or Recognised Institution and at such other places as the Vice-Chancellor may fix.

(2) The hours of voting at the respective centres of election shall be determined in advance and stated in the notice of election.

(3) Names of persons duly nominated shall be notified to voters as soon as possible after the nominations have been scrutinized.

(4) The election officer shall keep order at the polling station. No person other than a voter shall be permitted to enter the polling station.
(5) No voter shall be allowed to enter the polling station for recording his vote before the commencement or after the expiry of the period fixed for the purpose.

(6) 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.

(7) Immediately before the polling commences, the election officer shall show to the candidates or their authorised agents present at the station that the ballot box is empty and shall then lock and seal it for use.

(8) Immediately before the voting paper is issued to a voter the number of voters shall be entered on the counterfoil and a mark shall be placed by the issuing officer in his copy of the electoral roll against the number of the voter to whom the voting paper is issued.

(9) The voter on receiving the voting paper shall forthwith proceed to one of the compartments where he shall mark and put his paper into the ballot box.

(10) Every voter shall vote without undue delay, and shall quit the polling station as soon as he has put his voting paper into the ballot box.

(11) If a voter spoils his voting paper inadvertently he may be given another and the spoilt paper and its counter-foil shall be cancelled by the Election Officer.

STATUTE 202:

For the purpose of election of their representatives, the public associations or bodies named in sub-clauses (a) and (d) of Section 16(1) Class II(A) clause (iv) of the Act, the public association or bodies shall make the necessary arrangements to hold the election so that the result of the election is known in due time. Such election shall be held according to the system of proportional representation by means of a single transferable vote by ballot in the manner prescribed in Section 55 of the Act, provided, however, that it shall be the option of such authority concerned, to hold the election at a meeting or by post. If the option to hold the election by post has been exercised, the President of the Public Association or Body shall inform the Registrar accordingly. The Vice-Chancellor shall appoint the President or the Secretary to the Public Association or Body as Returning Officer, for the purpose of holding the election. The Returning Officer shall for the purpose of such election exercise, as far as applicable, the powers of the Registrar under the Statutes. On the result of such election being known, the said association or body concerned shall make a return to the University intimating the name or names, degrees and addresses of the persons so elected by it, signed by the President concerned, and in the case of the Gujarat Legislative Assembly, by the Secretary, Gujarat Legislative Secretariat.
STATUTE 203:
In the case of elections specified in sub-clauses (b) and (c) of section 16(1) Class II(A) (iv) of the Act, after each nomination has been scrutinised, a voting paper together with a smaller cover and a bigger cover bearing a certificate of identity shall be sent by the Registrar by post to each of the voters for the recording of his vote. The voting shall be by the system of proportional representation by means of a single transferable vote by ballot according to Section 55 of the Act. The certificate of identity shall be completed in the manner prescribed by Statute 192.

(h) SCRUTINY AND COUNTING OF VOTES

STATUTE 204:
All voting papers shall be scrutinised by the Registrar and such other person or persons as may be nominated by the Vice-Chancellor. When there are more polling centres than one, voting papers of all the polling centres shall first be mixed up and then scrutinised by the Registrar and such other person or persons as may be nominated by the Vice-Chancellor. The candidate or his agent duly authorised by him in this behalf shall be entitled to be present at such scrutiny. In case of doubt or dispute regarding the validity of a voting paper the decision of the majority of the scrutiners and in the event of a tie, that of the Vice-Chancellor shall be final.

STATUTE 205:
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.

STATUTE 206:
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.

STATUTE 207:
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".

STATUTE 208:
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.

STATUTE 209:
(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 candidate 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 number 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 that 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 votes of the next highest candidate ; or

(b) between the total of the votes of the two or more candidates lowers 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 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 parcel according to the next available preference recorded thereon, shall make separate sub-parcel of the non-transferable papers and shall ascertain the number of papers in each sub-parcel of transferable papers and in the sub-parcel of non-transferable papers.

(5) If the total number of papers in sub-parcels of transferable papers is equal to or less than the surplus, the Registrar shall transfer the whole of each sub-parcels of transferable papers to the continuing candidate indicated thereon as the voters’ 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 candidates. 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 voter’s next available preference the number of papers which bear the same proportion to the number of papers in the Sub-parcels 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 each 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 parts 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 candidates in question have an unequal number of votes shall be deemed to be the largest. When the number 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.

STATUTE 210 :

(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 un-equal 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-parcel 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.

STATUTE 211:

(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.

STATUTE 212:

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 in the order of the magnitude of the numbers of votes credited to such candidates beginning with the greatest.

STATUTE 212-A:

Notwithstanding any-thing contained in Statutes 208, 209, 210, 211 and 212 or any other relevant Statute dealing with elections, whenever the Act or the Statutes require that the persons elected there under to any authority of the University shall include:

a. not fewer than a certain minimum number, and/or
b. not more than a certain maximum number of persons of a specified category, the following modifications in the procedure under the aforesaid Statutes shall apply

(1) If at the end of any count only the specified minimum number of candidates of the specified category remain as elected or continuing candidates, the Returning Officer shall declare all these candidates elected, whether or not they have then reached the quota. But any such candidate who has not reached the quota shall be treated as a continuing candidate for the purpose of receiving votes by transfer in subsequent counts.
(2) If at the end of any count the specified maximum number of candidates of the specified category has been elected, any further candidates of that category shall be forthwith declared defeated and their votes shall be transferred at the next succeeding count.

STATUTE 212 - B:
To all other candidates that is candidates other than candidates of the specified categories, the normal procedure under Statutes 208, 209, 210, 211 and 212 or any other relevant statute dealing with elections, shall apply except as modified by the foregoing.

STATUTE 212-C:
The priority of election of candidates, whether of a specified category or not, shall be the order in which they severally attain the quota. For any candidates, whether of the specified category or not declared elected without attaining the quota, their order of priority shall be the order of magnitude of the number of votes, beginning with the greatest credited to each of such candidates at the end of the count concluding the election.

STATUTE 213:
(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 paper (except such as in the transfer of a surplus may be required for the quota of 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 clause 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.

STATUTE 214:
In case of equality of votes is any of the elections, the result will be determined by lot by the Registrar in the presence of the Scrutiny Committee.

STATUTE 215:
After the scrutiny is completed, the Registrar shall forthwith report to the Vice-Chancellor the results of the scrutiny.

STATUTE 216:
Result of the election will be announced by the Registrar and thereafter the voting papers shall be destroyed.

TRANSITORY PROVISIONS

STATUTE 217:
For the purposes of section 61 of the Act, a student who, immediately before the 23rd May, 1967, (hereinafter referred to as
"the said date") was studying or was eligible for any examination of Gujarat University shall, if he so chooses, be permitted to complete his course or appear at the examination, as the case may be, up to the 30th April, 1968 in accordance with the courses of studies of the Gujarat University prevailing immediately before the said date, and the instruction, teaching, training and examination of such a student shall be arranged accordingly.

**STATUTE 218:**

A non-teaching employee who has joined the service of this University after 19.2.'85 shall be governed under the Pension Scheme according to the rules of the Government of Gujarat as applicable to its employees from time to time and shall be eligible accordingly to the benefits of Pension, Death-cum-retirement, Gratuity, General Provident Fund and Family Pension etc.

2. Notwithstanding anything contained elsewhere, non-teaching employee of the University who has been in the employment of the University on 19-2- '85 shall be eligible to exercise his option i.e. either to choose to be governed under the Pension scheme referred to above or to be governed under the Scheme of Contributory Provident Fund and Gratuity as available under Statute 159 to 172 and 173 as amended from time to time. Such an option will be available to the employees concerned for exercising the same on or before 16-2-1987.

3. For the employees who choose to be governed under the Scheme of Contributory Provident Fund and Gratuity, the age limit for the compulsory retirement shall be on attainment of the age of sixty years. For the employees who are governed under the Pension Scheme the age limit for compulsory retirement shall be on attainment of the age of 58 years. However, in case of all employees who are working as a Librarian, Director, Physical Education, Controller of Examination, and Chief Accounts Officer the age of Compulsory retirement shall be on attainment of the age of 62 years as decided by the State Government from Time to Time. For the employees who are governed under the Pension Scheme the age of compulsory retirement shall be on attainment of the age of 58 years. In case of the employee who are working as a Librarian, Controller of Examination, Director Physical Education and Chief Accounts Officer, the age limit for compulsory retirement shall be attainment of age of 62 years as decided by the State Government from time to time. However, in case of employees who were in service of the University on 19-2-’85 and in case of Class IV employees, the age of compulsory retirement shall be on attainment of the age of sixty years irrespective of their being governed under the C.P.F. scheme or the Pension Scheme. In case of employees who are working as a Librarian, Director Physical Education, Controller Of Examination and Chief
Accounts Officer, the age of compulsory retirement shall be on attainment of age of 62 years or decided by the state government from time to time irrespective of their being governed under the CPF or Pension scheme.

4. The Pension Scheme provided for in this Statute shall come into force with effect from 23.6.'76.

EXPLANATION:
For the purpose of this Statute, all employees in the University service whose corresponding address with the same nomenclature in the employment of the Government of Gujarat are treated in Class IV service, shall be deemed to be the Class IV employees. However, in the cases where there are no corresponding cadres with same nomenclature in the State Government service, the decision as to whether a particular cadre in the University the decision as to whether a particular cadre in the University service should be treated to be of Class IV or not shall be taken by the Syndicate. This Statute will come in force with effect from 29/04/1999.(30-3-2003)

STATUTE 219:
Teachers of this University recruited on or after 1st April, 1982 shall automatically be governed by the pension scheme inclusive of Family pension Gratuity etc. as prescribed by the Government of Gujarat in the Education Department under its Resolution NO. NGC-1582 / 9595 (84) - Kh, dated 15-10-84 as amended from time to time.

Notwithstanding anything contained elsewhere in the Statutes of this University, a teacher of this University, a teacher of this University existing before 1/4/82 shall have the option within the period of six months from the date of assent of this revised Statute, either to continue to draw the benefits of Contributory Provident Fund and Gratuity as are available under Statutes 159 to 172 and 173 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 1/4/82.

For the staff recruited on and from 1/10/84 the age of superannuation retirement shall be 62 years and for the staff recruited before 1/10/84 the age of superannuation retirement shall be 62 years or in both case as decided by the State Government from time to time.

In case where the teachers opt for this scheme of pension etc. the contribution of the University together with interest thereon standing at their credit will be credited to Government within two months from the date they exercise their option to the head XL VIII - Contribution and recoveries towards pension and other retirement benefits. This Statute will come in force with effect from 29/4/1999.
I. COMMITTEES OF THE SYNDICATE UNDER SECTION 20(4) OF THE ACT:

(1) UNIVERSITY PUBLICATION BOARD

Ordinance 1
There shall be University Publication Board. It shall consist of:
(i) The Vice-Chancellor (Chairman);
(ii) The Pro-Vice-Chancellor, if any;
(iii) The Deans of the Faculties;
(iv) Three distinguished persons, nominated by the Syndicate of whom one should be from the Heads of recognized Institutions or University Departments.
(v) Two members of the Syndicate nominated by the Syndicate.

Ordinance 2
The Vice-Chancellor, or in his absence the Pro-Vice-Chancellor, and in the absence of both, the senior most Dean present shall preside at a meeting of the Board.

Ordinance 3
The Board shall meet annually in the first term, or whenever a meeting thereof is convened by the Vice-Chancellor suo moto, or on the requisition of not less than three members of the Board.

Ordinance 4
Four members shall form a quorum for a meeting of the Board and all questions shall be decided by a majority of votes of the members present and voting. In the case of an equality of votes, the Chairman shall have a casting vote.

Ordinance 5
Members of the Board shall hold office for three years. Any casual vacancy caused by death, resignation or a member's ceasing to hold a particular office, or to answer a particular designation, by virtue of which he became a member, shall be filled up by the Syndicate by nomination. A member so nominated shall hold office for the unexpired period of office of the original member whose place he occupies.

Ordinance 6
The following shall be the functions of the Board, namely:
(i) to recommend to the Syndicate, the appropriation of the publication grants of the university.
(ii) to undertake with the approval of the Academic Council and sanction of the Syndicate, the publication of:
   (a) a University Journal or Journals and Research works:
   (b) textbooks for Under-Graduate and Post-Graduate courses:
   (c) any other work, literary or scientific, considered suitable by the Board.

(2) UNIVERSITY BOARD OF SPORTS

Ordinance 7
There shall be a University Board of Sports constituted in accordance with Ordinance 10.
Ordinance 8

The following shall be the objects of the Board, namely:
(i) to foster and encourage sports and sportsmanship amongst the students of the University;
(ii) to organize, control, manage and supervise Inter-Collegiate sports and tournaments within the jurisdiction of the University;
(iii) to regulate their conduct; and
(iv) to undertake and conduct Inter-University Competitions.

Ordinance 9 Deleted.

Ordinance 10

The University Board of Sports shall consist of the following namely:
(i) The Vice-Chancellor.
(ii) The Pro-Vice-Chancellor.
(iii) Two members of the Syndicate to be nominated by the Syndicate.
   (a) Among them one member shall be coordinator of the university Board of sports.
(iv) Four Principals to be nominated by the Syndicate.
(v) Three teachers to be nominated by the Syndicate from amongst the teachers of the affiliated colleges.

Note: In case if no lady Principal is nominated under Clause (iv) a lady teacher should be nominated as one of the three members to be nominated under Clause (v).
(vi) Students Welfare Officer (Ex-Officio).
(vii) Seven Physical Training Instructors to be appointed by the Syndicate one of whom shall be lady Physical Training Instructor.
(viii) One Senate member to be appointed by the Syndicate.
(ix) Four students representatives to be nominated by the Chairman, Board of Sports, every year.
(x) Director, Physical Education (Ex-Officio).

Note: The Director, Physical Education, shall act as the Secretary, University Board of Sports.

Ordinance 11

The Principals of the Colleges and the members appointed by the Syndicate on the Board of Sports shall ordinarily be persons possessing expert knowledge or experience in a branch or branches of sports and shall hold office for three years, but shall be eligible for reappointment.

Ordinance 12

The following shall be the powers and functions of the Board, namely:
(i) to frame rules for the conduct of Inter-Collegiate Sports and Tournaments;
(ii) to prepare the budget for presentation to the Syndicate;
(iii) to decide in which of the Inter-University Competitions the University should participate and prepare a budget for the expenses involved in such participation;
(iv) to appoint Committees, to select University Teams and to conduct Inter-University Competitions whenever the University is asked to do so by the Inter-University Sports Board;
(v) To provide for coaching in games and sports;
(vi) to decide on appeals that may be preferred to it against the decision of a Local Tournament Committee. The decision of the Board shall be final and no appeal shall lie against its decision.
(vii) to advice the Syndicate on:
(a) the Physical training of the students;
(b) the N.C.C. Training of the students;
(viii) Generally to take such steps as may be found necessary for the due discharge of its responsibilities.

**Ordinance 13**

The Board shall meet once every six months or whenever necessary on such days as may be fixed by the Chairman. Five members shall form a quorum for a meeting of the Board.

**Ordinance 14 Deleted.**

**Ordinance 15**

The Board may delegate to the Committees appointed by it, such powers as may be necessary for the Committees in the discharge of the duties imposed on them by the Board.

**Ordinance 16 Deleted.**

**Ordinance 17 Deleted**

**Ordinance 18 Deleted.**

**Ordinance 19 Deleted.**

**Ordinance 20**

(I) The following shall be the constitution, powers and functions of the Local Tournaments Committee, namely:

(i) The Principal of the college, which is entrusted by the Board to conduct a particular tournament, shall be the Chairman of the Local Tournaments Committee.

(ii) The Chairman shall appoint a teacher of such a college as Secretary of the Local Tournaments Committee and send an intimation to the Chairman, Board of Sports. The person to be appointed as Secretary shall ordinarily be a senior member of the staff and preferably having knowledge of the games for which the tournament is conducted by the college.

(iii) The Secretary shall maintain all records, regarding entries, draws, fixtures and accounts.

(iv) The Chairman of the Local Tournaments Committee shall forward all records to the Secretary, University
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Board of Sports within ten days after the conclusion of the tournaments.

(v) The Local Tournaments Committee shall consist of the following members:
(i) The Chairman,
(ii) The Secretary,
(iii) Three other members one of whom shall be preferably an expert in the games for which the tournament is conducted by the college.

(vi) The Committee shall have powers.
(a) to frame rules for the conduct of the respective games in accordance with the rules laid down by the Board of Sports.
(b) to decide on appeal that may be preferred to it in respect of the games for which the tournaments are being conducted and to forward the decision for information of the Board of Sports.
(c) to do all other things as may be necessary for the efficient conduct of the tournaments.

(vii) Each Local Tournaments Committee shall decide the manner in which tournaments will be conducted.

(viii) The head of every competing institution shall submit to the Local Tournaments Committee concerned, a list of the names of the players from which the players will be selected for participation and the necessary eligibility details shall also be supplied on the dates fixed by the Chairman of the Local Tournaments Committee. The head of the competing institution shall be responsible for the veracity of the eligibility details. The details once submitted will not be allowed to be altered subsequently by the institution concerned.

(II)(a) The entries for athletics competition shall be submitted to the Secretary, Board of Sports on or before the date fixed by the Secretary. They shall be in the prescribed forms supplied to the colleges by the Secretary at least ten days prior to the last date for receiving the entries.

(b) The last date fixed for submitting entries for any tournaments or athletics shall not be altered, except with the permission respectively of the Chairman, Local Tournaments Committee and the Chairman, Board of Sports.

Ordinance 21 Deleted.

Ordinance 21-A

If a student of a University department or a post-graduate centre directly run by the University desires to play in any of the games at the Zonal or Inter Zonal level, he shall be allowed to do so from a local college on production of a no objection certificate from Head of the respective Department or post-graduate centre and further provided that the local college is willing to send him as its player for
the game concerned. But it shall be the responsibility of the said college to prepare all details required for enabling the students to play in the game.

(3) THE BOARD OF MEDICAL SERVICES

Ordinance 22
There shall be a Board of Medical Services in the University. It shall consist of:

Ex-Officio Members:
(i) the Vice-Chancellor (who shall be the Ex-Officio Chairman),
(ii) the Pro-Vice-Chancellor, if any,
(iii) Medical Officer of the University at Rajkot / Bhavnagar respectively to work as Secretary and Joint-Secretary,
(iv) the Director of Physical Education of the University, if any,
(v) one of the Principals of the Medical Colleges appointed by the Syndicate,
(vi) the member of the Senate elected to the Senate by the Registered Graduates in the Medical Faculty;

Members other than Ex-Officio Members:
(vii) two Principals appointed by the Syndicate,
(viii) one woman Principal or woman Professor of a Ladies' College appointed by the Syndicate,
(ix) three Medical Practitioners, of whom one shall be a woman, appointed by the Syndicate.

Ordinance 23
Members of the Board, other than the ex-officio members, shall hold office for a period of three years. Principals of the colleges nominated under Clause (v) and (vii) shall cease to hold office on their ceasing to be a Principal.

Ordinance 24
The Board shall meet at least once every year and at such other times as a meeting thereof is convened by the Chairman suo moto, or on receipt of a requisition in writing by at least five members.

Ordinance 25
The Vice-Chancellor, or in his absence, the Pro-Vice-Chancellor, if any, or in the absence of both, the member elected at the meeting shall preside at a meeting of the Board.

Ordinance 26
Five members shall form a quorum for a meeting of the Board and all questions shall be decided by a majority of votes of the members present and voting. In the case of equality of votes, the Chairman shall have a casting vote.

Ordinance 27
Any casual vacancy caused by death, resignation or a member ceasing to hold a particular office, or to answer a particular designation by virtue of which he became a member or otherwise,
shall be filled by the Syndicate by appointment or nomination, as the case may be, and the member appointed or nominated in such vacancy shall hold office for the unexpired period of office of the original member whose place he occupies.

**Ordinance 28**

The following shall be the functions of the Board namely:

(i) to advise the Syndicate on:
   (a) the medical Examination of the students;
   (b) matters relating to health, hygiene and dietetics of the University Students;

(ii) to frame the budget for the succeeding year in respect of the items falling under Clause (i) and to submit the same to the Registrar before the end of October of each year for consideration by the Syndicate;

(iii) to appoint Committees and take such other steps as may be found necessary in due discharge of their responsibilities;

(iv) to appoint sub-committees as may be necessary for discharging the functions of the Board.

(4) **THE BOARD FOR CULTURAL ACTIVITIES**

**Ordinance 29**

There shall be a Board for Cultural Activities in the University. It shall consist of:

(i) The Vice-Chancellor.

(ii) The Pro-Vice-Chancellor, if any.

(iii) One Principal, one teacher, from affiliated colleges, recognized institutions and University Departments, one Senate member and one student representative from affiliated colleges, recognized institutions and University Departments nominated by the Syndicate, representing the Rajkot City, Rajkot, Bhavnagar, Amreli, Junagadh, Surendranagar and Jamnagar Districts.

(iv) One Principal or teacher of a Music College affiliated to the University

(v) The Director of Youth Welfare of the University, if any.

(vi) The Director of Physical Education.

(vii) Students Welfare Officer of the University.

**Note:** The Students Welfare Officer of the University will act as Secretary to the board.

**Ordinance 30**

(1) The members of the Board except student representatives nominated by the Syndicate will hold office for three years. Student representatives will hold office for one year.

(2) The Board shall meet at least twice every year and at such other times when convened by the Vice-Chancellor or in his absence by the Pro-Vice-Chancellor, if any, or in absence of both, by the Registrar.

(3) Nine members shall form a quorum for a meeting of the Board and the Vice-Chancellor or in his absence, the Pro-
Vice-Chancellor, if any, if present, shall preside at the meeting of the Board. In the absence of both, the meeting shall elect its own Chairman from amongst the members, other than the students' representatives.

**Ordinance 31**

The following shall be the functions of the Board:

(i) to organize the cultural and literary activities of the University and to recommend to the Vice-Chancellor entries for such activities or competitions of such activities at the State level or All India level.

(ii) to organize your festival competitions, if any, and to recommend to the Vice-Chancellor entries for such festivals or competitions at the State level or All India level.

(iii) to provide workshops and to arrange for hobby centres in the University, when provision for financing such activities are made by the Syndicate.

(iv) to take up any other project to promote cultural and literary activities, amongst the students of the University in general and to make rules for the same after the finances are provided by the Syndicate.

(v) to appoint sub-committees to consider and to decide such matters as may be referred to them by the Board.

(vi) to plan its activities in such a manner that co-ordination is effected between the colleges and University, for purpose of organizing its activities, and

(vii) to carry out the activities which may be referred to it by the Syndicate.

**Ordinance 32**

(i) All cultural and literary activities shall be organized at the University level and will be entrusted to the various affiliated colleges for organizing the same on behalf of the University.

(ii) The college or colleges, which are entrusted with the organization of cultural and/ or literary activities shall constitute an organizing committee as may be decided by the Principal of the college, wherein teachers of the college and leading local personnel including experts, if any, shall be included. The Principal of the college shall act as Chairman of the committee. The committee shall also have powers to decide appeals and its decision shall be final and binding to the participants.

(iii) The following shall be the per item entry fee prescribed for the participating teams:

(a) Rupees twenty if the team for a particular item is to consist of three or more participants.

(b) where individuals are to be nominated by the colleges, the entry fee shall be rupees five in case of one individual and rupees ten in case of two individuals.
(iv) The entry fee shall be sent to the University by the concerned colleges, recognized institutions or University Departments on or before the date fixed by the University every year.

(v) The expenditure on boarding and lodging and other expenditure like transport, etc. shall be borne by the concerned college, institution or University Department.

(vi) The local organizing committee at the college or colleges, or the University when it conducts competitions directly, shall have the authority to appoint judges experts etc. as may be required from the lists supplied by the University.

(vii) The remuneration etc. to judges, experts and others shall be paid according to the rules prescribed by the Board and approved by the Syndicate from time to time.

Ordinance 33

(i) The Board shall prescribe rules from time to time for the organization of cultural, literary or other such activities as it may like to organize and shall circulate the same to the colleges, recognized institutions, and University Departments.

(ii) The Board shall have authority to issue instructions from time to time in connection with the organization of its activities.

(iii) The Board shall have the authority to decide and to levy entrance fees and such other fees as may be deemed proper by it, from time to time for carrying out its activities.

(5) THE COMMITTEE FOR N. S. S. AND SOCIAL WORK

Ordinance 34

There shall be a committee for N. S. S. and Social Work. It shall consist of:

(i) The Vice-Chancellor (who shall be the Chairman).

(ii) The Pro-Vice-Chancellor, if any.

(iii) Two Principals, appointed by the Syndicate for a period of three years.

(iv) Four Teachers trained in N. S. S. Camps, appointed by the Syndicate for a period of three years.

(v) Four members connected with the Social Services organisation to be appointed by the Syndicate.

(vi) Two Presidents of District Panchayats to be appointed by the Syndicate.

(vii) Two members of the Senate to be appointed by the Syndicate.

(viii) Deputy Programme Adviser, Zonal Centre, N. S. S.

(ix) Special Officer, N. S. S., Gujarat State.

(x) District Development Officer, Rajkot.

(xi) Development Commissioner, Gujarat State or his representative.

(xii) Two members of the Syndicate to be nominated by the Syndicate.
(xiii) Eight student representatives one from each unit of N. S. S. to be Co-opted by the Committee for a period of one year by rotation.

(xiv) The Registrar.

(xv) The Director of Physical Education of the University.

(xvi) Secretary, Saurashtra University Vidyarthi Madhyastha Mandal (Ex Officio or when such Mandal does not exist, a representative from the students to be nominated by the Syndicate).

(xvii) One student to be nominated by the Syndicate, every year.

Note: The N. S. S. Coordinator shall work as the member Secretary to the Committee.

**Ordinance 35**

The Committee shall meet once every term and may meet at such other time as a meeting thereof is convened by the Vice-Chancellor. Five members shall form a quorum for a meeting of the Committee and the Vice-Chancellor or in his absence the Pro-Vice-Chancellor or in his absence a member other than a co-opted member elected by the meeting shall preside. All questions shall be decided by a majority of votes of the members present and voting and in the case of equality of votes, the Chairman shall have a casting vote.

**Ordinance 36**

The following shall be the functions of the Committee, namely:

(i) to plan and organise Camps, Social Service in the rural and urban areas;

(ii) to arrange programmes of Youth Travels, excursions, hiking, mountaineering, swimming etc;

(iii) to scrutinize and recommend schemes of Youth Work Camps to the University for submission to the Ministry of Education.

(iv) to ask for grants for Youth Welfare Work from the State and Central Government to the University;

(v) to secure grounds for recreation;

(vi) to hold Youth Leadership Training Camps for colleges;

(vii) to take up any other project for the welfare of the youth;

(viii) to appoint sub-committees, if necessary.

(6) **THE UNIVERSITY ESTATE COMMITTEE**

**Ordinance 37**

There shall be a University Estate Committee consisting of:

(i) The Vice-Chancellor;

(ii) The Pro-Vice-Chancellor;

(iii) The Architect to the Government of Gujarat;

(iv) The Superintending Engineer (R. & B. Circle, Rajkot)

(v) Five other members to be appointed by the Syndicate for a period of three years from whom two shall be experts;

(vi) Chief Accounts Officer;

(vii) University Engineer;

(viii) Registrar as member secretary;
(ix) One member from planning Board appointed by the Vice-Chancellor.

**Ordinance 38**

The Committee shall meet once every year before the annual Convocation, and at such other times as a meeting thereof is convened by the Vice-chancellor.

**Ordinance 39**

Three members shall form a quorum for a meeting of the Committee and the Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, shall preside at a meeting of the Committee, and in the absence of both, the members present shall elect the Chairman from amongst them.

**Ordinance 40**

The Committee shall recommend to the Syndicate action in the matter of -
(i) Planning and development of the University Campus at the headquarters and at other place, if necessary ;
(ii) construction of buildings, their plans and estimates etc ;
(iii) acceptance of tenders after scrutiny ;
(iv) repairs, alterations or additions to the existing buildings ;
(v) all other matters relating to the University Estate.

(7) **THE FINANCE COMMITTEE**

**Ordinance 41**

There shall be Finance Committee. It shall consist of :
(i) The Vice-Chancellor (who shall be the Ex-Officio Chairman) ;
(ii) The Pro-Vice-Chancellor, if any ;
(iii) Five other persons appointed by the Syndicate from amongst its members for a period of three years.

**Ordinance 42**

The following shall be the functions and powers of the Finance Committee namely :
(i) to sanction all expenditure up to Rs. 1,00,000 on behalf of the Syndicate ;
(ii) to dispose of quotations and tenders received for the supply of materials, dead-stock, execution of work and other expenditure except that which pertains to the Estate committee;
(iii) to consider such other matters as are referred to it by Syndicate from time to time.

**Ordinance 42-A Deleted**

**POWERS DELEGATED TO THE ADMINISTRATIVE OFFICERS**

**Ordinance 43**

The following one man committees may be constituted and be empowered to sanction all expenditure up to the monetary limit mentioned against them on behalf of the Syndicate. The exercise of these powers shall be subject to the rules and resolutions made by
the Syndicate and instructions given by the Vice-Chancellor from time to time.

(I) **VICE-CHANCELLOR**:

1. Sanctioning all expenditure pertaining to University Building work (i) up to Rs. 50,000/- per item without inviting quotations, (ii) up to Rs. 1,00,000/- per item after inviting quotations or tenders. No tenders or quotations is necessary in case of work to be executed as per S.O.R. of State Govt. of time to time.

1-A Sanctioning all expenditure pertaining to the University (i) up to Rs. 50,000/- per item without inviting quotations, (ii) up to Rs. 1,00,000/- per item after inviting quotations or tenders. If the item to be purchased is equipment or other materials or research materials which are manufactured by State Government owned or Government of India owned Institutes or Companies or are conducted on behalf of the State Government or Government of India or is a State Government or Government of India undertaking, the Vice-Chancellor’s powers shall be Rs. 50,000/- per item and no quotations or tenders will be necessary in such cases.

2. Sanctioning T. A. Advance to self and subordinate staff for approved programmes.

3. Sanctioning all types of advances to all members of the staff as per rules.

4. Approval of tour programmes for self and all employees.

5. Sanctioning annual increments of all employees where there is no E. B.

6. Sanctioning payments from all Union Funds.

7. Sanctioning leave to all employees.

8. The Vice-Chancellor shall have power to decide what is the standard item and in case of standard items decided by the Vice-Chancellor, no quotations will be required to be invited and the purchases can be made either direct from the manufacturer or from the dealer.

(II) **REGISTRAR**:

(1) All expenditure to the University office including stationery, purchase of furniture and other materials required for the office etc. (i) up to Rs. 10,000/- per item without inviting quotations, (ii) up to Rs. 25,000/- per item after inviting quotations.

(2) Every stationery item to be purchased in case of immediate requirements when the same are not in stock valued up to Rs. 5,000/-.

(3) Sanctioning T. A. advances to self and subordinate staff for approved programmes.

(4) Sanctioning all types of advances including Festival Advance, Food Grain Advance etc. to all members of the staff as per rules.
(5) Approval of tour programmes of Deputy Registrars, Assistant Registrars, Chief Accounts Officer and all Subordinate Officers and staff including Planning and Development Officer, Academic Officer, Controller of Examinations, University Engineer, Librarian, etc.

(III) **PLANNING & DEVELOPMENT OFFICER/ACADEMIC OFFICER**

(1) All expenditure pertaining to the University office other than stationery and furniture, (i) up to Rs. 500/- per item without inviting quotations, (ii) up to Rs. 5,000/- per item after inviting quotations. However, every stationery item to be purchased in case of immediate requirements when the same are not in stock valued up to Rs. 500/-.

(2) Sanctioning T. A. advances to subordinate staff for approved programmes.

(3) Approval of tour programmes of all subordinate staff.

(IV) **CONTROLLER OF EXAMINATIONS**

(1) All expenditure pertaining to the University office including stationery and furniture for examination and branches under him, (i) up to Rs. 500/- per item without inviting quotations, (ii) up to Rs. 5,000/- per item after inviting quotations.

(2) Every stationery item to be purchased in case of immediate requirements when the same are not in stock valued up to Rs. 500/-.

(3) Sanctioning T. A. advances to subordinate staff for approved programmes.

(4) Approval of tour programmes of all subordinate staff.

(5) Sanctioning any expenditure up to Rs. 2,000/- connected with the arrangement and conduct of Examinations.

(6) Sanctioning refund of Examination fees and such other fees.

(V) **UNIVERSITY ENGINEER**

(1) Every stationery item to be purchased in case of immediate requirements when the same are not in stock valued up to Rs. 200/-.

(2) Sanctioning T. A. advances to subordinate staff for approved programmes.

(3) Approval of tour programmes of all subordinate staff.

(4) Sanctioning refund of earnest money and Security deposits.

(5) Sanctioning ordinary repairs to buildings, vehicles, roads, electrical installations, sanitary fittings, water supply and fans, petrol, oil etc. for vehicles, electrical lamps, tube-lights (when not available on stock and required urgently) Rs. 500/- per item without inviting quotations and Rs. 5,000/- per item after inviting quotations.
(6) Sanctioning expenditure on purchase of spare parts of vehicles amounting to Rs. 500/- per item without inviting quotations and Rs. 5,000/- per item after inviting quotations.

(7) Technical sanction to special repairs up to Rs. 1,00,000/-.

(8) Power to accord technical sanction to original & revised estimates up to Rs. 1,00,000/-.

(9) Power to accord technical sanction to excess over estimates 5% or up to Rs. 5,000/- whichever is less.

(10) Powers to accord technical sanction to the works of Electrical installations up to Rs. 25,000/-.

(11) Power to divert provision for work contingencies in the estimates for a work to new items not approved for in the sanctioned estimates up to Rs. 25,000/-. 

(12) Powers to write off (i) irrecoverable value of stores, (ii) losses of public money etc. up to Rs. 1,000/-. 

(VI) **DEPUTY REGISTRAR**:

(1) Sanctioning all expenditure pertaining to his Department/Branches up to Rs.200/- per item without inviting quotations and up to Rs. 1,000/- per item after inviting quotations but excluding Stationery and Furniture.

(2) Sanctioning any miscellaneous contingent expenditure other than stationery and furniture up to Rs. 100/- per item without inviting quotations in respect of expenditure connected with the conduct and arrangement of examinations.

(3) Sanctioning T. A. advances to subordinate staff for approved programmes.

(VII) **CHIEF ACCOUNTS OFFICER**:

(1) Sanctioning all expenditure pertaining to his Department/Branches up to Rs.200/- per item without inviting quotations and up to Rs. 500/- per item after inviting quotations but excluding stationery and furniture.

(2) Sanctioning any miscellaneous contingent expenditure other than stationery and furniture unto Rs. 100/- per item without inviting quotations in respect of expenditure connected with the work of the Accounts Section.

(3) Sanctioning T. A. advances to subordinate staff for approved programmes.

(VII-A) **UNIVERSITY AUDITOR**:

(1) Sanctioning all expenditure pertaining to his Department/Branches up to Rs. 200/- per item without inviting quotations and up to Rs. 500/- per item after inviting quotations but excluding stationery and furniture.

(2) Sanctioning any miscellaneous contingent expenditure other than stationery and furniture unto Rs. 100/- per item without inviting quotations in respect of expenditure connected with the work of the Audit Section.

(3) Sanctioning T. A. advances to subordinate staff for approved programmes.
(VIII) LIBRARIAN:
(1) Sanctioning all expenditure pertaining to the University Library including stationery but excluding purchase of furniture up to Rs. 200/- per item without inviting quotations and up to Rs. 1,000/- per item after inviting quotations for expenditure pertaining to the Library only.
(2) Sanctioning refund of Library deposits.

(IX) DIRECTOR OF PHYSICAL EDUCATION:
(1) Sanctioning T. A. advances to subordinate staff for approved programmes.
(2) Sanctioning any miscellaneous contingent expenditure other than stationery and furniture up to Rs. 100/- per item without inviting quotations (for branches under him).
(3) Sanctioning T. A. advance to the students/delegates for approved tour programmes to the extent of 75% of the estimated expenditure but up to Rs. 500/- maximum for each delegate.

(X) CO-ORDINATOR, N. S. S.:
(1) Sanctioning T. A. advance to subordinate staff for approved programmes.
(2) Sanctioning any miscellaneous contingent expenditure up to Rs. 500/- per item without inviting quotations (for branches under him and for items other than stationery and furniture).
(3) Sanctioning T. A. advance to the students/delegates for approved tour programmes to the extent of 75% of the estimated expenditure but up to Rs. 500/- maximum for each delegate.

(XI) CO-ORDINATOR, NATIONAL ADULT EDUCATION PROGRAMME:
(1) Sanctioning T. A. advance to subordinate staff for approved programmes.
(2) Sanctioning any miscellaneous contingent expenditure up to Rs. 500/- per item without inviting quotations (for branches under him and for items other than stationery and furniture).
(3) Sanctioning T. A. advance to the students/delegates for approved tour programmes to the extent of 75% of the estimated expenditure but up to Rs. 500/- maximum for each delegate.

(XII) DIRECTOR, CONTINUING EDUCATION CENTRE:
(1) All expenditure pertaining to the University office other than stationery and furniture; (i) up to Rs. 500/- per item without inviting quotations, (ii) up to Rs. 5,000/- per item after inviting quotations.
However, every stationery items to be purchased in case of immediate requirements when the same are not in stock valued up to Rs. 500/-.
(2) Sanctioning T. A. advances to subordinate staff for approved programmes.
(3) Approval of tour programmes of all subordinate staff.

**XIII) DIRECTOR, COLLEGE DEVELOPMENT COUNCIL :**

(1) All expenditure pertaining to the University office including stationery and furniture (i) up to Rs. 500/- per item without inviting quotations, (ii) up to Rs. 5,000/- per item after inviting quotations.

(2) Every stationery items to be purchased in case of immediate requirements when the same are not in stock valued up to Rs. 500/-.

(3) Sanctioning T. A. advances to subordinate staff for approved programmes.

(4) Approval of tour programmes of all subordinate staff.

(5) Sanctioning any expenditure up to Rs. 2,000/- connected with the arrangement and conduct of seminars, symposium, etc..

**XIV) HEAD OF UNIVERSITY DEPARTMENTS :**

(1) Sanctioning all expenditure pertaining to his Department/Branches up to Rs. 5,000/- per item without inviting quotations and up to Rs. 10,000/- per item after inviting quotations.

(2) Sanctioning refund of caution money, tuition fees and other fees as per rules.

(3) Sanctioning T. A. advance to subordinate staff for approved programme.

(4) Approval of tour programmes of all subordinate staff.

(5) After the sanction of the Vice-Chancellor or the Finance Committee or the Syndicate has been taken for the purchase of item or items and if the condition of releasing the R. R. through bank has been accepted in the sanction of the Vice-Chancellor or the Finance Committee or the Syndicate, the Head of Department shall have authority to give sanction for the respective amount for purpose of releasing the R. R. through bank.

(6) When for purchase of chemicals, glassware or equipment a rate contract has been approved by the Vice-Chancellor, or the Finance Committee or the Syndicate, the Head of the Department shall have power to sanction purchase of any of the items of rate contract up to a limit of Rs. 25,000/- per order.

**XV) PROFESSORS- IN - CHARGE OF UNIVERSITY CONDUCTED P. G. CENTRES :**

(1) Sanctioning any miscellaneous contingent expenditure other than stationery and furniture up to Rs. 100/- per item without inviting quotations.

(2) Sanctioning T. A. advance to subordinate staff for approved programmes.

(3) Approval of tour programmes of all subordinate staff.

(4) After the sanction of the Vice-Chancellor or the Finance Committee or the Syndicate has been taken for the purchase
of item or items and if the condition of releasing the R. R. through bank has been accepted in the sanction of the Vice-Chancellor or the Finance Committee or the Syndicate, the Professor-in-Charge shall have the authority to give sanction for the respective amount for the purpose of releasing the R. R. through bank.

(5) When for purchase of Chemicals, Glassware or equipment a rate contract has been approved by the Vice-Chancellor, or the Finance Committee or the Syndicate, the Professor-in-Charge shall have power to sanction purchase of any of the items of rate contract up to a limit of Rs. 5,000/- per order.

(XVI) RECTOR-UNIVERSITY-HOSTEL:
(1) Sanctioning all expenditure pertaining to the University Hostel up to Rs.100/- per item without inviting quotations.
(2) Incurring expenditure in connection with the Hostel Mess (but in proportion to the income received on this head).
(3) Refund of all kind of deposits in connection with the Hostel after obtaining clearance certificate from the respective department, Library, Mess Contractor and Chief Accounts Officer.
(4) Sanctioning T. A. advance to subordinate staff for approved programmes.
(5) Approval of tour programmes of all subordinate staff.

(XVII) MEDICAL OFFICER:
(1) Sanctioning all expenditure pertaining to the University Dispensary up to Rs.100/- per item without inviting quotations and up to Rs. 1,000/- per item after inviting quotations.
(2) Sanctioning T. A. advance to subordinate staff for approved programmes.
(3) Approval of tour programmes of all subordinate staff.

(XVIII) STUDENTS WELFARE OFFICER:
(1) Sanctioning T. A. advance to subordinate staff for approved programme.
(2) Sanctioning any miscellaneous contingent expenditure up to Rs. 100/- per item without inviting quotations (for branches under him and for items other than stationery and furniture).
(3) Sanctioning T. A. advance to the students/delegates for approved tour programmes to the extent of 75% of the estimated expenditure but up to Rs.500/- maximum for each delegate.

(XIX) DEPUTY ENGINEER:
(1) Sanctioning any miscellaneous contingent expenditure other than stationery and furniture up to Rs. 100/- per item without inviting quotations.
(2) Sanctioning expenditure on repairs to buildings, electrical and water supply installation up to Rs. 500/- per item without inviting quotations.
(3) Sanctioning purchase of electrical lamps and tube lights (if not available on stock and are required urgently) up to Rs. 100/- per item without inviting quotations.

(XX) DEPUTY CONTROLLER OF EXAMINATIONS:
(1) Sanctioning all expenditure pertaining to his department/branches up to Rs. 50/- per item without inviting quotations and up to Rs. 500/- per item after inviting quotations but excluding stationery and furniture.
(2) Sanctioning any miscellaneous contingent expenditure other than stationery and furniture up to Rs. 100/- per item without inviting quotations in respect of expenditure connected with the conduct and arrangements of examinations.

(XXI) ASSISTANT REGISTRAR, ASSISTANT LIBRARIAN, PUBLICATION OFFICER, DEPUTY ACCOUNTANT, SECTION OFFICER, STATISTICAL OFFICER:
(1) Sanctioning all expenditure pertaining to his department, branches up to Rs. 50/- per item without inviting quotations but excluding stationery and furniture. Purchase of stamps up to full value in the Franking Machine and up to Rs. 500/- for other stamps (Only for those officers who have to supervise the branch dealing with Franking Machine).

(XXII) CO-ORDINATOR, CONTINUING EDUCATION:
(1) Sanctioning T. A. advance to subordinate staff for approved programmes.
(2) Sanctioning any miscellaneous contingent expenditure up to Rs. 100/- per item without inviting quotations (for branches under him and for items other than stationery and furniture).
(3) Sanctioning T. A. advance to the students/delegates for approved tour programmes to the extent of 75% of the estimated expenditure but up to Rs. 500/- maximum for each delegate.

(XXIII) DIRECTOR COMPUTER CENTRE:
(1) Sanctioning any miscellaneous contingency up to Rs. 2,000/- per item without inviting quotations
(2) Sanctioning T.A. advance to subordinate staff for approved programme.

Note:
(a) Whenever quotations are required it is necessary to have at least three quotations. But where the number of quotations received in respect of an item is less than three, the Vice-Chancellor is authorized to decide the matter on the basis of the quotations received.
(b) In case if the expenditure is more than Rs. 1,00,000/- the tender notice be issued in the newspapers as per rules. however, when purchase of back volumes is to be made the necessity of tender notice in newspaper will arise only if the expenditure is more than Rs.
Quotations will have to be invited for such purchases. When purchases are to be made from State Government or Govt. of India or their undertaking or Institutions recognized by such Governments for direct purchases the purchase, may be made from them up to any amount with the prior sanction of the Vice-Chancellor. In special circumstances and other special urgent requirements, the Vice-Chancellor, may waive the requirements of issuing tender notice in the newspapers.

(c) All these powers will be subject to the necessary provisions for expenditure on such items in the budget estimates. Any expenditure not envisaged in the budget estimates cannot be sanctioned.

(d) The monetary limits fixed in the above financial powers will be applicable to each case at a time. But requirements at a time should not be split up so as to cover the expenditure not involved within their power.

(e) A bill should be certified for its reasonability by the Officer competent to sanction the expenditure.

(f) With regard to signing of cheques the Syndicate shall from time to time decide the authorities who shall sign the cheques. However, apart from signing of cheques, no bills in connection with the T.A., D.A. of members of the authorities and committees, paper setters and examiners or payment of advances or recoupment of petty-cash bills will be placed for the signature of the Registrar but the sanction already given either by the Registrar or by the Vice-Chancellor or by the Head of the Department or the respective officer concerned shall be considered as "Passed for payment" for purpose of payment of amount either by cash or by cheque. The T.A. bills for the meetings of the authorities of the committees of the University will be signed and passed for payment by the Chief Accounts Officer of the University and the Dy. Accountant (Audit). The bills in connection with the conduct of examinations, paper-setting, printing of question-papers and other printing work relating to examinations, T.A. bills of paper-setters and examiners etc. will be signed and passed for payment by the Controller of Examinations, Chief Accounts Officer and Dy. Accountant (Audit). Sanction for the expenditure from the petty cash will be given by the respective Head of the Department, Professor-in-charge, the respective officer concerned and the bills in that connection will be signed and passed for payment by the officer or Head of the Department or the
Professor in charge concerned and the Dy. Accountant (Audit) and the Chief Accounts Officer. The amount of advances once sanctioned by the Registrar or by the Vice-Chancellor will be considered as sanctioned and passed for payment and at the time of payment or after the payment the vouchers thereof shall not be placed again for the signature of the Registrar or the Vice-Chancellor.

WRITING OFF:
With regard to the writing off old, useless and surplus dead stock articles, books, apparatus etc. or writing off or waiving the recovery of the value of property money lost, over payments, outstanding dues and all other items having money value, a committee consisting of
1. The Deputy Registrar(general store)/University Engineer-Member secretary of the committee
2. Chief Account Officer
3. Auditor.
4. Head of Concerned Depart/Section
5. All Members of Technical Committee (in case of Computers &Related Hardwar/Peripherals)
6. Two Experts to be nominated by Vice Chancellor shall have powers to Examine, to propose write-off value/ upset value and to recommend before the Syndicate in case of value above Rs. 5,00,000.

The Vice-Chancellor as an authority can sanction such writing off as recommended by the committee up to the value of Rs. 1,00,000/-
The registrar shall then take steps through concerned section/officer to dispose off the articles written off.

REASONS:
(1) Due to theft
(2) Ware and tear
(3) Breakages during the operation & losses in operation.
(4) Unaccounted losses.
(5) Natural calamity.
(6) Reasons deemed sufficient/satisfactory by the Committee.

Ordinance 43-A:
The following committees may be constituted and be empowered to sanction all expenditure up to the monetary limit mentioned against them on behalf of the Syndicate for University Post-Graduate Departments.
(A) A Committee consisting of the Vice-Chancellor, Dean of the Faculty concerned, Head of the University Department concerned and one member of the Syndicate be authorised to sanction all expenditure over Rs. 10,000/- per item after inviting tenders or quotations.
NOTE: (1) In each case it is necessary to have at least three quotations or tenders. But where the number of tenders in response to the notice is less than three, the Vice-Chancellor may decide the matter on the basis of the tenders received.

(2) In case if the expenditure is more than Rs. 20,000/- the tender notice be issued in the newspapers as decided by the Vice-Chancellor. In special circumstances and other special urgent requirements, the Vice-Chancellor may waive the requirement of issuing tender notice in the newspapers.

Ordinance 43-B
When there is no Vice-Chancellor or when the Vice-Chancellor is outside the headquarters on account of duty or when the Vice-Chancellor is on leave and no person is acting as Vice-Chancellor and in cases even when the acting Vice-Chancellor is outside the headquarters on duty, the powers of the Vice-Chancellor shown in Ordinance 43 and Ordinance 43(A) may be exercised by the Registrar if he feels that urgent action in a particular matter is required.

(8) THE UNIVERSITY LIBRARY COMMITTEE

Ordinance 44
There shall be a University Library Committee. It shall consist of -
(I) the Vice-Chancellor;
(ii) the Pro-Vice-Chancellor, if any ;
(iii) the Deans of Faculties ;
(iv) the Heads of University Departments, if any;
(v) three other members, to be nominated by the Syndicate, one of whom shall be a teacher recognized for guiding Ph. D. students.

Ordinance 45
The Vice-Chancellor, and in his absence, the Pro-Vice-Chancellor, if any, or in the absence of both the senior most Dean shall preside at the meeting of the Committee.

Ordinance 46
The members of the Committee shall hold office for three years. The office of a member of the Committee shall be vacated by death, resignation, or by a member ceasing to answer the designation by virtue of which he was a member, or by the member being absent from four consecutive meetings. Any vacancy on the Committee shall be filled by the Syndicate.

Ordinance 47
The Committee shall meet once in every term and at such other times as the meeting thereof is convened by the Chairman or in his absence, by the Pro-Vice-Chancellor, if any. Five members of the Committee shall form a quorum for a meeting of the Committee. The Chairman, shall, on the requisition of not less than five
members of the Committee convene a meeting within fifteen days of the receipt of the requisition.

**Ordinance 48**

All questions shall be decided by a majority of votes of the members present and voting. In the case of an equality of votes, the Chairman shall have a casting vote. The University Library Committee shall, subject to the control of the Syndicate in general, manage the Library and advise the Syndicate on any matter connected with the Library referred to it by the Syndicate.

**Ordinance 49**

The following shall be functions and powers of the Committee, namely-

(i) to make recommendations to the Syndicate,
   (a) regarding the administration of the fund set apart for the Library;
   (b) regarding the requirement of the staff of the Library; and
   (c) regarding other matters connected with 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 purposes of the Ordinance, books shall include manuscripts and periodicals;

(iii) The Committee shall have the power to make rules governing the use of the Library from time to time and to amend them. Such rules, and any amendments made therein, shall be reported to the Syndicate;

(iv) The Committee shall have the power to write-off books lost during any year, of the value not exceeding Rs. 1,000/- after holding necessary inquiry and shall report the matter to the Syndicate.

**Ordinance 50**

The Committee shall keep an account of all the Funds provided for the purposes of the Library, and forward a statement of such accounts to the Registrar, for submission to the Syndicate every three months.

**Ordinance 51**

There shall be a separate account in the Bank under the name of the ‘Saurashtra University Library Account’.

**Ordinance 52**

All Bills in respect of the Books purchased for the Library shall be verified, checked and certified by the Librarian before they are passed for payment.

**Ordinance 53**

All cheques in respect of the payment of the expenditure from the Library account shall be signed by the Registrar after he has satisfied himself that the amounts entered in them are the same as those in bills.
(9) UNIVERSITY INFORMATION BUREAU

Ordinance 54

There shall be a University Information Bureau. It shall consist of-

(i) the Vice-Chancellor (who shall be the Chairman);
(ii) the Pro-Vice-Chancellor, if any;
(iii) the Registrar;
(iv) such other members not exceeding three representing different faculties as may be appointed by the Syndicate,
(v) the Librarian, member-secretary.

Ordinance 55

The term of office of a member of the Bureau shall be three years and the Syndicate shall have the power to make appointments to fill temporary vacancies caused by the death, resignation or from any other cause whatsoever. A member on retirement shall be eligible for reappointment.

Ordinance 56

The Bureau shall meet once a year as and when a meeting thereof is convened by the Vice-Chancellor, or in his absence by the Pro-Vice-Chancellor, if any.

Ordinance 57

The Vice-Chancellor, or in his absence the Pro-Vice-Chancellor shall preside at a meeting of the Bureau and in their absence, the member elected at the meeting shall preside. Two members shall form a quorum for a meeting of the Bureau.

Ordinance 58

The following shall be the functions of the Bureau, namely -

(a) to collect and furnish information in regard to Indian and Foreign Universities and Educational Institutions;
(b) to advice students on the question of studies in foreign countries;
(c) to correspond with other Universities and other Institutions with a view to facilitating the placing of students of this University in suitable conditions of study in those universities and Institutions.

Ordinance 59

The following shall be the powers of the Bureau, namely -

(a) to correspond directly with such Universities, Institutions and persons as have agreed to such direct correspondence and in other cases to correspond with such other persons in foreign countries as would supply the necessary information.
(b) to take a deposit from any applicant who desires any expenditure to be incurred on his behalf.
(c) to refuse to forward any application for reasons deemed sufficient by it.

DEANS OF THE FACULTIES

Ordinance 60

Each Faculty shall elect its Dean as required under sub-section (1) and (2) of Section 25 of the Act at a meeting convened for the
purpose of electing the Dean. The procedure for election shall be in accordance with the prescribed rules.

Ordinance 61
Meeting of the Faculties shall be convened by the Dean, or in his absence by the Registrar.

Ordinance 62
The office of the dean shall be vacated by death, by resignation, by the Dean’s ceasing to be a member of the Senate or by his being absent from four consecutive meetings of the faculty concerned. He will also cease to be the Dean, if he remains absent from the university area for more than four consecutive calendar months without the permission of the vice-Chancellor.

Ordinance 63
A casual vacancy in the office of the Dean occurring for any reason may be filled by election at a meeting of the Faculty to be convened by the Registrar. A Dean elected to fill a casual vacancy shall hold office for the unexpired period of the term of office of the Dean in whose vacancy he is elected.

Ordinance 64
The Dean shall be given such clerical or office assistance at the University office or at his headquarters as the Syndicate may deem necessary for carrying out his duties.

Ordinance 64-A
In the case of those Faculties which consist of only one college, the Syndicate Shall associate one other person with the dean for the purpose of inspection of the college.

(10) COMMITTEE FOR THE APPOINTMENT OF TEACHERS OF THE UNIVERSITY

Ordinance 65
(1) No person shall be appointed as a whole time University Professor or Reader Or Lecturer except on recommendations of the Committee constituted for the purpose.

(2) The following shall be the members of the Committee, namely:

(1) Vice-Chancellor (Chairman)
(2) Pro-Vice-Chancellor.
(3) One nominee of the Chancellor.
(4) Three experts in the subject or field concerned to be appointed by the Vice-Chancellor, out of the list approved by the Syndicate from time to time. Provided further that the Head of the Department will be additional expert subject to the condition of his being of reader's or above rank.

(5) Three members of the Syndicate, to be appointed by rotation as may be fixed by the Vice-Chancellor. Provided that when the Committee constituted for the purpose of placement, promotion or selection under the career advancement scheme or any other scheme of
promotion, time being in force for the purpose, to avoid
delay in process the nomination of the Chancellor is
not necessary.
Provided further that all the selections made by a
committee constituted under this ordinance by way
of direct recruitment, personal promotion, career
advancement or any scheme of promotion time being in
force in the same cadre Inter se-seniority of teachers,
appointed by personal promotion, career
advancement or direct recruitment, shall be
determined according to length of continuous service in
such cadre.

(3) At least five members including one outside expert shall
constitute the quorum.

(4) Before fixing the date for the meeting of the Selection
Committee the convenience of the outside experts and the
Chancellor's nominee shall be ascertained in writing.

(5) The Committee shall recommend the names in order of merit.
In the event of selection of the candidate other than the first
recommended by the committee, the Syndicate shall record
the reasons for doing so.

(6) The Committee shall not recommend for appointment a
person who does not possess the qualifications prescribed by
the University for recognition as a postgraduate teacher.

**Ordinance 65-A**

The Vice-chancellor may make such provisional appointment as
may be found necessary for a period not exceeding one year or until
the appointment of the whole teacher is made, whichever is earlier,
subject to the provisions of this ordinance.

(1) The vice-chancellor shall appoint adhoc lecturer on the
recommendation of a committee constituted for the purpose.

(2) The selection committee for selection of the adhoc lecturer
shall consist of the following members:

(a) The Vice-Chancellor,
(b) The Pro-Vice-Chancellor,
(c) Head of the concerned Department,
(d) Senior most teacher (other than Head) working in the
concerned Department not below the post of Reader,
(e) One other “Subject Expert” either from this university
or other University established by law in India, not
below the rank of Reader and has experience of actual
teaching (not merely the recognition) of P. G. Classes
in the same subject at teaching department for not less
than ten years. Provided that the appointment as
adhoc lecturer shall be made only on purely temporary
basis for a period of on academic term or till
permanent appointment is made on the said post,
which ever is earlier and shall stand automatically
cancelled on the expiry of the last day of the said period.

**EXPLANATION 1 :**
In any case, an appointment as adhoc lecturer shall not be continued for next or succeeding academic year without fresh appointment, made by the selection committee constituted under clause 3 of this ordinance.

**EXPLANATION 2 :**
Appointment as adhoc lecturer shall not, in any case, be renewed by administrative or executive decision for next or succeeding academic term unless the said next or immediate succeeding term falls in the same academic year in which the appointment has been made.

**EXPLANATION 3 :**
An appointment as adhoc lecturer shall neither create any legal right to continue on the post of lecturer as adhoc or permanent teacher for succeeding term or terms nor to file any suit for the purpose.

Provided further that no appointment as adhoc professor or Reader shall be made in the University.

**Ordinance 66 Deleted.**
**Ordinance 67 Deleted.**

**Ordinance 67-A**
There shall be a Legal Committee.

(1) It shall consist of:
   (i) the Vice-Chancellor;
   (ii) the Pro-Vice-Chancellor;
   (iii) the Dean of the Law Faculty;
   (iv) two members nominated by the Syndicate from amongst its members
   (v) eight members who are practicing advocates, nominated by the Syndicate.

(2) The Vice-Chancellor or in his absence the Pro-Vice-Chancellor and in absence of both, the Dean of the Law Faculty shall preside at a meeting of the Committee.

(3) Four members shall form a quorum for a meeting and all questions shall be Decided by a majority of the votes of the members present and voting. In the case of equality of votes, the Chairman shall have a casting vote.

(4) The nominated members shall hold office for one year and shall be eligible for re nomination. Any casual vacancy of a nominated member caused by death, resignation or a member ceasing to hold a particular office by virtue of which he became the member shall be filled up by the Syndicate by nomination. A member so nominated shall hold office for the unexpired period of the office of the member whose place he occupies.
A meeting of the Committee shall be convened by the Registrar at the instance of the Vice-Chancellor.

The following shall be the functions of the Legal Committee, namely:

(i) to offer legal advice on the issues which may be referred to it by the Syndicate;
(ii) to give opinion about interpretation of particular provisions of the Act, Statutes, Ordinances, Regulations or Rules on which such opinion is sought by the Syndicate;
(iii) to offer legal advice on the issues relating to the successful implementation of the provisions of the Act, Statutes and Ordinances etc.;
(iv) to propose drafts or to examine and suggest changes in the drafts of Statutes, Ordinances, Regulations or Rules where such drafts are referred to it by the Syndicate;
(v) to offer general legal advice on the line of action to be taken in the litigations where University is a party or is proposed to become a party when such cases are referred to it by the Syndicate.
(vi) to examine and point out inconsistencies, contradictions, anomalies, unhealthy constructions etc., in provisions of Statutes, Ordinances, Regulations and Rules and to propose suitable changes for removal thereof when such matters are referred to it by the Vice-Chancellor.

II. RECOGNITION OF TEACHERS RECOGNITION OF TEACHERS FOR IMPARTING POST-GRADUATE INSTRUCTION

Under Section 31 (iv) and Statute 126 and Section 20 (1) (xxiii)

The University continued all the post graduate centres in the University area that were established by the Gujarat University. With a view to raising the standard of Post-Graduate teaching and training. The matter was thoroughly considered by the Board of University teaching and Academic council. The ordinances regarding recognition of teachers and Organisation of Post Graduate centres and rules relating to Post Graduate studies were recast in light of the recommendations of the Board of University teaching and the Academic council.

Ordinance 68

There shall be three types of Post-Graduate teachers of the University for Post-Graduate instruction, namely:

(i) Teachers appointed by the University for its own Departments;
(ii) Recognized teachers;
(iii) Recognized Assistant Teachers.
Ordinance 69
Recognition will be granted only on an application made in the form prescribed by the Vice-Chancellor except in the case of persons of recognized eminence or proved experience and standing.

Ordinance 70
(1) Every application for recognition as a teacher of the University shall be made in writing in the form provided for the purpose by the University and shall be submitted through the Head of the affiliated college or recognized institution in which the applicant is working.

(2) Application for recognition should reach the office of the University on or before the 30th June in the first term and the 30th of November in the second term every year.

Ordinance 71
(1) The applicant as well as the Head of the affiliated College or Institution Through whom the application is submitted shall furnish such further information as may be required in connection with the application for recognition as a Teacher or an Assistant Teacher.

(2) Recognition may be granted by the Syndicate on the recommendation of the Board of University Teaching, in accordance with the Ordinances in that behalf.

Ordinance 72
Every Recognized Teacher or Assistant Teacher shall be attached to an affiliated college or a recognised or approved institution and his recognition will be operative only so long as he answers the designation on the basis of which he was recognized. Provided that nothing in this Ordinance shall apply to a person of proved experience and standing.

Ordinance 73
1 (a) A teacher to be recognized for instruction at the level of Post-Graduate Degree or Diploma by papers in a Faculty specified in any of the Schedules I (A to D) to V append to these Ordinances shall possess the qualifications specified in any one of the categories mentioned in the relevant schedule.

(b) “Teaching experience” means experience of teaching the students in the final year class (last two years in the case of students in the Faculty of technology including engineering) of degree classes or post graduate classes in University Department/ Centre or an affiliated colleges or a recognised Institution or an approved institution, as the case may be;

2 (a) A teacher to be recognized as an Assistant Post-Graduate teacher for the Master’s Degree by papers or a Post-Graduate Diploma, as the case may be, in a faculty specified in any of the Schedules appended to these Ordinances shall possess the qualifications specified in any one of the categories mentioned in the relevant schedule.
(b) “Teaching Experience” means experience of teaching students at University Department/ Centre or an affiliated college or recognized institution or an approved institution.

(c) an honorary Assistant Teacher in a college or an institution shall be recognized as an Assistant Post-Graduate teacher only if he is putting in not less than four periods of teaching work per week throughout the Year; such an honorary Assistant Post-Graduate teacher of that college or institution shall not be considered to be a regular Teacher of that College or institution for the purpose of enrolment as a post-graduate teacher.

3. For the purposes of this Ordinance:

(a) Where no class is awarded in the Master’s Degree obtained by thesis, or partly by thesis and partly by papers, the Degree so obtained shall be considered to be equivalent to a Master’s Degree by papers in the Second Class.

(b) Where no class is awarded in a subject, the Master’s degree obtained therein shall be considered to be equivalent to a Master’s Degree in the Second Class.

(c) Where there is a separate system of reckoning merits like grades in some of the foreign Universities, the degree grade shall be converted into the appropriate class.

(d) Where a Master’s degree or a Bachelor’s degree has been obtained from any University with 60 percent or more marks it shall be deemed to have been obtained in first class and in case of Master’s degree with 48 percent or Bachelors degree with 45 percent or more marks, the relevant degree shall be deemed to have been obtained in second class for the purpose of giving recognition as a post-graduate teacher and Assistant Post-Graduate teacher.
**SCHEDULE – I A**  
**FACULTY OF ARTS and Rural (M.A., Home Science):**  
Categories specifying qualifications for recognition as a teacher for Master’s Degree in the Faculty of Arts Rural including M.A. Home Science.

<table>
<thead>
<tr>
<th>Sr. No of Category</th>
<th>Class in which Master's Degree in the subject obtained</th>
<th>Doctorate Degree if any, or Professional qualification, if any</th>
<th>Minimum period of teaching experience (in years) as a lecturer in the subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First and Ph.D.</td>
<td>At the final year degree class or P.G. Centre OR</td>
<td>At the second year degree class or P.G. Centre</td>
</tr>
<tr>
<td>2</td>
<td>Second and Ph.D.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>---</td>
<td>D.Sc. OR D.Lit.</td>
<td>Two OR Seven</td>
</tr>
<tr>
<td>4</td>
<td>First and M. Phil</td>
<td>Two OR</td>
<td>Ten</td>
</tr>
<tr>
<td>5</td>
<td>Second and M. Phil</td>
<td>Three OR</td>
<td>Ten</td>
</tr>
<tr>
<td>6</td>
<td>Third and M. Phil</td>
<td>Three OR</td>
<td>Ten</td>
</tr>
<tr>
<td>7</td>
<td>Other than above category</td>
<td>Five OR</td>
<td>Fifteen</td>
</tr>
</tbody>
</table>

**Note:**  
(1) Teaching experience means experience of teaching the students as a lecturer at a affiliated colleges or recognised institution in the classes as mentioned in Col. 4,2,5 above.

(2) Two/Five Years teaching experience in final year of the degree classes as tutor will be considered as equivalent to one year/three years teaching experience as a lecturer.

For Shastris and Maulvis, i.e., Teachers in Sanskrit, Prakrit, Pali, Persian and Arabic, the above qualifications will not be insisted upon; but they must have qualifications of having passed special examinations in these subjects which are equivalent to those mentioned above.

If a P.G. Teacher is an honorary worker, he shall be approved as P.G. Teacher only if he puts in at least four periods of teaching work per week at undergraduate level throughout the year. Such an honorary P.G. Teacher shall not be considered as a regular teacher of that college or institution for the purpose of enrolment as a teacher.
### SCHEDULE – I A (i)  
**FACULTY OF ARTS (Music):**
Categories specifying qualifications for recognition as a teacher for Master's Degree in Music in the Faculty of Arts.

<table>
<thead>
<tr>
<th>Sr. No of Category</th>
<th>Class in which Bachelor's Degree in the subject obtained. (B.Music)</th>
<th>Class in which Master's Degree in the subject obtained. (M.Music)</th>
<th>Doctorate Degree if any, or Professional qualification if any.</th>
<th>Minimum period of teaching as a lecturer in the final year degree class or P.G.Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First and</td>
<td>First</td>
<td>Ph.D.</td>
<td>1 year</td>
</tr>
<tr>
<td>2</td>
<td>Second and</td>
<td>First</td>
<td>Ph.D.</td>
<td>1 year</td>
</tr>
<tr>
<td>3</td>
<td>Second and</td>
<td>Second</td>
<td>Ph.D.</td>
<td>2 years</td>
</tr>
<tr>
<td>4</td>
<td>First and</td>
<td>First</td>
<td>-</td>
<td>3 years</td>
</tr>
<tr>
<td>5</td>
<td>Second and</td>
<td>First</td>
<td>-</td>
<td>3 years</td>
</tr>
<tr>
<td>6</td>
<td>Second and</td>
<td>Second</td>
<td>-</td>
<td>5 years</td>
</tr>
<tr>
<td>7</td>
<td>Pass and</td>
<td>Second</td>
<td>-</td>
<td>7 years</td>
</tr>
<tr>
<td>8</td>
<td>Pass and</td>
<td>Pass</td>
<td>-</td>
<td>8 years</td>
</tr>
</tbody>
</table>

**Note:**
1. Teaching experience means experience of teaching the student in the final years of the degree classes or In P.G. Classes.
2. A Professor who is recognised to teach P.G. Classes in Music by another university shall be has eligible for recognition as a Post Graduate teacher for M. Music degree in the University.
3. A teacher who is recognised as a professor to teach under graduate classes shall be held eligible for recognition as a post graduate teacher for M. Music degree provided he has five years teaching experience in music in this university or in any other university.
4. An eminent artist may be invited to work as a visiting professor for Post Graduate classes provided he has five years teaching experience in music in this university or in any other university.
### FACULTY OF COMMERCE

**Categories specifying qualifications for recognition as a teacher for Master's Degree in the Faculty of Commerce.**

<table>
<thead>
<tr>
<th>Sr. No of Category</th>
<th>Class in which Master's Degree in the subject obtained.</th>
<th>Doctorate Degree if any, or Professional qualification, if any.</th>
<th>Minimum period of teaching experience (in years) as a lecturer in the subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First and Ph.D.</td>
<td>At the final year degree class or P.G. centre OR</td>
<td>At the second year degree class or P.G. Centre</td>
</tr>
<tr>
<td>2</td>
<td>Second and Ph.D.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>---</td>
<td>D.Sc. OR, D.Lit.</td>
<td>Two OR, Seven</td>
</tr>
<tr>
<td>4</td>
<td>First and M. Phil.</td>
<td>Two OR</td>
<td>Ten</td>
</tr>
<tr>
<td>5</td>
<td>Second and M. Phil.</td>
<td>Three OR</td>
<td>Ten</td>
</tr>
<tr>
<td>6</td>
<td>Third and Ph.D.</td>
<td>Three OR</td>
<td>Ten</td>
</tr>
<tr>
<td>7</td>
<td>Third and M. Phil.</td>
<td>Four OR</td>
<td>Ten</td>
</tr>
<tr>
<td>8</td>
<td>Other than above category</td>
<td>...</td>
<td>Five OR, Fifteen</td>
</tr>
</tbody>
</table>

**NOTE:**

1. Two years teaching experience as Tutor/Demonstrator will be considered as equivalent to one year’s teaching experience as a Lecturer.


   OR

   A person possessing B. Com. Degree in at least Second Class in Advanced Accounting & Auditing and holding the A. I. C. W. A. Diploma of the Indian Institute of Cost & Works Accountants, Calcutta, or C. A. and having five years professional experience will be eligible for recognition as a post-graduate teacher for Advanced Accounting, Costing & Industrial Administration for the M. Com. Degree.

3. A person holding the degree of M. Com. shall be eligible for recognition as a Postgraduate teacher for the papers offered by him at the M. Com. Degree Examination except Economic Policy & Planning.

5. No part-time teacher shall be recognized as a Post-graduate teacher in the Faculty of Commerce in any subject except in case of part time Chartered Accountants who may be recognized in the subject of Accountancy.

**Schedule - I**

Categories Specifying qualifications for recognition as a teacher for Master's of Business Administration

<table>
<thead>
<tr>
<th>Sr.No of Category</th>
<th>Class in which Bachelor's Degree obtained.</th>
<th>Class in which Master's Degree in the subject obtained.</th>
<th>Doctorate Degree if any, or Professional qualifications, if any.</th>
<th>Minimum period of teaching as a lecturer in the subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Second Class</td>
<td>First Class</td>
<td>Not Applicable</td>
<td>Five Year</td>
</tr>
</tbody>
</table>

**Schedule - VI**

Categories Specifying qualifications for recognition as a teacher for Master in Computer Application Course of faculty of Science

<table>
<thead>
<tr>
<th>Sr.No of Category</th>
<th>Class in which Bachelor's Degree obtained.</th>
<th>Class in which Master's Degree in the subject obtained.</th>
<th>Doctorate Degree if any, or Professional qualifications, if any.</th>
<th>Minimum period of teaching as a lecturer in the subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Second Class</td>
<td>First Class</td>
<td>Not Applicable</td>
<td>Five Year</td>
</tr>
</tbody>
</table>
SCHEDULE – I C
FACULTY OF SCIENCE AND HOME SCIENCE
Categories specifying qualifications for recognition as a teacher for Master's degree in the Faculty of Science and Home Science

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>No of Category</th>
<th>Class in which Master's Degree in the subject obtained.</th>
<th>Doctorate Degree if any, or Professional qualification, if any.</th>
<th>Minimum period of teaching experience (in years) as a lecturer in the subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>First and Ph.D.</td>
<td>One OR</td>
<td>Seven</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Second and Ph.D.</td>
<td>Two OR</td>
<td>Seven</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>---</td>
<td>D.Sc. OR D.Lit.</td>
<td>Two OR</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>First and M. Phil.</td>
<td>Two OR</td>
<td>Ten</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>Second and M. Phil.</td>
<td>Three OR</td>
<td>Ten</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>Third and Ph.D.</td>
<td>Three OR</td>
<td>Ten</td>
</tr>
<tr>
<td>7</td>
<td>7</td>
<td>Third and M. Phil.</td>
<td>Four OR</td>
<td>Ten</td>
</tr>
<tr>
<td>8</td>
<td>8</td>
<td>Other than above category</td>
<td>Five OR</td>
<td>Fifteen</td>
</tr>
</tbody>
</table>

NOTE:
Teaching experience means experience of teaching the students in the final year of the degree classes or P. G. Centres as a Lecturer at an affiliated college or recognized institution in the class as mentioned in col. 4 & 5 above.

Two years teaching experience as a tutor/demonstrator will be as teaching experience as a Lecturer.

Notwithstanding anything contained in the above rules, a teacher who has been recognized as P. G. teacher either in Inorganic or Physical Chemistry will also be recognized as P. G. teacher in the branches of Physical Chemistry and Inorganic Chemistry respectively.

If a P. G. teacher is an honorary worker, he shall be approved as P. G. teacher only if he puts in at least four periods of teaching per week at under-graduate level throughout the year. Such an honorary P. G. teacher shall not be considered as a regular teacher of that college or institution for the purpose of enrolment as a teacher.
### SCHEDULE – I D

#### FACULTY OF EDUCATION AND PHYSICAL EDUCATION

Categories specifying qualifications for recognition as a teacher for Master’s Degree in the Faculty of Education.

<table>
<thead>
<tr>
<th>Sr. No of Category</th>
<th>Class in which Bachelors Degree obtained.</th>
<th>Class in which Master’s Degree obtained.</th>
<th>Doctorate Degree if any, or Professional qualifications, if any.</th>
<th>Minimum period of teaching as a lecturer in the subject, in the final year degree class or P. G. Centres.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First</td>
<td>And First</td>
<td>And Ph.D.</td>
<td>One Year</td>
</tr>
<tr>
<td>2</td>
<td>First</td>
<td>And First</td>
<td>And Ph.D.</td>
<td>Two Year</td>
</tr>
<tr>
<td>3</td>
<td>First</td>
<td>Or First</td>
<td>And Ph.D.</td>
<td>Two Years</td>
</tr>
<tr>
<td>4</td>
<td>First</td>
<td>And Second</td>
<td>And Ph.D.</td>
<td>Two Years</td>
</tr>
<tr>
<td>5</td>
<td>Second</td>
<td>And First</td>
<td>And Ph.D.</td>
<td>Two Years</td>
</tr>
<tr>
<td>6</td>
<td>Second</td>
<td>And Second</td>
<td>And Ph.D.</td>
<td>Two Years</td>
</tr>
<tr>
<td>7</td>
<td>…</td>
<td>…</td>
<td>D.Sc. or D. Litt. on Published work.</td>
<td>Two Years</td>
</tr>
<tr>
<td>8</td>
<td>First</td>
<td>And Second</td>
<td>…</td>
<td>Three Years</td>
</tr>
<tr>
<td>9</td>
<td>Second</td>
<td>And First</td>
<td>…</td>
<td>Three Years</td>
</tr>
<tr>
<td>10</td>
<td>Second</td>
<td>And Third</td>
<td>And Ph.D.</td>
<td>Three Years</td>
</tr>
<tr>
<td>11</td>
<td>Third</td>
<td>And Second</td>
<td>And Ph.D.</td>
<td>Three Years</td>
</tr>
<tr>
<td>12</td>
<td>Third</td>
<td>And Third</td>
<td>And Ph.D.</td>
<td>Four Years</td>
</tr>
<tr>
<td>13</td>
<td>Second</td>
<td>And Second</td>
<td>…</td>
<td>Five years</td>
</tr>
<tr>
<td>14</td>
<td>First</td>
<td>And Third</td>
<td>…</td>
<td>Five years</td>
</tr>
<tr>
<td>15</td>
<td>Third</td>
<td>And First</td>
<td>…</td>
<td>Five years</td>
</tr>
<tr>
<td>16</td>
<td>Third</td>
<td>And Second</td>
<td>…</td>
<td>Five years</td>
</tr>
<tr>
<td>17</td>
<td>Second</td>
<td>And Third</td>
<td>…</td>
<td>Five years</td>
</tr>
<tr>
<td>18</td>
<td>Third</td>
<td>And Third</td>
<td>…</td>
<td>Five years</td>
</tr>
</tbody>
</table>

#### NOTE:

1. Teaching experience means experience of teaching the students in the final year of the degree classes or in P. G. Centres as a lecturer at an affiliated college or recognized institution.

2. Two years teaching experience as a Tutor in a college of Education will be considered as equivalent to one year’s teaching experience as a lecturer.

3. A Professor of education shall be held eligible for recognition as a Postgraduate teacher for the M.Ed. Degree, provided he has five years teaching experience of which not less than two years shall be in a Secondary Teacher’s College.

4. A person holding the academic qualifications mentioned above shall be held eligible for recognition as a Post-graduate teacher for M.Ed. Degree provided he has experience as
Ordinances of Saurashtra University

required above out of which not less than two years shall be in a Secondary teachers college.

**SCHEDULE - II**

Categories specifying qualifications for recognition as a teacher for Master's Degree in the Faculty of Technology including Engineering.

“The following standard is fixed for the recognition of Post-Graduate Teachers:

(i) Dr. Engg or Ph. D.

OR

(ii) M. E. with two years teaching experience of degree Classes.

OR

(iii) B. E. IInd Class. 10 years teaching experience in degree Classes.

OR

(iv) B. E. IInd Class, 15 years total experience out of which At least 5 years teaching experience in degree classes is essential.

“Teaching experience” means experience of teaching the students in the final year class (last two years in case of students in the Faculty of Technology including Engineering) of degree classes or Post-graduate Class in University Department/Centre or an affiliated college or a recognized institution or an approved institution as the case may be

**SCHEDULE - III Deleted.**

**SCHEDULE - IV**

Categories specifying qualifications for recognition as a teacher for Master's Degree in the Faculty of Law.

<table>
<thead>
<tr>
<th>Sr.No of Category</th>
<th>Class in which Bachelor's Degree obtained.</th>
<th>Class in which Master's Degree in the subject obtained.</th>
<th>Professional qualification if any.</th>
<th>Minimum period of teaching as a lecturer in the subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First</td>
<td>First</td>
<td>----</td>
<td>Three Year</td>
</tr>
<tr>
<td>2</td>
<td>First</td>
<td>Second</td>
<td>----</td>
<td>Five Year</td>
</tr>
<tr>
<td>3</td>
<td>Second</td>
<td>First</td>
<td></td>
<td>Five Years</td>
</tr>
<tr>
<td>4</td>
<td>Second</td>
<td>Second</td>
<td></td>
<td>Five Years</td>
</tr>
<tr>
<td>5</td>
<td>Third</td>
<td>Third</td>
<td></td>
<td>Five Years</td>
</tr>
<tr>
<td>6</td>
<td>Second</td>
<td></td>
<td></td>
<td>Five Years</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td>Bar-at-Law</td>
</tr>
<tr>
<td>8</td>
<td>First</td>
<td>First</td>
<td>Ph.d.</td>
<td>One Year</td>
</tr>
<tr>
<td>9</td>
<td>Second</td>
<td>First</td>
<td>Ph.d.</td>
<td>Two Year</td>
</tr>
<tr>
<td>10</td>
<td>First</td>
<td>Second</td>
<td>Ph.D.</td>
<td>Three Years</td>
</tr>
<tr>
<td>11</td>
<td>Second</td>
<td>Second</td>
<td>Ph.D.</td>
<td>Four Years</td>
</tr>
</tbody>
</table>

Syndicate 12-5-92 reso. No. 27

For above purposes a part time law teacher shall also be eligible for recognition if he fulfills the above conditions.
SCHEDULE (IV) (A)

Categories specifying qualifications for recognition as an Asstt. teacher for Master’s Degree in the Faculty of Law.

<table>
<thead>
<tr>
<th>Sr.No of Category</th>
<th>Class in which Bachelor's Degree obtained.</th>
<th>Class in which Master’s Degree in the subject obtained.</th>
<th>Doctorate Degree if any,</th>
<th>Minimum period of teaching as a lecturer in the subject,</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First and First</td>
<td>---</td>
<td>----</td>
<td>Two Year</td>
</tr>
<tr>
<td>2</td>
<td>First and Second</td>
<td>---</td>
<td>----</td>
<td>Three Years</td>
</tr>
<tr>
<td>3</td>
<td>Second and First</td>
<td>---</td>
<td>----</td>
<td>Three Years</td>
</tr>
<tr>
<td>4</td>
<td>Second and Second</td>
<td>---</td>
<td>----</td>
<td>Five Years</td>
</tr>
<tr>
<td>5</td>
<td>First and Third</td>
<td>---</td>
<td>----</td>
<td>Five Years</td>
</tr>
<tr>
<td>6</td>
<td>Third and First</td>
<td>---</td>
<td>----</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

The schedule IV & IV-A of Ordinance 73 shall also be applicable in case of part time law teachers.

SCHEDULE - V

Categories specifying qualifications for recognition as post-graduate teacher or Assistant to post-graduate teacher for post-graduate degree or diploma as the case may be in the Faculty of Medicine.

<table>
<thead>
<tr>
<th>Sr. no. of Category</th>
<th>Degree Or Diploma</th>
<th>Qualifications &amp; Minimum period of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>For Post-Graduate Teacher</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For assistant to Post Graduate Teacher</td>
</tr>
<tr>
<td>1</td>
<td>M.D. or M.S. in different subjects</td>
<td>The teacher must have a post graduate degree in that subject. He must have at least 5 years teaching experience as an assistant professor or an equivalent post as Assistant to post-graduate teacher in that subject.</td>
</tr>
<tr>
<td>2</td>
<td>M. Sc. Medical</td>
<td>The teacher must have a post-graduate degree in that subject He must have at least five years experience as an Assistant</td>
</tr>
</tbody>
</table>
### Ordinances of Saurashtra University

#### Sr. no. of Category

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Degree Or Diploma</th>
<th>Qualifications &amp; Minimum period of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>For Post-Graduate Teacher</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Professor or an equivalent post as Assistant to Post-graduate teacher in that subject.</td>
</tr>
<tr>
<td>3</td>
<td>Post-graduate Diploma in different subject.</td>
<td>The teacher must have a post-graduate degree or Diploma in the subject and teaching experience as above</td>
</tr>
</tbody>
</table>

* Those Professors and Assistant Professors who possess a post-graduate diploma in the subject and have been appointed to these posts prior to 1968 shall be eligible for recognition as post-graduate teacher or assistant to post-graduate teacher as the case may be in pre-clinical subjects. Teachers who have already been recognised as post-graduate Teachers/Assistants to post-graduate teachers by any of the Universities in the State shall be eligible for recognition irrespective of the subject of his/her post-graduate degree or diploma.

**SCHEDULE – V -A**

Categories specifying qualifications for the recognition as Post-Graduate teacher or assistant to Post-Graduate teacher for the degree of M. Pharm. will be as under:

1. **Post-Graduate teacher**:
   - B. Pharm. (Second Class) and M. Pharm (Second Class) in the subject concerned and five years teaching experience in the Subject concerned as a Lecturer or Associate Professor or Reader or Asstt. Post-Graduate teacher in degree or diploma Institute/College.

2. **Assistant to Post-Graduate Teacher**:
   - B. Pharm. (Second Class) and M. Pharm. (Second Class) in the subject concerned and three years teaching experience in the subject concerned as a Lecturer or Associate Professor or Reader or Asstt. Post-Graduate teacher in degree or diploma Institute/College.

**ORDINANCE 73-A**

(1) A teacher to be recognised for a Master’s degree by research shall be sides having the qualifications required by Ordinance-73, have to his credit published independent...
research work of recognised merit, other than that done for any research degree (that is to say, excluding publications based on thesis submitted for any research degree.)

(2) The Board of University teaching shall decide what will constitute recognised merit in each case.

**ORDINANCE 73-B**

Notwithstanding anything contained in Ordinances 73 and 73-A a person of proved research and standing may be recognised as a Post-Graduate teacher for imparting instruction at the post graduate degree or diploma by papers or thesis as the case may be if he has maintained active interest in the subject on the following conditions:

(1) Only a person with proved research and standing i.e. a person with outstanding ability and knowledge in the field related to his Post-Graduate subject shall be recognized as Post-Graduate teacher under this Ordinance. It will be necessary that he should have continued interest in his subject.

(2) It will not be necessary for a teacher recognized under this Ordinance to be on the staff of an affiliated college or a recognized institution. He will however be required to observe the rules of discipline of the centre where he has to deliver lectures.

(3) Number of such teachers will not be counted towards the required number of teachers for establishing a Post-Graduate centre as required under O. 81.

(4) A person recognised under this Ordinance may be invited as a visiting lecturer to deliver not more than five to six lectures in a year at a centre.

(5) A person recognized under this Ordinance will be considered as Associate Teacher and he shall not have the right to contest for or vote at any election of any of the authorities or bodies or Committees of the University.

**RECOGNITION FOR THE PH.D. DEGREE**

**Ordinance 74**

A teacher to be recognized for Ph.D. Degrees shall have the following qualifications viz.

(i) A Research Degree of Ph.D. level of a recognized University in the subject in which recognition is sought.

(ii) 5 years teaching experience as a recognized Post-Graduate teacher or 5 years standing recognition as a P. G. Teacher. Notwithstanding anything contained above, for the faculty of Medicine a teacher to be recognized for the Ph.D. Degree shall have not less than 10 years teaching and research experience after his Post-Graduate qualifications and shall have not less than 2 years Post-Graduate teaching experience. Notwithstanding anything contained above, for recognition in the subject of Electronics under the faculty of Science a teacher shall
have Degree of Ph.D. in the subject of Electronics or Physics and five years Post-Graduate teaching experience in the subject of Electronics. The proviso should be reviewed after ten years (vide Syn. reso. No. 21 dt. 28-8-93)

Teacher to be recognised for the Ph.D. Degree shall be granted recognition in the first instance for a period of 5 years on the following conditions:
At least one student should be registered under such a teacher within a period of one year from the date of recognition, at least one thesis of a student registered under such a teacher shall be submitted to the University within a period of 5 years from the date of registration.

**Ordinance 75**
In the case of persons of recognized eminence in the University in the subject, the Syndicate may, after consulting the Board of University Teaching in its discretion, recognize them as Post-graduate Teachers or for Ph.D. research work. It will not be necessary for such persons to apply for recognition.

**Ordinance 75 (a)**
In case of Professors and Readers, appointed in the Post-graduate Departments of the University and holding the Ph.D. Degree, the Vice-Chancellor is authorized to recognize them as Research Guide for Ph.D. Degree without referring their cases to the experts.

**Ordinance 75 (b)**
In case of lecturer appointed in the Post-Graduate department or in an affiliated colleges having qualifications prescribed under ordinance 74, the Vice-Chancellor is authorized to appoint Refrees and to take the decision on the basis of the report received from the refrees.

**Ordinance 76 : Deleted.**

**Ordinance 77 : (Incorporated under Ordinance 73.)**

**Ordinance 78 : Deleted.**

**Ordinance 79**

1. The Syndicate may, at any time on the recommendation of the Board of University Teaching withdraw the recognition of a recognized teacher.

2. If any recognized teacher is transferred from one affiliated college or Recognized institution to another, he shall forthwith inform the Registrar of the University about his transfer through the head of the college or institution to which he has been transferred. It shall not be necessary for such a teacher to apply afresh for recognition merely on account of his transfer.

3. If any teacher declines to do any teaching work entrusted to him by the University or any competent authority thereof without any sufficient excuse of which the Syndicate shall be the sole judge, his recognition shall be liable to be withdrawn.

**Ordinance 80: Deleted**
III. ORGANIZATION OF POST-GRADUATE CENTRES

Ordinance 81

(1) The following shall be the maximum requirements for the establishment of a centre in the University area for imparting Post-Graduate instruction or research in any subject namely:

(i) the centre shall be located at an affiliated college or a recognized institution only;

(ii) there shall be provision for not less than two Post-Graduate teachers in the subject concerned on the staff of the Centre. In the case of Faculty of Medicine there shall be provision for not less than two Post-Graduate teachers or one Post-Graduate teacher and two Assistant Post-Graduate teachers on the staff of the centre;

Provided that in respect of a centre for Diploma Courses under the Faculty of Medicine, one Post-Graduate Teacher and One Assistant Teacher in a subject shall be deemed to be adequate;

Provided further that in respect of a centre for different groups under any subject, such as History, Economics, two recognized teachers shall be deemed to be adequate, but, in each of the group there shall not be less than one Post-Graduate teacher;

(iii) there shall be available in the University area sufficient number of recognized Post-Graduate Teachers for imparting instruction or guiding research, in all the papers in the subject according to the requisite standards adopted for the time being;

Provided that where the services of any Honorary Assistants are intended to be availed of for Post-Graduate instruction or research in any subject, their strength shall not form part of the requisite strength of teachers;

(iv) there shall be assured the facilities of sufficient lecture-rooms, library, laboratory, where necessary, office and ministerial staff at the centre;

(v) the Professor-in-charge of the centre shall himself undertake the work assigned to him;

(vi) where any subject involves practical work, actual availability of the requisite equipment therefore prior to the establishment of the centre shall be essential.

(vii) there shall be adequate provision for hostel arrangements for the Post-Graduate students.

(2) For centres started by the University directly by appointment of teaching staff, no application will be necessary and the requirement for such centre shall be decided by the Syndicate on the recommendations of the Board of University Teaching.
However, there shall be at least one Professor or Reader in such centre.

**Ordinance 82**

(1) The Principal of an affiliated College or the head of a recognized institution, intending to have a Post-Graduate centre established at the college or the institution in respect of any subject in any academic year, shall apply for recognition to the University in the form prescribed by the Vice-Chancellor for the purpose.

(2) The application shall be considered by the Syndicate by following a procedure similar to that followed for recognition of an institution under the Act. The Syndicate may appoint a Local Inquiry Committee for investigating into the application and shall consult the Board of University Teaching before it disposes of the application.

**Ordinance 83**

The Principal of the affiliated college or the head of the recognized institution at which a centre has been established shall comply with all the requirements of the centre that may be specified by the Syndicate from time to time.

**Ordinance 84**

(1) A new centre may be established in respect of a subject only when the number of students already registered for the subject at the existing centres is equal to the maximum number of students registrable in respect of that subject at those centres or twenty, whichever is less.

(2) Where the number of students registered at a centre in respect of a subject is less than ten for two consecutive years, the Board of University Teaching may decide whether the recognition of that centre in respect of that subject shall be continued thereafter or not.

**NOTE:** However, this will not apply to the Faculty of Medicine.

**Ordinance 85** Deleted and Re-Drafted as 147-A

**Ordinance 86**

In the case of a Post-Graduate teacher of a particular place being required to go to a recognized centre for collaboration in its teaching work, the actual travelling and halting allowance of the teacher shall be borne by the University in accordance with the rules to be made in that behalf by the Syndicate.

**Ordinance 87**

The revised rates of tuition fees including the Laboratory fees if any, to be charged for every term from students in post-graduate classes and student registered in M. Phil. and Ph.D. degree in the different faculties shall be operative with effect from June ’06 as mentioned below:
<table>
<thead>
<tr>
<th>NAME OF THE FACULTY</th>
<th>TERM FEE</th>
<th>Revised Fee06-07</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts-Commerce-Science</td>
<td>Rs. 600/-</td>
<td>1200</td>
</tr>
<tr>
<td>Education</td>
<td>Rs. 1250/-</td>
<td>2000</td>
</tr>
<tr>
<td>Law</td>
<td>Rs. 900/-</td>
<td>---</td>
</tr>
<tr>
<td>Medical</td>
<td>Rs. 1500/-</td>
<td>2000</td>
</tr>
<tr>
<td>Technology including Engineering.</td>
<td>Rs. 1500/-</td>
<td>2000</td>
</tr>
<tr>
<td>Rural Studies</td>
<td>Rs. 650/-</td>
<td>975/-</td>
</tr>
<tr>
<td>Home Science</td>
<td>Rs. 700/-</td>
<td>1050</td>
</tr>
<tr>
<td>Bachelor of Library Science.</td>
<td>Rs. 800/-</td>
<td>---</td>
</tr>
<tr>
<td>Bachelor of Library Science.</td>
<td>Rs. 100/-</td>
<td>---</td>
</tr>
<tr>
<td>Master of Library Science</td>
<td>Rs. 1000/-</td>
<td>---</td>
</tr>
<tr>
<td>(Computer fee)</td>
<td>Rs. 300</td>
<td>----</td>
</tr>
<tr>
<td>M.B.A.</td>
<td>Rs. 2000/-</td>
<td>---</td>
</tr>
<tr>
<td>M.B.A. Instruction Material Fee</td>
<td>Rs. 2300/-</td>
<td>---</td>
</tr>
<tr>
<td>M.C.A. Tuition Fee</td>
<td>Rs. 2000/-</td>
<td>---</td>
</tr>
<tr>
<td>M.C.A. Laboratory Fee</td>
<td>Rs. 2300/-</td>
<td>---</td>
</tr>
<tr>
<td>M.S.W. Master of Social Work</td>
<td>Rs. 4000/-</td>
<td>---</td>
</tr>
<tr>
<td>(i) Project work fee</td>
<td>Rs. 500/-</td>
<td>---</td>
</tr>
<tr>
<td>(ii)Camp. Fee</td>
<td>Rs. 500/-</td>
<td>---</td>
</tr>
<tr>
<td>(iii)Disertation Guidance Fee</td>
<td>Rs. 1000/-</td>
<td>---</td>
</tr>
<tr>
<td>Diploma in Business Management</td>
<td>Rs. 1750/-</td>
<td>---</td>
</tr>
<tr>
<td>Post-graduate Diploma-in-Computer Science and Application (D.C.A.)</td>
<td>Rs. 1500/-</td>
<td>---</td>
</tr>
<tr>
<td>Bachelor of Journalism and Mass Communication</td>
<td>Rs. 500/-</td>
<td>---</td>
</tr>
<tr>
<td>Master of Journalism &amp; Mass Communication</td>
<td>Rs. 1750/-</td>
<td>2250/-</td>
</tr>
<tr>
<td>M.Com. (Computer Science)</td>
<td>Rs. 1300/-</td>
<td>---</td>
</tr>
</tbody>
</table>

**As other fees, rates shall be as under :** **Rs. P.**

- Admission Form & Prospectus Fee: 50-00
- Registration Fee: Master degree: 120-00
- Caution Money: 100-00
- Library Fee: 125-00
- Library Deposit: 150-00
- Laboratory Fee: 250-00
- Laboratory Deposit: 500-00
- Ph.D. Form Fee: 500-00
- Ph.D. Registration Fee: 150-00
- Ph.D. Synopsis Fee: 750-00
- M.Phil Registration Fee: 150-00
PH.D. | SUBJECT & TERM FEE
<table>
<thead>
<tr>
<th>SCIENCE</th>
<th>HUMANITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory</td>
<td>Rs. 600/-</td>
</tr>
<tr>
<td>Material Fee</td>
<td>Rs. 100/-</td>
</tr>
</tbody>
</table>

M.PHILL

| Laboratory Fee | Rs. 500/- | Rs. 500/- |
| Material Fee | Rs. 100/- | Rs. 100/- |

*(Per Term)*

**Tuition fee and other fees for the M.Phil. and Ph.D. Degree at a time of Admission is as under**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Science/Eng Fee</th>
<th>Humanities Social Sci.</th>
<th>Revise Fee 06-07 for All</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Education Fee</td>
<td>950</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Library deposit</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Caution Money</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Laboratory Deposit</td>
<td>250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Library Fee</td>
<td>125</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Material Fee</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Laboratory Fee</td>
<td>350</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>M.Phil.Form Fee</td>
<td>50</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Ph.D.Form Fee</td>
<td>500</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Registration Fee for Ph.D.</td>
<td>150</td>
<td>150</td>
<td>1000</td>
</tr>
<tr>
<td>11</td>
<td>Registration Fee for M. Phil.</td>
<td>150</td>
<td>150</td>
<td></td>
</tr>
</tbody>
</table>

(1) The fees shall be paid to the University through the Centre concern of the University Department or Centre as the case may be.

(2) When on leaving a centre a student claims the return of his tuition fees he shall apply in writing to the Professor-in-Charge of the Centre on receipt of such an application return may be given in the following circumstances at the rates indicated below, namely:

(A) In the case of students leaving the centre within a fortnight from the date of declaration of admissions the tuition fees may be returned after deducting fifteen rupees.

(B) In the case of a student leaving the centre after a fortnight but within 30 days from the date of declaration of admission, half of the tuition fees may be returned.

(C) In the case of a student admitted provisionally pending the issue of a certificate of eligibility or registration certificate but who is later reported to be not eligible for admission to the University full fees shall be returned.
(D) A student who after being admitted provisionally fails to produce a provisional or final eligibility by the centre shall not be eligible for any refund.

(E) No other fees shall be refunded. The date of commencement of the term shall for the purpose of this ordinance be the date on which the candidate submits his application for registration as post-graduate student provided that in cases where in the opinion of the Syndicate a refund in full or in part is considered proper and justifiable the Syndicate, may take decision in such cases.

IV. GENERAL PROVISIONS

Ordinance 88

1-A: Every candidate for admission as a student of the University in First Year Degree course in the Faculty of Arts, Science, Commerce, Rural, Medicine & Technology including Engineering must have passed the Higher Secondary (12th Standard) Certificate Examinations conducted by the Gujarat Secondary Education Board or an equivalent Examination of statutory Examination bodies and must fulfill such other requirements or tests of fitness for being admitted as a student as may from time to time be prescribed by the statutes.

B. The candidates who have passed the New S. S. C. (10th standard) Examination conducted by the Gujarat Secondary Education Board of the Gujarat State or an Examination recognized as equivalent thereto shall be eligible for admission to the (1) Diploma of Music, (2) First Year Diploma Class in Fine Arts and such other diploma/certificate courses as may be decided by the Syndicate from time to time.

2-A: A student who has passed the Higher Secondary Certificate Examination conducted by the Gujarat Secondary Education Board of the Gujarat State or the New S. S. C. Examination of the Gujarat Secondary Education Board of the Gujarat State and is eligible for admission to this University under the relevant statutes or ordinance shall apply in the prescribed form through the Principal of the college he wishes to join latest by 31st July to the University for enrolment as a student of the University. He shall at the same time pay a fee of Rs. 10/- for the enrolment. The Principal shall carefully scrutinise the enrolment application of each candidate before granting him admission to his college, subject to the approval of the University.

Until the enrolment certificate is issued by the University, the admission granted to the student by any of the affiliated colleges shall be treated as provisional.

B. If for any reason, the application for enrolment cannot be submitted by any candidate in time, the Principal shall report to the University the name of such candidate by the
15th of August of each year together with the information regarding the subjects taken by the candidate and the marks obtained by him at the H. S. C.E. or equivalent examination, as the case may be.

C. A student who has passed an examination other than the Higher Secondary Certificate Examination/The New S. S. C. examination as the case may be conducted by the Gujarat Secondary Education Board shall be required to obtain an eligibility certificate.

D. In the case of ineligible candidate the full amount of the enrolment fee will be refundable.

In the event of any doubt or dispute arising in connection with the enrolment the Vice-Chancellor’s decision shall be final.

3 (A) Every candidate for admission as a student of this University in First Year or First Semester of the Degree Course in B.Ed. B.J.M.C. B. Lib. and LL.B. or Diploma or Certificate Course in Faculty of Arts, Science, Commerce, Education, Law, Rural and Home Science must have passed the examinations prescribed under the relevant ordinances and must fulfill such other requirements or tests of fitness for admission.

(B) A candidate who has passed the qualifying examination of this University for admission to this University shall have to apply in the prescribed form through the Head of Department or Principal of his college to which he wishes to join latest by 31st July to the University for enlistment as a student of this University. He shall at the same time pay a fee of Rs. 30/- for the enlistment.

The Principal shall carefully scrutinize the enlistment application of each candidate before granting him admission to his college subject to the approval of the University.

Until the candidate enlisted by the University; the admission granted to the student by any of the University Department or affiliated colleges or recognised institutions shall be treated as provisional.

(C) A candidate who has passed the qualifying examination other than this University for admission shall be required to obtain eligibility certificate.

(D) In the case of ineligible candidate, the amount of the enlistment fee shall not be refunded.

In the event of any doubt or dispute arising in connection with the enlistment, the Vice-Chancellor’s decision shall be final.

**Ordinance 89**

Notwithstanding, anything contained in O.88, a student desiring to be enrolled as a candidate for an external examination must have passed the Pre-University examination in Arts, Science, Commerce or Rural Studies of this University or the Higher Secondary (12th
Standard) School Certificate Examination of the Gujarat Secondary Education Board with the subject laid down in Statute 150-A or an examination recognized as equivalent thereto. A candidate must also apply in the prescribed form and pay the necessary fees as specified in O. 89-E for enrolment as an external student.

ORDINANCES FOR EXTERNAL EXAMINATIONS

Ordinance 89-A
1. Any person desiring to be registered for External Examination of this University shall apply in the prescribed form with the fees prescribed by this University.

2. No person whose name is registered as a student in a college or at any University during the academic year concerned for any course shall be eligible for registration as an External student during the academic year concerned except with the sanction of the Syndicate. A declaration to the effect that he is not registered as a student in the college or at any University during the academic year concerned shall be signed by the person in the presence of a Senate member of this University for the time being or a Head Master of a High School in Gujarat State or any Judicial/Executive magistrate in India. In case where declaration is subsequently found to be false or frivolous, the registration granted shall be liable to be cancelled without notice.

3. The student intending to be registered as an external student shall obtain from The Controller of Examinations, appropriate form of application for registration. This form duly completed shall be received at the University together with the Registration fee on or before the last date prescribed for receiving application in this behalf. It will, however be competent for the Controller of Examinations to accept, in his discretion applications received after the prescribed date.

4. The Controller of Examinations shall send before 30th June an official intimation of registration to every student who has applied for registration and has paid necessary fees, provided the application is in order.

5. Registration for an external examination is valid only for the particular examination and for the same year and shall not be reserved for or transferred for any subsequent examination.

6. A candidate who has once been registered for an external examination conducted by this University and appeared and failed at that examination can appear at a subsequent examination of this University only after a fresh registration.

Ordinance 89-B
No candidate who has appeared at any examination as an external student shall be eligible for any scholarship, Prize, fellowship, medal or other award of the University at the examination, which is not specifically reserved for the external students.
Ordinance 89-C
Exemption earned by a candidate at an external examination may be claimed only if the candidate appears subsequently as an external candidate.

Ordinance 89-D
A candidate appearing at any external examination will have to obtain an identity card which will be issued on payment of Rs. 5/- only. He has to affix a Pass-Port Size photograph in the pace provided in the identity card and duly signed by him and certified by any one of the following persons
   (1) a Government Gazetted Officer, or
   (2) Principal of a College affiliated to this University, or
   (3) any member of the Senate of this University for the time being, or
   (4) the Head Master of a recognized Higher Secondary School in the State of Gujarat.

   OR

A candidate must submit the following copy of documents for the proof of identification
   (1) Copy of identity card issued by Election Commission of India
   (2) Copy of driving license issued by State Government.
   (3) Copy of mark-sheet with photograph issued by Gujarat Secondary Education Board, Gandhinagar.

The identity card will continue till the candidate continues his/her studies but the identity card will have to be renewed every year for which no fees will be charged. A duplicate identity card will be issued on payment of Rs. 5/- only in cases where the original identity card is either lost or spoiled or has been torn. The identity card will have to be sent to the University either for fresh registration or renewal along with the application form, which will be returned to the candidate with the letter of registration. The signature’s stamp of the Controller of Examinations will be affixed in the identity card.

Ordinance 89-E
The last date for receiving the form of application for registration in respect of each examination specified in the table below shall be the 20th February in case of October examinations and 20th August of the previous year in case of April examinations, of the calendar year in which the examination is to be held. The fees for registration of a candidate, which shall consist of an enrolment fee and an examination fee in respect of undergraduate students and postgraduate registration fees, fees-for guidance lectures and examination fees in respect of Post-graduate Student shall be charged in respect of each examination at the rate shown against it in the table given below.
A  Fees for undergraduate candidates:

<table>
<thead>
<tr>
<th>Name of the Examination</th>
<th>Amount of Registration Fees Rs.</th>
<th>Total Amt.</th>
<th>Additional fees for students migrating from outside the Gujarat state</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) F.Y.B.A.(Ext.) Examination</td>
<td>75/- 275/-</td>
<td>350/-</td>
<td>50/-</td>
</tr>
<tr>
<td>(ii) S.Y.B.A.(Ext.) Examination</td>
<td>75/- 325/-</td>
<td>400/-</td>
<td>50/-</td>
</tr>
<tr>
<td>(iii) T.Y.B.A.(Ext.) Examination</td>
<td>75/- 375/-</td>
<td>450/-</td>
<td>50/-</td>
</tr>
</tbody>
</table>

2. Notwithstanding anything contained in this behalf in Ordinance 174, no fee shall be charged for issuing to a candidate for the first time a statement of marks obtained by him at an examination.

3. The registration fees once paid by a candidate in respect of an examination shall be refunded at the cost of the candidate or the persons claiming under him to the extent and in the circumstance mentioned herein below, namely;

(a) If a candidate is found to be ineligible for registration at an examination for any reason whatsoever the full amount of registration fees shall be refunded to him after deducting ten rupees there from;

(b) If a candidate expires at any time prior to the time fixed for the commencement of the examination, the full amount of
registration fees shall be refunded to the person found to be entitled thereto on his making an application in writing in the behalf, supported by evidence of death of the candidate:

(c) if a candidate withdraws his application for registration on or before the fifteenth day of June of the calendar year in which the examination is to be held one half or amount of the registration fee shall be refunded to him at his own cost.

(d) where a candidate is suddenly taken ill and is on that account unable to appear at an examination, and makes an application in writing in that behalf for refund of fees supported by a medical certificate duly signed by a registered medical practitioner, so as to reach the Controller of Examinations at any time prior to the time fixed for the commencement of the examination, one half of the amount of the examination fee shall be refunded to him. If a telegraphic intimation about the inability of the candidate to appear at an examination on account of sudden illness is received by the Controller of Examinations from the candidate at any time prior to the time fixed for the commencement of the examination and is followed up by an application in writing for refund of fees, supported by a medical certificate as provided herein before, so as to reach the Controller of Examinations within seven days of the date fixed for the commencement of the examination, the University may in its discretion refund to the candidate, one half of the amount of the examination fee.

**PRE-UNIVERSITY ARTS (EXTERNAL) EXAMINATION**

**Ordinance 89-F**

To be admitted to the Pre-University Arts Examination an external student must

(a) have passed the S.S.C. Examination with the subjects as required under Statutes 150, 151 and 151-A or equivalent examination,

(b) have applied for registration on or before 15th March and

(c) have allowed an interval of at least one academic year between his passing the S.S.C. or equivalent examination and his appearance at the Pre-University Arts Examination.

Candidates registered for the Pre-University Arts Examination as external students are exempted from regular attendance and keeping of terms at an affiliated college under Section 22(2)(xi) of the Saurashtra University Act, 1965.

**Transitory Ordinance 89-F**

During the switch over programme of holding external examinations every year in the month of October instead of March-April, the students who have been registered as external candidates in March-April, 1973 or in earlier examinations shall be eligible for appearance in subsequent external examinations in accordance with the following provisions:
(1) A student whose name has been registered as an external candidate for a University examination held in March-April, 1973 shall be permitted to appear at the University examination to be held in October, 1973 without being required to produce fresh documents in respect of mother tongue or residence on payment of the prescribed fees.

(2) A student who passes the examination as an external candidate at the examination to be held in March-April, 1973, shall be permitted to appear at the University examination to be held in March-April every year to enable him to complete his course. However if a student fails at any of the University examinations he shall be permitted to appear at the University examination to be held in October in that year.

(3) A student having failed with P. R. H. E. in March-April, 1973 examination or earlier shall be eligible to get himself registered for March-April, 1974 examination i.e. both in lower & higher examinations. Provided that such a student having been registered for higher examination to be held in March-April, 1974 and if he fails in October, 1973 examination he shall be eligible to get himself registered for lower examination to be held in March-April, 1974.

(4) A student who appears in March-April, 1974 examination pursuance of Clause (2) or (3) above and fails without P. R. H. E. shall be eligible to appear in October examinations only, including the examination to be held in October, 1974, but a student who passes in March-April, 1974 examination or P. R. H. E. will be eligible to appear in March-April Examination till he completes his degree course by appearing in the respective examinations the last of which will be held as mentioned below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-University Arts</td>
<td>March, 1974</td>
</tr>
<tr>
<td>First B.A.</td>
<td>March-April, 1975</td>
</tr>
<tr>
<td>Second B.A.</td>
<td>March-April, 1976</td>
</tr>
<tr>
<td>Third B.A.</td>
<td>March-April, 1977</td>
</tr>
</tbody>
</table>

(5) A student failing in any one of the March-April examinations held for last time as mentioned in clause (4) above will be eligible to register himself in October examination to be held in that year and subsequent years, provided that a student while applying for registration October examination of the year in which the last of the March-April examination is held shall not be required to produce fresh documents in respect of mother-tongue or residence.

**FIRST B. A. (EXTERNAL) EXAMINATION**

**Ordinance 89-G**

No candidate shall be eligible for registration for the B. A. (External) examination unless he

(a) passed the Pre-University examination in Arts, Science, Commerce or Rural Studies of this University or the Higher
Secondary (12 Standard) School Certificate Examination of the Gujarat Secondary Education Board or an examination recognized as equivalent thereto,
(b) applied for registration on or before the 15 March of each year,
(c) allowed an interval of at least one year between his passing the Pre-University examination in Arts, Science, Commerce or Rural Studies of this University or the Higher Secondary (12th Standard ) School Certificate Examination of the Gujarat Secondary Education Board or an examination recognized as equivalent thereto and his appearance at the First B. A. (External) Examination.

Ordinance 89 - H Deleted.

Ordinance 89-I
Notwithstanding anything contained in O. 89-G above, a candidate who has passed the T. D. examination from a statutory University in India shall also be permitted to register at the First B. A. (External) examination, if he fulfils other condition laid down in O. 89-G.

Students registered for the First B. A. (External) examination shall be exempted from regular attendance and the keeping of terms at an affiliated college under section 22(2)(xi) of the Saurashtra University Act, 1965.

SECOND B.A. (EXTERNAL) EXAMINATION

Ordinance 89-J
No candidate shall be eligible for Registration for the Second B.A. (Ext.) Examination unless he has
(a) passed the First B.A. Examination of this University or an equivalent examination
(b) applied for Registration on or before 15th March of each year, and
(c) allowed an interval of at least one year between his passing the First B.A. or its equivalent examination and his appearance at this examination, provided that a candidate who is allowed to keep terms for the Second B.A. (Ext.)Examination of this University will be eligible for Registration for this Examination.

Candidates registered for the Second B.A. Examination as external students shall be exempted from regular attendance and the keeping of terms at an affiliated college under Section 22(2)(xi) of the Saurashtra University Act, 1965.

Ordinance 89-K
Candidate who have gained A. T. K. T. at the First B. A. examination as regular students shall not be allowed to get their names registered as external candidate.

Ordinance 89-N
Notwithstanding anything contained in any of the Ordinances, Regulations and Rules relating to the External Examinations in the
Faculty of Arts and Commerce, a candidate registering his name in any of the External examinations shall be allowed to offer only those subjects and optional papers of the various subjects which are actually taught either in the affiliated Colleges or recognized institutions or the University departments and post-graduate centres run by the University. Provided further that the Vice-Chancellor may allow in special circumstances a student to offer subject/s not taught in the University Department and P. G. Centers run by the University on individual merit of the case.

**ADMISSION OF STUDENTS FROM OTHER UNIVERSITY**

**Ordinance 90**

A student migrating from the jurisdiction of another University or a Statutory Examining Body and seeking admission to this University, shall apply to the Registrar of this University for a certificate of eligibility and shall, at the same time, pay a fee of Rs.20/-. Such fee shall not be returned, if an Eligibility Certificate is issued to the applicant. Provided that a student to whom the Eligibility Certificate has been issued will not be required to pay fresh fee if he desires a change of course of studies for admission to which he is otherwise eligible. But if no such certificate can be issued by the University for any reason, one-half of the said fee shall be retained by the University and the other half shall be returned. No student from the jurisdiction of other University or Statutory Examining Body shall be admitted to any institution maintained by or affiliated to this University except on production of a provisional certificate of a eligibility, signed by the Registrar of this University.

The Registrar may issue a provisional certificate of Eligibility at the risk of the applicant if he is satisfied that the applicant is prima facie eligible for admission to this University and on the condition that the candidate obtains a final Certificate of Eligibility before the close of the Academic term in which the student is provisionally admitted to the University.

Provided, that if the Syndicate is satisfied that the delay on the part of a 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 commenced to attend the institution to which he applied for admission, so that the days on which he registered attendance before the issue of the Certificate can be taken into account for the purpose of Ordinance 91.

**NOTE**: Failure to obtain a seat in a college or inability of the applicant to continue studies for whatsoever reason will not be deemed a sufficient reason for claiming a refund.

The certificate fee is refundable only in the case of such applicants as are found not eligible to a particular class for want of the prescribed percentage of marks, omission to pass in the required subject etc.
Admissions to colleges are under the 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 not be refunded in the event of the student failing to obtain admission to a college in this University.

A provisional certificate to join a College will be issued only on payment of the prescribed fee of Rs. 2/- for student of Gujarat University, South Gujarat University, Sardar Patel University and M. S. University, Baroda, and Rs. 20/- for any other students, and on production of a documentary evidence such as a Certificate of passing the Examination issued either by the Head of the Institute or the Registrar of the University, or the Secretary of Higher Secondary and Intermediate 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, from any of the above mentioned Universities.

NOTE:
A student who has been disqualified to join a course of study or to appear at any University Examination by any other University for any reason shall not be allowed to join a course of study or to appear at any examination of this University during the period of his/her disqualification.

Transitory Ordinance 90-A
Notwithstanding anything contained in Ordinance 90, a student who is allowed to join next higher class without appearing/passing at the requisite lower examination in March/April/May 1981 by any other University in the State of Gujarat will be eligible for an eligibility certificate on production of the following certificate:

1. A certificate from the Principal or the University Registrar of having allowed to join next higher class without appearing at the requisite lower examination.
2. Migration Certificate from the University. Fee of Rs. 2/-.
3. This ordinance will be operative during the period from 15-6-1981 to 31-12-1981.

The benefit of the above ordinance will be extended only if similar privilege is granted to the students of this University on reciprocal basis.

Ordinance 91
The term or terms kept by any student migrating from the M. S. University of Baroda, Gujarat University, Sardar Patel University and South Gujarat University in the State of Gujarat shall be recognized permanently for the purposes of keeping terms for appearing at any examination of this University, provided that he keeps at least one term immediately preceding the examination in the University and provided further that he has not utilised the terms kept by him at any of the Universities mentioned above for
appearing at its examination and has become ex-student of that University. This benefit shall not apply to a student migrating from any of the above-mentioned Universities which does not grant the similar privilege to a student of this University. Provided further that if any of the Universities in the State of Maharashtra recognizes the term or terms kept by a student at this University they shall be recognized on a reciprocal basis.

**Ordinance 91-A**

A student who has migrated from this University and is pursuing another course of study at another University in the State of Gujarat, but who, prior to his migration has kept terms or has appeared and failed at an Examination of this University and who desires to appear thereat shall be permitted to do so provided that the University to which he has migrated has no objection to his appearing at the Examination of this University and provided further that such permission be granted only on a condition that the University at which the student is pursuing his studies reciprocates with this University by according similar permission to its students pursuing a course of studies in this University. Provided further that if such a student desires to join this University for his further studies, he shall be allowed to do so on production of an Eligibility Certificate fresh from this University. Provided further that such a student will be allowed to avail of the terms kept by him and/or exemptions earned by him in this University till the examinations continue to be held under the existing courses.

**Ordinance 92**

Notwithstanding anything contained in Ordinance 90, students migrating from a University in the State of Gujarat to this University shall be required to pay a fee of Rs. 2/- only for the Eligibility Certificate.

**Ordinance 93**

No student from the jurisdiction of other University or Statutory Examining Body seeking admission to this University shall be admitted to any affiliated College of this University after the expiry of one month from the date of Commencement of any term, even if he is in possession of an Eligibility Certificate. Provided that if the Principal of a College is satisfied that there was sufficient reason for delay on the part of a student seeking admission as aforesaid, he may admit the student to the college, notwithstanding the expiry of the said one month, if the Principal has reason to believe that the student will be able to register the necessary attendance prescribed by an Ordinance for the class to which he seeks admission. He shall immediately inform the University of such admission.
UNIVERSITY TERMS

Ordinance 94

The University academic year for the Faculties of Arts, Education, Science, Technology including Engineering, Agriculture, Law, Medicine and Commerce shall be divided into two terms.

Ordinance 95

(1) The following will be arrangement of terms:

<table>
<thead>
<tr>
<th>First Term</th>
<th>Second Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Commencement</td>
<td>Date of Conclusion</td>
</tr>
<tr>
<td>In the faculties of Arts, Education, Science and Law and Commerce</td>
<td>20th June</td>
</tr>
<tr>
<td>In the Faculty of Medicine</td>
<td>1st July</td>
</tr>
<tr>
<td>In the Faculty of Technology including Engineering</td>
<td>16th June</td>
</tr>
<tr>
<td>In the Faculty of Rural studies</td>
<td>15th June</td>
</tr>
</tbody>
</table>

In addition to a weekly holiday or Sunday, it shall be competent for the Principals of affiliated colleges, Heads of Recognized Institutions and Heads of University Departments to declare in their Institutions, in any academic year Holidays in such a way that the minimum number of working days in either term will be 95 days and the total number of working days in the year will be 220 provided that in the faculty of Medicine the total number of working days in the year will be 195.

Notwithstanding anything contained in clauses No. (1) and (2) above in case of a college teaching courses of Rural studies, the Principal at his direction may change the dates of commencement of the Second term depending upon the harvesting season but keeping the total number of working days not less than 200 in a year.

Ordinance 96

Notwithstanding anything contained in Ordinance 95 the Syndicate shall have the power to change the duration of the terms in such a way that the total number of working days in an academic year is not less than 195.
Ordinances of Saurashtra University

Ordinance 97
Terms can be kept at an affiliated college only by duly admitted students who shall attend for a prescribed number of days at one or more of the colleges or institutions recognized by the University.

Ordinance 98
The following shall be the minimum requirement for attendance necessary for keeping the terms.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>First Term</th>
<th>Second Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts, Science, Commerce and Law</td>
<td>75 days</td>
<td>75 days</td>
</tr>
<tr>
<td>Technology including Engineering</td>
<td>75% of the total lecture periods and practical periods in each subject in each term or each semester</td>
<td>75% of the total lecture periods and practical periods in each subject in each term or each semester</td>
</tr>
</tbody>
</table>

Only these candidates who have attended the above specified percentage of Lectures and practicals in first term will be allowed to join the second term.

<table>
<thead>
<tr>
<th>Education</th>
<th>75% of the total number of working days</th>
<th>75% of the total number of working days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine</td>
<td>75% of the total number of working days provided student concerned has attendant 75% each of total number of (1) Lectures and (2) Practicals clinical held during the term.</td>
<td>75% of the total number of working days provided the student concerned has attended 75% each of the total number of (1) Lectures, and (2) Practicals clinical held during the term.</td>
</tr>
<tr>
<td>Agriculture, Rural Studies</td>
<td>80 Days</td>
<td>85 Days</td>
</tr>
</tbody>
</table>

Ordinance 99
When on account of bona fide illness or any other reason deemed sufficient by the Principals of the college concerned, the total attendance of a student of an affiliated college falls short of not more than 10% of the total working days of an academic year, it shall be competent for the Principal to condone the deficiency in attendance.
Provided that the student who is absent on account of illness must produce medical certificate from a recognized Medical Practitioner within seven days from his rejoining the institution after illness. Such a condonation on grounds of illness will be admissible for the certified days of illness but not for a period less than three days at a time. However, on receipt of an application from a student recommended by his Principal stating reasons for further deficiency
in attendance, the same may be considered by the Syndicate after making an enquiry it deems fit in the matter.

**Ordinance 100**

For the college or colleges in any place within the territorial limits of the jurisdiction of the University, that may, in the judgment of the Syndicate be affected with plague or any other epidemic disease, or by flood or earthquake, the operation of any Ordinance requiring attendance of minimum number of days may be suspended as regards the number of days’ attendance required during any University term.

Provided that in the case of any other emergency, the Syndicate shall also have power, by a majority of votes of two-thirds of the members present at a meeting of the Syndicate, to suspend the operation of any such Ordinance.

**Ordinance 101**

On such suspension, the Syndicate, shall, on the recommendation with reasons of the Principal of the college concerned, to be made at the end of the term, determine the minimum number of days’ attendance required for keeping of the terms.

**Ordinance 102**

The principal of affiliated colleges, the Head of the University Departments and the Professor in charge of the post-graduate Centers run by the colleges are empowered to excuse attendance to students who are required to leave the town where the college or University department or centre is situated for the purpose of taking part in sports (cultural programmes and students activities) held under the auspices of the University for the period during which they remain unavoidable absent from the college.

Notwithstanding anything contained hereinabove, in all faculties except in the faculty of medicine, engineering and pharmacy courses, the weitage of $2\frac{1}{2}\%$ and $1\frac{1}{2}\%$ shall be given at the time of admission to the under-graduate and post-graduate classes to students who have participated respectively in various sports at the (i) National level and inter university level and (ii) at the University or State level, on the condition that the student shall produce the respective certificates from the authority.

**Ordinance 103**

The Principals and Heads of the Institutions shall keep a register of the daily attendance of duly admitted students.

**Ordinance 104**

To keep a term at a college, or a recognized institution, a student must also complete to the satisfaction of the Principal or the Head of the Institution, the course of study at the college or institution, prescribed for such terms for the class to which such student then belongs.

**Ordinance 105**

Notwithstanding anything contained in these Ordinances, it shall be competent for the Principal of a college to withdraw the
application of a student of his college for admission to a University examination on the ground of unsatisfactory progress of the student concerned. The Principal shall also inform the student concerned in writing of such withdrawal. Such withdrawal shall be permitted only if the intimation from the Principal is made and reaches the University Office at least one week before the commencement of the Examination in the case of Pre-University and within a week after the close of the term in the case of all other Examinations. On such intimation being received by the University Office, the name of such student shall be deemed to stand cancelled from the list of candidates appearing at the University Examination, and thereupon the student concerned shall not appear at the examination, and in the case of his appearance at the examination, his result shall not be declared. The Examination fees paid by such student shall be refunded in full.

The Principal of the College shall send to the University within a week from the close of the second term, the names of the candidates who have not kept the required number of attendance in each term and also a list of those whose terms are not granted by him under the rules and are not eligible for appearing at the examination. If any of the terms is not duly kept by a candidate, according to the requirements of the University for the relevant courses of studies, he shall not be permitted to appear in the examination concerned and in the event of his appearance, his name shall be deemed to be cancelled from the list of candidates for the examination and his fees shall be refunded in full.

**TRANSFERENCE CERTIFICATE**

**Ordinance 106**

(1) No student shall at anytime be admitted to another colleges unless he produces from the Principal of the college he leaves a Certificate (hereinafter) referred to as “the Transference Certificate” showing;

(a) the number of days of attendance 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 or test examinations he did and did not attend with the result of each examination, after the last University examination that he passed;

(c) that he has no books in his possession belonging to the college;

(d) that there are no dues outstanding against him;

(e) that he bears a good moral character;

(f) his date of birth as entered in the college register;

(g) the voluntary subjects offered by him and in which he has attended courses of institution at the college at the
Pre-University class or the First Year, or Second Year or the Third Year of the degree class;

(h) in the case of Science students, that his laboratory journal has been certified by the Head of the College he is leaving as the record of work actually done by the student. Clause (h) may be omitted from a Transference Certificate, where it is not applicable.

(2) Notwithstanding anything contained hereinabove, 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.

(3) The Transference Certificate issued by a college affiliated to, or constituent of, other University within the Gujarat State produced by a student intending to join a college affiliated to this University, shall contain a certificate to the effect that the student has neither been debarred nor rusticated by the University or the college from which he migrates.

Ordinance 106-A
Where the transference certificate already issued is not available on account of loss, destruction, misplacement or for any other reason, the student concerned may apply to the Principal for issuing a duplicate Transference Certificate but such application for duplicate Transference Certificate shall be accompanied by an affidavit made by the student before a Judicial First Class Magistrate narrating the circumstances in which the original certificate is not available and that he has not utilized the same for ensuring an admission to another course in a college, institution or University and that the issue of duplicate Transference Certificate is necessary for the purpose of obtaining admission in a college, institution or University. On such application having been made, the Principal by whom the original Transference Certificate was issued shall issue a duplicate Transference Certificate with the word ‘Duplicate’ either written with red ink or stamped on the top of such Certificate.

Ordinance 107
In no case, except as provided in these Ordinances shall a Transference Certificate be refused, provided the required entries herein can be made.

Ordinance 108
In all questions arising out of clause (e) in the Transference Certificate, to be granted under Clause (1) of Ordinance 106, the decision of the Syndicate shall be final.

Ordinance 109
The Principal shall be entitled to charge a fee of Rs. 1/- for issuing a Transference Certificate, subject to the provisions of Ordinance 107.
When a Principal receives an application for Transference Certificate more than a month after the date of commencement of a term, he may, levy an additional fee of one rupee before issuing the certificate. The Principal shall issue the Transference Certificate within a fortnight from the date of receipt of the application and the fees for such a Certificate.

**Ordinance 110**

When a student applies for a Transference Certificate after the lapse of more than one vacation after he last attended a college, the Principal who issues the Transference Certificate may levy a fee of one rupee for each term that has elapsed after the applicant last attended a college:

Provided that the fee so charged shall not exceed Rs. 5/- in the aggregate.

**Ordinance 111**

If as the result of a student leaving the college to join another, it is necessary for him to count the attendance registered in more than one college, to enable him to mark up the necessary number of attendance, the Transference Certificate shall not be granted, except-

(i) where the parent or guardian with whom the student has been residing is transferred to another place;

(ii) where a change of air for the improvement of the student’s health has been recommended by a recognized medical practitioner;

(iii) for such other reason as may be found to be satisfactory by the Vice-Chancellor.

**Ordinance 112**

Application for a Transference Certificate shall be made by the students without unnecessary delay through the Principal of the College to which they wish to be transferred.

**Ordinance 113**

A student migrating from this University will be issued a Migration Certificate on applying in a prescribed form through the Principal of his college or the Head of the institution last attended and on paying a fee of Rs. 5/- which will in no case be refunded if the Migration Certificate applied for is issued in favour of the student concerned.

**Ordinance 114**

All candidates for Post-Graduate diplomas and degrees shall apply to the 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. degree.
(V) INSPECTION OF AFFILIATED COLLEGES AND RECOGNIZED INSTITUTIONS
(Under Section 31 (vii) and Section 20 (1) (xvii) of the Act)

Ordinance 115
Whenever a Dean inspects an affiliated college or a recognized institution or an approved institution belonging to his Faculty, he shall submit a report to the Syndicate.

Ordinance 116
An inspection of every affiliated college and recognized institution or approved institution shall be held at least once in three years, and at other time when, in the judgment of the Syndicate special reasons exist, in the case of any college or institution, for such inspection.

Ordinance 117
The inspection will be directed primarily to the purpose of ascertaining whether the conditions of affiliation or recognition are satisfied or not, and of seeing that adequate measures are taken to ensure efficiency and academic standards.

Ordinance 118
If the report submitted by the Dean or by the person or persons deputed to inspect calls for any action by the Syndicate, the Syndicate shall, after necessary 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.

Ordinance 119
Every college, recognized institution or approved institution shall submit annually by the 15th of April to the Syndicate the following returns in the forms prescribed, namely :
(i) a return of the Teaching Staff;
(ii) a return of finances, giving the accounts for the preceding Government financial year;
(iii) a return of the number of the students attending the college or the institution during the year ending on the 15th of March;
(iv) a return of the complete time-table, of lectures, tutorials, practicals, demonstrations, clinics etc.

Ordinance 120
Every college and recognized institution shall report to the Syndicate through the Dean all changes in its teaching staff, as soon as such changes are made. In the case of Medical colleges, they shall also report the changes in the staff of the hospital where the students of these colleges are required to do their clinical work. In reporting such changes the qualifications of the member 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.
These returns and changes in staff will be scrutinised by the Dean concerned who will submit the same to the University office with such remarks thereat as may deem fit.

**REGISTERS**
(Under Section 31(viii) of the Act)

**Ordinance 121**
Every college shall maintain-
(a) 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 the college examination, and the results of such examination, and a record of University career and the date of withdrawal;
(b) a register of daily attendance of each student;
(c) register showing the marks obtained by each student at the examinations held in different subjects for the internal evaluation during the year.

**RECOGNITION AND INSPECTION OF HOSTELS**
(Under Section 31 (vi) and (vii) of the Act)

**Ordinance 122**
Every Hostel maintained or managed by the University or by the college affiliated to the University or an Institution recognized by it, shall be a recognized Hostel, provided it fulfils all the conditions laid down in Ordinance 123.

**Ordinance 123**
The authorities managing or maintaining a Hostel, attached to a college, 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) the arrangements made for water supply, lighting, sanitation, medical help, etc., in the Hostel;
(v) the arrangements made for boarding and for outdoor and indoor games;
(vi) the arrangements made for the inspection of the kitchen for superintendence over the inmates, and for the management of the Hostel;
(vii) the financial statement relating to the Hostel.

**Ordinance 124**
On receipt of an application under Ordinance 123, the Syndicate shall, after any further inquiry which it may deem necessary, decide as to whether or not the recognition is to be granted. Provisional recognition, may, however, be granted by the Syndicate on such condition as it may deem necessary.

**Ordinance 125**
The Syndicate may suspend or withdraw the recognition granted to a Hostel managed by a person or body of persons, which is not
conducted according to the condition of recognition, provided that no action shall be taken without giving the management of the Hostel concerned an opportunity of making such representation in the matter as it may desire to make.

**Ordinance 126**

The Syndicate shall hold periodical inspections of all Hostels, through the agency of the Board for Hostels, if established.

**Ordinance 127**

The management of every Hostel shall submit to the Boards for Hostels, if established, 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 31(v) of the Act)

**Ordinance 128**

Every student of the University shall reside either:

(a) in the University Hostel, or in a recognized Hostel of a college, or in the lodgings that may be approved by the authorities of the college;

(b) with a parent or a some other person accepted by the authorities of his college to be his guardian.

**Ordinance 129**

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 the lodgings approved by the authorities of the college. Resident students shall conform to the regulations drawn up by Principals of Colleges concerned and approved by the Syndicate.

**Ordinance 130**

Every non-resident student shall submit the name, address and relationship, if any, of the person with whom he proposes to live, to the Principal of his college.

**Ordinance 131**

As soon as possible after the re-opening of a college after the long vacations, but before the 31st of July, the Principal shall submit to the Chairman of the Board for Hostels, if established, the following information:

(i) the number of Hostels and the names of the Superintendents thereof;

(ii) the number of resident students in each Hostel and approved lodgings;

(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 the Hostels of the University, or of a college, or in the lodgings approved by the authorities of a college are termed resident students. Others are termed non-resident students.
Ordinance 132
The college Hostels shall provide adequate facilities for physical exercises, games, sports, etc. for their students and shall prepare a programme for the year and shall forward a statement of the same to the Chairman of the Board for Hostels.

Ordinance 133
If in any year, the University conducts a Medical Examination of the student 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 in 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.

VI. ADMISSION TO DEGREE AND DIPLOMAS

Ordinance 134
Every person who passes an examination for a Degree or a Post-Graduate Diploma of the University shall be eligible on payment of a fee of Rs. 25/- on his first graduation in the University and Rs. 15/- on his second or subsequent graduation, to be admitted to the respective degree or diploma in person or in absentia at his option at a Convocation or in absentia at a meeting and in testimony whereof a degree or a diploma, as the case may be, shall be awarded to him.

In the case of an Under-Graduate Diploma, a Certificate shall be given to the candidate on his passing the examination for the same on payment of Rs. 10/-. 

ACADEMIC COSTUME

Ordinance 135
Academic Costume shall be worn at a Convocation for conferring degrees.

Ordinance 136
Such of the members of the Senate of the Saurashtra University as are graduate of other Universities, or as are entitled to wear official costume or uniform, may appear in the Academic Dress of their own Universities, or in such costumes or uniforms, wearing, in addition, the Badge of the Saurashtra University. Other members shall wear the appropriate Badge of the Saurashtra University.
Ordinance 137
The students shall wear an appropriate coloured Scarf round the neck with a Badge. The Members of the authorities of the University shall wear the ceremonial dress and a Badge and Officers of the University shall wear a Gown of appropriate design. The Deans shall wear appropriate Badges.

VII. ORDINANCES MADE UNDER STATUTES REGARDING PROVIDENT FUND ETC.

Ordinance 138
The amount in hand to the credit of the Provident Fund shall be invested in Government Securities or in Fixed Deposits, in any scheduled Bank or in the Post Office Savings Bank or in National Savings Certificates or in any other manner as the Syndicate may specifically or generally direct.

Ordinance 139
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 such forms as it may be prescribe from time to time.

Ordinance 140
The interest received by the University on sums so invested shall, as soon as it is received, be added to the amounts standing to the credit of the Fund.

Ordinance 141
Out of the interest earned on the amount invested by the Fund, a deduction of 1/4% per annum will be made to meet the expenses incurred by the University in the operation of the Fund and each subscriber’s account shall be credited yearly after the 31st of March-

(i) with interest on the opening balance at the rate at which the State Government has given interest on the subscriptions to the Provident Fund to its employees;

(ii) at half the rate specified in Clause (i) on the subscriptions for the first half of the year.

(iii) When final withdrawal is taken by an employee or when an employee retires during any financial year or leaves the services during financial year after giving due resignation or whose services are terminated during the financial year, the interest shall be computed on monthly balances for the whole year at the rate declared by the University from time to time with a change to be made, if any, by the Vice-Chancellor, in cases, where less interest has accrued.

Note: The rates of interest specified in this Ordinance may be revised by the Syndicate from time to time, if necessary by taking into consideration the interest earned by the Fund.

Ordinance 142
The term ‘salary’ shall include personal, duty and acting allowances but shall not include other allowances.
Ordinance 143

The amount withdrawn by any depositor together with such interest as would have accrued on the sum had it not been withdrawn, shall be recovered by such number of monthly installments not exceeding Thirty Six 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 full month’s salary after the depositor has withdrawn the sum to be refunded. The amount of such installments shall be fixed in round numbers and the last installment shall cover the entire balance to be refunded by the subscriber. But a subscriber may at his option pay any additional sum above the amount of the installment fixed in round figures provided that the interest due may be recovered in ten further installments.

Ordinance 144

Application for affiliation or extension of affiliation or continuation of affiliation or bifurcation of an existing college, or adding new faculty in an existing affiliated college shall be sent to the Registrar in the form prescribed by the Syndicate so as to reach him as under:

<table>
<thead>
<tr>
<th>NATURE OF APPLICATION</th>
<th>LAST DATE FOR RECEIPT OF APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Application for affiliation of new college</td>
<td>30th June of the year preceding the year from</td>
</tr>
<tr>
<td>A. For the B.A., B.Com, B.Sc., B.S.W. etc. (where the sanction is not required from any statutory body like AICTE, NCTE, PCI) Non professional degree course</td>
<td>Which the Affiliation is intended to Take effect.</td>
</tr>
<tr>
<td></td>
<td>Last date with Late fee Rs. 50,000/-</td>
</tr>
<tr>
<td></td>
<td>19th July</td>
</tr>
<tr>
<td></td>
<td>Last date with Penalty Rs. 75,000/-</td>
</tr>
<tr>
<td></td>
<td>19th October</td>
</tr>
<tr>
<td>B. For the B.E., B.Ed., B.P.Ed., M.B.B.S., B.Pharm., B.Arch., B.H.M.S., B.D.S., D.Pharm. B.H.T.M. etc. (where the sanction from any statutory body like AICTE, NCTE, PCI, CCH is required.)</td>
<td>Last date for receive the Application is the date of which concern statutory body like AICTE, NCTE, PCI, CCH etc. prescribed from time to time.</td>
</tr>
<tr>
<td>2. (A) Application for Permanent affiliation Or Renewal Affiliation Or extension of affiliation up to degree classes Or for Addition of Courses Or for Adding a New Faculty in the Existing College and Bifurcation of an Existing College into two Colleges. (where the sanction is not required from any statutory</td>
<td>20th August of the year preceding the year from which the Affiliation is intended to take effect.</td>
</tr>
<tr>
<td></td>
<td>Last Date with Late Fee Rs. 65,000/-</td>
</tr>
<tr>
<td></td>
<td>19th September</td>
</tr>
<tr>
<td></td>
<td>Last Date with Penalty Fee Rs. 75,000/-</td>
</tr>
<tr>
<td></td>
<td>19th October</td>
</tr>
<tr>
<td>body like AICTE, NCTE, PCI) Non professional degree course.</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>2.(B) Application for Permanent affiliation or Renewal Affiliation or extension of affiliation up to degree classes or for Addition of Subjects / Courses or for Adding a New Faculty in the Existing College and Bifurcation of an Existing College into two Colleges. For the B.E., B.Ed., B.P.Ed., M.B.B.S., B.Pharm., B.Arch., B.H.M.S., B.D.S., D.Pharm., B.H.T.M., etc. (where the sanction from any statutory body like AICTE, NCTE, PCI, CCH, MCI etc. is required.) Professional degree course.</td>
<td></td>
</tr>
<tr>
<td>Last date for receive the Application is the date of which concern statutory body like AICTE, NCTE, PCI, CCH, MCI etc. prescribed from time to time.</td>
<td></td>
</tr>
</tbody>
</table>

3. Every application for affiliation mentioned in para (1)(A) shall be accompanied with Fee as mentioned below:
   - Rs. 40,000/- New College for one Faculty.
   - Rs. 50,000/- New College for two Faculties.
   - Rs. 60,000/- New College for three Faculties.
   - Rs. 70,000/- New College for Four Faculties.

4. Every application for affiliation mentioned in para (1)(B) shall be accompanied with Fee as mentioned below:
   - Rs. 75,000/- New College for one Faculty.
   - Rs. 1,00,000/- New College for two Faculties.
   - Rs. 1,25,000/- New College for three Faculties.
   - Rs. 1,50,000/- New College for Four Faculties.

5. Bifurcation of existing college into two colleges, Change of Place of College, Change of Name of the College, Change of Trust Fee Rs. 50,000/- For Para (2)(A)

6. Bifurcation of existing college into two colleges, Change of Place of College, Change of Name of the College, Change of Trust Fee Rs. 1,00,000/- For Para (2)(B)

7. Adding new faculty/course in the existing college Rs. 40,000/-. For para (2)(A)

8. Adding new faculty/course in the existing college Rs. 1,00,000/-. For para (2)(B)

9. For Permanent Affiliation Rs. 50,000/- For Para (2)(A).

10. For Permanent Affiliation Rs. 75,000/- For Para (2)(B).

11. For Renewal of Affiliation Rs. 40,000/- For Para (2)(A)

12. For Renewal of Affiliation Rs. 75,000/- For Para (2)(B).

13. For Extension of Affiliation up to Degree Course Rs. 25,000/- For Para (2)(A).

14. For Extension of Affiliation up to Degree Course Rs. 50,000/- For Para (2)(B).
15. Fee for recognition of the Hospital for Internship Training is Rs. 30,000/-

No request for postponement of the application for Affiliation or Renewal of application or Extension of Affiliation or Bifurcation or addition of a faculty as the case may be entertained. Each application may be considered on its own merits.

Amount of Affiliation Fees, Late Fees and Penalty Fees shall be forfeited, if the application may not considered for application by the Syndicate.

Affiliation Fee including Late Fee and Penalty Fee is not Refundable.

Application for Affiliation will be considered for the particular academic year only.

**Ordinance 144-A**

(1) Notwithstanding anything contained elsewhere, an affiliated college may discontinue any course of instructions teaching or training in respect of a subject for which it is affiliated only in accordance with provisions hereinafter appearing.

(2) The governing body of the affiliated college shall send by registered post a letter of application to the Registrar in a form prescribed by the Vice-Chancellor seeking permission of the University to discontinue a course of instruction, teaching or training specified therein. The letter should be so sent as to be received by the Registrar not later than the fifteenth day of the August of the year, immediately preceding the academic year from which the gradual discontinuance is intended.

(3) The discontinuance of the course in respect of a special subject at the Third Year of a three-year degree course shall be spread over in three consecutive academic years and shall be so planned as to commence in the beginning of the academic year for the First Year of the degree course 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 under Clause (3) that the college shall not seek affiliation under Section 34 in respect of that course for the two years immediately succeeding the end of the process of discontinuance in respect of that course.

(5) The discontinuance of a course in a general or subordinate subject shall be so planned as to commence in the beginning of the academic year for the First year of the course and synchronise with the end of the academic year for Second Year of the course.

(6) Where the discontinuance relates to a principal or special subject and it is intended to introduce a course in that subject as a general or subordinate subject, intimation thereof shall
be given by the affiliated college to the teachers and students concerned by affixing notice on the notice-board not later than the commencement of the first of the two academic years immediately preceding the date of the intended change.

(7) 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 for the immediately preceding Pre-University Class and the discontinuance synchronizes with the end of the Academic year for the First Year of the Course.

(8) The intention to discontinue a course at any stage shall be intimated by the affiliated college to the University as well as 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.

(9) The compensation at the following rates shall be paid to all confirmed teachers:
   (a) Six months pay (including all allowances), and
   (b) At the rate of 1/2 (half) month’s pay (including all allowances) for every year of services, provided that the total compensation so payable shall not exceed six months, pay (including all allowances).

Ordinance 144-B

In the case of an intended closure of a college or discontinuance of teaching of all the subjects comprised in any of the Faculties of a college, it shall be incumbent for the management of the college to follow the procedure laid down hereunder:

Explanation: Closing of a Faculty would mean discontinuance of teaching of all the subjects comprised in it and for which it is affiliated.

(i) The management of an affiliated college shall not close the college or any of its Faculties for which it is affiliated without prior permission of the Syndicate. This intended closure of the College or Faculty shall if permitted, be coterminus with the closing of the academic year.

(ii) If the management of an affiliated college desires to close the college or any of its Faculties, 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 of August, preceding the year from which the closure of the college or any of its Faculties, as the case may be, is intended to take effect.

(iii) On receipt of the application as stated 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
Ordinances of Saurashtra University

(b) make such further inquiry as it may appear to it to be necessary & shall decide whether the application should be granted or refused either in whole or in part. In granting the application either in whole or in part the Syndicate may lay down such conditions to be fulfilled by the management of the college as the Syndicate deems fit.

(iv) The decision of the Syndicate shall be final.

(v) An application for the closure of a college or any of its Faculties may be withdrawn at any time with the permission of the Syndicate.

(vi) The Registrar shall submit the application and all its proceedings in the matter to the State Government for information.

(vii) That the compensation at the following rates is paid to all confirmed teachers:

(a) Six month’s pay (including all allowances); and

(b) At the rate of 1/2 (half) month’s pay (including all allowances) for every year of the services provided that the total compensation so payable shall not exceed six months, pay (including all allowances).

Procedure regarding changing Location of a College or giving College Building or its part on Rental basis:

Ordinance 144-C

1. An affiliated college shall not change its location or give the college building or a part of it on rental basis without prior permission of the University.

2. The Syndicate may accord permission to an affiliated college to change its location subject to the following rules and procedure:

(i) An application for permission to change its location together with a fee of Rs.500/- shall be submitted not later than 31st December of the year preceding the year from which the change of the location of the college is intended to take effect.

(ii) The application shall set forth elaborately the reasons for the purpose of change in the location of the college.

(iii) The college shall submit the plan of the building together with an elaborate note detailing the physical facilities available in the building as per University norms in respect of the dimensions of the class-room including rooms for tutorials, teacher’s rooms, library including the reading-room, laboratories (if any, are needed), boys, common rooms, girls’ common room principals’ room, toilet etc.

(iv) On receipt of the application, the Syndicate may appoint a Local Inquiry Committee to examine the proposal of the College and report on the need for the
change asked for and also premises where it is proposed to shift as per the University norms.

(v) The report of the local Inquiry Committee will be placed before the Syndicate and the Syndicate after considering the report may either grant the permission asked for on such condition as it may deem necessary to lay down or refuse the permission asked for.

Ordinance 145

(1) This Ordinance shall apply to the Faculties of Arts, Science and Commerce only.

(2) There shall be a head of the Department for every subject taught in the final year of the three year degree course in the Faculties of Arts, Science and Commerce.

(3) The maximum work-load per-week for the full time teacher of the various categories shall be as under:

(i) Demonstrators: 24 periods of 45 (40+5) minute each or 18 hours. (the demonstrator with postgraduate degree may be assigned lectures or tutorials not exceeding 6 periods.)

(ii) Tutors: 21 periods of 45 (40+5) minute each or 15.45 hours of which lectures shall not exceed 9.

(iii) Lecturers & Professors: 21 periods of 45 (40+5) minutes each or 15.45 hours of which lectures shall not exceed 15. For Science Faculty, the word “Periods” shall mean Lectures/ Tutorials/ Practical.

(iv) Lecturers & Professors who are Recognized postgraduate teachers and are actually doing postgraduate lecturing work. 18 periods of 45 (40+5) minutes each or 13-30 hours per for which lectures shall not exceed 13.

(v) Lecturers & Professors who are recognized for Ph. D. 14 periods of 45 (40+5) minutes each or 10-30 hours of which lectures shall not exceed 10.

(vi) Principal  Maximum 6 lecture periods.

(vii) Programmer: Total number of period 30, 15 class 1 class:2practical for the batch of 30 students.

NOTE: Work-load shown against entries (iv) and (v) of clause (3) is meant for those post-graduate teachers who are actually giving post-graduate instructions or guidance. For part-time teachers in various categories the maximum periods shall
not exceed ten including tutorials.) Daily attendance during the full working hours of the college will be compulsory for every full-time teacher on all working days. Two Colleges shall not appoint the same person as part-time Professor in case of subject taught as special subjects. They must appoint separate professors. However, this will not apply in case of Chartered Accountants who can work as part-time Professors in not more than two colleges.

(4) There should not be more than one part-time teacher in any subject in a college.

(5) In the college which teach Chemistry as Principal subject at B.Sc. level there shall be a qualified teacher in each of the following branches in chemistry.
   (i) Organic Chemistry M. Sc. with organic Chemistry,
   (ii) Inorganic Chemistry M. Sc. with Inorganic Chemistry.
   (iii) Physical Chemistry-M. Sc with Physical Chemistry.

(6) A Principal of an affiliated college shall not work as a part-time teacher in any other college.

Ordinance 145 - A

The provisions of sub-clauses (iii) to (vii) Clause (3) of Ordinance 145 shall be applicable to the Faculty of law also.

MINIMUM QUALIFICATIONS FOR TEACHING APPOINTMENTS IN AFFILIATED COLLEGES

Ordinance 145-B Faculty of Arts

N.B. The rules mentioned here below will be applicable only to the new entrants and will not affect the appointments approved in the past. "However on a representation made by the Principal of a college, regarding condoning any deficiency in connection with the requirement of the Ordinance, of a teacher appointed, the Syndicate may, for reasons considered satisfactory by it, condone such a deficiency, for at the most two academic terms, but not beyond 31st March of the year subsequent to the year in which such a representation is made."

(1) These rules come into force from 1-11-1988.

(2) For appointment to a teaching post in a college in the Faculty of Arts, it will be deemed adequate it the Master's Degree is in the subject or the group of subject for which the appointment is sought irrespective of the subject taken at the Bachelor's Degree Examination.

Note: This will not apply to the existing teachers who are already recognised by This University for the appointment of a Lecturer/Professor.

(3) Teaching experience in the subject must be in an affiliated college or a recognised institution or a University Department or Centre under this or any other statutory University as a full time teacher.

(4) Where no class is awarded a Master's Degree obtained thesis or partly, by thesis and partly by papers in a subject will be
considered equivalent to a Master’s Degree by papers with 55% marks.

(5) For appointment of a person holding a degree of foreign University, Institutions, as teachers, prior approval of the vice-Chancellor shall be essential.

**Academic Qualifications for teaching appointments will be as follows:**

1. **Lecturer**: Master’s Degree in the relevant subject with at least 55% marks or its equivalent grade and good academic record.

N.B.:

1. Good Academic Record shall mean average record of third year (final year) Degree and Masters Degree assessment which would at least be 52.5% or M.Phil. or Ph.D.

2. **Professor**
   1. D. Litt. or D.Sc.
   2. Ph.D. or D. Phil. with at least two years teaching experience as a lecturer in the subject.
   3. Master’s Degree in the first class or M.Phil. with three years teaching experience as a lecturer in the subject.
   4. Master Degree with 5 years teaching experience as a lecturer in the subject.

3. **Principal**
   1. Ten years teaching experience at a level not below that of a lecturer in Arts Faculty in an affiliated college or a University. If the teaching experience in the subject is under more than one faculty (mentioned in Statute 97) the said total teaching experience shall be considered as an experience of Arts faculty.
   2. Recognised as a post graduate teacher.

**Note**:

1. Notwithstanding anything contained in the qualifications stated above, shastris, molvis and teachers of a classical language who have special qualifications or have made distinct contribution to the advancements of knowledge in their own subject may be approved as teachers in their respective subject if deemed fit by the syndicate.

2. Teachers of Sanskrit, Persian, Arabic, Urdu, Prakrit and Pali can teach both the languages in First B.A. provided they have passed their post-graduate examination with these subject is their principal or subordinate subject.
Fine Arts, Viz. Drama, Music, Painting & Sculpture & Dances

(1)(a) Lecturer :
(a) Good academic record with at least Second Class "C" in the seven point scale Master's Degree in relevant subject or an equivalent degree or diploma recognized 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 commandable professional achievement in the subject concerned.

(2) Professor :
(1) D.Lit. or D.Sc.
OR
(2) Ph.D. or D.Phil. with at least two years teaching experience as lecturer in the subject.
OR
(3) Master's Degree in the first class or M.Phil. with three years teaching experience as a lecturer in the subject.
OR
(4) Master's Degree with 5 years teaching experience as a Lecturer in the subject.

Note : There shall be at least one professor for each of the Branches viz. Drama, Music, Painting and Sculpture and Dancing.

Physical Training Instructor P.T.I.
(i) Master's degree in Physical Education (High Second Class) with Diploma, in Sports, Coaching from recognized institution.
OR

(ii) Experience in organising games and sports (as exemplified) in handling of above a half a dozen teams in a year in his institution and their participation in University/Inter Collegiate tournaments and ability to encourage mass participation in games and sports.
Minimum Qualifications for the post of Professors, Readers and Lecturers in subjects of Mass communication/ Journalism and Social Work Department.

Lecturer

Good academic record with at least 55% marks (or an equivalent grade) at Master’s degree level or an equivalent qualification from an Indian or foreign university recognizes institution in communication / Mass communication Journalism. Candidate, besides fulfilling the above qualification, should have cleared the eligibility test for lecturers conducted by UGC or similar test accredited by the UGC.

Desirable

1. Ph.D. degree in communication/Mass communication/ Journalism from an Indian University or an equivalent degree from a foreign University.
2. Two years fulltime teaching/research experience in any area of Mass communication (News paper accredited with ABC, National News Agencies, radio or television, film media, reputed advertising agencies, public relation officers of the Government, Public sector undertaking and established Industrial and Commercial Houses.)

Reader

Essential

1. Ph.D. degree in communication/ mass communication /journalism from an Indian university or an equivalent degree from a foreign university. Published work of doctoral standard of media production work of excellence.
2. Good academic record with at least 55% marks (or an equivalent grade at Master’s level in the subject.
3. Eight years experience of teaches and/or research including up to three years for research degree and having made a mark in the area of scholarship as evidenced by quality of publications, contribution to education innovation, design of new courses and curricula.

OR

10 years full time work experience in area of Mass communication (( News paper accredited with ABC, National News Agencies, radio or television, film media, reputed advertising agencies, public relation officers of the Government, Public sector undertaking and established Industrial and Commercial Houses.)

Professor

Essential

An eminent scholar with published work of high quality actively engaged in research with ten years of
experience in post graduate teaching and/or research at the university/national level institution including experience of guiding research at doctoral level in Communication/journalism.

**Minimum Qualifications for the post of Professors, Readers and Lecturers in Department of Social work**

**Lecturer**

Good academic record with at least 55% marks(or an equivalent grade) at Master’s degree level or an equivalent qualification from an Indian or foreign university/recognizes institution .Candidate, besides fulfilling the above qualification, should have cleared the eligibility test for lecturers conducted by UGC or similar test accredited by the UGC.

**Reader**

**Essential**

Good academic record with a doctoral degree or equivalent published work, Evidence of being activity engaged in (1) research or innovation in teaching method or (3) production of teaching materials. Possess at least 55% marks or an equivalent grade at Master's level.

About Eight years experience of teaches and/or research provided that at least five of these years were as Lecturers or in an equivalent position.

**OR**

10 years of experience in field practice and professional publication based on work experience, and experience in training and/or field instruction. Experience in consultation and documentation.

**Professor**

An eminent scholar with published work of high quality actively engaged in research with ten years of experience in post graduate teaching and/or research at the university/national level institution including experience of guiding research at doctoral level in Social work.

**OR**

15 years of experience in field practice, with professional publication, which show evidence of conceptualizing the field practice, and are a contribution to the development of knowledge in the area of field experience, or in consultation documentation and experience in training and/or in field instruction.
**Ordinance 145-B (Military Science):**

Academic qualifications for teaching appointment in the subject of Military Science under the three years degree course will be as under:

**Lecturer:** (1) A master's degree in the subject of Military Science with at least 55% marks in that subject.

OR

(2) Same as prescribed for the post of Lecturer in any Faculty of the University and must have passed N.C.C. 'C' Certificate examination.

OR

(3) Same as prescribed for the post of Physical Instructor in any Faculty of the University and must be holding the rank of 'Captain' in the N.C.C.

**Field Assistant:** Bachelor's degree and must have passed N.C.C. 'C' certificate examination.

**MINIMUM QUALIFICATIONS FOR TEACHING APPOINTMENT IN THE AFFILIATED COLLEGES.**

**Ordinance 145 - B Faculty of Science**

**N.B.:** The rules mentioned here below will be applicable only to the new entrants and will not affect the appointments approved in the past.

"However on a representation made by the principal of a college, regarding condoning any deficiency in connection with the requirement of the ordinance, of a teacher appointed, the syndicate may for reasons considered satisfactory by it, condone such a deficiency, for at the most two academic terms, but not beyond 31st March of the year subsequent to the year in which such a representation is made.

(1) These rules come into force from 1-11-1988.

(2) For appointment to a teaching post in a college in the faculty of Science. The M.Sc. degree must be in the subject offered at the B.Sc. degree as Principal subject.

**Note:** This will not apply to existing teachers who are already recognised by this University for the appointment of a Lecturer/Professor.

(3) Teaching experience in the subject must be in an affiliated college or a recognized institution or a University Department or Centre under this or any other statutory University as a full time teacher.

(4) Where no class is awarded a Master's Degree obtained by thesis or partly by thesis and partly by papers in a subject will be considered equivalent to Master's Degree by papers with 55% marks.

(5) For appointment of a person holding a degree of foreign University institutions, as teachers, prior approval of the Vice-Chancellor shall be essential.
Ordinances of Saurashtra University

Academic Qualifications for teaching appointment will be as follows:

(1) **Lecturer:** Master’s Degree in the relevant subject with at least 55% marks or its equivalent grade and good academic record.

N.B.: (1) Good Academic Record shall mean average record of third year (final year) degree and Master’s degree assessment which would at least be 52.5% or M. Phil. or Ph.D.

(2) **Professor:**

- (1) D.Lit. or D.Sc.
- OR
- (2) Ph.D. or D.Phil with at least two years teaching experience as a lecturer in the subject.
- OR
- (3) Master’s Degree in first class or M.Phil. with three years teaching experience as a lecturer in the subject.
- OR
- (4) Master’s Degree with five years teaching experience as a lecturer in the subject.

(3) **Principal:**

- (1) Ten years teaching experience at a level not below that of a lecturer in science faculty in an affiliated college or a University.
- If the teaching experience in the subject is under more than one faculty (mentioned in Statute 97) the said total teaching experience shall be considered as an experience of science faculty.
- (2) Recognised as a post graduate teacher.

**Note:**

- (1) Mathematics at all levels will be taught by the teachers holding the necessary qualifications prescribed in the rules in the subject of Mathematics.
- (2) Statistics at all levels will be taught by the teachers holding the necessary qualifications prescribed under the rules in the subject of statistics.
- (3) A lecturer with M.Sc. in Botany or Zoology will be permitted to teach Biology in F.Y. B.Sc. class only, provided he had studied either Botany or Zoology at the subsidiary level as optional subject at the B.Sc. Degree Examination.

However, the candidates with M.Sc. Experimental Biology, Plant Botany or Plant Science, Bio-Science, Animal Science be considered at par with M.Sc. Botany or Zoology according to either of the subjects which the candidate offered at B.Sc. level as principal subject.

In view of the 3 subjects under which M.Sc. course are currently run in the Bio-Science Department of this University i.e., Plant Science, Animal Science and Microbiology, the Master Degree in these subjects should be treated as equivalent to M.Sc. Botany, Zoology and M.Sc. Microbiology respectively, for the purpose of appointment.
of teaching staff in the University P. G. Department or any affiliated colleges.

**Lecturer in B.C.A.**

1. B.E. (Information Technology) with I class
2. B.E. (Computer) with I class
3. B.Sc. (Computer) with M.Sc. (Computer Science)
4. B.Sc. (Computer)(Computer software) with M.Sc. (Computer Software)
5. M.C.A. in case of Master degree

Candidate should have minimum 55% at Master Degree level and on aggregate of 52.5% of marks obtained at Graduate & post Graduate level.

**PROGRAMMER**

1. B.E. (Computer) OR Diploma in Computer Engineering with Minimum I class Or
2. M.C.A. Minimum II class Or
3. M.Sc. with P.G.D.C.A. Or
4. M.Sc. with P.G.D.C.A. with minimum II class Or
5. Diploma in Computer Application with I class
6. M.Com. (CS)

**Lecturer in B.C.A., B.Sc.(IT) and P.G.D.C.A., B.Sc. Computer application (Vocational)**

- M.E./ M.Tech. (Computer science/ information technology/ computer engineering) with at least 55% average percentage of Graduate level and post graduate level should be 52.5

  OR

- Master of Computer Application (MCA) with at least 55%

  Average percentage of graduate level and post graduate level should be 52.5

  OR

- M.Sc.(IT & CA) with at least 55%

  Average percentage of graduate level and post graduate level should be 52.5

  OR

- B.E. (Computer science/ Computer engineering/ information technology) with at least 60%

**Ordinance 145-B (Technology including Engineering)**

N.B.: The Rules mentioned here below will be applicable only to the new entrants and will not affect the appointments approved in the past.

However, on a representation made by the Principal of a college, regarding condoning any deficiency in connection with the requirement of the Ordinance, of a teacher appointed, the Syndicate may, for reasons considered satisfactory by it, condone such a deficiency, for at the most two academic terms, but not beyond 31st March of the year subsequent to the year in which such a representation is made."

(1) These rules come in force from 15th June, 1975.
(2) For appointment to a teaching post in a college in the Faculty of Technology including Engineering it will be deemed adequate if the Master's degree is in a subject or a group of subjects as the case may be irrespective of the subjects taken at the Bachelor's degree examination.

(3) Teaching experience in the subject must be in an affiliated college or a recognised institution or University Department or Centre under this or any other Statutory University or Diploma Engineering Institute recognised by government as a full-time teacher.

(4) Where no class is awarded a Master's degree obtained by thesis or partly by Thesis and partly by papers in a subject will be considered equivalent to a Master's degree by papers in Second Class.

(5) For appointment of a person holding a degree of foreign University/ Institution, as teachers, prior approval of the Vice-Chancellor shall be essential.

Assistant Lecturer :

At least a second class Bachelor's Degree in the appropriate Branch or a Master's Degree by papers in the Branch concerned;

Assistant Lecturer in Tele-Communication Engineering :

At least a Bachelor's degree in second class in Tele-Communication Engineering or a Bachelor's Degree in second class in Electronics & Communication Engineering or at least a second class Master's Degree in Physics with Radio-Physics and Electronics as a special subjects;

Lecturer :

1. At least a second class Bachelor's degree in the appropriate branch or a Master's degree by papers in the branch concerned;
   and
   (a) Three year's teaching experience in a Degree Engineering College.
       OR
   (b) Five years' teaching experience in a Diploma Engineering Institute.
       OR
   (c) Three years' professional experience.
       OR
   (d) A combined teaching experience in a Degree Engineering College or Diploma Engineering Institute and Professional experience for a total period of five years.
       OR
2. A Master's Degree in First Class.
   OR
3. Corresponding qualifications approved by the Syndicate.

**Lecturer in Tele-Communication Engineering:**

(1) At least a Bachelor's degree in Second Class in Telecommunication Engineering or at least a Bachelor's degree in Second Class in Electronics and Communication Engineering or at least second class Master's degree in Physics with Radio-Physics and Electronics as a special subjects.

AND

(a) Three years experience of Electronics and Radio Engineering in Industry or Industrial Research or Broadcasting or Radio Communication or in two or more of these.

OR

(b) Three years teaching experience in a Degree Engineering College.

OR

(c) Five Years teaching experience in a Diploma Engineering Institute.

OR

(d) A combined teaching experience in a Degree Engineering College or Diploma Engineering Institute and professional experience for a total period of five years.

OR

(2) A Master's Degree in a Tele-Communication Engineering in First Class or a Master's degree in Electronics and Communication Engineering in First Class.

OR

(3) Corresponding qualifications approved by the Syndicate.

**Assistant Professor**

(1) At least a Second Class Bachelor's degree or a Master’s Degree (by papers) in the branch concerned.

AND

(a) Five years teaching experience in a Degree Engineering college of which at least three years must be as a lecturer.

OR

(b) Eight years' teaching experience in a Diploma Engineering Institute of which at least five years must be as a lecturer.

OR

(c) Five years' experience in a position of professional responsibility and/or experience in Design Office or in Research.
(d) A combined teaching experience in a Degree Engineering college or Diploma Engineering Institute and professional experience for a total period of eight years.

OR

(2) A Master's degree (by papers) in First Class.
AND
(a) Four years' teaching experience in a degree Engineering College of which at least three years must be as lecturer.

OR

(b) Seven years' teaching experience in a Diploma Engineering Institute of which at least five years must be as a lecturer.

OR

(c) Four years' professional experience in a position of responsibility or research.

OR

(d) A combined teaching experience in a Degree Engineering College or Diploma Engineering Institute and professional experience for a total period of seven years.

OR

(3) Corresponding qualifications approved by the Syndicate.

Assistant Professor in Tele-Communication Engineering

(1) At least a Bachelor's Degree in second class in Tele-Communication Engineering or at least a Bachelor's degree in second class in Electronics and Communication Engineering or at least a second class Master's degree in Physics with Radio- Physics and Electronics as a special subject.

AND
(a) Five years' teaching experience in a Degree Engineering College of which at least three years must be as a lecturer.

OR

(b) Eight years' teaching experience in a Diploma Engineering Institute of which at least five years must be as a lecturer.

OR

(c) At least five years' experience in a position of professional responsibility and/or experience in Research.

OR

(d) A combined teaching experience in a Degree Engineering College or Diploma Engineering
Institute and professional experience for total period of eight years.

OR

(2) A Master's degree in Tele-First Class or a Master's degree in Electronics and Communication Engineering in First Class.

AND

(a) Four years' teaching experience in a Degree Engineering College of which at least three years must be as a lecturer.

OR

(b) Seven years' teaching experience in a Diploma Engineering Institute of which at least five years must be as a lecturer.

OR

(c) Four years' experience in a position of professional responsibility and/or experience in research.

OR

(d) A combined teaching experience in a Degree Engineering College or Diploma Engineering Institute and professional experience for a total period of seven years.

OR

(3) Corresponding qualifications approved by the Syndicate.

PROFESSOR

(1) At least a Second Class Bachelor's degree or a Master's degree (by papers) in the branch concerned.

AND

(a) Seven years' teaching experience in a Degree Engineering College of which at least three years must be as a lecturer.

OR

(b) Ten years' teaching experience in a Diploma Engineering Institute of which at least five years must be as a lecturer.

(c) Seven years' experience in a position of professional responsibility and/or experience in Design Office or in Research.

OR

(d) A combined teaching experience in a Degree Engineering College or Diploma Engineering Institute and professional experience for a total period of ten years.

OR

(2) A Master's degree (by papers) in First Class.

AND
(a) Six years' teaching experience in a Degree Engineering College of which at least three years' must be as a lecturer.

OR

(b) Nine years' teaching experience in a Diploma Engineering Institute of which at least five years must be as a lecturer.

OR

(c) Six years' professional experience in a position of responsibility or Research.

OR

(d) A combined teaching experience in a Degree Engineering College or Diploma Engineering Institute and professional experience for a total period of nine years.

OR

(3) Corresponding qualification approved by the Syndicate.

PRINCIPAL

A Principal of an affiliated college shall hold at least the minimum qualifications necessary for recognition as a Professor and at least ten years' teaching experience of which not less than five years' teaching experience must be as a Professor in an affiliated college in the Faculty of Technology including Engineering.

NOTE : (1) In case a candidate has done recognised post-graduate research or Has obtained a post-graduate degree in Engineering, the minimum period necessary to obtain the particular post-graduate degree or the actual period spent in research should be counted towards the teaching and/or professional experience in the requirements detailed above.

(2) For subjects like Mathematics, English, Geology, Physics, Chemistry and Economics, the qualifications shall be the same as those which are laid down by the Syndicate for the Arts and Science teachers.

(3) Three years' training given to the Engineering graduates by the Education Deptt., Government of India will be considered as teaching experience for appointment as a lecturer in affiliated Engineering Colleges.

(4) For appointment of a person holding a Degree of Foreign University/Institution, as teacher, prior approval of the Vice-Chancellor shall be essential.
Ordinances 145-B Faculty of Law

N.B. The Rules mentioned here below will be applicable only to the new entrants and will not affect the appointments approved in the past.

"However on a representation made by the Principal of a college, regarding condoning any deficiency in connection with the requirement of the Ordinance, of a teacher appointed, the Syndicate may for reasons considered satisfactory by it, condone such a deficiency, for at the most two academic terms, but not beyond 31st March of the year subsequent to the year in which such a representation is made."

(1) These rules come into force from 1-11-1988.
(2) For appointment to a teaching post in a college in the faculty of Law it will be deemed adequate if the Master's Degree is in a subject or group of subjects as the case may be irrespective of the subjects taken at the Bachelor's Degree Examination.
(3) Teaching experience in the subject must be in an affiliated college or a recognized institution or University Department or centres under this or any other statutory University as a full time teacher.
(4) Where no class is awarded a Master's Degree obtained by thesis or partly by thesis and partly by papers in a subject will be considered equivalent to a Master's Degree by papers with 55% marks.
(5) For appointment of a person holdings Degree of Foreign University institutions, as teachers, prior approval of the Vice-Chancellor shall be essential.

Qualifications for the appointments to the post of Lecturer, Professor and Principal shall be as under:

(1) Lecturer : LL.M.

TAXATION LAWS:
Lecturer : (1) Those who are qualified to teach law courses are eligible to teach Taxation Laws at 2nd LL.B. under new course.

OR

(2) Chartered Accountant with LL.B. Degree and three years practice as C.A.

OR

(3) Chartered Accountants with five years Practice as C.A.

OR

(4) IRS of five years service in Income-tax Department.

LABOUR LAWS:
Lecturer : (1) Those who qualified to teach law courses are eligible to teach labour laws at 2nd LL.B. under new course.

(2) Professor : (I) LL.B. (Second Class) with B.A. or B.Sc. or B.Com. with seven years practice at the Bar of
Ordinances of Saurashtra University

five years teaching experience as full time lecturer or seven years teaching experience as a part time lecturer.

OR

(ii) LL.B. (First Class) with seven years practice at the Bar or three years teaching experience as full time lecturer or five years teaching experience as a part-time lecturer.

OR

(iii) LL.B. (Second Class) with nine years practice at the Bar or seven years teaching experience as a full time lecturer or nine years teaching experience as part time lecturer.

OR

(iv) LL.M. with first class and three years teaching experience or three years practice at the Bar.

OR

(v) LL.M. with second class and five year teaching experience or five years standing at the Bar.

OR

(vi) A Bar-at-Law with nine years practice at the Bar or seven years teaching experience as a full time lecturer or nine years teaching experience as a part time lecturer.

(3) Principal: (1) Ten years teaching experience at a level not below that of a lecturer in Law Faculty in an affiliated college or a university. If the teaching experience in the subject is under more than one faculty (mentioned in Statute 97) the said total teaching experience shall be considered as an experience of Law Faculty.

N.B. : Ten years teaching experience may be full-time or part-time.

Ordinance 145-B Faculty of Medicine

N.B. : The rules mentioned here below will be applicable only to the new entrants and will not affect the appointments approved in the past.

However, on a representation made by the Principal of a college, regarding condoning any deficiency in connection with the requirement of the Ordinance, of a teacher appointed, the Syndicate may, for reasons considered satisfactory by it, condone such a deficiency, for at the most two academic terms, but not beyond 31st March of the year subsequent to the year in which such a representation is made.

1) These rules come in force from 15-6-1975.
## Requirements of Special Academic Qualifications and teaching/ Research Experience.

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<th>Teaching/Research Experience</th>
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<td>Principal/Dean</td>
<td>Should possess the same basic university medical qualification and other academic qualification and teaching experience prescribed by the Medical Council of India for a Professor/Head of the teaching department.</td>
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<tr>
<td>Anatomy (a) Director</td>
<td>Post-graduate degree in Anatomy M.D., M.S., Ph.D., D.Sc., M.Sc., F.R.C.S. (with Anatomy as a special subject) or an equivalent qualification</td>
<td>(a) As a Professor for 10 years in Anatomy</td>
</tr>
<tr>
<td>(b) Professor/Associate Professor</td>
<td>Post-graduate degree in Anatomy M.D., M.S., Ph.D., D.Sc., M.Sc., F.R.C.S. (with Anatomy as a special subject) or an equivalent qualification</td>
<td>(b) As Reader/Assistant Professor in Anatomy for 5 years in a Medical College after requisite post graduate qualification.</td>
</tr>
<tr>
<td>(c) Reader/ Asstt. Professor</td>
<td>Post-graduate degree in Anatomy M.D., M.S., Ph.D., D.Sc., M.Sc., F.R.C.S. (with Anatomy as a special subject) or an equivalent qualification</td>
<td>(c) As Junior Lecturer in Anatomy, Registrar, Tutor or an equivalent post in Surgery for at least 3 years in a Medical College.</td>
</tr>
<tr>
<td>PHYSIOLOGY (a) Director</td>
<td>Post-graduate degree in Physiology M.D., Ph.D., D.Sc., M.Sc., F.R.C.P. (with Physiology as a special subject) or an equivalent qualification</td>
<td>(a) As a Professor for 10 years in Physiology</td>
</tr>
<tr>
<td>(b) Professor/Associate Professor</td>
<td>Post-graduate degree in Physiology M.D., Ph.D., D.Sc., M.Sc., F.R.C.P. (with Physiology as a special subject) or an equivalent qualification</td>
<td>(b) As Reader/Assistant Professor in Physiology for 5 years in a Medical College after requisite post graduate qualification.</td>
</tr>
<tr>
<td>(c) Reader/ Asstt. Professor</td>
<td>Post-graduate degree in Physiology M.D., Ph.D., D.Sc., M.Sc., F.R.C.P. (with Physiology as a special subject) or an equivalent qualification</td>
<td>(c) As Junior Lecturer in Physiology, Registrar, Tutor or an equivalent post in medicine for at least 3 years in a Medical College.</td>
</tr>
<tr>
<td>BIOCHEMISTRY (a) Professor/Associate Professor</td>
<td>Post-graduate degree in Biochemistry, M.D., Ph.D., D.Sc., M.Sc., M.R.C.P. (with Biochemistry as a special subject) or an equivalent qualification</td>
<td>(a) As Reader/Assistant Professor in Biochemistry for 5 years in a Medical College after requisite</td>
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<th>Post</th>
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<td>(b) Reader/ Asstt. Professor</td>
<td>Post-graduate degree in Biochemistry, M.D., Ph.D., D.Sc., M.Sc., M.R.C.P.(with Biochemistry as a special subject) or an equivalent qualification (Non-Medical teachers in Biochemistry should preferably have a Doctorate in the subject)</td>
<td>post graduate qualification.</td>
</tr>
<tr>
<td>PHARMACOLOGY</td>
<td></td>
<td>(b) As Junior Lecturer in Physiology, Registrar, Tutor or an equivalent post in allied department for at least 3 years in a Medical College.</td>
</tr>
<tr>
<td>(a) Director</td>
<td>Post-graduate degree in Pharmacology M.D., Ph.D., D.Sc., M.Sc., M.R.C.P.(with Pharmacology as a special subject) or an equivalent qualification</td>
<td>(a) As a Professor for 10 years in Pharmacology</td>
</tr>
<tr>
<td>(b) Professor/Associate</td>
<td>Post-graduate degree in Pharmacology M.D., Ph.D., D.Sc., M.Sc., M.R.C.P.(with Pharmacology as a special subject) or an equivalent qualification</td>
<td>(b) As Reader/Assistant Professor in Pharmacology for 5 years in a Medical College after requisite post graduate qualification.</td>
</tr>
<tr>
<td>Professor</td>
<td></td>
<td>(c) As Junior Lecturer in Pharmacology, Registrar, Tutor or an equivalent post in medicine for at least 3 years in a Medical College.</td>
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<tr>
<td>(c) Reader/ Asstt. Professor</td>
<td>Post-graduate degree in Pharmacology M.D., Ph.D., D.Sc., M.Sc., M.R.C.P.(with Pharmacology as a special subject) or an equivalent qualification</td>
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<tr>
<td>PATHOLOGY/ MICROBIOLOGY</td>
<td>Post-graduate degree in Pathology/microbiology M.D., Ph.D., M.Sc., Speciality Board of Pathology(U.S.A.)** OR M.D.(Medicine)/M.R.C.P./F.R.C.P. (with D.B/D.C.P./D.Path. M.R.C.P. (with Microbiology/ Pathology as a special subject) Or an equivalent qualification.</td>
<td>(a) As a Professor for 10 years in Pathology/Microbiology</td>
</tr>
<tr>
<td>(a) Director</td>
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<td>(b) As Reader/Assistant Professor in Pathology/Microbiology for 5 years in a Medical College after requisite post graduate qualification.</td>
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<tr>
<td>(b) Professor/Associate</td>
<td>Post-graduate degree in Pathology/microbiology M.D., Ph.D., M.Sc., Speciality Board of Pathology(U.S.A.)** OR M.D.(Medicine)/M.R.C.P./F.R.C.P. (with D.B./ D.C.P./ D.Path. M.R.C.P. (with Microbiology / Pathology as a special subject) Or an equivalent qualification.</td>
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### Ordinances of Saurashtra University

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<td>(c) Reader/ Asstt. Professor</td>
<td>qualification.</td>
<td>(c) As Junior Lecturer in Pathology/Microbiology, Registrar/Tutor or an equivalent post in medicine for at least 3 years in a Medical College.</td>
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<td><strong>MEDICINE</strong></td>
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<tr>
<td>(a) Director</td>
<td>M.D., M.R.C.P., F.R.C.P. Speciality Board of Internal Medicine (U.S.A.) Or an equivalent qualification.</td>
<td>(a) As a Professor for 10 years</td>
</tr>
<tr>
<td>(b) Professor/Associate Professor</td>
<td>M.D., M.R.C.P., F.R.C.P. Speciality Board of Internal Medicine (U.S.A.) Or an equivalent qualification.</td>
<td>(b) As Reader/Assistant Professor in Medicine for 5 years in a Medical College after requisite post graduate qualification.</td>
</tr>
<tr>
<td>(c) Reader/ Asstt. Professor</td>
<td>M.D., M.R.C.P., F.R.C.P. Speciality Board of Internal Medicine (U.S.A.) Or an equivalent qualification.</td>
<td>(c) As Registrar or an equivalent post in medicine or allied clinical departments for at least 3 years in a teaching institution.</td>
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<tr>
<td><strong>SURGERY</strong></td>
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<tr>
<td>(a) Director</td>
<td>M.S., F.R.C.S. Speciality Board of Surgery (U.S.A.) Or an equivalent qualification.</td>
<td>(a) As a Professor for 10 years</td>
</tr>
<tr>
<td>(b) Professor/Associate Professor</td>
<td>M.S., F.R.C.S. Speciality Board of Surgery (U.S.A.) Or an equivalent qualification.</td>
<td>(b) As Reader/Assistant Professor in Surgery for 5 years in a Medical College after requisite post graduate qualification.</td>
</tr>
<tr>
<td>(c) Reader/ Asstt. Professor</td>
<td>M.S., F.R.C.S. Speciality Board of Surgery (U.S.A.) Or an equivalent qualification.</td>
<td>(c) As Registrar or an equivalent post in Surgery or allied clinical departments for at least 3 years in a teaching institution.</td>
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<td><strong>OBSTETRICS &amp; GYNAECOLOGY</strong></td>
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### Ordinances of Saurashtra University

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<td><strong>(b) Professor/ Associate Professor</strong></td>
<td>Obst. &amp; Gynae. As a special subject) or an equivalent qualification.</td>
<td>(b) As Reader/Assistant Professor in Obst. &amp; Gynae. for 5 years in a Medical College after requisite post graduate qualification.</td>
</tr>
<tr>
<td><strong>(c) Reader/Assistant Professor</strong></td>
<td>M.D.(Obstetrics &amp; Gynaecology) M.S.(Obstetrics &amp; Gynaecology) M.D., M.R.C.G.O. Speciality Board of Obst. &amp; Gynae. (U.S.A., ** M.S., M.D. (Med.) M.R.C.P., F.R.C.S. with D.G.O. F.R.C.S. /M.R.C.P. (with Obst. &amp; Gynae. As a special subject) of an equivalent qualification.</td>
<td>(c) As Registrar or an equivalent post in Obst. &amp; Gynae. Or allied clinical departments for at least 3 years in a teaching institution.</td>
</tr>
<tr>
<td><strong>PREVENTIVE &amp; SOCIAL MEDICINE</strong></td>
<td><strong>(a) Professor/ Associate Professor</strong> M.D., in Social &amp; Preventive Medicine, Speciality Board of Preventive Medicine (U.S.A., ** M.D. (Medicine), (with Diploma in preventive &amp; Social Medicine/D.P.H.) M.R.C.P., F.R.C.P. with public health as special subject or an equivalent qualification. N.B: M.P.H.( Adequate in scope to D.P.H. Dr.P.H. (Adequate in scope to M.D.) (Preventive &amp; Social Medicine) Public Health Schools affilitated to John Hopkins. Harward and California Universities ( U.S.A.) when held by medical graduate are approved qualifications.</td>
<td>(a) As Reader/Assistant Professor in Preventive &amp; Social Medicine for 5 years in a Medical College after requisite post graduate qualification. OR As Reader/ Asstt. Prof. in Preventive &amp; Social Medicine for 4 years in a Medical College after requisite post graduate qualification and has had not less than 2 years of field experience in public health. If he field experience has already been undergone it need not be repeated.</td>
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<tr>
<td><strong>(b) Reader/Assistant Professor</strong></td>
<td>M.D., in Social &amp; Preventive Medicine, Speciality Board of Preventive Medicine (U.S.A., ** M.D. (Medicine), (with Diploma in preventive &amp; Social Medicine/D.P.H.) M.R.C.P., F.R.C.P. with public health as special subject or an equivalent qualification. N.B: M.P.H.( Adequate in scope to D.P.H. Dr.P.H. (Adequate in scope to M.D.) (Preventive &amp; Social Medicine)</td>
<td>(b) As Junior Lecturer in Preventive &amp; Social Medicine for at least 3 years in a Medical College or as a Junior Lecturer in preventive &amp; Social Medicine for at least 2 years in a Medical College and has 2 years field experience in public health.</td>
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<td>Public Health Schools affiliated to John Hopkins, Harvard and California Universities (U.S.A.) when held by medical graduate are approved qualifications.</td>
<td>Health.</td>
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<tr>
<td>FORENSIC MEDICINE</td>
<td>M.D.(Forensic Medicine) M.D. (Pathology) Speciality Board of Pathology (U.S.A.)** M.D./M.R.C.P./F.R.C.P. with Diploma D.M.J./D.F.M., M.R.C.P. with Forensic Medicine as a Special subject or an equivalent qualification.</td>
<td>(a) As Reader/ Asstt. Prof. in Forensic Medicine for 5 years in a Medical College after requisite post Graduate qualification and with experience of Medico Legal work for at least 5 years. (b) Experience of Medico-legal work for at least 3 years as a Junior Lecturer.</td>
</tr>
<tr>
<td>(a) Professor/ Associate Professor</td>
<td>M.D.(Forensic Medicine) M.D. (Pathology) Speciality Board of Pathology (U.S.A.)** M.D./M.R.C.P./F.R.C.P. with Diploma D.M.J./D.F.M., M.R.C.P. with Forensic Medicine as a Special subject or an equivalent qualification.</td>
<td>N.B: Medico-legal work by the P.M.S. officers posted in various hospitals to be considered equivalent to the teaching experience of a junior Lecturer in Forensic Medicine.</td>
</tr>
<tr>
<td>(b) Reader/Assistant Professor</td>
<td>M.D.(Forensic Medicine) M.D. (Pathology) Speciality Board of Pathology (U.S.A.)** M.D./M.R.C.P./F.R.C.P. with Diploma D.M.J./D.F.M., M.R.C.P. with Forensic Medicine as a Special subject or an equivalent qualification.</td>
<td>(a) Basic University Medical Qualifications (b) For Non- Medical person, Post Graduate qualification in the subject is essential.</td>
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<tr>
<td>Registrars/ Tutors/ Junior Lecturers in Anatomy, Physiology, Biochemistry, Pathology, Pharmacology, Medicine, Surgery, Midwifery &amp; Gynecology, Preventive &amp; Social medicine and Forensic Medicine.</td>
<td>(a) Basic University Medical Qualifications (b) For Non- Medical person, Post Graduate qualification in the subject is essential.</td>
<td>(a) Basic University Medical Qualifications (b) For Non- Medical person, Post Graduate qualification in the subject is essential.</td>
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**SPECIALIST BRANCHES UNDER MEDICINE AND SURGERY**

Appointment of Director is not recommended for specialities

<p>| PEDIATRICS                                | M.D. (Pediatrics) Speciality Board of Pediatrics(U.S.A.)** M.D. (Medicine), M.R.C.P./F.R.C.P. with D.C.H./M.R.C.P./F.R.C.P. (with pediatrics as a special subject) or an equivalent qualification. | (a) As Reader/ Asstt. Prof. in Pediatrics for 5 years in a Medical College after requisite post Graduate qualification. (b) As Registrar or an equivalent post in Pediatrics for at least 3 years in a teaching institution. |
| (a) Professor/Associate Professor         | M.D. (Pediatrics) Speciality Board of Pediatrics(U.S.A.)** M.D. (Medicine), M.R.C.P./F.R.C.P. with D.C.H./M.R.C.P./F.R.C.P. (with pediatrics as a special subject) or an equivalent qualification. | (a) As Reader/ Asstt. Prof. in Pediatrics for 5 years in a Medical College after requisite post Graduate qualification. (b) As Registrar or an equivalent post in Pediatrics for at least 3 years in a teaching institution. |
| (b) Reader/Assistant Professor            | M.D. (Pediatrics) Speciality Board of Pediatrics(U.S.A.)** M.D. (Medicine), M.R.C.P./F.R.C.P. with D.C.H./M.R.C.P./F.R.C.P. (with pediatrics as a special subject) or an equivalent qualification. | (a) As Reader/ Asstt. Prof. in Pediatrics for 5 years in a Medical College after requisite post Graduate qualification. (b) As Registrar or an equivalent post in Pediatrics for at least 3 years in a teaching institution. |</p>
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<td><strong>TUBERCULOSIS</strong></td>
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<tr>
<td>(a) Professor/Associate Professor</td>
<td>M.D. (Tuberculosis and Chest diseases) M.D. (Medicine), M.R.C.P./F.R.C.S. with T.D.D./D.T.C.D./M.S.C.P./F.R.C.P. (with Tuberculosis as a special subject) or an equivalent qualification.</td>
<td>(a) As Reader, Asstt. Prof. in Tuberculosis for 5 years in a Medical College after requisite post Graduate qualification.</td>
</tr>
<tr>
<td>(b) Reader/ Assistant Professor</td>
<td>M.D. (Pediatrics) Speciality Board of Pediatrics (U.S.A.)** M.D. (Medicine), M.R.C.P./F.R.C.P. with D.C.H./M.R.C.P./F.R.C.P. (with pediatrics as a special subject) or an equivalent qualification.</td>
<td>(b) As Registrar or an equivalent post in Tuberculosis for at least 3 years in a teaching institution.</td>
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<td><strong>PSYCHIATRY</strong></td>
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<tr>
<td>(a) Professor/Associate Professor</td>
<td>M.D. (psychiatry) Speciality Board of Psychiatry and Neurology (U.S.A.)** M.R.C.P./F.R.C.P. with psychiatry as a special subject) D.P.M. of any University, or Institution with 2 years course or an equivalent qualification.</td>
<td>(a) As Reader, Asstt. Prof. in Psychiatry for 5 years in a Medical College after requisite post Graduate qualification.</td>
</tr>
<tr>
<td>(b) Reader/ Assistant Professor</td>
<td>M.D. (psychiatry) Speciality Board of Psychiatry and Neurology (U.S.A.)** M.R.C.P./F.R.C.P. with psychiatry as a special subject) D.P.M. of any University, or Institution with 2 years course or an equivalent qualification.</td>
<td>(b) As Registrar or an equivalent post in Psychiatry or clinical subjects for at least 3 years in a teaching institution.</td>
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<td><strong>DERMATOLOGY AND VENEREOLOGY</strong></td>
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<tr>
<td>(a) Professor/Associate Professor</td>
<td>M.D. (dermatology and venereology) Speciality Board of dermatology (U.S.A.)** M.D. (Medicine) M.R.C.P./F.R.C.P./F.R.C.S. with D.V.D./D.D.D./D.V.M.R.C.P./F.R.C.P./F.R.C.S. (with dermatology and venereology as a special subject or an equivalent qualification.</td>
<td>(a) As Reader, Asstt. Prof. in Dermatology/ Venereology for 5 years in a Medical College after requisite post Graduate qualification.</td>
</tr>
<tr>
<td>(b) Reader/ Assistant Professor</td>
<td>M.D. (dermatology and venereology) Speciality Board of dermatology (U.S.A.)** M.D. (Medicine) M.R.C.P./F.R.C.P./F.R.C.S. with D.V.D./D.D.D./D.V.M.R.C.P./F.R.C.P./F.R.C.S. (with dermatology and venereology as a special subject or an equivalent qualification.</td>
<td>(b) As Registrar or an equivalent post in dermatology/ venereology for at least 3 years in a teaching institution.</td>
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<td><strong>CARDIOLOGY</strong></td>
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<tr>
<td>(a) Professor/Associate Professor</td>
<td>D.M. (Cardiology) after M.D. in Medicine, M.D.(Medicine), M.R.C.P., or an equivalent qualification in Medicine with 2 years special training in</td>
<td>(a) As Reader, Asstt. Prof. in Cardiology for 5 years in a Medical College after requisite post Graduate qualification.</td>
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<tr>
<td>(b) Reader/ Assistant Professor</td>
<td>Cardiology. D.M. (Cardiology) after M.D. in Medicine, M.D. (Medicine), M.R.C.P., or an equivalent qualification in Medicine with 2 years special training in Cardiology.</td>
<td>qualification. (b) As Registrar or an equivalent post in Cardiology for at least 3 years in a teaching institution.</td>
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<tr>
<td>NEUROLOGY (a) Professor/Associate Professor</td>
<td>D.M. (Neurology) after M.D. in Medicine, Speciality Board of Psychiatry and Neurology (U.S.A.)** M.D. (Medicine) M.R.C.P. or an equivalent qualification in Medicine with 2 years special training in neurology.</td>
<td>(a) As Reader, Asstt. Prof. in Neurology for 5 years in a Medical College after requisite Graduate qualification.</td>
</tr>
<tr>
<td>(b) Reader/ Assistant Professor</td>
<td>D.M. (Neurology) after M.D. in Medicine, Speciality Board of Psychiatry and Neurology (U.S.A.)** M.D. (Medicine) M.R.C.P. or an equivalent qualification in Medicine with 2 years special training in neurology.</td>
<td>(b) As Registrar or an equivalent post in Neurology for at least 3 years in a teaching institution.</td>
</tr>
<tr>
<td>GASTRO-ENTEROLOGY (a) Professor/Associate Professor</td>
<td>M.D./ M.R.C.P. or an equivalent qualification in Medicine with 2 years special training in Gastro-enterology.</td>
<td>(a) As Reader, Asstt. Prof. in Gastro-enterology for 5 years in a Medical College after requisite post Graduate qualification.</td>
</tr>
<tr>
<td>(b) Reader/ Assistant Professor</td>
<td>M.D./ M.R.C.P. or an equivalent qualification in Medicine with 2 years special training in Gastro-enterology.</td>
<td>(b) As Registrar or an equivalent post in gastro-enterology or allied subjects for at least 3 years in a teaching institution.</td>
</tr>
<tr>
<td>ORTHOPAEDICS (a) Professor/Associate Professor</td>
<td>M.S.(orth.) M.Ch.(Orth.) Speciality Board Orthopedics Surgery (U.S.A)** M.S./F.R.C.S. with diploma in Orthopedics or and equivalent qualification.</td>
<td>(a) As Reader, Asstt. Prof. in Orthopedics for 5 years in a Medical College after requisite post Graduate qualification.</td>
</tr>
<tr>
<td>(b) Reader/ Assistant Professor</td>
<td>M.S.(orth.) M.Ch.(Orth.) Speciality Board Orthopedics Surgery (U.S.A)** M.S./F.R.C.S. with diploma in Orthopedics or and equivalent qualification.</td>
<td>(b) As Registrar or an equivalent post in Orthopedics or allied subjects for at least 3 years in a teaching institution.</td>
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<tr>
<td><strong>ANAESTHESIOLOGY</strong></td>
<td>(a) Professor/Associate Professor M.D./M.S.(Anesthesiology) F.F.A.A.C.S. Speciality Board of Anesthesiology (U.S.A.)** M.D./M.R.C.P./F.R.C.P. OR M.S./F.R.C.S. with D.A. M.R.C.P./F.R.C.S.(with anesthesiology as a special subject) or an equivalent qualification.</td>
<td>(a) As Reader, Asstt. Prof. in anesthesiology for 5 years in a Medical College after requisite post Graduate qualification.</td>
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<td></td>
<td>(b) Reader/ Assistant Professor M.D./M.S.(Anesthesiology) F.F.A.A.C.S. Speciality Board of Anesthesiology (U.S.A.)** M.D./M.R.C.P./F.R.C.P. OR M.S./F.R.C.S. with D.A. M.R.C.P./F.R.C.S.(with anesthesiology as a special subject) or an equivalent qualification.</td>
<td>(b) As Registrar or an equivalent post in anesthesiology or an allied clinical subject for at least 3 years in a teaching institution.</td>
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<tr>
<td><strong>RADIOLOGY</strong></td>
<td>(a) Professor/Associate Professor M.D./M.S.(Radiology) diploma of 2 years training (including both Diagnosis and Therapy) Speciality Board of Radiology (U.S.A.)** F.F.R.M.D./F.R.C.P./M.R.C.P./M.S./F.R.C.S. with D.M.R.T. /D.M.R.D., D.M.R.E. / M.R.C.P. (with Radio Diagnosis/ Therapy as a special subject) or an equivalent qualification.</td>
<td>(a) As Reader, Asstt. Prof. in Radiology for 5 years in a Medical College after requisite post Graduate qualification.</td>
</tr>
<tr>
<td></td>
<td>(b) Reader/ Assistant Professor M.D./M.S.(Radiology) diploma of 2 years training (including both Diagnosis and Therapy) Speciality Board of Radiology (U.S.A.)** F.F.R.M.D./F.R.C.P./M.R.C.P./M.S./F.R.C.S. with D.M.R.T. /D.M.R.D., D.M.R.E. / M.R.C.P. (with Radio Diagnosis/ Therapy as a special subject) or an equivalent qualification.</td>
<td>(b) As Registrar or an equivalent post in for at least 3 years in Radiology or allied subjects in a teaching institution.</td>
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<tr>
<td><strong>OTORHINO-LARYNGOLOGY</strong></td>
<td>(a) Professor/Associate Professor M.S.(E.N.T.) Speciality Board of Oto-Rhino-Laryngology (U.S.A.)** F.R.C.S./M.S. with D.L.O. or an equivalent qualification.</td>
<td>(a) As Reader, Asstt. Prof. in Oto-Rhino-Laryngology for 5 years in a Medical College after requisite post Graduate qualification.</td>
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<td>(b) Reader/ Assistant Professor M.S.(E.N.T.) Speciality Board of Oto-Rhino-Laryngology (U.S.A.)** F.R.C.S./M.S. with D.L.O. or an equivalent qualification.</td>
<td>(b) As Registrar or an equivalent post in for at least 3 years in Oto-Rhino-Laryngology or</td>
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<td>Academic Qualifications</td>
<td>Teaching/Research Experience</td>
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</tr>
</tbody>
</table>
| OPTHALMOLOGY  
(a) Professor/Associate Professor | M.S.(Ophthalmology) Speciality Board of Ophthalmology (U.S.A.)** F.R.C.S./M.S. (with D.O.M.S./D.O.) or an equivalent qualification | (a) As Reader, Asstt. Prof. in Ophthalmology for 5 years in a Medical College after requisite post Graduate qualification. |
| (b) Reader/ Assistant Professor | M.S.(Ophthalmology) Speciality Board of Ophthalmology (U.S.A.)** F.R.C.S./M.S. (with D.O.M.S./D.O.) or an equivalent qualification | (b) As Registrar or an equivalent post in for at least 3 years in Ophthalmology or allied subjects in a teaching institution. |
| THORACIC SURGERY/NEURO-SURGERY/PLASTIC SURGERY/GENITO URINARY SURGERY  
(a) Professor/Associate Professor | M.Ch. in the speciality concerned after M.S./F.R.C.S./M.S./F.R.C.S. or an equivalent qualification in Surgery with 2 years special training in the Speciality concerned speciality Board (U.S.A.)** concerned. | (a) As Reader, Asstt. Prof. in respective subjects for 5 years in a Medical College after requisite post Graduate qualification. |
| (b) Reader/ Assistant Professor | M.Ch. in the speciality concerned after M.S./F.R.C.S./M.S./F.R.C.S. or an equivalent qualification in Surgery with 2 years special training in the Speciality concerned speciality Board (U.S.A.)** concerned. | (b) As Registrar or an equivalent post in for at least 3 years in respective subjects or allied subjects in a teaching institution. |
| DENTISTRY  
(a) Assistant Professor and above | M.D.S., F.D.S., Preferably with M.B.B.S. B.D.S. Preferably with M.B.B.S. In under graduate Medical college there is no need for the post of a Professor or Associate Professor in Dentistry. | (a) As Registrar or an equivalent post in for at least 3 years in respective subjects or allied subjects in a teaching institution. |
| (b) Below the Asstt. Professor | B.D.S. preferably with M.B.B.S. | |

N.B.: 1) M.R.C.P., F.R.C.P., F.R.C.S. refer to the Diploma of Membership and Fellowship awarded by all the Royal Colleges of U.K.  
2) ** Holders of speciality Board of U.S.A. qualification should complete the entire requirements of the Board concerned.
PHARMACY

1. Lecturer (in different pharmacy subjects)
   (i) M. Pharm. in the subject concerned.
   OR
   (ii) A bachelor's degree in first class in appropriate branch of pharmacy from a University established by law in India or an institution deemed to be University under section 3 of the UGC act 1956 or its equivalent qualification recognized by the concerned University as selected to the teaching post in Pharmaceutical subjects
   OR
   (iii) M.B.B.S. with one year teaching experience (only for Anatomy, Physiology and Pharmacology subjects)

2. Lecturer in Physics
3. Lecturer in English
4. Lecturer in Statistics and Calculus
   Master's degree in first class in appropriate branch of study in the case of teaching posts in Humanities and Sciences.

Explanation: “appropriate branch” means the branch as may be decided the university and that Humanities and Science include the branches of study in English, Economics, Physics, Chemistry and Mathematics as well as other branches as may be decided by the university.

III. Head of the Institute/Principal/Head of the Department/Post-Graduate Teacher:
   (i) B. Pharm. (Second Class) and M. Pharm. (Second Class) AND
   Five Years experience as Head of the Department and/or Associate Professor in an affiliated College/Institute.
   OR
   (ii) B. Pharm. (Second Class) and M. Pharm. (Second Class) and Ten Years experience as a lecturer in an affiliated College/Institute.

Minimum Qualifications for teaching Appointment in Affiliated Colleges.

Ordinance 145-B Faculty of Commerce

N.B.: The rules mentioned here below will be applicable only to the new entrants and will not affect the appointments approved in the past.

"However on a representation made by the Principal of a college, regarding condoning any deficiency in connection with the requirement of the ordinance of a teacher appointed, the Syndicate may, for reasons considered satisfactory by it condone such a deficiency, for at the most two academic terms but not beyond 31st March of the year subsequent to the year in which such a representation is made.

(1) These rules come into force from 1-11-1988. All the persons seeking appointment for a teaching post for the first time on or after 1-11-1988 will be subject to these rules but a person who has already been recognised by this University for any of
the teaching post prior to that date unless he had ceased to
be a teacher, shall not be required to satisfy the
requirements of these rules.

(2) For appointment to a teaching post in a college in the faculty
of commerce it will be deemed adequate if the Master's
degree is in the subject or the Group of subjects for which the
appointment is sought; be irrespective of the subjects taken
at the Bachelor's Degree Examination.

(3) Teaching experience in the subject must be in an affiliates
college or a recognized institution or a University
Department or a centre under this or any other statutory
University as a full time teacher.

(4) Where no class is awarded a Master's Degree obtained by
thesis or partly by thesis and partly by papers in a subject
will be considered equivalent to a Master's Degree by paper
with 55% marks.

(5) For appointment of a person holding Degree of Foreign
University Institutions, as a teacher, prior approval of the
Vice-Chancellor shall be essential.

(6) Qualifications for teaching the following subjects are shown
against each of them.

(A) F.Y. B.Com.:

(1) Commercial English: A teacher with necessary
qualifications to teach English.

(2) Principles of Economics - I: A teacher with necessary
qualifications to teach Economics.

(3) Business Administration-I: A teacher with necessary
qualifications to teach Commerce.

(4) Compulsory Accountancy-I: A teacher with necessary
qualifications to teach Accountancy.

(5) Business Mathematics: A teacher with necessary
qualifications to teach Mathematics
 Statistics.

OR

(5) Salesmanship & Publicity: A teacher with necessary
qualifications to teach Commerce.

OR

(5) Insurance (Elementary): A teacher with necessary
qualifications to teach commerce.

(6) Banking & Co-operation: A teacher with necessary
qualifications to teach Banking &
 Co-operation or Economics.

(7) Secretarial Practice: A teacher with necessary
qualifications to teach Commerce.

(B) S.Y.B.Com.:

(1) Commercial English-II: A teacher with necessary
qualifications to teach English.
(2) Business Administration-II: A teacher with necessary qualifications to teach Commerce.

(3) Principles of Economics-II: A teacher with necessary qualifications to teach Economics.

(4) Compulsory Accountancy-II: A teacher with necessary qualifications to teach Accountancy.


(6) Commercial Correspondence: A teacher with necessary qualifications to teach English.

(C) T.Y.B.Com.:

(1) Commercial English: A teacher with necessary qualifications to teach English.

(2) Indian Economic Problems: A teacher with necessary qualifications to teach Economics.

(3) Business Administration-III: A teacher with necessary qualifications to teach Commerce.

(4) Compulsory Accountancy-III: A teacher with necessary qualifications to teach Accountancy.

(5) Managerial Economics: A teacher with necessary qualifications to teach Economics.


(D) Optional Papers at F.Y. B.Com., S.Y. B.Com. and T.Y. B.Com.:

(i) Business Management
(ii) Advanced Accounting & Auditing
(iii) Banking
(iv) Cotton
(v) Transport
(vi) Statistics
(vii) Co-operation
(viii) Public Finance
(ix) Economic Planning & Public Administration
(x) Actuarial Science.
(xi) Insurance
(xii) Computer Science

N.B.: The qualifications to teach Economic, Law, History, Geography, Political Science, English, Gujarati, Hindi will be as may be determined by the faculties concerned from time to time.

(7) Qualifications for the appointments to the post of Lecturer, Professor and Principal shall be as under:
(1) **Lecturer**:
Master's Degree in the relevant subject with at least 55% marks or its equivalent grade and good Academic Record.

N.B.: (1) Good Academic Record shall mean average records of third year (final year) degree and Master's Degree assessment which would be 52.5% or M.Phil. or Ph.D.

(2) **Lecturer in Computer Science (Optional)**
(i) Master's Degree in Computer Science with at least 55% marks or its equivalent grade and good academic record.
(ii) M.Com. in Computer Science (Optional) with at least 55% Marks & B.Com. with optional Computer Science or D.C.S.

N.B.: Good Academic Record shall mean average record of Third Year (Final Year) degree or D.C.S. and Master Degree assessment which would be at least 52.5% or M.Phil. or Ph.D.

(3) **Professor**:
D. Litt or D.Sc.

OR
Ph.D. or D.Phil. with at least two years teaching experience as a Lecturer in the subject.

OR
M.Phil. or Master's Degree in first class with three years teaching experience as a lecturer in the subject.

OR
Master's Degree with five years teaching experience as a lecturer in the subject.

(4) **Principal**:
(1) Ten years teaching experience at a level not below that of a lecturer in Commerce faculty in an affiliated college or a university. If the teaching experience in the subject is under more than one faculty (mentioned in statute 97) the said total teaching experience shall be considered as an experience of Commerce faculty.

(2) Recognised as a post-graduate teacher.

### B.B.A.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. English</td>
<td>M.A. with entire English Minimum 55% and good academic record Average of Graduate+ P.G is equal to 52.5% and P.G. in 55% M.Phil. Or Ph.D. in the same subject.</td>
</tr>
<tr>
<td>2. Economics</td>
<td>M.A. with entire Economics (One groups) minimum 55% and good academic record Average of Graduate+ P.G is equal to 52.5% and P.G. in 55% or M.Phil. Or Ph.D. in the same subject.</td>
</tr>
<tr>
<td>3. Accountancy Finance and</td>
<td>M.Com. with costing minimum 55% and good academic record Average of Graduate+ P.G is equal to 52.5% and P.G. in 55% or M.Phil. Or Ph.D. in the same subject.</td>
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</table>
Ordinances of Saurashtra University

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<tr>
<th>Subject</th>
<th>Qualifications</th>
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<tbody>
<tr>
<td>Taxation</td>
<td>equal to 52.5% and P.G. in 55% or M.Phil. Or Ph.D. or M.Com. minimum 55% and C.A. in the same subject.</td>
</tr>
<tr>
<td>4. Management</td>
<td>M.Com. with Business Management minimum 55% and good academic record is Average of Graduate+ P.G is equal to 52.5% and P.G. in 55% or M.B.A. with Management minimum 55% or M.Phil. Or Ph.D. or M.B.A. and M.Com with Management at least minimum 55% or M.Phil. Or Ph.D. in the same subject.</td>
</tr>
<tr>
<td>5. Business Statistics and Business Mathematics</td>
<td>M.Com./M.Sc. with Statistics or M.Sc. Mathematics with statistics as subordinate subject and good academic record Average of Graduate+ P.G is equal to 52.5% and P.G. in 55% or M.Phil. Or Ph.D. or P.G. in the same subject.</td>
</tr>
<tr>
<td>6. Business Law Mercantile Law</td>
<td>LL.M. or M.Com. LL.B. Special LL.B. at least 55% and good academic record Average of Graduate+ P.G is equal to 52.5% and P.G. in 55% in the same subject.</td>
</tr>
</tbody>
</table>

N.B. M.Com with costing or management and average post graduate and graduate should be with same subject.

Programmer

1. Master degree in any Faculty from a recognized university and diploma in computer science (D.C.S.) or Diploma in Computer Application (D.C.A.) or B.Com. with Computer Science from any recognized university or from any institution recognized by the university.

OR

2. Bachelor's degree in any faculty from a recognized university and diploma in computer science(D.C.S.) or Diploma in Computer Application (D.C.A.) or B .Com. with computer science from any institution recognized by the university and a practical experience of two years in computer programming and operations.

OR

3. B.E. with Computer Science

OR

4. B.Sc. with computer science and two years experience as programmer.

Minimum Qualifications for Teaching Appointment in Affiliated Colleges.

Ordinance 145-B Faculty of Education

N.B. : The rules mentioned here below will be applicable only to the new entrants And will not affect the appointments approved in the past.
"However on a representation made by the Principal of a college regarding condoning any deficiency in connection with the requirement of the Ordinance, of a teacher appointed. The Syndicate may for reasons considered satisfactory by it, condone such a deficiency, for at the most two academic terms, but not beyond 31st March of the year subsequent to the year in which such a representation is made."

(1) These rules come into force from 1-11-1988.

(2) Where no class awarded in Master’s Degree. The qualification will be considered equivalent to 55% marks in entirely by thesis or if the grade is a midpoint grade.

(3) For appointment of a person holding a degree of foreign University or institution, prior approval of the Vice-Chancellor shall be essential.

**Qualifications for the appointments to the post of Lecturer, Professor and Principal shall be as Under:**

(1) **Lecturer:** Master Degree in the relevant subject with at least 55% marks or its equivalent grade and good academic record.

N.B.: (1) Good academic record shall mean average records of B.Ed. Degree and Master’s Degree assessment which would be 52.5% or M.Phil., or Ph.D.

(2) **Professor:** Qualifications of Lecturer mentioned above and five years teaching experience in a Secondary teachers training college as a lecturer.

(3) **Principal:**

(1) Ten years teaching experience at a level not below that of lecturer in Education faculty in an affiliated college or a university. If the teaching experience in the subject is under more than one faculty (mentioned in Statute 97) the said total teaching experience shall be considered as an experience of Education faculty.

(2) Recognised as a post-graduate teacher.

**Minimum Qualifications for teaching appointment in Affiliated colleges.**

**Ordinance 145-B Faculty of Rural Studies**

N.B.: The rules mentioned here below will be applicable only to the new entrants and will not affect the appointments approved in the past.

"However on a representation made by the principal of college regarding condoning any deficiency in connection with the requirement of the ordinance, of a teacher appointed. The Syndicate may for reasons considered satisfactory by it, condone such a deficiency, for at the most two academic terms, but not beyond 31st March of the years subsequent to the year in which such a representation is made."

(1) These rules come into force from 1-11-1988.
(2) For appointment to a teaching post in a college in the faculty of Rural Studies, it will be deemed adequate if the Master's Degree is in a subject or group of subjects as the case may be, irrespective of the subjects taken at the Bachelors Degree Examination.

(3) Teaching experience in the subject must be in an affiliated college or a recognized institution or University Department or center under this or any other statutory University as a full time teacher.

(4) Where no class is awarded a Master's Degree obtained by thesis or partly by Thesis and partly by papers in a subject will be considered equivalent to a Master's Degree by papers with 55% marks.

(5) For appointment of a person holding a Degree of foreign University institutions, as teachers, prior approval of the Vice-Chancellor shall be essential.

**Qualifications for the appointments to the post of Lecturer.**

**Principal shall be as under:**

(1) **Lecturer:**
Master's Degree in the relevant subject with at least 55% marks or its equivalent grade and good academic record.

N.B. : (1) Good academic record shall mean average record of third year (final year) degree and Master's Degree Assessment which would be 52.5% or M.Phil., or Ph.D.

(2) **Principal:**
(1) Ten years teaching experience at a level not below that of a lecturer in Rural Studies faculty in an affiliated college or a university. If the teaching experience in the subject is under more than one faculty (mentioned in Statute 97) the said total teaching experience shall be considered as an experience of Rural Studies faculty.

(2) Recognised as a post-graduate teacher.

**Minimum Qualifications for Teaching Appointments in Affiliated Colleges.**

**Ordinance 145-B Faculty of Home Science**

N.B.: The rules mentioned here below will be applicable only to the new entrants and will not affect the appointments approved in the past.

"However on a representation made by the Principal of a college regarding Condoning any deficiency in connection with the requirement of the ordinance, of a teacher appointed. The Syndicate may for reasons considered satisfactory by it, condone such a deficiency, for at the most two academic terms, but not beyond 31st March of the year subsequent to the year in which such a representation is made."

(1) These rules come in force from 1-11-1988.

(2) For appointment to a teaching post in a college in the faculty of Home Science it will be deemed adequate if the Master's
Ordinances of Saurashtra University

Degree is in the subject or the group of subjects for which the appointment is sought, be irrespective of the subject taken at the Bachelor’s degree Examination.

(3) Teaching experience in the subject must be in an affiliated college or a recognized institution or a University Department Center under this or any other statutory University as a full time teacher.

(4) Where no class is awarded a Master’s Degree obtained by Thesis or partly by thesis and partly by papers in a subject will be considered equivalent to a Master’s Degree by papers with 55%.

(5) For appointment of a person holding a degree of foreign University, institution, as teachers, prior approval of the Vice-Chancellor shall be essential.

Qualifications for the appointment to the post of Lecturer:

Professor and Principal shall be as under:

(1) Lecturer:
Master’s Degree (M.Sc. or M.A. Home science) in the relevant subject with at least 55% marks or its equivalent grade and good academic record.

N.B. : (1) Good academic record shall mean average record of third year (final year) degree and Master’s Degree assessment which would be 52.5% or M.Phil. or Ph.D.

(i) Psychology:
M.A. Psychology or M.A., M.Sc., Home-Science with 55% marks or its equivalent grade and good academic record.

(ii) Food and Nutrition, Home Management, Clothing Textile, Home Science Education Extension etc.
M.A. or M.Sc. Home-Science with 55% marks or its equivalent grade and good academic record.

(iii) Family Health:
M. A. or M.Sc. Home Science with 55% marks or its equivalent grade and good academic record.

OR

M.D.

OR

M.S.

(iv) Biology, Physiology:

OR

M.Sc. Botany/ Zoology/ Biosciences/ Chemistry/ Physics/ Bio-Chemistry with Botany/Chemistry/Zoology/Physics/ Bio-Sciences etc. at subsidiary level with 55% marks or its equivalent grade and good academic record.

(2) Professor:
1. D. Lit. or D.Sc.
2. Ph.D. or M.Phil. with at least two years experience as a Lecturer in the subject.
3. Master's Degree in the first class or M.Phil. with three years' experience as a lecturer in the subject.

4. Master's Degree with five years' teaching experience as a lecturer in the subject.

(3) **Principal:**

(1) Ten years teaching experience at a level not below that of a lecturer in Home Science faculty in an affiliated college or a university. If the teaching experience in the subject is under more than one faculty (mentioned in Statute 97) the said total teaching experience shall be considered as an experience of Home Science faculty.

(2) Recognised as a post-graduate teacher.

**Ordinance 145 - B Faculty of Homoeopathic II DEGREE COURSE**

1. **PRINCIPAL**

   Essential Qualifications
   A(i) A recognized diploma after 4 years study or a degree in Homoeopathy.

   Or


   B Ten Year's teaching experience with 5 years administrative experience in a recognized homoeopathic college or hospital.

   Preferential Qualification

   Having both a recognized diploma after 4 year's study or a degree in homoeopathy and any qualification included in the III schedule of the Homoeopathy Central Council Act.

   Research experience in Homoeopathy in an institution recognized by Central Council for Research in Indian Medicine and Homoeopathy 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 HOMOEOPATHIC SUBJECTS**

   Essential Qualification

   A(i) A recognized diploma after 4 years study or a degree in Homoeopathy.

   Or


   B Ten Year's teaching experience as Reader or Asstt. Professor or ten years teaching experience.
Preferential Qualification

C  Having both a recognized diploma or a degree in homoeopathy and the qualification included in the III schedule of the Homoeopathy Central Council Act, 1973.

D  Administrative experience or Research experience in an institution or unit recognized by the Central council of Homoeopathy or Central Council for Research in Indian Medicine and Homoeopathy or Central Council for Research in Homoeopathy of the Central Government or a State Government in a responsible position.

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

3.  PROFESSOR IN APPLIED MEDICAL SUBJECTS

Essential Qualification

A  (i) A recognized diploma after 4 years study or a degree in Homoeopathy.

Or

(ii) A degree recognized by the Medical Council of India preferably with Qualification included in the II Schedule of the Homoeopathy Central Council Act, 1973.

B  Three Year’s teaching experience as Reader or Asstt. Professor or ten years teaching experience in the subject concerned in Homoeopathic or Allopathic Medical College.

Preferential Qualification

C  Any qualification in Homoeopathy as per Second and Third Schedules for those possessing qualifications recognized by the Medical Council of India.

D  Administrative or Research experience in an institution recognized by the Central council of Homoeopathy or Central Council for Research in Indian Medicine and Homoeopathy or Central Council for Research in Homoeopathy or the Central Government or a State Government in a responsible position.

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

4.  READER/ASSTT.PROFESSOR IN HOMOEOPATHIC SUBJECTS

Essential Qualification

A  (i) A recognized diploma after 4 years study or a degree in Homoeopathy.

Or

B Four Year’s of teaching experience as lecturer or seven years teaching experience.

Preferential Qualification

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

D Administrative or Research experience in an institution recognized by the Central Council of Homoeopathy or Central Council for Research in Indian Medicine and Homoeopathy or Central Council for Research in Homoeopathy or the Central Government or a State Government in a responsible position.

5. **READER/ASSTT.PROFESSOR IN APPLIED MEDICAL SUBJECTS**

Essential Qualification

A (i) A recognized diploma after 4 years study or a degree in Homoeopathy.

Or

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

B Four Year’s of teaching experience as a lecturer or seven years teaching experience in a recognized Allopathic or Homoeopathic Medical College.

Preferential Qualification

A Any qualification in Homoeopathy as per Second and Third Schedules for those possessing qualifications Allopathic qualifications.

B Administrative or Research experience in an institution recognized by the Central Council of Indian Medicine and Homoeopathy or Central Council for Research in Homoeopathy or the 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 for an exceptionally qualified person.

6. **LECTURER IN HOMOEOPATHIC SUBJECTS**

Essential Qualification

A (i) A recognized diploma after 4 years study or a degree in Homoeopathy.

Or

B Three Year's of teaching experience as a demonstrator.

Preferential Qualification
Having both a recognized diploma or a degree in Homoeopathy and the qualification included in the III Schedule of the Homoeopathy Central Council Act, 1973.

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

7. **LECTURER IN APPLIED MEDICAL SUBJECTS**

Essential Qualification
A (i) A recognized diploma after 4 years study or a degree in Homoeopathy.

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

B Three Year's experience in a recognized Homoeopathic or Allopathy 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 Homoeopathy included in the Third Schedule of the Homoeopathy Central Council Act, 1973.

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

8. **DEMONSTRATORS (in all subjects)**

Essential Qualification
A (i) A recognized diploma after 4 years study or a degree in Homoeopathy.

Or
(ii) A degree in modern Medicine.

Preferential Qualification
Having both a recognized 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 recognized Homoeopathic or Allopathic college and hospital.
Age Must be between 22 years and 30 years on the last date of receipt of application for the post. Age relaxable for an exceptionally qualified and experienced person.

Provided that in case of non-availability of Principal/Professor/Reader/Asstt. Professor in Homoeopathic subjects satisfying qualifications as laid down above, these may be relaxed for the first five years from the date of sanction of these regulation as under.

1. **PRINCIPAL AND PROFESSOR**

   Essential Qualifications

   A (i) A recognized diploma after 4 years study or a degree in Homoeopathy.

   Or


   B Professional experience of not less than 12 years.

   **Preferential Qualification**

   5 years administrative or research or teaching experience in a recognized homoeopathic institution.

1. **READER/ASSISTANT PROFESSOR**

   Essential Qualifications

   A (i) A recognized diploma after 4 years study or a degree in Homoeopathy.

   Or


   B Professional experience of three years.

   **Preferential Qualification**

   4 years administrative or research or teaching experience in a recognized homoeopathic institution.

**Faculty of Architecture**

**Minimum Qualification for Teaching appointment in affiliated architecture colleges**

(As per council of Arch. Letter no. ca/5/academic dt. 3/2/2006)

Revised minimum qualification and experience prescribed for teaching posts in degree level architectural institutions.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Cadre</th>
<th>Qualification</th>
<th>Work experience (Excluding time period for acquisition of P.G./Ph.D. Qualification)</th>
<th>Qualification &amp; Experience for candidates from Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lecturer</td>
<td>First class Bachelor’s degree in architecture OR (i) Bachelor’s degree in architecture; and (ii) First class master’s degree in architecture</td>
<td>No minimum requirement.</td>
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<tr>
<td>Sr. No.</td>
<td>Cadre</td>
<td>Qualification</td>
<td>Work experience (Excluding time period for acquisition of P.G./Ph.D. Qualification)</td>
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<tr>
<td>2</td>
<td>Assistant Professor</td>
<td>(i) First class Bachelor's degree in architecture; and (ii) Master's degree in Architecture OR (i) Bachelor's degree in Architecture; and (ii) First class Master's degree in architecture OR (i) First class Bachelor's degree in architecture; and (ii) Ph.D. in Architecture</td>
<td>5 years experience in Teaching/Practice/Research at the level of Lecturer or equivalent</td>
<td>Candidates from Practice with Bachelor's Degree in Architecture and Master's degree in Architecture having First class at either of the level and having 5 years of professional experience shall also be eligible</td>
</tr>
<tr>
<td>3</td>
<td>Professor</td>
<td>(i) First class Bachelor's degree in architecture; (ii) Master's degree in Architecture and (iii) Ph.D. in Architecture or published research works in referred journals/significant professional work which can be considered equivalent to Ph.D. OR (i) Bachelor's degree in Architecture; and (ii) First class Master's degree in Architecture (iii) Ph.D. in Architecture or published research works in referred journals/significant professional work which can be considered equivalent to Ph.D. OR (i) First class Bachelor's degree in architecture; and (ii) Ph.D. in Architecture</td>
<td>10 years experience in Teaching/Practice/Research out of which 5 years must be at the level of Assistant Professor or equivalent in case the candidate is Ph.D. OR 13 years experience in teaching/practice/Research out of which 5 years must be at the level of Assistant Professor or equivalent in case the candidate is not Ph.D.</td>
<td>Candidates from Practice with Bachelor's Degree in Architecture and Master's degree in Architecture having First class at either of the level and having done professional work which is significant and can be recognized equivalent to Ph.D. in Architecture and with 13 years of professional experience out of which 5 years should be at a Senior level.</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Cadre</td>
<td>Qualification</td>
<td>Work experience (Excluding time period for acquisition of P.G./Ph.D. Qualification)</td>
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<td>-----------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>4</td>
<td>Professor (Design Chair)</td>
<td>Bachelor’s Degree in Architecture</td>
<td></td>
<td>Each Institution shall have at least one person, subject to a maximum of 10% of the posts of Professors appointed on this Chair who has 20 years of professional experience and having done exceptional professional work. Such appointment shall be for a tenure of 3 years.</td>
</tr>
<tr>
<td>5</td>
<td>Director/Principal</td>
<td>(i) First class Bachelor’s degree in architecture; (ii) Master’s degree in Architecture and (iii) Ph.D. in Architecture or published research works in referred journals/significant professional work which can be considered equivalent to Ph.D. OR (i) Bachelor’s degree in Architecture; (ii) First class Master’s degree in Architecture and (iii) Ph.D. in Architecture or published research works in referred journals/significant professional work which can be considered equivalent to Ph.D.</td>
<td>15 years experience in Teaching/Practice/Research out of which 5 years must be at the level of Professor or above in case the candidate is Ph.D. OR 18 years experience in teaching/practice/Research out of which 5 years must be at the level of Professor or above in Architecture in case with the candidate is not Ph.D.</td>
<td>Candidates from Practice with Bachelor’s Degree in Architecture and Master’s degree in Architecture having First class at either of the level and having done professional work which is significant and can be recognized equivalent to Ph.D. in Architecture and 18 years of professional experience out of which 5 years should be at a Senior level. Desirable: Administrative experience in responsible position.</td>
</tr>
</tbody>
</table>

Desirable:
### Ordinances of Saurashtra University

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Cadre</th>
<th>Qualification</th>
<th>Work experience (Excluding time period for acquisition of P.G./Ph.D. Qualification)</th>
<th>Qualification &amp; Experience for candidates from Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(i) First class Bachelor’s degree in architecture; and (ii) Ph.D. in Architecture in addition to (i),(ii),(iii) the candidate should be an eminent person in the field.</td>
<td></td>
<td>Administrative experience in a responsible position.</td>
</tr>
</tbody>
</table>

**Note**

1. Master degree holder in allied fields other than architecture such as Urban design, Landscape, Housing, Planning etc. may be recruited for teaching undergraduate courses in architecture to the extent of one teacher for each postgraduate discipline.

2. Only candidates registered with the Council of Architecture (COA) under the provisions of the Architects Act, 1972 shall be eligible for the above posts.

3. If a class/division is not awarded at Master’s level, a minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade point system is adopted the CGPA will be converted into equivalent marks as given in Table E-6 of the notification no. 1-65/NEC/98-99 March 15 2000 (Degree Level Government Institution) and May 3, 2000 (Degree Level-Self Financing)

**TABLE E-6**

Percentage equivalent of Grade Points for a TEN POINT scale is given below:

<table>
<thead>
<tr>
<th>TEN POINT SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADE POINT</td>
</tr>
<tr>
<td>6.25</td>
</tr>
<tr>
<td>6.75</td>
</tr>
<tr>
<td>7.25</td>
</tr>
<tr>
<td>7.75</td>
</tr>
<tr>
<td>8.25</td>
</tr>
</tbody>
</table>

**Ordinance 145-C**

**(Education)**

This Ordinance shall apply to the Faculty of Education only.

1. For every twelve student-teachers there shall be one teacher instructor.

2. Staff pattern.
   
   (a) For 36 student-teachers, the staff pattern shall be as under:

   (1) Principal-1
(2) Lecturers-2
(b) For 72 student-teachers, the staff pattern shall be as follows:
   (1) Principal-1
   (2) Lecturers-5
(c) For 120 student-teachers, the staff pattern shall be as follows:
   (1) Principal-1
   (2) Lecturers-9

Hostel Management College:
(A) For every twelve student-teachers, there shall be one lecturer.

Staff Pattern:
A. For 36 student-teachers the staff pattern shall be as under:
   (1) Principal-1
   (2) Lecturers-2
B. For 72 student-teachers the staff pattern shall be as follows:
   (1) Principal-1
   (2) Lecturers-5

Ordinance 146
1. There shall not be more than four faculty units in a college, consisting of the faculties of Arts, Commerce, Home Science and Management.
2. If a college has more faculty units than one but not more than two, the total strength of such units taken together shall not exceed 1200 students. However, if a college has three faculty units, the total strength of such units taken together shall not exceed 1500 students.
3. No additional division of any class over those existing in the last academic year shall be opened by a college without permission of the Vice-Chancellor. The Vice-Chancellor may also permit a college to admit not more than ten students in a division of any of the classes, if he is satisfied that additional necessary arrangements are made by the college.
4. No division shall consist of more than 100 students in a college of Arts, Science, Commerce, Law and Home Science faculties. However, in a college under the faculty of Education, no division shall consist of more than 120 students in each class and the teacher-students ratio shall be 1/12.
5. The maximum number of students in a batch for tutorials and/or practical for different classes under the faculty of Arts, Commerce and Science shall be as under:

<table>
<thead>
<tr>
<th>Year</th>
<th>Maximum number of students in one batch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>40</td>
</tr>
<tr>
<td>Commerce</td>
<td>40</td>
</tr>
</tbody>
</table>
Ordinances of Saurashtra University

Pre-Medical 20
Pre-Uni. Science 20
First Year B. Sc. 15
Second Year B.Sc. 15

Maximum number of students in one
batch Third Year B. Sc.

1. Chemistry 15
2. Physics 15
3. Botany 15
4. Zoology 15
5. Microbiology 15
6. Statistics 15

In a subject where there are no practical at the Third Year B.Sc.,
the number of students in a batch for tutorials shall be 20.

6. However, the Vice-Chancellor, in special circumstances, may
permit a college an additional strength over and above the
limit mentioned in para 2 above up to the maximum of 230
students, if there is no other college in the same town, for the
same faculty or when in a town there are more than one
colleges, in the same faculty, such permission may be granted
only on receiving the written no objection certificate from the
other college or colleges of the faculty concerned of that town.

Transitory Ordinance 146-A:
Notwithstanding anything contained in any ordinance, for the
academic year 1996-97, in F.Y. B.A./F.Y. B.Com./F.Y. B.Sc. class of
affiliated college, no division shall consist of more than 80 students
and the maximum no. of students in one batch for tutorials and/or
practicals shall be 32 for F.Y. B.A./F.Y. B.Com. class and 16 for F.Y.
B.Sc. class. However admission granted in accordance with the
0.146 prior to commencement of this transitory ordinance or under
instructions of the university shall not be affected by this transitory
ordinance.

Ordinance 146-A:
The following shall be the arrangement for lecture periods,
Tutorials and Practicals; if any, in the faculties of Arts, Commerce
and Science in the colleges affiliated to the University.

1. ARTS FACULTY:
   (a) There shall be three lecture-periods (of 45 minutes each) per
       subject per week for each paper of 100 Marks.
   (b) There shall be one tutorial (of 45 minutes each) per subject
       per week, for each paper of 100 Marks.
   (c) For the subject of Geography Practical papers for the class of
       S.Y.B.A. and TYB.A. (Special) there shall be three practical
       session per week for each class. Each practical session shall
       be of two periods(each of 45 minutes) duration. The
       maximum number of students in a batch for practical shall be
       15(Fifteen)
(d) The maximum number of students in a batch for tutorials and/or practicals for different classes shall be 40.

(e) For the subject of Psychology three periods of 90 minutes (each) per week be devoted to the paper of practical at the T.Y. B.A. (Sp.). The maximum number of students in a batch of practicals shall be of 20 students.

(f) For the subject of Home Science the Practical periods shall be as under:

**F.Y. B.A.**

1. Child Development Two practicals of 90 minutes each per week including observation in Balwadi.
2. General Science One practical of 90 minutes (1-1/2 hrs.) per week for a batch of students.

**S.Y. AND T.Y. B.A.**

Two periods of 2 hours each per week in the papers where practicals are assigned. The maximum number of students in a batch of practical shall be 25 students.

**Performing Arts**

For the subject of performing Arts (Vocal, Tabla, Kathak, Sitar, Bharatnatyam, Violin etc.) the theory and practical period shall be as under.

1. There shall be three (3) theory lecture of 45 minutes each per subject per week for the each paper 100 marks.
2. There shall be three (3) practical periods per subject per week for the each paper of 100 marks.

**Journalism**

For the subject of Journalism the theory and practical period shall be as under.

1. There shall be four lectures (of 45 minutes each) and one practical period per subject of theory and practical per week for the each paper of 100 marks.
2. There shall be five practical periods per subject of practical paper per week, for each paper of 100 marks.
3. The maximum number of students in a batch for practicals for different subjects shall be Twenty

2. **COMMERCE FACULTY :**

(a) There shall be three lecture (practical of 45 minutes each) in a week in every term practical should not be less 27 hours, weekly workload of the programmer will be as under:

For F.Y.B.Com.

five batch of 6 students that is 5x3=15 practical class same way 30 students 5 batch that is 5x3=15 for

**S.Y.B.com.**

(b) There shall be one tutorial (of 45 minutes) per paper per subject per week.

(c) The maximum number of students in a batch for tutorials and/or practical for different classes shall be 40.
3. **SCIENCE FACULTY**:
   (a) There shall be six lecture-periods per paper per subject per week, other than Mathematics.
   (b) There shall be eight lecture-periods per paper per week for the subject of Mathematics.
   (c) There shall be three lecture-periods per paper per week for the subject of English.

The following shall be the arrangement for practicals:

**PRACTICALS:**

**FIRST & SECOND B.Sc.**

Two practicals each of 3 periods (3 hours) i.e. 6 periods per subject per week. One practical each of period (1 hours) per week for the subject of English.

**THIRD B.Sc.**

Five practical each of 3 periods (3 hours) i.e. 15 periods per subject per week (except project report) per week. One practical each of 1 period (1 hours) per project report per week.

(d) The maximum number of students in a batch for tutorials and/or practicals for different classes shall be as under:

(i) First and Second B.Sc. - 20

(ii) Third B.Sc.

   (1) Chemistry - 20
   (2) Physics, Botany, Zoology, Microbiology, Statistics, Bio-Sciences, Geology - 15

In a subject where there are no practicals at Third Year B.Sc., the number of students in a batch for tutorials shall be 20.

**Ordinance 147**

An institution, other than a College applying for recognition as an institution of Research or specialised studies shall satisfy the Syndicate in the first instance regarding the following requirements:

(i) that it has ordinarily five years' standing as an institution of higher learning and research in the subject to its credit:

(ii) that it has on its rolls the following minimum staff in the subject:

   (a) one scholar having adequate qualifications to guide Ph.D. students in the subject:
   (b) two scholars having adequate qualifications for recognition as full fledged Post-Graduate teachers or one scholar having adequate qualifications to guide Ph.D. students in the subject; and
   (c) adequate number of research assistants:

(iii) that it has a well equipped library with an adequate number of books, old numbers of periodicals, manuscripts, if necessary etc., in the subject;
(iv) that in the case of subjects which require practical work it has adequate laboratory or museum facilities or both as the case may be for Post-Graduate teaching and research:

(v) that it has adequate quantum of published work through the research activities of its staff in the form of research papers, articles, reports etc.

All applications for recognition extension of recognition or continuation of recognition of an Institution, shall be sent to the Registrar in the form prescribed by the Syndicate so as to reach him on or before the first of August of the year preceding the year from which recognition is intended to take effect.

Every application for recognition shall be accompanied with a deposit of Rs.1,000/--Provided, however, that in the case of an application for continuation or extension, the deposit shall be only Rs. 200/- and this deposit will be returned after the application is finally disposed of but it will be forfeited in case the application is withdrawn or the recognition asked for is not accepted. No request for postponement of consideration of the application for recognition, renewal of recognition or extension of recognition, as the case may be, shall be entertained.

The Syndicate may, however, consider any application received after the aforesaid date for reasons deemed sufficient by it.

**Ordinance 147-A**

It shall be a condition for affiliation of a College or recognition of an Institution that it will co-operate in the scheme and work of Post-Graduate teaching of the University by permitting any of its recognised Post-Graduate teachers to work as visiting teachers at a Post-Graduate centre and also in any other manner as may be required from time to time by the Syndicate.

*(Ordinance 85 DELETED AND RE-DRAFTED as 147-A.)*

**Ordinance 147-B**

It shall be a condition for affiliation of a college that it will co-operate in all respects in connection with the work of holding University Examinations. No affiliated college shall refuse to put at the disposal of the University its buildings, furniture, teaching and non-teaching staff etc., for conducting the University Examinations and the college shall give all facilities to the University as may be required from time to time.

**GENERAL RULES FOR EXAMINATIONS**

**Ordinance 148**

Applications for admission to University Examinations shall be made in the prescribed forms and forwarded to the Registrar through the Principal of the College or where instruction is imparted exclusively by the University through the head of the University Department concerned.
Ordinance 149

The following Certificates signed by the Principal of the College or the head of the University Department concerned, as the case may be, shall be required from each applicant, namely:

(a) that the candidate has satisfied him by the production of the certificate of competent authority that he has passed the examination which qualifies him for admission to the Examination;

(b) that he has attended a regular course of study including practical work, if any, for the prescribed number of academic terms.

Certificate referred to in clause (b) will be provisional and can be withdrawn at any time before the examination if the applicant fails to attend the prescribed course of lectures before the end of his college or University terms.

IX. EXAMINATIONS

Ordinance 150

(a) ALTERATION OF DATES OF EXAMINATIONS

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

(b) APPOINTMENT OF EXAMINERS

Ordinance 151

The Registrar shall invite every year applications for examinerships from teachers working in the affiliated colleges and other Universities and other persons eligible for the same.

Ordinance 152

The applications received shall be placed before the Boards of Studies concerned which shall, after considering them, prepare a panel of persons qualified for appointment as examiners. The Boards of Studies shall be free to include in the panel the names of persons even though they have not applied for examinership and are qualified for the appointment. The panel prepared by the Boards of Studies shall be placed before the Committee under Ordinance 66.

(c) AWARD OF SCHOLARSHIPS, PRIZES AND MEDALS

Ordinance 153

No candidate who presents himself for any examination, to which any fellowship, Prize, Medal or other award relates, shall be eligible for it, if he passes the examination in parts or is a repeater at the examination.
(d) EXEMPTIONS

Ordinance 154

Except as herein otherwise provided, a candidate who has passed a University Examination in a 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. Candidates 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 passing such subjects.

Ordinance 155

When a student who has earned exemption in one or more subjects at an examination appears next for that examination, he must while filling in the form of application for reappearing at the examination once and for all make his election whether he will avail himself of all the exemption/s or appear for the whole examination. If he elects to appear for the whole examination, thereafter he cannot claim the benefit of the old 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/s, he must appear in all the remaining subjects of the examination at the same time. It is open to him to earn further exemption in one or more remaining subjects in which he so appears. Notwithstanding anything contained above, in the event of failure to claim exemption in subject/subjects in the application for admission to an examination, the candidate may be given the benefit of such exemption/exemptions on receipt of an application through the Head of the institution through whom the application form for examination was sent (directly in case of an external candidate) accompanied by the prescribed fee as under:

(a) If the application is received by the University office before the commencement of the examination the fee shall be Rs. 5/- per subject.

(b) If the application is received in the University office within four weeks of the declaration of the result the fee shall be Rs. 10/- per subject.

Provided always that a student claiming exemption under provisions of this ordinance must not have appeared at that examination in the subject or subjects in which exemptions is/are thus claimed subsequently.

NOTE: In postgraduate examinations where the student is required to pass in each paper separately the word subject in the above ordinance shall mean paper.
Ordinance 156

If a candidate is allowed to keep terms or has been permitted to register himself as an external candidate for the next higher examination under the relevant rules of the lower examination concerned in the result of which he has been declared to have been allowed to keep terms for the higher examination, he will not be permitted to appear for the higher examination unless

(i) he has previously passed in the remaining subject or each of the remain in subjects, as the case may be, of the lower examination or

(ii) he appears in the remaining subject or subjects concerned in the same examination season in which he appears at the higher examination.

In the latter case, however, he will under no circumstances be considered to have passed the higher examination or in any part thereof unless he passes in the aforementioned remaining subject or each of the remaining subjects, as the case may be, by obtaining at least the minimum marks prescribed for passing in each head of passing of the remaining subject or subjects as well as in the total of such heads if the total is also a head of passing at the lower examination in the same examination season or within two years from the examination season in which he has secured passing marks at the higher examination where his result has not been declared. In the event of his not passing in the remaining subject or each of the remaining subjects, as the case may be, in the lower examination within two years from the date on which his result of the higher examination has been withheld as hereinabove stated, he will forfeit all benefits accruing from the marks obtained by him in higher examination, provided that the terms kept by him for the higher examination will be available to him for any further appearances at that examination.

Ordinance 157

(1) 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 certificate (i) he has not appeared, or has appeared and failed in that examination, and (ii) has not joined a college for the same course.

(2) 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 only through the college by whose Principal he was certified under clause (1) if he has not joined another college (for the same or a different course):

Provided that in case the college by which the student was certified under clause (1) 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.

(3) A student who has forfeited his status as an ex-student for a particular Examination by joining a college for a course of studies, leading to that examination may have his application sent only by the Principal of that college, if he is satisfied with the candidate's conduct and progress even though the candidate may not have kept the terms as defined in these Ordinances.

(4) 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 about the candidate's conduct.

(5) Notwithstanding anything contained in clause (3) and (4) an ex-student for a particular examination may be required by a special notification to keep fresh terms, if in the opinion of the University authorities, the courses of studies leading to examination have been materially altered.

(6) Candidates who have failed in the internal evaluation in a subject shall be required to keep such terms in such manner as may be required by the Syndicate or the Academic Council.

Ordinance 158

(1) All examinations admission to which is dependent on candidates applying by the appointed time, with the prescribed certificate and paying to the Registrar, the prescribed fees through the heads of the Institutions or otherwise as the Syndicate may direct, shall be held at such times, in such places and commencing on such dates as may be fixed by the Vice-Chancellor for each examination season.

(2) In respect of each examination specified in column 2 of the Table herein below, the frequency per calendar year shall be that specified in column 3 thereof, the last date for receipt of forms of application shall be as specified in column 3 thereof, and the examination fees, including fee for statement of marks, if any shall be that specified in column 5.
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Examination</th>
<th>How many times held in a year</th>
<th>Last date for receipt of application forms by the Registrar-Controller of Examinations</th>
<th>Examination Fees Including the fee for statement of Marks (In Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pre Uni. Arts (Regular)</td>
<td>Once</td>
<td>31st December of the previous Calendar year</td>
<td>Rs. 40/-</td>
</tr>
<tr>
<td>2</td>
<td>Pre Uni. Arts (External)</td>
<td>Once</td>
<td>15th March</td>
<td>As specified in O.89-E</td>
</tr>
<tr>
<td>3</td>
<td>First B.A. (Regular)</td>
<td>Once</td>
<td>20th January</td>
<td>45/-</td>
</tr>
<tr>
<td>4</td>
<td>First B.A. (External)</td>
<td>Once</td>
<td>15th March</td>
<td>As specified in O.89-E</td>
</tr>
<tr>
<td>5</td>
<td>Second B.A. (Regular)</td>
<td>Once</td>
<td>10th January</td>
<td>55/-</td>
</tr>
<tr>
<td>6</td>
<td>Second B.A. (External)</td>
<td>Once</td>
<td>15th March</td>
<td>As specified in O.89-E</td>
</tr>
<tr>
<td>7</td>
<td>Third B.A. (Regular)</td>
<td>Once</td>
<td>10th January</td>
<td>75/-</td>
</tr>
<tr>
<td>8</td>
<td>Third B.A. (External)</td>
<td>Once</td>
<td>15th March</td>
<td>As specified in O.89-E</td>
</tr>
<tr>
<td>9</td>
<td>M.A. PART I &amp; II</td>
<td>Once</td>
<td>26th December of the previous Calendar year</td>
<td>Rs. 75/- for each part</td>
</tr>
<tr>
<td>10</td>
<td>First Year Dip. in Music, Drama, Painting and Dancing</td>
<td>Once</td>
<td>10th February</td>
<td>40/-</td>
</tr>
<tr>
<td>11</td>
<td>Second Year Dip. in Music, Drama, Painting and Dancing</td>
<td>Once</td>
<td>10th February</td>
<td>55/-</td>
</tr>
<tr>
<td>12</td>
<td>Final Year Dip. in Music, Drama, Painting and Dancing</td>
<td>Once</td>
<td>10th February</td>
<td>75/-</td>
</tr>
<tr>
<td>13</td>
<td>First Year Degree Course in Music</td>
<td>Once</td>
<td>10th February</td>
<td>45/-</td>
</tr>
<tr>
<td>14</td>
<td>Second Year Degree Course in Music</td>
<td>Once</td>
<td>10th February</td>
<td>55/-</td>
</tr>
<tr>
<td>15</td>
<td>Final Year Degree Course in Music</td>
<td>Once</td>
<td>10th February</td>
<td>75/-</td>
</tr>
<tr>
<td>16</td>
<td>Junior Certificate Course in English</td>
<td>Once</td>
<td>10th February</td>
<td>40/-</td>
</tr>
<tr>
<td>17</td>
<td>Senior Certificate Course in English</td>
<td>Once</td>
<td>10th February</td>
<td>40/-</td>
</tr>
<tr>
<td>18</td>
<td>English Test for Lok-Bharti Snataks &amp; Graduates in Arts passing the Examination with English</td>
<td>Twice</td>
<td>15th February and 10th August</td>
<td>22/-</td>
</tr>
<tr>
<td>19</td>
<td>Diploma in Journalism</td>
<td>Twice</td>
<td>15th January and 10th August</td>
<td>55/- per Semester</td>
</tr>
</tbody>
</table>
## Ordinances of Saurashtra University

### FACULTY OF EDUCATION

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Examination</th>
<th>How many times held in a year</th>
<th>Last date for receipt of application forms by the Registrar-Controller of Examinations</th>
<th>Examination Fees Including the fee for statement of Marks of Marks (In Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>M. Phil. Semester-I</td>
<td>Twice</td>
<td>15th January and 10th August</td>
<td>40/-</td>
</tr>
<tr>
<td>21.</td>
<td>M. Phil. Semester-II</td>
<td>Twice</td>
<td>15th January and 10th August</td>
<td>60/-</td>
</tr>
<tr>
<td>22.</td>
<td>B.Ed. Semester-I</td>
<td>Twice</td>
<td>5th January and 10th August</td>
<td>32/-</td>
</tr>
<tr>
<td>23.</td>
<td>B.Ed. Semester-II</td>
<td>Twice</td>
<td>5th January and 10th August</td>
<td>50/-</td>
</tr>
<tr>
<td>24.</td>
<td>M.Ed. Part-I &amp; II</td>
<td>Once</td>
<td>25th February</td>
<td>75/- for each part</td>
</tr>
<tr>
<td>24-A</td>
<td>DHM Semester I</td>
<td>Twice</td>
<td>5th January and 10th August</td>
<td>50/-</td>
</tr>
<tr>
<td>24-B</td>
<td>DHM Semester II</td>
<td>Twice</td>
<td>5th January and 10th August</td>
<td>50/-</td>
</tr>
</tbody>
</table>

### FACULTY OF SCIENCE

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Examination</th>
<th>How many times held</th>
<th>Last date for receipt of application forms by the Registrar-Controller of Examinations</th>
<th>Examination Fees Including the fee for statement of Marks of Marks (In Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.</td>
<td>Pre Uni. Science</td>
<td>Once</td>
<td>31st December of Previous Calendar year特种</td>
<td>45/-</td>
</tr>
<tr>
<td>26.</td>
<td>First B.Sc.</td>
<td>Once</td>
<td>5th January</td>
<td>55/-</td>
</tr>
<tr>
<td>27.</td>
<td>Second B.Sc.</td>
<td>Once</td>
<td>10th January</td>
<td>65/-</td>
</tr>
<tr>
<td>28.</td>
<td>Third B.Sc.</td>
<td>Once</td>
<td>10th January</td>
<td>75/-</td>
</tr>
<tr>
<td>29.</td>
<td>M.Sc. (Semester course)</td>
<td>Twice</td>
<td>26th December of the previous calendar year</td>
<td>55/- per Semester</td>
</tr>
<tr>
<td>30.</td>
<td>M.A./M.Sc. (Semester course)</td>
<td>Twice</td>
<td>26th December of the previous calendar year</td>
<td>75/- per Semester</td>
</tr>
</tbody>
</table>

### FACULTY OF TECHNOLOGY INCLUDING ENGINEERING

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Examination</th>
<th>How many times held</th>
<th>Last date for receipt of application forms by the Registrar-Controller of Examinations</th>
<th>Examination Fees Including the fee for statement of Marks of Marks (In Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>31.</td>
<td>B.E. (1st to 6th Semester)</td>
<td>Twice</td>
<td>The date which may be fixed by the Principal of the college.</td>
<td>25/-</td>
</tr>
<tr>
<td>32.</td>
<td>B.E. VII Semester</td>
<td>Twice</td>
<td>25th January and 20th August</td>
<td>55/-</td>
</tr>
<tr>
<td>33.</td>
<td>B.E. VIII Semester</td>
<td>Twice</td>
<td>26th January and 20th August</td>
<td>55/-</td>
</tr>
<tr>
<td>34.</td>
<td>B.E. IX Semester</td>
<td>Twice</td>
<td>25th January and 20th August</td>
<td>75/-</td>
</tr>
<tr>
<td>35.</td>
<td>B.E. X Semester</td>
<td>Twice</td>
<td>25th January and 20th August</td>
<td>75/-</td>
</tr>
<tr>
<td>35-A</td>
<td>M.E. I &amp; II Semester</td>
<td>Twice</td>
<td>25th January and 20th August</td>
<td>142/-</td>
</tr>
<tr>
<td>35-B</td>
<td>M.E. III &amp; IV Semester</td>
<td>Twice</td>
<td>25th January and 20th August</td>
<td>212/-</td>
</tr>
</tbody>
</table>

### FACULTY OF LAW

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Examination</th>
<th>How many times held</th>
<th>Last date for receipt of application forms by the Registrar-Controller of Examinations</th>
<th>Examination Fees Including the fee for statement of Marks of Marks (In Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>36.</td>
<td>First LL.B. (Monsoon and Winter Term)</td>
<td>Twice</td>
<td>15th January and 20th August each term</td>
<td>40/-</td>
</tr>
<tr>
<td>37.</td>
<td>Second LL.B. (Monsoon and Winter Term)</td>
<td>Twice</td>
<td>15th January and 20th August each term</td>
<td>45/-</td>
</tr>
<tr>
<td>38.</td>
<td>Special LL.B. (Monsoon and Winter Term)</td>
<td>Twice</td>
<td>15th January and 20th August each term</td>
<td>52/-</td>
</tr>
<tr>
<td>38-A</td>
<td>First LL.B.</td>
<td>Once</td>
<td>15th January</td>
<td>80/-</td>
</tr>
<tr>
<td>38-B</td>
<td>Second LL.B.</td>
<td>Once</td>
<td>15th January</td>
<td>90/-</td>
</tr>
<tr>
<td>38-C</td>
<td>Special LL.B.</td>
<td>Once</td>
<td>15th January</td>
<td>104/-</td>
</tr>
<tr>
<td>39.</td>
<td>LL.M. (Part I &amp; II)</td>
<td>Once</td>
<td>15th January</td>
<td>100/- for each part</td>
</tr>
<tr>
<td>40.</td>
<td>Diploma in Labour Laws and Practice</td>
<td>Once</td>
<td>15th January</td>
<td>55/-</td>
</tr>
<tr>
<td>41.</td>
<td>Diploma in Taxation Laws and Practice</td>
<td>Once</td>
<td>15th January</td>
<td>55/-</td>
</tr>
</tbody>
</table>
### FACULTY OF MEDICINE

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Examination</th>
<th>Times Held</th>
<th>Last Date for Receipt of Application Forms</th>
<th>Examination Fees Including Statement of Marks (In Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>42.</td>
<td>First M.B.B.S.</td>
<td>Twice</td>
<td>10th February and 10th August</td>
<td>55/-</td>
</tr>
<tr>
<td>43.</td>
<td>Second M.B.B.S.</td>
<td>Twice</td>
<td>10th February and 10th August</td>
<td>75/-</td>
</tr>
<tr>
<td>44.</td>
<td>Third M.B.B.S.</td>
<td>Twice</td>
<td>10th February and 10th August</td>
<td>100/-</td>
</tr>
<tr>
<td>45.</td>
<td>M.D. (All Branches) without marksheet</td>
<td>Twice</td>
<td>10th February and 10th August</td>
<td>280/-</td>
</tr>
<tr>
<td>46.</td>
<td>M.S. (All Branches) without marksheet</td>
<td>Twice</td>
<td>10th February and 10th August</td>
<td>280/-</td>
</tr>
<tr>
<td>47.</td>
<td>D.G.O.</td>
<td>Twice</td>
<td>10th February and 10th August</td>
<td>142/-</td>
</tr>
<tr>
<td>48.</td>
<td>D.C.H.</td>
<td>Twice</td>
<td>10th February and 10th August</td>
<td>142/-</td>
</tr>
<tr>
<td>49.</td>
<td>D.O.M.S.</td>
<td>Twice</td>
<td>10th February and 10th August</td>
<td>142/-</td>
</tr>
<tr>
<td>50.</td>
<td>D.A.</td>
<td>Twice</td>
<td>10th February and 10th August</td>
<td>142/-</td>
</tr>
<tr>
<td>51.</td>
<td>D.M.R.E.</td>
<td>Twice</td>
<td>10th February and 10th August</td>
<td>142/-</td>
</tr>
<tr>
<td>52.</td>
<td>Diploma in Pharmacy</td>
<td>Twice</td>
<td>20th February and 25th August</td>
<td>42/-</td>
</tr>
</tbody>
</table>

### FACULTY OF COMMERCE

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Examination</th>
<th>Times Held</th>
<th>Last Date for Receipt of Application Forms</th>
<th>Examination Fees Including Statement of Marks (In Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>53.</td>
<td>Pre Uni. Commerce</td>
<td>Once</td>
<td>26th December of the previous calendar year</td>
<td>40/-</td>
</tr>
<tr>
<td>54.</td>
<td>First B.Com.</td>
<td>Once</td>
<td>20th January</td>
<td>45/-</td>
</tr>
<tr>
<td>55.</td>
<td>Second B.Com.</td>
<td>Once</td>
<td>15th January</td>
<td>55/-</td>
</tr>
<tr>
<td>56.</td>
<td>Third B.Com.</td>
<td>Once</td>
<td>20th January</td>
<td>75/-</td>
</tr>
<tr>
<td>57.</td>
<td>M.Com. (Part I &amp; II)</td>
<td>Once</td>
<td>26th December of the previous calendar year for each part</td>
<td>85/-</td>
</tr>
</tbody>
</table>

### FACULTY OF RURAL STUDIES

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Examination</th>
<th>Times Held</th>
<th>Last Date for Receipt of Application Forms</th>
<th>Examination Fees Including Statement of Marks (In Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>58.</td>
<td>Pre Uni. Rural Studies</td>
<td>Once</td>
<td>10th January</td>
<td>40/-</td>
</tr>
<tr>
<td>59.</td>
<td>Third Year Rural Studies</td>
<td>Twice</td>
<td>10th January and 5th August</td>
<td>75/-</td>
</tr>
</tbody>
</table>

(3) Where the last date for receipt of application forms by the Registrar/Controller of Examinations fall on Sunday or Holiday declared as such by the University the forms shall be accepted on the next working day.

(4) An application form for admission to an examination may be accepted by the Registrar/Controller of Examinations after the last date fixed for receiving Such forms up to the expiration of a period of a fortnight only on payment of a late fee of five rupees per candidate per examination. However, the Vice-Chancellor may permit acceptance of a form after the last date specified above, the reason considered satisfactory by him. The Syndicate may waive the payment of the late fee if it is satisfied that delay in the submission of the form was owing to unavoidable circumstances.

(5) The programmes for all practical, Clinical, Oral or Term work examinations, as The case may be shall be notified to the candidates at the centres fixed for the Examinations in theory at the time of the written examinations.
(6) The Principals and Heads of Institutions, Heads of the Departments/Professor in Charge of the Post-Graduate Centres shall send the application forms along with the fees to the Registrar/Controller of Examinations on or before last dates fixed for the receipt of the forms by the Registrar/Controller of Examinations. They may fix according to their convenience any earlier date not earlier than a fortnight as the last date for receiving the forms by them and payment of fees for candidates appearing from their respective college or institution.

(7) Examination fees once paid shall not be refunded except in the circumstances mentioned in the relevant Ordinances.

Ordinance 158-A Deleted.

Ordinance 159
Notwithstanding anything contained in these Ordinances, a blind candidate appearing at any of the examinations of this University will be exempted from payment of examination fees on production of a certificate regarding his blindness, from a Civil Surgeon or the Principal of an affiliated college or a member of the Senate for the time being or a Gazetted Government Officer. Provided that a blind candidate appearing at an examination as an external student shall be required to pay only a fee of Rs. 10/- as the registration fee and shall be exempted from the payment of any other fees.

Ordinance 160
Examination fees once paid shall be refunded in the circumstances and to the extent mentioned below:

1. Where a 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 the examination and sends in an application for refund supported by a Medical Certificate so as to reach the University Registrar before the commencement of the examination, one half of the fee shall be refunded.

3. When a candidate after filling in the form for an examination takes up service in the University and is not allowed to appear at the examination by the University as a condition of service in the University, full fees shall be refunded under orders of the Vice-Chancellor.

4. Provided if a telegraphic intimation is received by the Registrar before the commencement of the examination and is followed by an application for refund supported by a medical certificate, it shall be competent for the University to refund one-half of fee.

5. For the purpose of refund of examination fee according to the above provisions it will be necessary that the Medical Certificate should be sent by the candidate in such a way that it is received by the University Office within at least 10 days.
from the date of commencement of the examination. (Ten days are inclusive of the date of commencement of the examination and the date of receipt of Medical Certificate.)

6. Where at any stage a candidate is found ineligible to appear at an examination for whatsoever reasons and his application for admission to an examination is rejected or an admission already granted is cancelled by the University he shall be entitled to the refund of full amount of the examination fees, if any, paid by him. Provided that where a candidate’s admission has been rejected or cancelled on account of his willfully furnishing incorrect or wrong information or because of his producing fraudulent or forged documents or on account of any will full act amounting to mischief on his part for ensuring admission at the examination concerned but not a mistake or a misunderstanding the amount of the examination fees paid by him shall stand forfeited.

**Ordinance 160-A**

For the purpose of this Ordinance, Ordinance 161-A and 161-AA;

(a) A candidate shall be deemed to be at the examination from the time at which his name appears in the list of candidates appearing in that examination till his result for the said examination is declared unless his admission is either rejected or cancelled;

(b) ‘answer book’ includes a ‘supplementary answer book’;

(c) ‘examination’ means an Examination or a Test conducted by the University; and

(d) ‘Misconduct’ shall include the following specific acts amongst others which are generally considered as unfair on part of a candidate at an examination:

I. For a candidate who is yet to appear in an examination, in examination hall:

(i) furnishing intentionally any incorrect or wrong information in connection with the examination with a view to ensure any undue advantage;

(ii) obtaining or trying to obtain or contacting any person having knowledge of confidential information (such as the names of Paper-setters, questions set at the ensuing examination etc.) with a view to ensure undue advantage;

(iii) concealing or trying to conceal anything or writing or drawing anything on the walls, benches or anywhere in the examination hall before the commencement of the examination with a view that the same may be subsequently used for practicing unfair means.
II. For a candidate while he is appearing in an examination, in an examination hall:

(i) looking or trying to look into the answer book of other candidate with a view to copy the material written by him;

(ii) willfully allowing any other candidate to look into one's own answer book with a view to help copying;

(iii) to be in possession of a paper, cloth or any other article bearing any writing (including signs) printing, inscription, painting, or anything conveying meaning except such documents or articles as are permitted to be kept with the candidate at the examination concerned or to be in possession of any electronic article such as mobile hand set, digital diary, measurement box, calculator or any other means of communication but excluding any permitted articles.

(iv) to be with anything written on any part of the body ;

(v) communicating or attempting to communicate unauthorisedly by words or gesture with any other candidate or any person in the examination hall or outside the examination hall;

(vi) willfully or negligently allowing one's answer book to pass into the possession of other candidate or to be in possession of answer book of any other candidate even if the answer book does not bear any writing ;

(vii) to be in possession of any answer book other than the one which is issued by the Supervisor on duty for that examination after putting on his dated signatures or initials ;

(viii) obtaining or trying to obtain anything unauthorisedly from outside the examination hall from any person or otherwise ;

(ix) leaving examination hall without permission of the Supervisor concerned ;

(x) concealing or trying to conceal anything or to write anything on walls, benches or anywhere in the examination hall while the examination is in progress with a view that the same may be used for unfair means ;

(xi) writing in the answer book anything not relevant to the question attempted, intending thereby to request or offend the examiner;

(xii) taking away an answer book outside the examination hall;

(xiii) destroying or trying to destroy or withholding anything suspected of being used for unfair means;

(xiv) exciting, provoking or enticing other candidates at the examination to break the discipline or doing anything
to disturb the smooth and peaceful conduct of the examination;

(xv) disregarding or disobeying or showing indifference to the instructions given by the Supervisor or insulting or threatening him through words or gestures, or compelling him to do any act or omission which is not his duty;

(xvi) doing any physical act of aggression or violence or injuring a Supervisor within or without the examination hall for anything in connection with the examination.

III. For a candidate of any examination awaiting result:

(i) unauthorisedly entering upon examination premises when any examination is in progress;

(ii) disturbing by noise or any other act the smooth and peaceful conduct of any examination in progress;

(iii) Communicating or trying to communicate with a candidate at any examination in progress;

(iv) contacting or communicating with the examiner of an examination in which the candidate has appeared with a view to entice, threaten, offering reward or to request that examiner to show favour to him or disfavors to any other candidate in discharge of his duties as an examiner;

(v) contacting any person having knowledge of confidential information in connection with the examination in his official capacity for obtaining intelligence of such information;

(vi) doing any physical act of aggression or violence or injuring any Paper setter, Supervisor or an Examiner in connection with the examination.

**Ordinance 160-B**

A candidate found committing misconduct including the adoption of unfair means at any examination shall be expelled by the Senior Supervisor from the examination for the requiring part of the examination of the paper concerned and shall not be allowed to appear in the remaining papers, if any, of the examination.

**Ordinance 160-C**

A candidate found committing misconduct as defined in Ordinance 160-A-II(i, ii, & v) shall not be expelled from the examination by the Senior Supervisor for the remaining Paper if any of that examination. Further, if the same candidate is found committing the same mis-conduct in remaining paper after committing misconduct as defined in Ordinance 160-A-II(I, ii, & v) Ordinance 160-B shall apply.

**Ordinance 161**

When there are more than one centres for a written examination, the Question paper shall be given to the candidate on the same day and at the same time in every centre.
Ordinance 161-A

On receipt of a report or on detection of a case regarding the misconduct of any candidate at the any University Examination or Tests, the "Examination Disciplinary Action Committee" constituted under Ordinance 161-AA shall have the power to punish the candidate, after following the procedure as laid down therein. Any one or more of the following punishment may be awarded by the Committee to the candidate where a charge of misconduct at an examination is held proved against him:

(i) Cancelling or rejecting his admission to an examination and forfeiting fees, if any, paid by him;
(ii) cancelling his result of the examination with which the charge is connected;
(iii) debarring him for a specific period which may be five years or more or permanently from:
   (a) joining any course of the University and/or
   (b) appearing in any of the University examination and/or
   (c) obtaining a Migration Certificate from the University.

Provided that during the pendency of an inquiry into the alleged misconduct of a candidate in an examination, the result of the candidate shall be kept in reserve and even if such result has been declared through mistake or otherwise, the University may cancel the result even after the declaration and keep the same in reserve, and in that case it shall be competent for the University to ask the student concerned to surrender the mark sheet furnished to him, if any.

Ordinance 161-AA

(1) For the purpose of Ordinance 161-A, there shall be a Committee to be known As "Examination Disciplinary Action Committee" for inquiring into the misconduct of candidates at the Examinations and the constitution, duties and the functions of the Committee shall be as under:

(1) The Committee shall be constituted of all the members of the Syndicate with Registrar and Deputy Registrar (Legal) to work as member-Secretary and member-cum-Joint Secretary of the Committee respectively.

(2) four members shall form quorum of the Committee.

(3) It will be the duty and the function of the Committee to inquire into the charges, regarding misconduct in accordance with the procedure mentioned hereunder and to give a decision at the end of the enquiry in which the charges against the candidates may be held proved or not proved and suitable punishment awarded where a charge is held proved;

(i) on receipt of a report against a candidate regarding his alleged misconduct at an examination, the Registrar shall determine prima-facie on the material available, the charge, which can be made against the candidate, and if so, he will
send a letter under his signature containing a charge or charges based on the substance of the allegation against the candidate to the address of the candidate available on the records of the University;

(ii) along with the letter, the candidate will be furnished a list of the documents, if any, which are relied upon and are to be used against him as evidence unless in the opinion of the Registrar, any document is considered to be of confidential nature. The copies of such documents may be furnished to the candidate if asked for unless preparing of the copies is likely to consume substantial time and excessive labour and in that case the Registrar shall inform the candidate that such records, if any, will be made available to him for inspection in the University office and that he will be permitted to take extracts from such records as he may think useful for the purpose of preparing his defense.

Provided that such permission may be refused in writing if, in the opinion of the Registrar, such records are not relevant for the purpose or it is against the University's interest to allow access thereto.

Provided further that such a candidate shall not be entitled for copies of the literature used for committing the alleged misconduct or for copies of the answers written in the answer books but he may have an inspection of the same as provided in (i) read with the proviso (ii) above.

(iii) in the letter communicating the charge, the Registrar shall communicate to the candidate charged that the following opportunities for defense will be made available to him if he chooses to avail of any one or more of them:

(a) that the candidate may send a written statement in his defense, so as to reach the Registrar within a specified time limit;

(b) that he may choose to make an oral representation before the Committee at the hearing of the case on a day, time and place to be communicated to him;

(c) that at the time of oral hearing, he may produce documentary evidence or witnesses at his cost;

(d) that at the time of hearing he may cross-examination any person on the basis of whose complaint or report, he has been charge-sheeted and a copy of which has been sent to him; unless in the opinion of the Committee such cross examination is not necessary; and

(e) that at the time of hearing he may present further written statement of defense;

(iv) In case of failure of the candidate to avail of any opportunities as mentioned above it will be presumed that he does not want to avail of that opportunity.
(v) On the appointed day, the committee will hold the hearing of the case and after appreciating the evidence, material available and the circumstances of the case, it shall come to a decision as to whether the charge against the candidate is held proved or not proved and in case where it holds the charge as proved, it shall decide the punishment to be awarded to the candidate or where the charge is held as not proved, it shall decide that the candidate be acquitted of the charge.

(vi) The Committee, at the end of the enquiry shall decide and pass a written order.

(vii) The Registrar shall communicate to the candidate the result of the enquiry as soon as possible after the decision is taken by the Committee.

(II) The decision of the Committee shall be final and conclusive and the same shall be considered to be the Syndicate’s own decision.

**Ordinance 161-AAA**

The Syndicate, after giving adequate opportunity to defend, may decide to rusticate from the University a student enrolled in an affiliated college or registered by the University as a Post-graduate student if at the end of the enquiry he is found guilty of the misconduct of generally interfering with the discipline of an examination or frequently agitating violantly against the University or college examinations or appearing, exciting or provoking the students either not to appear at an examination or desert an examination in progress or frequently disturbing and dislocating the University or college administration in the name of representing the student problems.

**Ordinance 161-B**

The Syndicate shall have the power to exclude any candidate from a University examination, on being satisfied that he is suffering from an infectious or contagious diseases. Whenever any candidate is thus excluded, the fee paid by him for admission to the examination shall be refunded.

**Transitory Ordinance 161-BB**

If at any college which is fixed as Centre for any University Examination it is found that the conduct of the examination is not done properly or malpractices are going on at the Centre or the observer for that centre reports adversely the University shall be at liberty to cancel that examination centre. In the event of such cancellation, the candidates entitled to appear at the centre at a subsequent examination shall have to appear either at Rajkot or Bhavnagar centre, as the case may be.

**Ordinance 161-C**

On receipt of a report regarding misconduct of a candidate at a College Examination or Test the Principal shall have power to punish the candidate after giving him an opportunity of being heard,
by cancellation of the result of the examination or test or by excluding him from any College Examination or test for a specified period or by withholding his application form for admission to the University Examination.

**Ordinance 161-D**

There shall be a Committee to be known as "Examination Defaults Inquiry Committee" and the constitution, duties and functions of the Committee shall be as under:

(i) The Committee shall be constituted of:
   (a) the Vice-Chancellor (Chairman)
   (b) the Pro-Vice-Chancellor
   (c) four members nominated by the Syndicate from amongst its members.
   (d) the Controller of Examinations (Convener)

(ii) Four members shall form a quorum of the Committee of whom one shall be the Vice-Chancellor or the Pro-Vice-Chancellor.

(iii) The term of the nominated members shall be co-terminus with the Syndicate.

(iv) Any casual vacancy of a nominated member caused by death, resignation or on account of ceasing to be a member of the Syndicate, shall be filled in by the Syndicate, by making fresh nomination.

(v) The duty and the function of the Committee shall be to inquire into all cases of errors, mistakes, negligence, improper conduct, and malpractices of any kind reported or suspected to have taken place at any level in conduct of an examination by a paper-setter, an examiner, a moderator, a supervisor, an officer or an employee of a College or the University (but not by a candidate) and to recommend to the Syndicate appropriate action required to be taken including the penal or deferent nature of action which may be proposed to be taken against the persons involved. The Committee may, for the purpose of inquiry and investigation, call any person or persons and record statements, call for explanations, give oral hearings or call for any records.

**Ordinance 161-E**

If a candidate or a group of candidates while appearing for an examination quits the examination, for any reason whatsoever, it shall mean that they are doing so at their own risk and responsibility and the University will not be under any obligation to arrange for a re-examination of any such candidates.

**F) EXAMINATION RESULTS**

**Ordinance 162**

As soon as practicable after conclusion of an examination, the Syndicate shall publish a list of the seat numbers of successful candidates with their classes.
Ordinance 163
When the examination is by Thesis, a list of successful candidates arranged in alphabetical order will be published.

Ordinance 164
A candidate whose total falls short of the requisite total for the First or Second Class or Distinction up to 5 marks shall be given the necessary marks by which his / her total falls short and shall be declared to have passed with First or Second Class or with Distinction as the case may be.

Ordinance 164-A
A candidate whose total falls short of the requisite total for the 55% of marks at the Post Graduate Degree Final Examinations up to 5 marks shall be given the necessary marks to reach the 55% of total marks. 5 marks given under this provision shall be added in the grand total. This provision shall not be applicable to the examinations under the faculties of Medicine & Technology including Engineering.
This provision shall be effective from the examinations held in March 1993.

Ordinance 165
Where a candidate in a University Examination fails in not more than two heads of passing (whether distinct heads, sub-heads or group heads or grand total), his failure therein shall be condoned as follows:
Where the head or heads of passing consists of Maximum marks for condonation:

1 Less than 100 marks 2
2 100 marks 3
3 More than 100 but not more than 200 marks 4
4 More than 200 marks 2 percent, subject to a maximum of 10 marks

A candidate whose failure is condoned under this Ordinance shall be eligible for classes in the same way as other successful candidates but not for scholarships or other awards.
Provided that if the standard of passing in the different subjects at any examination is 50% or more, condonation to the extent mentioned above may be given for the purpose of passing or exemption in three subjects.

Ordinance 166
Where a candidate who appears in all the subjects of a University Examination fails in not more than three heads of passing and where the total deficiency in his marks in one, two or three heads of passing taken together is not more than 10 marks; his deficiency in marks in the head or more heads not exceeding three taken together shall be condoned on the basis of one mark for every one percent by which the total marks secured by him in all the subjects
exceed the total of the minimum marks required for passing in all the subjects.
For the purpose of condonation a fraction of half or more than half shall be computed as one.
A candidate passing the Examination under this Ordinance is eligible for a class provided his percentage prior to condonation entitles to it. Candidate getting the benefit on this basis shall not be entitled to prizes or scholarships.
Provided that nothing in this Ordinance shall apply to candidates appearing Under the M. Sc. Terminal courses (Semester Courses) with effect from the Examination of March/April, 1971.
Provided further that nothing in this Ordinance shall apply to candidates appearing under M.A. Terminal Courses (Semester Courses) Examination with effect from the Examination of March/April, 1972, till the examination of October, 1974.
No candidate shall avail of the benefit of more than one condonation ordinance.
Notwithstanding anything contained above, the provision for condonation under the Ordinance shall apply as a special case to the M.A. and M.Sc. (Terminal Courses/ Semester Courses) examination held in March/April, 1975 in view of the application of Ordinance 167 to these examinations.
Notwithstanding anything contained above, the provisions mentioned in this Ordinance will also apply to candidates who appear for an examination wherein in accordance with the rules and regulations for that particular examination, the candidate is entitled to exemption in one or more subjects of the examinations and in such cases the condonation will be given on the basis of the total marks obtained by the student in the subjects in which he is required to appear in the examination according to the relevant rule or regulation.

Ordinance 167
Where a candidate who appears in all the subjects of a University examination fails in not more than three heads of passing and where the total deficiency in his marks in one or more heads taken together is more than 10 marks and where the candidate's grand total is greater than the total of the minimum marks for passing in all the subjects by at least 10 percent of the total marks obtainable, his case shall be placed for consideration before an ad-hoc committee to be appointed by the Vice-Chancellor every year. The Committee shall recommend to the Vice-Chancellor whether the failure in the head or the heads of passing may be condoned or not. The Vice-Chancellor's decision on the Committee's recommendation shall be final.

Ordinance 168
Where a candidate fails only in one subject and fails to get exemption in only one other subject by not more than three marks in that subject, his marks in the other subject shall be increased by
1, 2 or 3 marks, as the case may be, so as to entitle him to exemption in that subject and to give him the benefit of being allowed to keep terms for the higher examination where it is permissible to do so under the relevant Ordinances.

**Ordinance 168**

**A DELETED.**

**Ordinance 169**

A candidate shall not be eligible for any of the scholarships, Medals, or Prizes to be awarded to candidates, successful at any of the University Examinations if he has a deficiency of marks in any of the heads of the Examination condoned under the rules laid down in that behalf.

**(H) MISCELLANEOUS**

**Ordinance 170**

Failure to pass an examination will not disqualify a candidate from reappearing at it on his presenting a new application and paying a fresh fee therefore.

**Ordinance 171**

A certificate will be given to those who pass an examination, if it is applied for.

**Ordinance 172**

In any case where it is found that the result of an examination has been affected by error, malpractice, improper conduct or other matter of whatsoever nature or when the result is required to be amended on the basis of verification of marks, it shall be competent for the Syndicate to amend such results in such manner as shall be in accordance with the true position and to make such declaration as the Syndicate shall in its discretion consider necessary in that behalf, provided that, but subject to O. 173, no result shall be amended after the expiration of six months from the date of publication of the result by the University. Notwithstanding anything contained herein above the result of no candidate at any University examination shall be altered to his detriment after three months from the declaration of the result except when his case falls under Ordinance 173, or, except where it is required to be amended on account of the verification of marks.

**Ordinance 173**

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 malpractice, 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 a prize or scholarship, to amend the result of such examinee and to make such declaration as the Syndicate shall consider necessary in that behalf.
**Ordinance 173-A**

If a candidate has committed a mistake at the time of filling up the form for appearing at the examination or the form is incomplete or if there is any other mistake on the part of the candidate and on account of such mistake etc. the result of his examination requires to be corrected or if the mark statement is required to be corrected, such correction of mark statement or result may be made within a period of 180 days from the date of declaration of the respective result, provided a candidate pays fine of Rs. 10/- for the correction of mark statement and Rs. 25/- for the correction of result.

Provided further that if the application of the candidate is received after completion of 180 days from the date of declaration of the respective result, the Vice-Chancellor may correct the mark-sheet or the result as the case may be on acceptance of a fine of Rs. 100/- per result, if the situation is such that the candidate cannot appear in the same examination again in accordance with the rules.

**Ordinance 174**

If any candidate requires a duplicate copy of the statement showing the marks obtained by a candidate in each head of passing, the same will be supplied to him on payment of a fee of Rs. 5/- per examination. If such a statement is required by a candidate after completion of the period of five years from the date of the declaration of the result of the respective examination the fee of Rs. 10/- shall be charged instead of Rs. 5/-. Marks obtained by a candidate in individual papers will be supplied on request and on payment of a fee of Rs. 5/- per examination, provided an application is made within six months after the date of declaration of the result of the respective examination.

Marks obtained by a candidate in individual questions or sections of a paper will not be supplied under any circumstances. Information about the marks obtained by candidates in the various heads of passing shall be communicated, free of charge, to the heads of institutions from which the candidates appear for the examination, irrespective of the fact whether the candidates are successful or not.

Marks of candidates so supplied to the respective institutions will be for their own information, and save for the purpose of supplying the information to institutions or persons in connection with the award of scholarships or prizes or help from charitable institutions, the Heads of Institutions shall not issue certified statement of such marks over their signatures. Such statements shall only be issued over the signature of the Registrar/Controller of Examinations, on payment of the fee fixed by the Ordinance in that behalf.

**Ordinance 175**

Information as to whether a candidate’s answers in any head or heads of a University examination have been examined and marks have been assigned, will be supplied to the candidate within six
weeks of the declaration of results of the said examination an application accompanied by the following fees:

1. Rs. 10/- where head of examination consists of 1 question paper.
2. Rs. 15/- where head of examination consists of 2 question papers.
3. Rs. 20/- where head of examination consists of 3 question papers.
4. Rs. 25/- where head of examination consists of 4 question papers.

Provided however that where the head of examination consists of more than one question paper and in case the candidate desires verification in some of the question papers only he may do so by paying the fee of Rs. 10 per question paper.

The fee is only for verifying whether a candidate's answers in any particular head have been examined, and not for re-examination of answers. The rule that marks obtained by the candidates in individual questions or in sections of a paper cannot, in any circumstances, be supplied, holds good also in the case of an application for the verification of marks.

If as the result of the verification made under this Ordinance it is discovered that there has been either an omission or to mark any answer or answers or a mistake in the totaling of the marks, the fee for verification shall be refunded to the applicant.

Provided that on receipt of an intimation about the refund of fees on account of some error etc. the student concerned shall send an application to the University within fifteen days from the date of such intimation by the University for verification of answers in one or more head of examination and such a request shall be granted.

**Ordinance 176**

A copy of a certificate testifying to a candidate's having passed an examination held by the University will be issued on payment of a fee of Rs. 5/-.

**Ordinance 177**

The fee for any certificate not provided for in any of the Ordinances shall be Rs. 5/-.

**Ordinance 178**

When on leaving a department, a student claims refund of his tuition fees from the department, he shall apply in writing to the Director of the University Department concerned. On receipt of such an application, a refund may be given in the following circumstances, at the rates indicated below:

(i) In the case of student leaving the department within 15 days from the date of declaration of admission, the tuition fees may be refunded after deduction of Rs. 15/-.

(ii) In the case of student leaving the department after 15 days but within 30 days from the date of declaration of admission, half of the tuition fees may be refunded.

(iii) In the case of a student admitted provisionally pending the issue of a certificate of eligibility or registration but who is later reported to be ineligible for admission to the University, full fees shall be refunded.
(iv) A student who after being admitted provisionally, fails to produce a provisional or a final Eligibility Certificate, before the end of the term or a student whose term is not granted by the Department, shall not be eligible for any refund.

(v) Other fees shall not be refunded.

**Ordinance 179**

Students who have passed an examination of any other Statutory University will not be allowed to appear at the same examination of this University with the same subjects except as provided in Ordinance 179-A.

**Ordinance 179-A**

Notwithstanding anything contained in any Ordinances or Regulations a teacher working in a college affiliated to this University or University Department or University P.G. Centre who has passed the M.Sc., M.A., M.Com., LL.M., M.E., M.Ed. examination of this University or an examination recognised as equivalent thereto may be permitted to reappear at the same examination in the same subjects, with a view to obtaining higher class on the terms and conditions indicated hereunder.

(1) He shall not be required to keep any term.

(2) He can reappear at the M.A., M.Com./M.Sc./M.Ed./LL.M./M.E. examination as the case may be, only thrice.

(3) He shall file his application for P.G. Registration with the prescribed fee through the head of the institution where he is working before 31st July together with a certificate from him to the effect that he is a recognized teacher in his institution & that he intends to appear at the ensuing examination to be held in following March/April.

(4) The teacher intending to improve the class shall surrender his original degree certificate to the Saurashtra University soon after he is declared passed in the higher class at the respective examination. Fresh degree certificate shall be issued to the teacher by the Saurashtra University only thereafter.

(5) The teacher shall not be held eligible to receive any prizes, scholarships or Medals.

(6) If the teacher fails to improve his class, his performance at such re-appearance shall be ignored.

(7) The teacher may appear at all the part/semester examinations at a time if he so desires. He may appear separately at each of the exams, if he so chooses.

Provided further that the provision of this Ordinance shall also be applicable to the teachers or the colleges affiliated to the Saurashtra University and who have been declared surplus and have been working in any Higher Secondary School situated in the Saurashtra University area.

Provided further that when the concerned University requests this University for sending them the original Degree Certificate of the
teacher concerned, the same should be returned to the concerned University with the remarks that the Degree Certificate had been surrendered by the teacher concerned so as to appear for the same examination in the Saurashtra University for improving the class.

**Ordinance 179-B**

Students who get Second Class in the Master’s Degree in the Faculty of Arts and only Master Degree in Commerce i.e. M.Com. and who wish to reappear for the same examination in the same subject in order to improve their percentage shall be allowed to do so as per the provision of the following rules:

1. The concession to reappear will be available only to:
   (a) The holders of the Master’s degree in Faculty of Arts & M.Com. of this University.
   (b) Concession will be applicable to Arts Faculty and Only P.G. degree in Commerce i.e. M.Com. only who have secured 50% to 54% marks in his/ her initial appearance and passed the same in Second Class.

2. Not more than two chance will be given to students for reappearing in the same Master Degree examination within the 6 years from the passing of 1st Master Degree.

3. When the examination is held in parts, appearance at both the parts shall be counted as one chance. A person may appear for both the parts at one and the same examination or appear for two parts at two different times.

4. The result will be declared only after a person appears for both the parts.

5. A candidate intending to reappear at the Master’s Degree examination under these rules shall be allowed to do so without keeping fresh terms.

6. A candidate intending to reappear for the Master’s Degree examination of this university under these rules shall be governed by the rules and regulations relating to the courses and syllabi which may be prescribed by the university authority in the case of regular students of the Master’s Degree class of this university from time to time. It is entirely the responsibility of the candidate to ascertain that the papers he/she choose are a part of a syllabus in force and are actually taught for the said examination.

7. (a) The result of the candidate appearing for Master degree examination under these rules will be declared only if he/she passed the whole examination with higher/more marks than he/she has in the previous examination. The marks obtained by the candidate whose percentage is not improved will not be issued the mark sheet.
   (b) A candidate under these provision/scheme will not be given chance for exemption whatsoever.
The answer book of the candidate appearing under the scheme cannot be revalued/reassessed as per rules prevailing for the concerned examination.

8. A candidate who reappears for the Master's degree examination under these rules and secure at least 55% at 1st chance will not be eligible to reappear again for same examination in the same subjects.

9. A candidate passing any of the post-graduate examination mentioned above under these rules shall not be eligible to receive any prizes/medals/scholarship etc. instituted by the university and he/she shall not be entitled to a merit/rank certification from the university.

10. If a candidate does not get higher percentage than original percentage under this scheme, his/her initial performance in the corresponding examination will remain valid.

11. The fees for the concerned post-graduate examination should be higher and will be determined by the Syndicate/Vice-chancellor from time to time.

12. A candidate will be required to submit his application for reappearing in the above examination through the department/P.G. centre in which previously he/she has submitted his/her application. In case of such an external candidate, they can apply directly to the university along with his/her original mark-sheets of the previous examination and such other documents are required by the university.

13. A candidate who improves his/her class of degree under this scheme shall have to surrender his/her previous class degree certificate to the university. Unless the previous degree is submitted the new degree/improved one will not be conferred.

14. This ordinance will come into force with effect from the academic year 2002-2003.

Ordinance 180
The standard of tuition fees for admission to the Post-graduate classes in all the zones and centres of the University shall be uniform and shall be such as may from time to time be determined by the Syndicate.

Ordinance 181 DELETED.

Ordinance 181-A DELETED.

Ordinance 182
No candidate shall be admitted to any of the following examinations unless

(i) he has satisfactorily gone through the courses of physical training prescribed by the Syndicate from time to time and has attended not less than 75 percent of the physical training periods during the year or

(ii) he has been regularly taking part in athletics or major sports during the year as a member of the University Athletics or Sports Teams or
(iii) he is a member of the National Cadet Corps;
(iv) he is a member of the National Service Scheme.
   (i) Pre-University Arts
   (ii) F.Y. B.A.
   (iii) Pre-University Science
   (iv) F.Y. B.Sc.
   (v) Pre-University Commerce
   (vi) F.Y. B.Com.
   (vii) B.E.I. (Civil, Mechanical & Electrical)
   (viii) Pre-University Science (Agriculture)
   (ix) F.Y. B.Sc. (Agriculture)
   (x) Pre-University Rural Studies

Provided that, a candidate may be exempted from undergoing the physical training on the ground that he is granted exemption there from on medical grounds as per rules in force from time to time or on other grounds which may be laid down by the Syndicate from time to time.

Provided further that those students who volunteer to the National Cadet Corps shall be governed by the provisions of the National Cadet Corps Act and the rules framed there under for all purposes including the attendance at parades as well as annual or other training camps.

Provided further that those students who volunteer to join the National Service Scheme shall be governed by the provisions of the rules thereof for all purpose including camps.

**Ordinance -183**

Abstracts of Government Rules for T.A./ D.A./ Mileage etc. Existing/Prevailing at Present for the Government employees as of 28-7-2005

Appendix "A" of Ordinance 183
### ORDINANCE 183
T.A./ D.A. RULES OF THE SAURASHTRSA UNIVERSITY
Appendix “B”
FOR PERSONS OTHER THEN STAFF OF THE UNIVERSITY

<table>
<thead>
<tr>
<th>Sr N0</th>
<th>Category</th>
<th>Travel by Air</th>
<th>Travel by rail</th>
<th>Travel by road</th>
<th>DA Current</th>
<th>Proposed To be revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Special 1</td>
<td>(Actual fare (Economy Class))</td>
<td>1st AC fare</td>
<td>(a) if travelled by car the mileage rates are as below</td>
<td>(Irrespective of lodging, boarding if provided by the university after the approval of the Vice Chancellor)</td>
<td>100/-</td>
</tr>
<tr>
<td></td>
<td>All Vice-Chancellors</td>
<td>Rs. 5/km</td>
<td>Petrol Car</td>
<td>Rs. 4/km</td>
<td>Diesel Car</td>
<td>(cars may be own, pvt. Or taxi)</td>
</tr>
<tr>
<td></td>
<td>All Pro-vice chancellor</td>
<td>“”</td>
<td>“”</td>
<td>(a) &amp; (b) as above</td>
<td>100/-</td>
<td>135/-</td>
</tr>
<tr>
<td>2</td>
<td>Chief guest of the convocation or similar functions of the university</td>
<td>“”</td>
<td>“”</td>
<td>“”</td>
<td>100/-</td>
<td>135/-</td>
</tr>
<tr>
<td>3</td>
<td>External referees coming for viva voice at doctorate level Ph.D. RDC members attending meeting</td>
<td>“”</td>
<td>“”</td>
<td>“”</td>
<td>100/-</td>
<td>135/-</td>
</tr>
<tr>
<td>4A</td>
<td>Members of Selection Committee for Direct recruitment and Career advancement Scheme for Teaching and Non teaching staff</td>
<td>(Actual fare (Economy class) For members coming out)</td>
<td>1st AC fare</td>
<td>(a) if travelled by car the mileage rates are as below</td>
<td>(irrespective of lodging, boarding, if provided by the University)</td>
<td></td>
</tr>
<tr>
<td>Ordinance No.</td>
<td>First</td>
<td>Purpose</td>
<td>Mileage Rates</td>
<td>Travel by</td>
<td>Actual Fare</td>
<td>Notes</td>
</tr>
<tr>
<td>--------------</td>
<td>-------</td>
<td>---------</td>
<td>---------------</td>
<td>-----------</td>
<td>-------------</td>
<td>-------</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Syndicate members and deans of various faculties attending meetings or travel for any other work for university business by virtue of post</td>
<td>Rs. 5/km</td>
<td>Petrol car</td>
<td>Rs. 5/km</td>
<td>Rs. 3.50/k.m. or (minimum Rs. 725/-) (as per the rates of the taxi contract made by the university time to time) Taxi</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Ex-Vice chancellor of this university</td>
<td>Rs. 5/km</td>
<td>Petrol car</td>
<td>Rs. 5/km</td>
<td>Any type of actual bus fare 135/-</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>MLA coming to attend senate meeting</td>
<td>Rs. 5/km</td>
<td>Petrol car</td>
<td>Rs. 5/km</td>
<td>Any type of actual bus fare 135/-</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Members of any committee nominated by UGC for various schemes, grants etc.</td>
<td>Rs. 5/km</td>
<td>Petrol car</td>
<td>Rs. 5/km</td>
<td>Any type of actual bus fare 135/-</td>
</tr>
</tbody>
</table>
## Ordinances of Saurashtra University

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>(b) if travelled by bus then</th>
<th>Any type of actual bus fare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second</td>
<td>1</td>
<td>Members of committees nominated by VC (if the members nominated are only two or a committee consists of nominated member is having omit two members then the minimum requirement to avail mileage fare for travelling by car/taxi may be read as 2 in place of 3)</td>
<td>“ “ “</td>
</tr>
<tr>
<td>2</td>
<td>Other members of various committees of the university (except students, managers, delegates, coaches, empire etc.)</td>
<td>“ “ “</td>
<td>85/- 120/-</td>
</tr>
<tr>
<td>3</td>
<td>Members of senate</td>
<td>“ “ “</td>
<td>85/- 120/-</td>
</tr>
<tr>
<td>4</td>
<td>Individual visitors visiting the university while invited or persons called for in connections with university business.</td>
<td>“ “ “</td>
<td>80/- 100/-</td>
</tr>
<tr>
<td>5</td>
<td>Examiner at the theory/practical exams, paper setters, moderators, and teachers of various college etc.</td>
<td>Not permissible “ “</td>
<td>80/- 100/-</td>
</tr>
<tr>
<td>6</td>
<td>Examiners for central assessment coming to various college</td>
<td>“ “ “</td>
<td>120/- (including conveyance) 120/- (including conveyance)</td>
</tr>
<tr>
<td>6</td>
<td>Delegates of the university</td>
<td>Actual fare “ “</td>
<td>80/- 100/-</td>
</tr>
<tr>
<td></td>
<td>attending seminar, conference (except student) (for employee of the university TADA will be as per government rules)</td>
<td>with prior approval of VC</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------</td>
<td>---</td>
</tr>
<tr>
<td>7</td>
<td>Travel grant to teachers/scholars in connection with their work at other research grant. (For employee of the university TADA will be as per government rules)</td>
<td>“” “” “”</td>
<td>80/-</td>
</tr>
<tr>
<td>8</td>
<td>Post graduate teachers visiting for lecture work PG rule 14A may be read</td>
<td>Not permissible</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Participants at seminars, orientation courses, shibirs, conferences, training camps etc. held totally at university expenses</td>
<td>II class (I class fare if permitted by the VC) Luxury bus fare other than AC bus</td>
<td>80/-</td>
</tr>
<tr>
<td>10</td>
<td>Observers (a team of more than two members except syndicate members)</td>
<td></td>
<td>150/-</td>
</tr>
</tbody>
</table>
| Third | Persons called for on behalf of the university in connection with the unfair means cases at the university exams except teachers and | Not permissible Second class Public ordinary bus fare and luxury bus fare (AC bus fare not permissible) | 75=if travelling is < 6 hrs. 45=if travelling < }
<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Staff of other colleges visiting the university to carry of hand over answer books, results etc. or for any other work in connection with the university business (irrespective of the fact whether he belongs to teaching or non teaching staff)(Only one person can come from one college)</td>
<td>Not permissible</td>
<td>Second class</td>
<td>Public ordinary bus fare/luxury bus fare not permissible</td>
</tr>
<tr>
<td>3</td>
<td>Staff of the other centre to carry over election boxes while election</td>
<td>“”</td>
<td>“”</td>
<td>“”</td>
</tr>
</tbody>
</table>
CHAPTER - VI
The Gujarat Civil Services (Travelling Allowance) Rules, 2002

MILEAGE ALLOWANCE

42. Mileage Allowance for different modes of journey:
Mileage allowance is differently calculated, as shown in these rules accordingly as the journey is, or could be, made by railway, sea or by river steamer/launch or by road.

43. Absence of a Government employee:
For the purpose of drawing daily allowance and mileage allowance for journey by rail/ bus/ air the absence of a Government employee from headquarters shall be reckoned with reference to scheduled arrival and departure as shown in Railway/ Bus/ Air time table.

44. Beginning and end of journey:
A journey including a journey on transfer begins and ends at the actual residence of the Government employee concerned if it is situated within the headquarters or within an area continuous to the Municipal or Corporation limits of the headquarters. The point in any station at which a journey on transfer made by a Government employee residing beyond these limits begins or ends shall be determined as under:-

(i) If the Post Office (or if there are more than one, the principal Post Office) is permanently located in a Government building specially assigned for the purpose and not situated in a very outlying part of the station, it shall be considered the starting and terminal point.

(ii) If the Post Office is either located in a hired building, or is situated in a very outlying part of the station, the Chief Revenue Officer’s Office or Village Panchayat Office shall be the point fixed.

45. Journey to be performed by shortest route:
(a) For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes; provided that, when there are alternative railway routes and the difference between them in point of time and cost is not great, mileage allowance shall be calculated on the route actually used.

(b) The shortest route is that by which a traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt a competent authority may decide which shall be regarded as the shortest of two or more routes.

(c) If a Government employee travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance shall be calculated on the route actually used.
(d) When the shortest route between two places is a rail route and the Government employee or a member of his family makes a journey between them by an alternative route which includes a rail journey and travels during such rail journey or part of it by a class lower than that to which he is entitled, the mileage admissible to him by the shortest route shall be calculated partly by the class of accommodation to which he is entitled and partly by the lower class actually used in proportion to the distances actually travelled by those classes on the alternative route. For this purpose any distance travelled on the alternative route by road shall be treated as distance travelled by the class of accommodation to which he is entitled.

(e) The following routes are recognised for the purpose of calculating travelling allowance although they are not the shortest or the cheapest:

<table>
<thead>
<tr>
<th>Journeys</th>
<th>Recognised route</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Between Ahmedabad and Junagadh</td>
<td>Via Botad and Dhoa</td>
</tr>
<tr>
<td>(2) Between Ukai and Ahmedabad</td>
<td>Via Fort Songadh as connected by rail with Surat and Ahmedabad</td>
</tr>
<tr>
<td>(3) Between Ahmedabad and Delhi for the Government</td>
<td>Rail route by broad gauge</td>
</tr>
<tr>
<td>employees stationed at Ahmedabad, Gandhinagar</td>
<td>Sarvodaya Express via Vadodara,</td>
</tr>
</tbody>
</table>

46. Mileage Allowance for journeys performed by other than shortest route:

(1) A competent authority may, for special reasons which should be recorded, permit mileage allowance to be calculated on a route other than the shortest or cheapest, provided that the journey is actually performed by such route and provided that the travelling allowance calculated on such route does not exceed that calculated on the shortest route by more than 50 percent.

(2) For the purpose of this rule, the absence in a train of the class of accommodation to which a Government employee is entitled under rule 49 may be taken as a special reason for allowing mileage allowance by road, and consequently the competent authority may on such occasion grant to a Government employee travelling by road, road-mileage limited to the amount which would have been admissible had the journey been performed by rail by the class of accommodation to which he is ordinarily entitled. When the fare of the requisite class for the journey in question is not specifically published, it shall be calculated according to the appropriate data in the Railway Time and Fare Table.
(3) In granting this concession, the competent authority shall consider whether any public interest such as the saving of public time, inspection work enroute, etc. was served by the journey being performed by a route other than the cheapest which would not have been served had the Government employee travelled by the ordinary route. The competent authority may also, at its discretion, grant this concession to a Government employee who travels in his own motor car by a road route between places connected by road and also partly by road and partly by rail when the car is required by the Government employee for the performance of his duties at his destination. This discretion shall be exercised with due regard to the nature and extent of such duties.

(4) In cases where the route actually used include the whole or part of the road journey included in the ordinary or cheapest route, the mileage on the whole or part of the road journey shall be excluded in calculating the excess of 50 percent under this rule.

47. Entitlement of journey by Air:

The following provisions shall govern the entitlement of the Government employee to travel by air, on tour/transfer:

(1) The officers in receipt of pay of Rs. 16,400 and above per month shall be entitled to travel by air at their discretion.

(2) The officers drawing pay of Rs. 12,300 P.M. and above up to Rs. 16,399 P.M. may also travel by air at their discretion, if the distance involved is more than 500 kms. and the journey cannot be performed overnight by rail.

(3) Registrar, Deputy Registrar, Academic officer, Planning and development officer, Controller of examination or its equivalent officer in terms of pay who are in super time-scale of I.A.S., Director General of Police and Inspector General of Police and Principal Chief Conservator of Forest, can authorise their subordinate Government employees drawing pay of Rs. 10,000 per month or more to travel by air if the following conditions are fulfilled.

(i) the distance involved is more than 500 kms.

(ii) the journey cannot be performed overnight by rail, and

(iii) such journey by air is considered essential in public interest.

(4) The Secretary to the Governor/ A.D.C.s to the Governor who accompanies the Governor on journey by air.

(5) The Secretary/ Personal Secretary to Chief Minister who accompanies the Chief Minister on journey by air.

Note: Government employees entitled to travel by air shall travel by economy class. They may travel by private airline
only if the station to which he is to go on official duty is not connected by Indian Airlines/ Vayudoot.

48. Journey by air by Government employees who are not entitled for the same:
   A Government employee who is not authorised to travel by air but performs a journey by air can draw actual air fare of fare for the journey by rail of the class of Accommodation to which he is entitled whichever is less.

49. Entitlement for journey by rail on tour and transfer:
   Based on the pay drawn the entitlement of a Government employee for journeys by rail on tour and transfer shall be as under:

<table>
<thead>
<tr>
<th>Pay Range</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 16,400 and above</td>
<td>AC First Class</td>
</tr>
<tr>
<td>Rs. 8,000 and above but less than Rs. 16,400</td>
<td>II AC 2-Tier Sleeper</td>
</tr>
<tr>
<td>Rs. 6,500 and above but less than Rs. 8,000</td>
<td>First Class-II ACIII-Tier Sleeper/ AC Chair Car*</td>
</tr>
<tr>
<td>Rs. 4,100 and above but less than Rs. 6,500</td>
<td>First Class /II ACIII-Tier Sleeper/AC Chair Car*</td>
</tr>
<tr>
<td>Below Rs. 4,100</td>
<td>Second Sleeper</td>
</tr>
</tbody>
</table>

   *All Government employees who are entitled to travel on tour/transfer by First Class/ II AC III-Tier Sleeper/ AC Chair Car may at their discretion, travel by II AC 2-Tier Sleeper where any of the trains connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation.

   --

   Travel by Rajdhani Express Trains:

<table>
<thead>
<tr>
<th>Pay Range</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 16,400 and above</td>
<td>AC First Class</td>
</tr>
<tr>
<td>Rs. 8,000 and above but less than Rs. 16,400</td>
<td>II AC 2-Tier Sleeper</td>
</tr>
<tr>
<td>All others drawing pay below Rs. 8,000</td>
<td>AC Chair Car*</td>
</tr>
</tbody>
</table>

   *Travel by AC-III - Tier Sleeper will be permissible in trains in which AC Chair Car accommodation is not provided.

   Travel by Shatabdi Express Trains:

<table>
<thead>
<tr>
<th>Pay Range</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 16,400 and above</td>
<td>Executive Class</td>
</tr>
<tr>
<td>All others drawing pay below Rs. 16,400</td>
<td>AC Chair Car</td>
</tr>
</tbody>
</table>

   50. Drawl of Fares:

   (1) A Government employee travelling on duty by air/ rail/ public bus shall draw the actual fare of the class of accommodation he is entitled to.

   (2) A Government employee or a member of his family travelling by rail in a class of accommodation lower than
that to which he is entitled shall draw the fare of the class of accommodation actually used.

(3) A Government employee who purchases an Air ticket through any agency, shall, in addition to the air fare, be entitled to agency charges limited to Rs. 10/- per journey.

51. Grades of Government employees for drawing Road Mileage Allowance:

For the purpose of calculating the entitlement of road mileage allowance, the Government employees are divided into following grades:

(a) The first grade shall include:-
   (i) Those in receipt of Pay not less than Rs. 8,000/- per month.
   (ii) Heads of Departments not included in (i) above

(b) The second grade shall include those in receipt of Pay of not less than Rs. 6,500/- per month but less than Rs. 8,000/- per month.

(c) The third grade shall include those in receipt of Pay of not less than Rs. 4,100/- per month but less than Rs. 6,500/- per month.

(d) The fourth grade shall include those in receipt of pay of less than Rs. 4,100/- per month.

52. Rates of road mileage for journeys by Road:

For journeys by road, road mileage allowance shall be calculated at the following rates for each kilometer travelled except in any case for which different rates are specially provided:

Government employees using their own/ borrowed/ hired conveyance-

(i) Government employees of the First or Second Grade:-

<table>
<thead>
<tr>
<th>Conveyance by which journey is performed</th>
<th>Rate of mileage allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Car/ Jeep (Petrol)</td>
<td>500 paise per k.m.</td>
</tr>
<tr>
<td>Motor Car/ Jeep (Diesel)</td>
<td>400 paise per k.m.</td>
</tr>
<tr>
<td>Motor Cycle</td>
<td>120 paise per k.m.</td>
</tr>
<tr>
<td>Any other means of conveyance</td>
<td>100 paise per k.m.</td>
</tr>
</tbody>
</table>

(ii) A Government employee of the Third Grade:-

<table>
<thead>
<tr>
<th>Conveyance by which journey is performed</th>
<th>Rate of mileage allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Cycle</td>
<td>120 paise per kilometer</td>
</tr>
<tr>
<td>Any other means of conveyance</td>
<td>100 paise per kilometer</td>
</tr>
</tbody>
</table>
Ordinances of Saurashtra University

(iii) A Government employees of the Fourth Grade :-

<table>
<thead>
<tr>
<th>Conveyance by which journey is performed</th>
<th>Rate of mileage allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any means of conveyance</td>
<td>100 paise per kilometer</td>
</tr>
</tbody>
</table>

Explanation: Journey by "any other means of conveyance" or "any means of Conveyance" includes journey performed on foot.

Note: In calculating mileage allowance for journey by road, fractions of a k.m. in each item of bill shall be rounded off to the nearest figure, half and more than half a k.m. being taken as one k.m. and fractions less than half a k.m. being neglected.

53. General conditions for drawal of Road Mileage Allowance :
The following shall govern the drawal of road mileage allowance by the Government employee :-

(1) Two or more Government employees travelling on duty in the same conveyance may not all draw road mileage for the journeys but only that officers who either owns the conveyance or has borrowed or hired it may draw road mileage, if admissible under rule 54. The Government employee other than the one who owns the conveyance or has borrowed or hired it, should make a note showing the circumstances of such journey on the travelling allowance bill presented for payment.

(2) Each of such Government employee shall draw daily allowance as admissible under these rules.

(3) Each complete journey is to be considered separately as a journey on tour whenever the Government employee returns to headquarters or to a place in which his headquarters are situated whether he halts there or not.

54. Entitlement of Road Mileage Allowance for journey by own or borrowed or hired car :

(1) For the purpose of drawal of full road mileage allowance at the rate laid down in rule-52, Registrar, Deputy Registrar, Academic officer, Planning and development officer, Controller of examination or its equivalent officer in terms of pay in the scale of Joint Secretary to Government and above and whose jurisdiction is whole state, can use their own/ borrowed or hired car for all journeys.

(2) Other Government officers who travel by their own or borrowed or hired car between places connected by rail shall be entitled to road mileage allowance limited to the fare of highest class of entitled by railway available on that particular route.

55. Journey by own car between Air Port and Residence:
Principle Secretaries, Additional Chief Secretaries and Secretaries of Government using their own car for the journey between air port/ railway station/ bus stand and residence on the day of departure and arrival on/ from tour, shall be entitled to road mileage allowance at the rate laid down in rule 52 for the mileage covered by their empty car for going and coming to residence on both occasions, provided the staff car is not available for the said journey and the concurrence of Additional Chief Secretary of the Finance Department is obtained before claiming the said mileage allowance.

56. Entitlement for journey by public bus:

Based on the pay drawn by a Government employee, he shall be entitled to travel by public bus as under:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Pay Range</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Rs. 18,400 and above</td>
<td>(i) Actual fare by any type of public bus, including air conditioned bus; OR At prescribed rates for AC Taxi when the journey is actually performed by AC Taxi; OR At prescribed rates for auto rickshaw for journey by Auto rickshaw; OR At prescribed rates of road mileage for journeys by scooter/motorcycle/moped etc.</td>
</tr>
<tr>
<td>(ii)</td>
<td>Rs. 8,000 and above but less than Rs. 18,400</td>
<td>(ii) Same as at (i) above with the exception that journeys by AC Taxi will not be permissible.</td>
</tr>
<tr>
<td>(iii)</td>
<td>Rs. 6,500 and above but less than Rs. 8,000</td>
<td>(iii) Same as at (ii) above with the exception that journeys by AC Bus will not be permissible.</td>
</tr>
<tr>
<td>(iv)</td>
<td>Rs. 4,100 and above but less than Rs. 6,500</td>
<td>(iv) Actual fare by any type of public bus, other than AC Bus or AC Taxi; OR At prescribed rates for auto rickshaw for journey by auto rickshaw; OR At prescribed rates of road mileage for journeys by scooter/motorcycle/moped etc.</td>
</tr>
<tr>
<td>(v)</td>
<td>Below Rs. 4,100</td>
<td>(v) Actual fare by ordinary public bus only; OR</td>
</tr>
</tbody>
</table>
At prescribed rates for auto rickshaw for journey by auto rickshaw;

OR

At prescribed rates of road mileage for journeys by scooter/motorcycle/moped etc.

57. Local journeys at Headquarters and in camp while on tour:

(1) A Government employee undertaking the following journeys while proceeding/ arriving on/ from tour and at the place of camp inside or outside the state while on duty shall be entitled to claim road mileage at the rates laid down in sub-rule (2):

(i) Journeys from Residence or duty point at Head Quarters to Railway Station/ Bus Stand/ Airport and back on the day of departure for tour and on the day of arrival from tour.

(ii) Journey from Railway Station/ Bus Stand/ Airport/ place of duty to residence/ duty point at the place of arrival and similarly on the day of departure from the place of camp.

(iii) Journey from the place of his stay to the place of duty, once for going and then coming back to the place of stay, every day, at the place of camp.

Note 1: The condition "once for going and then coming back to the place of stay" will not be applicable to the journey performed at Delhi and Bombay.

Note 2: No road mileage will be admissible for other journeys at the place of camp.

(2) The rates of the road mileage allowance for the journeys mentioned in sub-rule (1) shall as follows:

<table>
<thead>
<tr>
<th>Conveyance by which journey is performed</th>
<th>Rate of Road Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) By full taxi/ auto rickshaw</td>
<td>At the rate of taxi/ auto Rickshaw fare as prescribed by concerned State Government.</td>
</tr>
<tr>
<td>(ii) By own Car/ Jeep (Petrol driven)</td>
<td>500 paise per k.m.</td>
</tr>
<tr>
<td>(iii) By own Car/ Jeep (Diesel driven)</td>
<td>400 paise per k.m.</td>
</tr>
<tr>
<td>(iv) By Tonga/ Cycle Rickshaw/ Rickshaw (Three Wheeler)</td>
<td>200 paise per k.m. (man driven)</td>
</tr>
<tr>
<td>(iv) By Scooter/ Motor Cycle (Two Wheeler)</td>
<td>120 paise per k.m.</td>
</tr>
</tbody>
</table>

(3) Where the Taxi/ Auto Rickshaw and other modes of journey are shared by more than one Government employee or where a Government employee takes a single seat in Taxi/ Auto Rickshaw etc., the mileage
allowance admissible shall be the actual share of hire charges limited to fifty percent of the rates in sub-rule 2.

(4) A Government employee not in receipt of permanent travelling allowance or conveyance allowance or transport allowance travelling on duty within eight kilometers of headquarters or within municipal limits whichever is further, or for attending the office on Sunday and Holiday, shall be entitled to rickshaw charges at scheduled rates of fares for public conveyance actually paid by him, the amount reimbursable per day being limited to one daily allowance.

58. Mileage Allowance for journeys by steamer or launch:
A Government employee travelling by steamer/ launch within the State of Gujarat shall be entitled to actual fare charged for the journey. The entitlement of the class of accommodation to a Government employee for the journeys by sea/ river steamer outside the State of Gujarat shall be as may be decided by the respective Head of Department giving approval to the said journey.

59. Due date for payment of Travelling Allowance bills:
(1) The claim of a Government employee for travelling allowance including daily allowance shall be considered to have fallen due for payment on the date succeeding the date of completion of a journey or on the first date of next calendar month to which the claim relates.

(2) In the case of transfer travelling allowance claim falls due on the date succeeding the date of completion of journey. In cases, where a Government employee and member of his family travel separately, the dates shall be reckoned separately for each, on the date succeeding the day of completion of each individual journey. Similarly, travelling allowance claims in respect of transportation of personal effects and conveyance shall be considered as falling due on the dates succeeding the date on which these are actually delivered to him at the new station.

60. Forfeiture of right to Travelling Allowance claim:
The right of a Government employee to the travelling allowance including daily allowance and transfer travelling allowance shall be forfeited or deemed to have been relinquished if the claim for its not preferred within one year from the date on which it becomes due as per rule 63.

61. Cancellation charges in respect of unused tickets:
The controlling officer shall allow the reimbursement of cancellation charges in respect of air/ rail/ bus tickets purchased by a Government employee for travel on official
duty if the journey it is cancelled in exigencies of public service. For the reimbursement of cancellation of air tickets, permission of the authority if any, which authorised the travel by air would be necessary.

CHAPTER - VII

DAILY ALLOWANCE

62. Daily Allowance when admissible:
Unless in any case it be otherwise expressly provided in these rules, a daily allowance shall be drawn while on tour by every Government employee, whose duties require that he should travel, and shall not be drawn except while on tour.

63. General conditions for the drawal of Daily Allowance:
The following are the general conditions which shall govern the grant of daily allowance to Government employees under these rules:

(1) Daily allowance may not be drawn except during absence from headquarters on duty. A period of absence from headquarters begins when a Government employee actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated, whether he halts there or not.

(2) Daily allowance may not be drawn for any day on which a Government employee does not reach a point outside a radius of eight kilometers from his headquarters or beyond municipal limits, whichever is farther, or returns to his headquarters from a similar point.

(3) A Government employee who takes casual leave when on tour, is not entitled to draw daily allowance during such leave but if he returns to his headquarters or proceeds to another place of halt after the expiry of casual leave he may draw mileage allowance for the journey by the shortest route from the old place of halt to the place at which duty is resumed after the casual leave is availed of.

(4) A Government employee on tour shall draw daily allowance on a Sunday or a public holiday intervening his halt, if he certifies that he had not returned to his headquarters for attending to his private business on that day and has spent at least a part of such day at the camp.

(5) A Government employee who proceeds first on casual leave from headquarters and resumes duty at an outstation on tour, may draw travelling allowance from the place where causal leave is spent to the place of tour, limited to that admissible between headquarters and the tour station.
64. Classification of cities for the drawal of Daily Allowance:
For the purpose of drawal of daily allowance the various cities
are classified as under:-

"A-1" Class City Rates
Cities:
(1) Brihad Mumbai UA (2) Chennai UA (3) Delhi UA (4) Kolkata UA

"A" Class City Rates
Cities:
*Ahmedabad UA * Hyderabad UA * Kanpur UA * Nagpur UA *
Bangalore UA * Jaipur UA * Lucknow UA * Pune UA

Specially Expensive Localities:
*Darjeeling District * NEFA areas beyond Inner Line (Except
Siliguri sub-division)* Darjeeling Town *Naga Hills Tuensange area
beyond the Inner Line

Expensive/ Remote Localities of Himachal Pradesh:

<table>
<thead>
<tr>
<th>Lahaul and Spiti District Kinnaur District</th>
<th>Chhuhan Valley of Jogindernagar Tehsil of Mandi District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bharmour sub-division and Pangi sub-division of Chamba District</td>
<td>Mangal Panchayat area of Solan District</td>
</tr>
<tr>
<td>Pargana of Pardahbhis</td>
<td>Dodrakwar area of Rohru Tehsil</td>
</tr>
<tr>
<td>Other Seraj and Malana Panchayat Areas of Kulu District</td>
<td>Parganas of Chhebis, Naubis, Barabis, Pardahbhis and</td>
</tr>
<tr>
<td>Sarahan and Gram Panchayats of Munish, Darkali and Kashpet of Rampur Tehsil of Simla District</td>
<td>Chhota Bhangal and Bara Bhangalareas of Palampur sub-division of Kangra District</td>
</tr>
</tbody>
</table>

The following hills areas in Manipur which do not fall on the National Highway:
* Ukhrul * Tamenlong * Mao Maram * Churachandpur * Jiribam
* Tengnampal * Siluk sub-division (in Senapati District)

"B-1" Class City Rates
Cities:
*Agra UA * Jamshedpur UA * Patna UA * Allahabad UA * Kochi
UA * Surat UA* Bhopal UA * Kozhikode UA* Thiruvananthapuram
UA * Coimbatore UA * Lucknow UA * Vadodara UA * Dhanbad
UA * Ludhiana * Varanasi UA * Indore UA* Madurai UA *
Vijayawada UA * Jabalpur UA * Meerut UA * Vishakhapatnam UA
* Nagpur UA

Expensive Localities:
*Shimla * Jammu and Kashmir * Laccadive, Minicoy and Amindivi Islands * Andaman and Nicobar Islands
The following areas of Himachal Pradesh:

<table>
<thead>
<tr>
<th>Janjehli Block of Chachoit Tehsil of Mandi District</th>
<th>Churah Tehsil, Kunr Panchayat and Belej Pargana of Chambu Tehsil and Salooni Tehsil of Chamba District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chopal Tehsil of Shimla District</td>
<td>Manali-Ujhi area Lagg Valley and</td>
</tr>
</tbody>
</table>

287
(UA) = Urban Agglomeration

Note: UA = Urban Agglomeration:
The localities which are included in urban agglomeration of different cities are as adopted for the population census 1991. The same in respect of the above cities of Gujarat States are reproduced in Annexure to these rules. The same in respect of cities of other States/ Union Territories shall be as laid down by the Central Government for their employees stationed at those places.

65. Rates of Daily Allowance:
The rates of daily allowance shall be as follows:-

I. When a Government employee stays in Government/Public Sector Guest House or makes his own arrangements

<table>
<thead>
<tr>
<th>Pay Range</th>
<th>Localities other than those mentioned in column (3), (4) and (5)</th>
<th>B-1 Class cities and localities</th>
<th>A Class cities and specially expensive localities</th>
<th>A-1 Class cities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
</tr>
<tr>
<td>Rs. 16,400 and above</td>
<td>135</td>
<td>170</td>
<td>210</td>
<td>260</td>
</tr>
<tr>
<td>Rs. 8,000 and above, but less than Rs. 16,400</td>
<td>120</td>
<td>150</td>
<td>185</td>
<td>230</td>
</tr>
<tr>
<td>Rs. 6,500 and above, but less than Rs. 8,000</td>
<td>105</td>
<td>130</td>
<td>160</td>
<td>200</td>
</tr>
<tr>
<td>Rs. 4,100 and above, but less than Rs. 6,500</td>
<td>90</td>
<td>110</td>
<td>135</td>
<td>170</td>
</tr>
<tr>
<td>Below Rs. 4,100</td>
<td>55</td>
<td>70</td>
<td>85</td>
<td>105</td>
</tr>
</tbody>
</table>

II. When a Government employee stays in a hotel or other establishment providing boarding and/ or lodging at scheduled rates

<table>
<thead>
<tr>
<th>Pay Range</th>
<th>Localities other than those mentioned in column (3), (4) and (5)</th>
<th>B-1 Class cities and localities</th>
<th>A Class cities and specially expensive localities</th>
<th>A-1 Class cities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
</tr>
<tr>
<td>Rs. 16,400 and above</td>
<td>335</td>
<td>425</td>
<td>525</td>
<td>650</td>
</tr>
</tbody>
</table>
Ordinances of Saurashtra University

<table>
<thead>
<tr>
<th>Rs. 8,000 and above, but less than Rs. 16,400</th>
<th>225</th>
<th>330</th>
<th>405</th>
<th>505</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 6,500 and above, but less than Rs. 8,000</td>
<td>200</td>
<td>250</td>
<td>305</td>
<td>380</td>
</tr>
<tr>
<td>Rs. 4,100 and above, but less than Rs. 6,500</td>
<td>130</td>
<td>160</td>
<td>195</td>
<td>245</td>
</tr>
<tr>
<td>Below Rs. 4,100</td>
<td>65</td>
<td>85</td>
<td>100</td>
<td>125</td>
</tr>
</tbody>
</table>

66. **Pattern of Daily Allowance**

Unless in any case it be otherwise expressly provided in these rules, a daily allowance shall be drawn while on tour by every Government employee, whose duties require that he should travel, and shall not be drawn except while on tour.

66. **Pattern of Daily Allowance**

Daily Allowance for the entire absence from headquarters shall be regulated as follows :-

1. Full daily allowance shall be granted for each completed calendar day of absence reckoned from midnight to midnight.

2. For absence from headquarters for less than twenty four hours, the daily allowance shall be admissible, at the following percentage of the prescribed rates :-
   
   (i) If the absence from headquarters 30% does not exceed six hours
   
   (ii) If the absence from headquarters exceed 50% six hours but does not exceed twelve hours

   (iii) If the absence from headquarters 100% exceeds twelve hours

3. For days of departure and arrival at headquarters as well as when the period of absence from headquarters falls on more than one calendar day, they shall be reckoned as separate days and daily allowance shall be calculated for each day separately as per above sub-clause (2).

4. When more than one tour is undertaken on the same day, each tour should be treated separately and daily allowance should also be calculated separately, subject of course to the condition that daily allowance calculated separately for each tour on any calendar day shall not exceed one daily allowance.

67. **Enhanced rate of daily allowance for officers entitled to Travel by owned or hired or borrowed car if they travels by public conveyance**

Government Officers who are allotted Government vehicles and also those officers who are entitled to road mileage for journeys performed by their owned/ hired/ borrowed car will be entitled to daily allowance at 50% more than the normal rates of halts up to 10 days, if they travel by public conveyance i.e. by public bus or by railway.
68. Calculation of admissible Daily Allowance for stay in hotel:

(1) The daily allowance for stay in hotel etc., shall be admissible at the respective rate for the concerned locality as shown in rule-69 II reduced by 10% thereof and in addition the lodging charges (exclusive of breakfast/meals) incurred by the Government employee for each calendar day subject to the condition that the daily allowance so calculated per day shall not exceed the rate laid down in the said rule for that locality.

(2) When the daily allowance if claimed under sub rule (1), the Government employee shall attach with the travelling allowance bill or the voucher/s showing the lodging/boarding charges actually paid for the halts in hotel/institution and also give a certificate in the following form:

"Certified that I have stayed in hotel/institution at from to and the said hotel/institution provides lodging/boarding at scheduled rates."

Date: Signature Name and Designation

Note: Where more than one Government employee share the same room, the proportionate share of lodging charges for each day shall be treated as his lodging charges, and the daily allowance for him shall be calculated in the manner indicated above.

69. Daily Allowance when boarding or lodging is allowed free to a Government employee on tour:

A Government employee who, while on tour is allowed free boarding and lodging at the expense of any Government or an Autonomous, Industrial or Commercial Undertaking or Corporation, or a Statutory body or a Local Body, in which Government funds have been invested or in which Government have any other interest, shall draw only one-fourth the rate of daily allowance admissible to him at the station concerned. If only boarding or lodging is allowed free to such a Government employee he shall draw daily allowance at one-half of the admissible rate.

70. Daily Allowance to a Government employee who stays in circuit house, rest house etc.,:

A Government employee, who stays while on tour in a Circuit House, Inspection Bungalow, Rest House, Aram Gruh, Pathikashram etc., owned by Government or Local body without having to pay any charges for accommodation, shall
also draw one-half of the appropriate rate of daily allowance.
If however, such a Government employee has to pay any
charges for his stay at such places, even though the said
charges may not cover the entire cost of the facilities provided;
no reduction in daily allowance shall be made.

71. Daily Allowance on Tour or Temporary Transfer:
The admissibility of daily allowance to a Government
employee for continuous halts at places outside his
headquarters during tour/ temporary transfer shall be as
follows:

(i) First 90 days Full daily allowance
(ii) For next 90 days 50% daily allowance
(iii) Beyond 180 days Nil

Note 1: A halt is continuous unless terminated by an absence on
duty at a distance from the halting place exceeding eight
kilometers for a period including not less than three
nights.

Note 2: In calculating the duration of a halt, any day on which
the Government employee travels or halts at a distance
from the halting place exceeding eight kilometers shall
be excluded.

Note 3: A halt is considered to be terminated when a Government
employee returns to his headquarters even though the
return be for less than three nights.

Note 4: For the purpose of this rule absence on leave is not
"absence on duty" and should not be regarded as an
interruption of halt.

72. Daily Allowance during training:
(1) The admissibility of daily allowance to a Government
employee during the period of training at a place
outside his headquarters, where boarding and lodging
are not provided, shall be as follows:

(i) First 180 days Full daily allowance
(ii) Beyond 180 days Nil

(2) When free boarding and/ or lodging is provided to the
Government employee under training either by
Government or by the sponsoring institution etc., the
rate of daily allowance shall be regulated in accordance
with the rule 73.

Ordinance 184
1. When the Syndicate is not in session and the Vice-Chancellor is of
the opinion that circumstances have arisen requiring immediate
action for the exercise of functions of the Syndicate in respect of any
matter specified in the Schedule appended hereto and that it is not
proper for him to invoke the aid of the provisions of sub-section (4) of Section 11 of the Act in that behalf, he shall take such action as he deems necessary and shall, at the earlier opportunity thereafter, report his action to the Syndicate for such action as it may deem fit.

2. This Ordinance shall be deemed to have come into force on the date on which the Syndicate has commenced to exercise its functions under the Act.

**SCHEDULE TO ORDINANCE 184**

1. Assignment of a Faculty to a member of the Senate.
2. Appointment of a member of staff of the University or of any College managed by it, including disciplinary action against him.
3. Instructions regarding conduct of examinations, including changes in dates thereof, and issue of certificates to successful candidates.
4. Appointment of paper-setters and examiners, as well as remuneration and allowances to persons engaged for conduct of examination and other expenditure incurred for the purpose of examinations.
5. Appointment of Senior Supervisors.
6. Holding of additional examinations.
7. Fixing of examination fee including refund thereof and any other fee connected with the result of the examinations.
9. Matters relating to Post-graduate teaching and Centres and appointments of Professors-in-charge thereof, as well as fees chargeable from post-graduate students and refund thereof.
10. Matters relating to University Departments as well as Hostels for students studying in such Departments.
11. Matters relating to affiliation of a college or an institution.
12. Any matter falling within the review of the Finance Committee.
14. Distribution of grant for Travelling Allowance to teachers of affiliated colleges on their visit to Research Centres.
15. Raising of amount of imprest for Travelling Allowance.
16. Appointment of Advocates to act and appear on behalf of the University in matters before Courts of Law, including payment of fees to them for such act or appearance as well as payment of fees to Advocates for consultation in any matter not before a Court of Law.
17. Any matter relating to the Estate of the University or a building obtained on lease and its maintenance or repairs.
18. Grant of Loans or Advances to the members of the staff of the University.
19. Investment of funds.
20. Fixing price of University publications.
21. Purchase of Books for the University Library.
22. Acceptance of donations by the University and conditions relating thereto.
23. Deputing representatives of the University for any All India Conference or a State level Conference or other Seminars and symposia.
24. Matters relating to Zonal, Inter-Zonal and Inter-University Sports and Youth Festivals.
25. Strike and such other conditions.
26. Payment of Provident Fund and Gratuity to the employees of the University.
27. Any other matter which the Syndicate may from time to time specify in this behalf.

**Ordinance 184-A**

Without detriment to the powers of Vice-Chancellor under Section 11 of the Act and to the powers delegated to the Vice-Chancellor under O. 184, the Standing Committee of the following members of the Syndicate may exercise all the powers of the Syndicate where in the opinion of the Vice-Chancellor or the Pro-Vice-Chancellor the circumstances warrant expeditious disposal of any matter which is pending decision on the agenda of an adjourned meeting of the Syndicate. The decision or decisions taken by the Standing Committee as above shall be deemed to have been taken by the Syndicate.

1. Vice-Chancellor
2. Pro-Vice-Chancellor
3. At least two of the members of the Syndicate who may attend the meeting in response to a notice given in writing or telegraphically or by telephone. A notice of the meeting of the Standing Committee may be given at any time in writing or telegraphically or by telephone to all the Syndicate members who can be contacted.

**CONDUCT AND DISCIPLINE OF NON-TEACHING EMPLOYEES OF UNIVERSITY**

**Formation and Registration of Associations**

(Under Sections 20 (1) (xxii) and (xxviii) and 31 (xi) and other enabling provisions)

**Ordinance 185**

(1) Subject to the provisions hereinafter appearing in this behalf, non-teaching paid employees of the University who are permanent or on probation below the rank of Assistant Registrar or any post comparable thereto in respect of designation, category or pay-scale, hereinafter referred to as "employees" may after forming themselves into an association apply for recognition of the association provided the number of the members of the association at all times exceed and
continues to exceed fifty per cent of 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 the 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 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 of 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 such approval.

(7) The University may arrange the dispatch of communications 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 particular 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 suggestion 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 provisions 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 total 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 fee of not less than ten percent of the association have remained unpaid;

(e) the association is not maintaining proper accounts of income and expenditure or the accounts are defective on account of such alterations, 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 activity which is 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 is refused 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 reasons 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, 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 any 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 fact of approval of 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 185
Application fee Recognition

To
The Registrar,
Saurashtra University,
RAJKOT.

Sir,

In pursuance of Ordinance 185 of the Ordinance of the Saurashtra University, we hereby request you to recognise the association of employees of the Saurashtra University who are eligible to be members of the Association under existing O. 185 (i) 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.

RAJKOT:
DATE:

Signature and particulars of three members authorised to sign the application.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Name in full</th>
<th>Designation</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Ordinance 185-A

Formation and Recognition of Association
(Under Section 20 (1) (xvii), (xxiii) and (xxviii) and 31 (xi) and other enabling provisions)

1. Any Association formed of at least form fifty percent of the teachers in the employment of the affiliated Colleges managed by the trust or bodies other than the State Government or the University may seek recognition by the University and may apply for that purpose to the Registrar of the University in the form set out in the Schedule appended hereto:

Note:
(1) The term ‘teachers’ used in Clause-1 above does not include Principals and the teachers declared surplus and not in the employment of a College.

(2) For the purpose of this Ordinance “teachers” means the teachers as defined in Sec. 2 (13) of the Saurashtra University Act, 1965 having the minimum qualifications prescribed by the University and recognised as such for imparting instructions in the affiliated Colleges.

2.(1) Subject to the other provisions of this Ordinance, to be eligible for recognition, an Association shall:

(i) Ordinarily be an Association consisting of the distinct class of teachers mentioned in Clause-1 above:

(ii) be open for membership to every teacher of that class;

(iii) not allow any teacher of any other class to become its member;

(iv) not have as its member any person who is not a teacher within the meaning of Sec. 2(13) of the Saurashtra University Act, 1965; or Note (1) and (2) below Clause-1 above.

(v) not be in any way connected with any political party or organisation or engaged in any political movements;

(vi) have a constitution with such objectives as are providing for activities for the welfare of and for safeguarding the rights of its members, which are charitable and for increasing the efficiency of its members.
Ordinances of Saurashtra University

(vii) have been registered as an association with the authority concerned in accordance with the law.

Note:

(1) A teacher found to be having membership of more than one Associations of the same class shall be treated as a member of the association of which he secured membership at the earliest during the year to which the membership pertains (beginning from 1st of July).

(2) Counter-foils of the receipts issued for the membership fees shall bear the Dated signature of the members concerned.

(3) Notwithstanding anything contained in sub-clause (1) above, the Syndicate may for reasons to be recorded in writing dispense with or relax to such extent as it may deem proper any one or more of the conditions mentioned in sub-clause (1) above.

3. An application for recognition referred to in Clause-1 above duly signed by the president or Secretary of the Association seeking recognition shall be addressed and sent to the Registrar and shall be accompanied by:
   (i) the rules governing the Constitution and Conduct of business of such Association (herein after referred to as "the Association Rules");
   (ii) a list of its office bearers and the names and addresses of the teachers who are members of the Association;
   (iii) applications duly signed by the teachers and attested by the Principal of the College concerned, for the membership of the Association;
   (iv) a budgeted estimate of the income and expenditure for the current year;
   (v) audited accounts of the previous year;
   (vi) Certificate of registration under any law for the time being in force; (except (iii) all copies shall be furnished in triplicate)

4. No recognition shall be granted by the University unless the requirements of clause 1 to 3 above are fully satisfied and the Association Rules are duly approved by the Syndicate of the University after the Association has carried out such amendments if any, in the rules as may be proposed and deemed proper by the Syndicate.

5. (a) The Registrar, on receipt of an application for recognition shall scrutinize the application and shall submit it to the Vice-Chancellor noting his observations for the information of the Vice-Chancellor and thereafter the application together with the Association rules appended thereto shall be submitted to the Syndicate for its consideration.

   (b) The Syndicate shall consider the Association rules appended to the Application and may approve or disapprove of them whole or in part of may refer them back to the Association
with its suggestions, if any. After receipt of the Association rules from the Association with due compliance with the suggestions of the Syndicate or otherwise the Syndicate shall again consider the application for recognition and may grant or reject it or may grant, it subject to such condition as it may think proper. The Association shall be deemed to have been recognised only after compliance with such conditions of any or after the recognition has been granted to it by the Syndicate.

6. It shall be obligatory for a recognised Association to maintain at all times at least forty percent of the membership of the teachers of that class existing in the University area, failing which the Syndicate may cancel the recognition or may allow the Association such time not exceeding three months at its discretion to make up the deficit and shall cancel the recognition if the Association fails to satisfy the condition within the time allowed.

7. Deleted.

8. The President, the Vice-President, the Secretary, the Treasurer and any other office bearers of the Association shall be the persons elected from amongst the members of the Association.

9. Every recognised Association shall from time to time intimate to the University all changes in its name, office address, names of its office-bearers and their addresses and in the Association rules and furnish such other information as may be required by the University from time to time.

10. The minute-book, membership register and accounts of a recognised Association shall be open to inspection by the Vice-Chancellor, Registrar or any member of the Syndicate or any person specially appointed in that behalf under the instructions of the Syndicate.

11. The annual list of members and a copy of the audited accounts of the Association shall be sent to the office of the University every year within one month after the consideration thereof by the general body.

12. No amendment shall be effective in the Association rules unless it has been approved by the Syndicate.

13. After recognition has been granted to an Association by 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 purpose of this clause, any of the following reasons may be considered to be proper, namely:

(a) the number of members of the Association has become less than forty percent of the total number of teachers of that class;
(b) the Association has not been able to hold its meeting even once during a year or there was no quorum in any annual meetings;

(c) the Association has not appointed any one or more of its office-bearers for a continuous period of three years;

(d) twenty-five percent or more of the existing members of the Association have not paid their fees for the current year of the membership;

(e) the Association is not maintaining the minutes of its preceding;

(f) the Association is not maintaining proper accounts of income and expenditure or the accounts are defective on account of such alterations, errors or unfair practice, as the Syndicate considers to be material on the basis of the reports of an auditor;

(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 activity which is 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.

14. The Syndicate, or a Committee thereof consisting of one or more of its members shall before approval to rules is refused wholly or in a part or recognition is refused 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 heard the Association through its representative before taking any action in the matter. The Syndicate shall state its reasons in brief for its action. The Syndicate may, for reasons which it deem proper, reconsider the matter.

15. Only a recognised Association shall be heard by the University representing on behalf of its members. A recognised Association shall not be entitled to represent to the University any question which is not of common interest to the class of teachers which the Association represents.

16. The fact of approval of Association rules or recognition of Association shall not imply and admission by the University of any claim of a teacher to a right of strike or stoppage of work.
THE SCHEDULE
(Vide Clause 1 of Ordinance 185-A)
Form of application for recognition of an Association of teachers

Address:

Dated the day of 19

1. The name of the Association to which all communications and notices may be addressed is__________________________

2. The__________________________ Association came into existence on the day of 19

3. The Association consist of teachers of class__________________________ and has_________________________ members out of_________________________ teachers in that class.

4. (1) Three copies of the Association rules are enclosed.
   (2) Table I appended hereto contains information about the rules and their contents.

5. A list of office bearers of the Association in Table-II hereto is attached to this application.

6. The following documents in accordance with Clause (3) of Ordinance 185-A accompany:
   (1)
   (2)
   (3)
   (4)
   (5)

7. We have been duly authorised by the Association to make this application on its behalf, such authorisation consisting of:
   Signature    Occupation    Address etc.

To
The Registrar,
Saurashtra University,
RAJKOT.

TABLE - I
The number of the rules, making provisions for the several matters detailed in column-1 are given against them in column-2 below:

<table>
<thead>
<tr>
<th>Matter</th>
<th>Number of rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of Association</td>
<td></td>
</tr>
<tr>
<td>2. Objects for which the Association has been established.</td>
<td></td>
</tr>
<tr>
<td>3. Purposes for which the general funds of the Association shall be applicable.</td>
<td></td>
</tr>
<tr>
<td>4. Maintenance of list of members.</td>
<td></td>
</tr>
<tr>
<td>5. Admission of ordinary members.</td>
<td></td>
</tr>
<tr>
<td>6. Conditions under which members are entitled to benefit assured by the rules.</td>
<td></td>
</tr>
</tbody>
</table>
7. Manner in which the rules can be amended.
8. Manner in which the members of the executive and the other office-bearers of the Association shall be appointed or removed.
9. Safe custody of the funds.
10. Annual Audit of the accounts.
11. Facilities for the inspection of the account books by office bearers and members.
12. Manner in which the Association may be dissolved.

**TABLE-II**

List of office bearers:
Name of the Association:
Office held in Association:

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Address</th>
<th>Occupation</th>
</tr>
</thead>
</table>

Date:

**Ordinance 185-B**

1. Any Association formed of at least fifty percent of the Principals of the Colleges affiliated to the Saurashtra University may seek recognition by the University and may apply for that purpose to the Registrar of the University in the form set out in the Schedule appended hereto:

**Note:**
For the purpose of this Ordinance, ‘Principal’ means the Principals as defined in Sec. 2(8) and ‘affiliated’ means as defined in Sec. 2(1) of the Saurashtra University Act, 1965.

2. Subject to the other provisions of this Ordinance, to be eligible for recognition, an association shall—
   (i) be open for membership to all Principals of the colleges affiliated to Saurashtra University;
   (ii) not allow any of its members to become a member of any other association of Principals or of college teachers;
   (iii) not have as its member any person who is not a Principal within the meaning of Sec. 2(8) read with Sec. 2(1) of the Saurashtra University Act, 1965.
   (iv) not be in any way connected with any political party or organisation or engaged in any political movements.

3. An application for recognition referred to in Clause 1 above duly signed by the President or Secretary of the Association seeking recognition shall be addressed and sent to the Registrar and shall be accompanied by three copies of the rules governing the Constitution and Conduct of business of such Association (hereinafter referred to as “the Association Rules”). Such application shall also be accompanied by a list
Ordinances of Saurashtra University

of its office bearers and the names and addresses of the Principals who are members of the Association.

4. No recognition shall be granted by the University unless the requirements of clauses 1 to 3 above are fully satisfied and the association rules are duly approved by the Syndicate of the University after the association has carried out such amendments if any, in the rules as may be proposed and deemed proper by the Syndicate.

5. (a) The Registrar, on receipt of an application for recognition shall scrutinize the application and shall submit it to the Vice-Chancellor noting his observations for the information of the Vice-Chancellor and thereafter the application together with association rules appended thereto shall be submitted to the Syndicate for its consideration.

(b) The Syndicate shall consider the association rules 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, if any. After receipt of the association rules from the association with due compliance with the suggestions of the Syndicate or otherwise the Syndicate shall again consider the application for recognition and may grant or reject it or may grant it, subject to such conditions as it may think proper. The association shall be deemed to have been recognized only after compliance with such conditions if any or after the recognition has been granted to it by the Syndicate.

6. It shall be obligatory for a recognised association to maintain at all times not less than fifty percent of the membership of the Principals of the affiliated colleges existing in the University area, failing which the Syndicate may cancel the recognition or may allow the Association such time not exceeding three months at its discretion to make up the deficit and shall cancel the recognition if the association fails to satisfy the condition within the time allowed.

7. Not more than one association consisting of the Principals of affiliated Colleges shall be recognised by the Syndicate at any one time nor the Syndicate shall recognise any other association of the Principals of affiliated colleges of which one association duly recognised by the University already exists at that time.

8. The President, the Vice-President, the Secretary, the Treasurer and any other office bearers of the association shall be the persons elected from amongst the members of the association.

9. Every recognised association shall from time to time intimate to the University all changes in its name, office address, names of its office-bearers and their addresses and in the
association rules and furnish such other information as may be required by the University from time to time.

10. The minute-book, membership register and accounts of a recognised association shall be open to inspection by the Vice-Chancellor, Registrar or any member of the Syndicate or any person specially appointed in that behalf under the instructions of the Syndicate.

11. The annual list of members and a copy of the audited accounts of the association shall be sent to the Office of the University every year within one month after the consideration thereof by the general body.

12. No amendment shall be effective in the association rules unless it has been approved by the Syndicate.

13. After recognition has been granted to an association by 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 purpose of this Clause, any of the following reasons may be considered to be proper, namely:

(a) the number of members of the association has become less than fifty percent of the total number of Principals of Colleges affiliated to 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 fee 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 alterations, errors or unfair practice, as the Syndicate considers to be material on the basis of the report of an auditor;

(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 activity which is 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.
14. The Syndicate, or a Committee thereof consisting of one or more of its members shall before approval to association rules is refused wholly or in part or recognition is refused 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 reasons in brief for its action. The Syndicate may, for reasons which it deems proper, reconsider the matter.

15. A recognised association shall not be entitled to represent to the University any question which is not of common interest to the class which the Association represents.

16. The fact of approval of Association rules or recognition of Association shall not imply any admission by the University of any claim of a Principal to go on strike or stoppage of work.

THE SCHEDULE
(Vide Clause 1 of Ordinance 185-B)

Form of application for recognition of an Association of the Principals of the Colleges affiliated to the Saurashtra University.

Name of the Association:

Address:

Date the day of 19

1. The name of the Association on behalf of which the application is made is

2. The address of the head office of the association to which all communications and notices may be addressed is

3. The association came into existence on the day of 19

4. The association consists of Principals of and has members out of Principals in that class.

5. (1) Three copies of the association rules are enclosed.
    (2) Table I appended hereto contains information about the rules and their contents.

6. A list of office bearers of the association in Table II hereto is attached to this application.
7. We have been duly authorised by the association to make this application on its behalf, such authorisation consisting of

Signature  Occupation  Address

To
The Registrar,
Saurashtra University,
Rajkot.

**TABLE I**

The number of the rules, making provision for the several matters detailed in column 1 are given against them in column 2 below:

<table>
<thead>
<tr>
<th>Matter</th>
<th>Number of rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of the association.</td>
<td></td>
</tr>
<tr>
<td>2. Objects for which the Association has been established.</td>
<td></td>
</tr>
<tr>
<td>3. Purposes for which the general funds of the association shall be applicable.</td>
<td></td>
</tr>
<tr>
<td>4. Maintenance of list of members.</td>
<td></td>
</tr>
<tr>
<td>5. Admission of ordinary members.</td>
<td></td>
</tr>
<tr>
<td>6. Conditions under which members are entitled to benefit as assured by the rules.</td>
<td></td>
</tr>
<tr>
<td>7. Manner in which the rules can be amended.</td>
<td></td>
</tr>
<tr>
<td>8. Manner in which the members of the executive and the other office-bearers of the Association shall be appointed or removed.</td>
<td></td>
</tr>
<tr>
<td>9. Safe custody of the funds.</td>
<td></td>
</tr>
<tr>
<td>10. Annual Audit of the accounts.</td>
<td></td>
</tr>
<tr>
<td>11. Facilities for the inspection of the account books by office-bearers and members.</td>
<td></td>
</tr>
<tr>
<td>12. Manner in which the Association may be dissolved.</td>
<td></td>
</tr>
</tbody>
</table>

**TABLE II**

List of office bearers:
Name of the Association.
Office held in Association

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Address</th>
<th>Occupation</th>
</tr>
</thead>
</table>

Date:

**Ordinance 185-C**

1. Subject to the provisions hereinafter appearing in this behalf, non-teaching paid employees of the Colleges run by the University hereinafter referred to as “employees” may after forming themselves into an association apply to the University for recognition of the association provided the number of the members of the association at all times exceed and continues to exceed fifty percent of the total number of
Ordinances of Saurashtra University

such employees of the Colleges run by 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 Colleges run by
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 Colleges run by
the University shall not be a member, office-bearer or
representative in any capacity.

4. Two copies of rules of the association, signed by the Secretary
thereof, shall be submitted along with the application for
recognition.

5. Any changes in the office-bearers of the association shall be
communicated by the association in writing to the University
within one month of 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 such approval.

7. The University may arrange the dispatch of communications
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,
imitation 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 provisions 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 the Clause, any of the following reasons may be considered to be proper, viz.

(a) the number of members of the association has ceased to exceed fifty percent of the total number of such employees of the Colleges run by the University;

(b) the association has not been able to hold its meetings 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 fee of not less than ten percent of the association have remained unpaid;

(e) the association is not maintaining the proper 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 alterations, errors or unfair practice, as the Syndicate considers to be material;

(g) the relations among the members are so strained or disharmonious as to to show that the association cannot function smoothly;

(h) the association appears to be engaged in any activity which is 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 is refused 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 reasons 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, Registrar or any member of the Syndicate or any person specially appointed in that behalf under instructions of the Syndicate and the association shall be bound to furnish correct and complete information as may be called for by 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 provision of this Ordinance.

14. No representation or deputation shall be received by the University from any 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 Colleges run by the University.

15. The fact of approval of rules of recognition of Association shall not imply any admission by the University of any claim of employees to a right to strike or stoppage of work.

**SCHEDULE TO ORDINANCE 185-C**

**Application for Recognition**

To
The Registrar,
Saurashtra University,
RAJKOT

Sir,

In pursuance of Ordinance 185-C of the Ordinance of the Saurashtra University, we hereby request you to recognise the association of Non-teaching employees of the Colleges run by the Saurashtra University (who are eligible to be members of the Association) the particulars 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 Colleges run by 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 authorizing the signatories to sign the application for recognition.

RAJKOT:

DATE: Signature and particulars of three members authorized to sign the application.

Signature Name in full Designation Address

FORMATION AND RECOGNITION OF ASSOCIATIONS

Ordinance 185-D

1. Subject to the provisions hereinafter appearing in this behalf, non-teaching paid employees of the affiliated Colleges, other than those run by the University or the State Government, hereinafter referred to as “employees” may after forming themselves into an association apply to the University for recognition of the Association provided the number of the members of the Association at all times exceed and continues to exceed fifty percent of the total number of such employees of the Colleges other than those run by the University or the State Government 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 affiliated colleges other than those run by the University or State Government;
   (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.

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3. The President, Vice-President, Secretary, Treasurer and any other Office-bearers 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 affiliated colleges other than those run by the University or the State Government, shall not be a member, Office-bearer or representative in any capacity.

4. Two copies of 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 of 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 have to be got approved by the Syndicate and such amendment shall be effective only after such approval.

7. The University may arrange the dispatch of communications 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 there after 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 provisions 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, viz.

(a) the number of members of the Association has ceased to exceed fifty percent of the total number of such
employees of the affiliated colleges other than those run by the University or the State Governments.

(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 fee of not less than ten percent of the Association have remained unpaid;

(e) the Association is not maintaining the proper 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 alterations, 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 activity which is 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 is refused 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 reasons 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, Registrar or any member of the Syndicate or any person specially appointed in that behalf under instructions of the Syndicate and the Association shall be bound to furnish correct and complete information as may be called for by 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 any 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 Colleges other than those run by the University or the State Government.

15. The fact of approval of rules of recognition of Association shall not imply any admission by the University of any claim of employees to a right to strike or stoppage of work.

**SCHEDULE TO ORDINANCE 185-D**

**Application for Recognition**

To
The Registrar,
Saurashtra University,
RAJKOT.

Sir,

In pursuance of Ordinance 185-D of the Saurashtra University, we hereby request you to recognise the Association of Non-teaching Employees of the affiliated colleges other than those, run by the Saurashtra University or the State Government (who are eligible to be members of the Association). The Particulars 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 affiliated colleges other than those run by the University or the State Government.
(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.
Ordinance 186

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) Vice-Chancellor, who shall be the Chairman;
   (b) Pro-Vice-Chancellor;
   (c) Three members of the Syndicate nominated by the Syndicate each of whom shall function for a period of one year;
   (d) Two members of the Senate, (not being members of the Syndicate) nominated by the Syndicate each of whom shall function for a period of one year;
   (e) Five representatives of the staff association out of whom two shall be the Chairman and the Secretary thereof;
   (f) Registrar.

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 and the general body of its non-teaching employees, in matters of common concern and with a view further to increase the efficiency of services and promoting the well being of the employees.

4. The scope of 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.
Ordinances of Saurashtra University

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 of the meeting shall be elected from amongst themselves by the members present thereat,
(d) The Committee shall meet not less than four 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 recommendatory decisions made by the Committee shall be operative only after they are approved 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 a matter concerning him as an employee.

Ordinance 186-A:

1. There shall be consisted a University Teaching 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) Vice-Chancellor, who shall be the Chairman.
   (b) Pro-Vice-Chancellor.
   (c) Two members of the Syndicate nominated by the Syndicate each of whom shall function for a period of one year.
   (d) Secretary or General Secretary of the University Teachers’ Association recognised by the University.
   (e) One member nominated by the University Teachers’ Association, recognized by the University.
   (f) Registrar.

3. The following shall be the objects of the Committee, namely:
   (a) To inculcate and promote amongst the teachers 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 teachers.
   (c) To promote harmonious relations and secure the greatest measure of cooperation between the University in its capacity as employer and the general body of its teachers, in matters of common concern and
with a view further to increase the efficiency of services and promoting the well being of the teachers.

4. The scope of Committee shall include all matters relating to conditions of service and work, welfare of the teachers 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) Four 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 of 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 recommendatory decisions made by the Committee shall be operative only after they are approved by the Syndicate.

8. Nothing contained in this Ordinance shall be deemed to prevent any teacher of the University from making any individual representation to the University in respect of a matter concerning him as a teacher.

**Ordinance 187:**

No teacher in the University Department or University conducted Post-Graduate centre or an affiliated college or a recognised institution or an approved institution shall conduct private tuition for remuneration. Any breach of this condition shall render such teacher liable for disciplinary action.

**TERMS & CONDITIONS OF SERVICE OF FULL TIME TEACHERS IN AFFILIATED COLLEGES**

**Ordinance 188:**

The following shall be the terms and conditions of service of the full time teachers working in private colleges affiliated to this University. These conditions are applicable to all the full time teachers, i.e. Principles, Professors, Lecturers and Physical Training Instructors. All college managements shall abide by these terms and conditions in relation to the teachers employed by them.
The observance and compliance of the terms and conditions as mentioned in Notification No. F-1-22/97-U1 dated 2-7-98, 22-9-98 and 6-11-98 shall be one of the conditions of affiliation granted to the college concerned. The following shall be the minimum salary and grades of pay for the full time member of the teaching staff.

1. **PAY SCALES**

<table>
<thead>
<tr>
<th>Role</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td>8000-275-13,500</td>
</tr>
<tr>
<td>Lecturer (Senior Scale)</td>
<td>10,000-325-15,200</td>
</tr>
<tr>
<td>Lecturer (Selection Grade)</td>
<td>12,000-420-18,300</td>
</tr>
<tr>
<td>Physical Training Instructor</td>
<td>8,000-275-13,500</td>
</tr>
<tr>
<td>Physical Training Instructor (Senior Scale)</td>
<td>10,000-325-15,200</td>
</tr>
<tr>
<td>Physical Training Instructor (Selection Grade)</td>
<td>12,000-420-18,300</td>
</tr>
<tr>
<td>College Librarian</td>
<td>8,000-275-13,500</td>
</tr>
<tr>
<td>College Librarian (Senior Scale)</td>
<td>10,000-325-15,200</td>
</tr>
<tr>
<td>College Librarian (Selection Grade)</td>
<td>12,000-420-18,300</td>
</tr>
<tr>
<td>Principal (i)</td>
<td>12,000-420-18,300</td>
</tr>
<tr>
<td>Principal (Minimum to be fixed at 12,840)</td>
<td></td>
</tr>
<tr>
<td>Principal (ii)</td>
<td>16,400-450-20,900-500-22,400</td>
</tr>
<tr>
<td>Principal (Minimum to be fixed at 17,300)</td>
<td></td>
</tr>
</tbody>
</table>

2. **Incentives for Ph.D./M. Phil.**

   (a) Four and two advance increments will be admissible to those who hold Ph.D. and M. Phil. degrees, respectively, at the time of recruitment as lecturer.

   (b) One increment will be admissible to those teachers with M. Phil. who acquire Ph.D. within two years of recruitment.

   (c) A lecturer with Ph.D. will be eligible for two advance increments when he moves into Selection Grade as Reader.

   (d) A teacher will be eligible for two advance increments as and when he acquires a Ph.D. degree in his/her career.

3.1 **Lecturer (Senior Scale)**

A lecturer will be eligible for placement in a senior scale, if he/she 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.)

3.2 **College P.T.I. (Senior Scale)**

(i) should have completed six years of service in college with a benefit of two years for Ph.D. and one year for M. Phil. degree holders.

(ii) should have attended at least one orientation and one refresher course. (Exemption from one refresher course is granted to Ph.D. degree holders.

4.1 **Lecturer (Selection Grade)**

(i) The minimum length of service as lecturer (senior scale) shall be uniformly five years.

(ii) Has attended at least two refresher courses.

4.2 **P.T. Instructor (Selection Grade)**

(i) completed five years of service at college in the senior scale.

(ii) Has attended at least two refresher courses.

4.3 **Principal (Reader's Scale)**

(1) A Master’s degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with latter 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.

4.4 **Principal (Professor's Scale)**

(1) A Master’s Degree with at least 55% of the mark or its equivalent grade of B in the 7 point scale with latter 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.

The revised pay scales are inclusive of Dearness Allowance, Dearness Pay, Interim Relief that were admissible to teachers according to the approved rates as per Government rules. The teachers will be entitled to get the D.A. as sanctioned by the State Government to its employees. The teachers will also be entitled to get H.R.A. & C.L.A. at places at rates admissible to Government employees.

(5) The Principal shall be provided rent free fully furnished accommodation having minimum 1500 sq. ft. plinth area in the vicinity of the college or shall be paid the amount actually paid as rent not exceeding Rs. 2000/- p.m. If however, the Principal stays in his/her own house, he/she be paid in lieu of the rent Rs. 2000/- p.m. plus furniture. The Principal shall be provided with free telephone, light and water supply facilities at his/hr residence also.
Provided however, where the Principal is offered residence in the vicinity of the college by the management and he/she does not avail of such residence he/she shall not be entitled to any rent if he/she staying in a house rented by him/her or an amount calculated on a rateable value of the house if he/she is staying in his/her own house.

Provided further that when the residence for accommodating the Principal has been built or otherwise acquired by the management, it shall be compulsory offered to the Principal. Such accommodation shall not be used by the management for any other purpose till it is desired by the Principal for his/her residence.

In case of a change in the management, if the new management takes over with all assets, rights and liabilities from the outgoing management, the service of teacher shall be treated as continuous.

(6) Subject to under mentioned proviso, a member of the teaching staff in an affiliated college, who ceases to be a teacher at the end of second term/session or at the end of first term/session as the case may be, should be paid his/her salary in accordance with the following:

a) If he/she has served for the major part of the whole academic year, he/she should be paid his/her salary upto last day of the vacation following the end of the second term, provided that the period he/she served should end on the last day of the term.

b) If he/she has served for the major part of the first or the second term, he/she should be paid his/her salary for fifteen days after the last day of the relevant term, provided the period he/she serves should end on the last day of the term.

Provided always that such a teacher has not left college without giving necessary notice as required and or his/her appointment was not in a leave vacancy for fixed period.

For purpose of this clause:
“Salary” shall mean basic salary and officiating pay plus all allowances otherwise payable.
“Major Part” means more than one-half.
“Academic Year” means the period between the first day of the first term and the last day of the second term as laid down in O.95 for the relevant faculty.

(7) Maximum teaching work-load of a teacher shall be that prescribed under relevant ordinances from time to time.

(8)(a) The teacher may be permitted to work in more colleges than one managed by the same governing body, provided the work-load of the teacher does not exceed the maximum teaching work-load prescribed by the University from time to time and provided further that the time is adjusted in such a manner
that the difference between the time of first period in one college and last period in another college should not exceed six hours. Where a full time teacher has been allowed to undertake work as a part time teacher in an affiliated college under different management he/she shall not be entitled to become the head of the department in the latter college.

(b) If any full time teacher excluding principal is invited to work as a part time teacher by any other college, the teacher concerned may be allowed by the college concerned to do so, provided that the teacher shall not be permitted to work at more than one such other college.

(9) The period of probation of a teacher shall in no case be more than 24 months. The Governing Body of the college may for reasons to be recorded waive the conditions of probation. The Governing Body shall have the right to assess suitability of teacher for the confirmation even before the expiry of the period of 24 months from the date of his/her appointment but not earlier than 9 months from the date. A schedule for placing cases regarding confirmation before appropriate authorities shall be prepared by well in time before the date of expiry of probation period.

(10)(a) A member of the teaching staff in a college who has been confirmed shall receive the benefits of provident fund which shall be recognized either by the State Government or by the University. Every college shall adopt a provident fund scheme as prescribed by the University, for affiliated college or as prescribed by the State Government for its colleges. (As per Appendix ‘A’)

(b) Members of the teaching staff in the college who have been confirmed should receive the benefits of gratuity as per Government rules from time to time.

(c) The teaching staff in the Non-Government-affiliated colleges who are recruited on or after 1st April, 1982 shall automatically be governed by the pension scheme as decided by the Government of Gujarat in the Education Department Resolution No.NGC/1582/9505 (89)-(KH), Dt.15/10/1984 and amendments thereto issued by the State Government from time to time. However, the members of the existing staff and staff who have retired before 1-4-1982 and those staff who have retired on or after 1-4-1982 prior to the date of issue of the Resolution by the State Government should exercise their option within the period of the one year from the date of issue of the Resolution by the State Government either to continue in C.P.F. Scheme or to come under the pension scheme as decided in the above said Government Resolution. The option once exercised shall be final and the conditions mentioned in the above said Government Resolution will apply in their case.
(11) When a particular academic term is extended by the University beyond the date prescribed by O.95 notwithstanding anything contained in clause (a) and (b) above regarding the eligibility for vacation salary or in the rules for provident fund framed under clause 7 above, the eligibility for vacation salary, provident fund of the legal heirs of a teacher who dies while in service during the period of extension shall remain intact and for the purpose of determining the eligibility for such claims, the academic term so extended shall always be deemed to have ended on the date fixed by O.95.

(12) The work-load of the college teacher shall not be less than 40 hrs. a week which will include preparation for teaching, actual class work including invigilation, research, tutorials and guidance to students, extracurricular activities, administration and professional work. The University shall lay down guidelines in this behalf from time to time.

12(a) Whenever a teacher or a principal of an affiliated college is appointed, either by the State Government or Government of India or any statutory body, to any higher executive post for not more than five years at a time, such a teacher or a principal shall be granted lien on his/her original post in the college for such period, and his/her services shall be considered continuous for all purposes and benefits. He/She shall not be eligible for salary, allowances, or P.F. benefits but the period will be counted for purpose of increment while fixing his/her initial pay on return to the college. Such lien shall be continued in case of reappointment of such a teacher or a principal in the same post for further period not exceeding five years.

(b) A teacher or a Principal shall reside in the town where his/her college is located. However, in special cases permission to reside elsewhere may be given by the Principal of the college, in case of teacher of the college and by the management in case of the principal of the college, if, the principal or the management respectively feel that such permission is necessary. Whenever a teacher leaves his/her headquarters during any kind of leave or vacation he/she shall intimate in writing to the principal of his/her college before leaving the headquarters. The principal before leaving the headquarters shall inform in writing to the Secretary of the Managing body.

13 (a) The teaching staff (including principal) shall be entitled to the various kinds of leave as mentioned in Appendix 'C'. No leave can be claimed as a matter of right (except C.L.). the various kinds of leave earned by a teacher in the affiliated within the Gujarat State college or in higher secondary school within the Gujarat State as a surplus teacher shall be carried
further and credited to his/her leave account when a teacher leaves a college or a higher secondary school (as a surplus teacher) and joins another affiliated college within the Gujarat State. The entries of leave credited in the service book shall be treated as continuous.

(b) A member of the teaching staff (including principal) is entitled to the vacation as may be prescribed from time to time by the University.

(c) In case of leave not covered under any of the leave rules, the decision of the Governing body shall be final and binding to the teachers (including principal).

(d) Principal, in case of his/her sub-ordinate teaching staff and the Governing body in case of principal shall be competent to sanction the leave.

(e) Pay includes all allowances excluding work and conveyance allowance. During the period of suspension, the teacher shall be entitled to full salary including all allowances admissible to teacher.

14 (a) No member of the staff shall leave the employment of the college in the midst of any term and without giving to the authorities three months notice if he/she is confirmed or one month’s notice, if he/she is temporary or on probation, provided that such notice shall not end in the middle of an academic term. In case however, a member does not give the required notice the college authorities shall be entitled to claim from him/her an amount not exceeding the salary and such allowances as may be payable to him/her for the period of notice. No teacher shall be entitled to payment of salary from both the college. If a member of the staff leaves service in the middle of an academic term without due notice and joins any college affiliated to the University, the Syndicate may not approve his/her appointment in the new college or recognize him/her as a teacher for the academic term.

15. A teacher (including principal) who has given a written acceptance of an appointment in an affiliated college or a recognized institution shall be bound to join and serve for at least one academic term and if he/she fails to do so without reasonable cause, he/she shall not be considered as a recognized teacher for appointment, in an affiliated college or a recognized institution for one year.

16. Where a teacher is appointed on a specified contract the period and conditions of such contract should not be inconsistent with the conditions as laid down by the university and the terms of such contracts should be submitted to the University for approval. No teacher shall be appointed on casual or periodical contract without the permission of the Syndicate.
17. A teacher in an affiliated college, when he/she applies for any post at another affiliated college affiliated to, or an institution recognized by, the University shall invariably send his/her application through the Head of his/her college and in case of breach of this condition, the Syndicate may not approve his/her appointment in an existing or a new college or recognized institution or University Department or Centre for one year.

18. It shall be incumbent on the Principal of the college to forward the application of any teacher working under him/her addressed to a college affiliated to this University.

19. Where there exists in a college an arrangement or life workers or any arrangement similar thereto, the members of the staff shall be free to serve on terms freely accepted by them for themselves provided such arrangement is previously approved by the University.

20. No teacher shall conduct private tuition class or private tuition or teach in a Private coaching class, with or without remuneration. Any breach of this condition shall render the teacher liable to such disciplinary action as is determined by rules framed by the University.

Note:
A tuition class or a coaching class is a class in which the students join on payment of fees.

21. It will be obligatory for the teacher in the service of the affiliated colleges to discharge any duties including those of paper-setting, assessment, supervision, observation in connection with the examinations, with or without any remuneration, when assigned or entrusted by the college concerned or the University. A teacher refusing or avoiding the duties or found negligent or committing any misconduct in connection with the duties of the examination shall be liable to such penal action as may be deemed fit by the University.

22. P.G. work should form part of the normal work-load of the teacher.

23. **Counting of Past Service**
Previous service as a lecturer or equivalent should be counted for placement of lecturer in Senior scale/Selection grade provided that:
(i) The post was in an equivalent gradeSCALE of pay as the post of a lecturer.
(ii) The qualifications for the past were not lower than the qualification prescribed by the U.G.C. for the post of lecturer.
(iii) The candidates who apply for direct recruitment should apply through proper channel.
(iv) The concerned lecturers possessed the minimum qualifications prescribed by the U.G.C. for appointment of lecturers.

(v) The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government/Institutions’ regulation.

(vi) 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 the recommendation of duly constituted selection committee and

(c) the incumbent was selected to the permanent post in continuation to the ad-hoc service without break.

24. The age of retirement of teachers including principal of the affiliated colleges will be 62 years. However, it is open to a college to reemploy a superannuated teacher according to the existing guidelines framed by the U.G.C. up to the age of 65 years.

25.(a) Whenever any vacancy of a lecturer arises in any affiliated college, the appointment shall be made in the following order of preference:

1. Surplus Lecturer of the same college.

2. Surplus Lecturer of any college affiliated to the Saurashtra University.

3. Any part-time Lecturer working in two affiliated colleges prior to 15th June 1977 and who has been declared surplus.

For all such appointments of existing and surplus Lecturers or such teachers working in the same college or in an affiliated college of the Saurashtra University area, no procedure of Selection Committee (as per para 26) will be necessary. However, the prior approval of the University will have to be taken before such appointments are made.

26. Recruitment of the post of principals and lecturers of the affiliated colleges shall be made strictly on merit and on the basis of vide publicity by advertisement and selection, and appointment shall be made only after obtaining prior approval of the University.

It shall be incumbent on the College Management to call for interview each and every candidate whose application has been received by the management in time and provided he/she fulfils all the qualifications and experience laid down by this University. The management shall send, along with the minutes of the selection committee, a list and synopsis showing the names of all the candidates whose applications have been received by the management, containing therein
the information regarding their academic qualifications, age, experience etc.. In absence of this list, no proposal for appointment shall be considered by the University for approval. If it is found at any stage, after the approval of the proposal for appointment if communicated by the University, that the candidates qualified according to requirements laid down by the University have not been called for interview of if it is found that incorrect information has been supplied to the University by the management, it shall be open for the University to cancel the approval and no recognition shall be granted to person appointed in contravention of the above mentioned provisions.

The Selection Committee shall consist of:

(1) **Lecturer:**

- (a) Chairman of the Governing Body of the college or his nominee.
- (b) A Nominee of the Vice-Chancellor.
- (c) Dean of the Faculty
- (d) Two experts to be nominated by the Chairman out of the panel of experts approved by the University.
- (e) Principal of the college.
- (f) Head of the Department concerned at the college.
- (g) A representative of the Director of Education.

No selection shall be considered valid unless at least one expert is present. The recommendations of the Selection Committee shall be subject to the approval of the Vice-Chancellor.

(2) **Principal:**

- (a) Chairman of the Governing Body of the college.
- (b) One member of the Governing Body.
- (c) Two nominees of the Vice-chancellor.
- (d) Two experts to be appointed by the Vice-chancellor, out of the panel of experts approved by the University.
- (e) The Director of Education or his nominee not below the rank of Joint Director.

No selection shall be considered valid unless at least one expert is present. The recommendation of the Selection Committee shall be subject to the approval of the Vice-Chancellor and the Government. Provided further that it will be observed by the Management/Principal that the interval between the date of publication of the advertisement in the newspapers and the last date for receipt of applications should be at least fifteen days.

Moreover, it will be clearly mentioned in the advertisement that applications not accompanied by true copy of the mark sheet of the qualifying examination (viz. Masters Degree etc.) will not be taken into consideration. A copy of such advertisement should be immediately forwarded to the
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University along with names of the newspapers to which the advertisement has been sent for publication. The management will be at liberty to call candidates for interview who have not sent true copy of the mark sheet. The experts appointed on the Selection Committee and the Vice-Chancellor's nominee shall be informed about the date and time of the meeting of the Selection Committee, at least ten days before the date of the meeting. Such intimation shall be sent under certificate of posting and a copy of the same shall be sent to the University.

Provided that in case of appointment on temporary basis in casual vacancy on account of leave, deputation etc. of a teacher for a period up to one academic term, it will not be necessary to follow the procedure mentioned above but the management shall see that a properly qualified person is appointed purely on temporary basis mentioning in the appointment order, the date of appointment, the date of automatic termination of appointment and that the appointment is subject to recognition by the University. The college Management shall report to the University all such appointments within fifteen days for obtaining recognition of the University thereto.

27. For recruitment and appointment to the post of Lecturer and Principal as per Government & U.G.C. rules.

28. **Code of conduct to be observed by the Teachers:**

Whereas as a teacher conscious of his responsibilities and the trust placed in him to mould the character of the youth and to advance knowledge, intellectual freedom and social progress expected to realize that he can fulfill the role of moral leadership more by example than by precept through a spirit of dedication moral integrity and purity in thought, word and deeds, now therefore, in keeping with the dignity in his calling this code of conduct for teacher in the universities and colleges is laid down to be truly and faithfully observed both in private and public conduct.

**Misconduct :**

1. The following lapses would constitute improper conduct on the part of teacher:

   a) Failure to perform academic duties, such as preparation of lectures, demonstrations, assessment, guidance, invigilations and all other work connected with the examinations.

   b) Gross partiality in assessment of students, deliberately over marking, under marking or attempts at victimization on any grounds.

   c) Inciting students against other students, colleges or administration. This does not interfere with the right of a
teacher to express his opinion on principles in seminars or other places where students are present.
d) Raising questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the above considerations for improvement of his prospects.
e) Refusal to carry out the decision by appropriate administrative and academic bodies and/or functionaries of the university. This will not inhibit his right to express his opinion on their policies or decision.

Maintenance of Integrity and devotion to duty:

1. Every teacher shall at all times maintain absolute integrity and devotion to duty.
2. In his way of living and outlook, every teacher shall set an example to his colleagues and students.
3. Every teacher shall at all times conduct himself in accordance with the orders regulating behaviour and conduct which may be in force in the University.
4. No teacher shall discriminate against any pupil on ground of caste, creed, sect, religion, sex, nationality or language or any of them. He shall also discourage such tendencies amongst his colleagues and students.
5. Every teacher shall devote himself diligently to his work and utilize his time to the service of the University or the college, as the case may be and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the students community.
6. No teacher shall without previous intimation to the Vice-Chancellor or the management of the college, as the case may be, stand for election or accept nomination to any local body, legislature of the state or parliament nor shall be in any manner force his subordinates or his students against their will for the canvassing of his election.
7. A teacher shall before seeking election or accepting nomination as aforesaid give an undertaking to the University or the college, as the case may be, that in the event of his being elected or nominated he shall, if so required by the University or the college, remain on leave with or without pay as may be admissible to him under the rules for the period he remains a member of such local body, Legislature or parliament.

He shall be granted leave due and admissible in case where he prefers to attend the sessions of the body to which he is elected or nominated. Where no leave is due will be granted leave without pay. During the period of leave, he will be entitled to salary and increments (if due) and the Provident Fund benefits.

Provided that where a teacher prefers to remain absent from duty throughout the period of his/her membership he shall be granted leave due and admissible or leave without pay as the case may be for the entire period of membership during which his lien will be
maintained and he shall not be eligible for salary, allowances or P.F. benefits but the period will be counted for the purpose of increment while fixing his initial pay on return from leave.

8. The University or the colleges, as the case may be, direct a teacher who has been elected or nominated to any local body, Legislature or parliament to apply for leave for the whole or part of the period referred to in sub-rule (3) and the teacher shall comply accordingly. Provide that the granting of any leave to a teacher nominated to any local body Legislature or parliament shall not prejudice his right to promotion, increments or other benefits, if any, to which he would have been entitled had he not proceeded on leave.

Unauthorised communication or information:
No teacher shall except in accordance with any general or special order of the University or the college, as the case may be or in the performance in good faith of duties assigned to him divulge or communicate directly or indirectly any official document or other information what so ever to any teacher or to any other person to whom he is not authorized to divulge or communicate such documents or information.

Private trade employment or tuition:
No teacher shall except with the previous sanction of the Vice-Chancellor or the authorities of the college, as the case may be engaged directly or indirectly in any trade or business or undertake any other employment.

Borrowing:
No teacher shall borrow money from his subordinates or students.

Canvassing of non-official or other outside influence:
No teacher shall bring or attempt to bring any influence to bear upon any action in respect of matters pertaining to his services.

Unauthorised Communication or Information:
No teacher shall enter into any pecuniary arrangement with any other teacher or student of the University or the college, as the case may be, so as to afford any kind of advantage to either or both of them in any unauthorized manner or against the specific or implied provisions of any rule for the time being in force.

Improper use of amenities:
1. No teacher shall misuse or carelessly use amenities provided to him by the University or the college to facilitate the discharge of his duties.
2. No teacher shall engage himself in any private tuition for which a fee/remuneration is charged either within or outside the precincts of the institution in which he is working.
3. No teacher shall indulge in any activity which may adversely effect the reputation of the educational institutions academic and moral values of higher education, the overall congenial atmosphere of academics and educational fraternity in general and individual teacher in particular.
Appendix ‘A’
RULES OF PROVIDENT FUND FOR THE TEACHERS OF AFFILIATED COLLEGES

1. The rules shall be called Provident Fund Rules for college teachers and shall come into force from 15th June, 1971.

2. In these rules, unless there is anything repugnant to the subject or context.
   (a) An ‘Employee’ shall mean a person who is appointed to a permanent post in the service of the college or Non-University Institutions either substantively or on probation.

   Note:
   Employees appointed on probation and subsequently confirmed shall subscribe to the fund retrospectively from the date of his/her joining the college/institution.

   (b) ‘University’ means Saurashtra University;

   (c) ‘College’ means the college concerned;

   (d) The term "contribution" means the amount credited under these rules to the credit of an individual account in the provident fund by the college/ institution by way of addition to the subscription of the employees;

   (e) The term ‘salary’ shall mean the basic salary of an employee and shall not include other allowances;

   (f) "Provident Fund" means the fund in which subscriptions of employees are received and held on their individual accounts and include any contribution and any interest accruing on such subscriptions or contributions under these rules, and it shall consist of the subscription and contribution received by the college/institution or accumulation thereof and interest credited in respect of such contributions and accumulations and/or securities purchases therewith and of any capital gains arising from the transfer of capital assets of the fund and other sums;

   (g) ‘Service’ means employment in the college/ institution to a permanent post either substantive or on probation;

   (h) ‘Subscription’ means the amount liable to be deducted under these rules from the monthly salary of an employee;

   (i) The ‘trustees’ means the persons appointed as Trustees of the Provident Fund by the Governing body of the college/institution which runs the college or colleges and in whose names any money in respect of the fund shall for the time being be held or by whom the said fund shall be managed and administered. However 1/2 of the trustees shall be from amongst the teachers of the college, elected by the teachers from
among themselves. Election of the teachers for this purpose should be held every two years.

(j) The word ‘Family’ shall be defined as meaning any of the following persons who reside with and are wholly dependent on the employee, namely his/her wife or husband, legitimate children, step-children, parents, sisters and minor brothers.

3. All full time teachers appointed on permanent posts shall as a condition to their employment subscribe compulsorily to the provident fund at the rate of the basic salary to be fixed by the college/institution but it shall be not less than one twelfth of the basic salary of the employees or such other rate as is determined by the Syndicate.

4. The contribution of the college/institution shall be equal to the subscription of an employee.

5. All provident fund money shall be vested in trustee whose number shall not be less than four. The fund so contributed shall not be revocable without the consent of the University.

6. Any vacancy among the trustees shall be filled in within three months but in the meanwhile trustees may continue to act notwithstanding any vacancy. A trustee being an employee of the college/institution whose service with the college/institution is terminated for any reason shall cease to be a trustee.

7. The money of the fund not immediately required for the purpose of the fund shall be invested by the trustees in their joint names in securities as mentioned in Indian Trusts Act or in Nationalised Banks.

8. The subscription of the members monthly deducted from their salaries Collected as provided herein above shall for the purpose of investment be handed over to the trustees every month.

9. The college shall maintain an account of the fund which shall be in such form and for such periods and shall contain such particulars as prescribed by the University or according to the form adopted by the University for its employees.

10. Each employee shall have a pass-book or a statement supplied to him annually in which shall be entered the amount of the employee’s subscription to the fund and the college’s contribution to the fund and the respective amounts of interest at such rates as prescribed by the trustees every year on such contribution as well as the advance, if any, made to the employee under the rule, hereinafter contained and such other particulars as the trustees may from time to time think fit to enter therein.

11. When an employee ceases to be in employment he shall be entitled to get subject to deduction on account of the amount
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of advances and interest thereon, if any and any money claim put to the college/institution as under:

(a) The whole amount to his credit in the fund on account of subscription and interest thereon; and

(b) In case other than dismissal, amount to his credit in his credit in his account on account of contribution and interest thereon in the following proportions.

(i) Nil, if the total period of service is less than 3 years.

(ii) 1/2, if the total period of service is more than three years but less than five years.

(iii) Full, if the total period of service is five years or more.

For the purposes of these rules services already put in by the employee of the college/institution will be calculated from the dates on which they took over charge in the service of the college/institution.

Note: The continuous services of an employee in different college/institution under the same management shall be considered as service in the same college/institution.

(c) Notwithstanding anything contained in sub-clause (i), (ii), (iii) of clause (b) above, if any employee ceases to be in employment before the period of three years due to permanent physical or mental incapacity to serve, or due to death, the college/institution shall award the whole amount.

(d) Notwithstanding anything contained in clause (b) above if an employee ceases to be in employment on account of dismissal for reason not involving moral turpitude, the college/institution may, in its sole discretion, award the whole or such part or such amount as it may deem fit.

(e) An employee dismissed for negligence, insubordination, incompetence, misconduct, fraud, breach of any agreement, or any other cause of like nature by the college/institution shall be entitled only to repayment of the principal amount of his own subscription with interest up to the date of his dismissal, and the amount of the college/institution’s contribution standing to his credit will be forfeited to the college or institution concerned.

(f) If an employee dies while in the service of the college/institution the full sum standing to the credit of his account at the date of the death shall become payable to his nominee or nominees appointed in the manner hereinafter mentioned, or in the event of their being no nominee so appointed, to his executors or administrators or holder of succession certificate, or in default, to such relative or relatives of the deceased as
the trustees may consider proper after notifying their intention to do so. Such payment shall be a complete and valid discharge to the fund and to the trustees in respect of such employee's share and interest to the Fund.

(g) Notwithstanding anything contained above the accumulated amount due to an employee shall be payable within 3 months from the day he ceases to be in the employment of the college/institution.

12.(a) An advance may be granted to a subscriber from the amount standing to his credit in the fund subject to the following conditions:

(i) No advance may be granted unless the sanctioning authority is satisfied that the applicants pecuniary circumstances justify it and that it will be expended on the following object or objects and not otherwise:

(1) to pay expenses incurred in connection with the illness of an employee or a member of his family;

(2) to pay expenses in connection with marriage; funerals or ceremonies connected with his family which by his religion it is incumbent on him to perform and in connection with which it is obligatory that expenses should be incurred.

(3) to meet the expenditure on building or purchasing a house or a site for house.

(4) any similar reason which the trustees may deem fit.

(b) An advance shall not except for special reason, exceed 3 month's pay and shall in no case exceed the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund.

(NOTE : For the purposes of this rule ‘Pay’ does not include ‘dearness pay’.)

(c) An advance shall not except for special reasons be granted until at least 3 months after the final repayment of all previous advances together with interest there upon, unless the amount already advanced does not exceed two thirds of the amount admissible under clause (a) above.

(i) A subscriber, who has completed at least twelve years of service in employment of the same college or institution may be granted an advance by the college in its discretion for constructing or purchasing a house or carrying out the repairs of his house to the extent of his own subscription plus the contribution of the college or the institution credited to his Provident Fund Account as on 31st March immediately preceding his application. Such advance shall be repaid in monthly installments not exceeding 120 and at such
rate of interest as may be fixed by the trust from time to time.

(ii) Such advances shall be recovered by deductions from the salary paid by the college or institution to the subscriber. The first of such deductions shall be made from the first payment of full month’s salary after the subscriber has drawn the advance. The amount of such installments shall be fixed in round number and the last installment shall cover the entire balance then to be refunded by the subscriber, provided that the subscriber may, at his option, pay an additional sum over and above the amount of the installment fixed in round figures.

(d) The sanctioning authority shall record in writing its reasons for granting advance.

13.(1) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct; but such number shall not be less than twelve unless the subscriber so elects and more than thirty six. In special cases where the amount of advance exceeds three month’s pay of the subscriber under clause (b) of rule 12, the sanctioning authority may fix such number of installments to be more than thirty-six. A subscriber may, at his option make repayment in a smaller number of installments than that prescribed. Each installment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary to admit of the fixation of such installments.

(2) If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.

**FINAL WITHDRAWAL FROM FUND**

14.(A) (1) After the completion of twenty years of service (including broken periods of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation, whichever, is earlier final withdrawal may be made from the amount standing to his credit in the Fund, for one or more of the following purposes namely;

(a) meeting the cost of higher education, including where necessary, the traveling expenses of any child of the subscriber actually dependent on him in the following cases, namely:

(i) for education outside India for academic, technical, professional or vocational course beyond the High School stage; and

(ii) for any medical, engineering or other technical or specialised course in India beyond the High
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School stage, provided that the course of study is for not less than three years.

(b) meeting the expenditure in connection with the marriage of a son or a daughter of the subscriber and if he has no daughter, of any other family relation dependent on him;

(c) meeting the expenses in connection with the illness, including where necessary, the travelling expenses, of the subscriber or any persons actually dependent on him;

(d) building or acquiring a suitable house for his residence including the cost of the site or repaying any outstanding amount on account of the loan expressly taken for this purpose before the date of receipt of the application for withdrawal but not earlier than twelve months of that date, or reconstructing, or making additions or alterations to a house already owned or acquired by subscriber;

(e) purchasing a house site or repaying any outstanding amount on account of loan expressly taken for this purpose before the date of receipt of the application for the withdrawal but not earlier than twelve months of the date;

(f) for constructing a house on a site purchased, utilising the sum withdrawn under clause (d).

(2) A subscriber who has availed himself of an advance under the Scheme of the Ministry of Works, Housing and Supply for the grant of advances for house building purpose, or has been allowed any assistance in this regard from any other Government source, shall be eligible for the grant or final withdrawal under sub-clause (a), (b) and (c) of sub-rule 14-A for the purpose specified therein and also for the purpose of repayment of any loan taken under the aforesaid Scheme subject to the limit specified in the proviso to sub-rule (1) of the rule 14-B.

B.(1) Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in Rule 14-A from the amount standing to his credit in the fund shall not ordinarily exceed one half of such amount or six months’ pay, whichever is less. The sanctioning authority may, however, sanction the withdrawal of an amount in excess of said limit up to 3/4th of the balance to his credit in the Fund having due regard to (i) the object for which the withdrawal is being made, (ii) the status of the subscriber, and (iii) the amount to his credit in the Fund:

Provided that the case of subscriber who has availed himself of an advance under the Scheme of the Ministry of Works, Housing and Supply for the grant of advances for house-
building purposes, or has been allowed any assistance in this regard from any other Government source, the sum withdrawn under this sub-rule together with the amount of advance taken under the aforesaid Scheme or the assistance taken from any other Government source, shall not exceed Rs. 75,000/- or five years’ pay, whichever is less.

(2) A subscriber who has been permitted to withdraw money from the Fund under rule 14-A shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilised for the purpose for which it was withdrawn and if he fails to do so, the whole of the sum so withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid by the subscriber to the Fund in one lump sum together with interest thereon at the rate determined under rule 10 and in default of such repayment, the sanctioning authority may by order direct that the sum not repaid shall be recovered from his emoluments either in a lumpsum or in such number of monthly installments as may be determined by the trustees.

15. The College/Institution shall deduct such installments from the employee’s pay. The deduction shall commence from the second monthly payment made after the advance, or in the case of the employee on leave without pay, from the second monthly payment made after his return on duty.

16. All lapses and forfeiture occurring at any time shall be transferred to a separate account to be called "The lapses forfeited account" and shall be used and applied by the trustees to meet any loss or in depreciation of the investments of the money of the said provident fund of the college/institution or loss in varying the investment or in selling the securities for making payment.

17. An employee shall make a declaration in the prescribed form used by the University for its employees stating the names of the persons to whom he desires the payment of the amount standing to his credit in the provident fund in the event of his demise.

18. Amount payable to an employee under rule 11 shall be paid to the employee or in case of his demise to such person as he may have nominated by the last of his declaration filed with the college/institution if major, or to their legal guardians, and failing such a declaration to persons mentioned in clause 11(f) such of his legal representative as may produce a succession certificate or letters of administration or probate or such other evidence which may satisfy the trustees about the title of the legal representative to the effect of the deceased.
19. Save in so far as any powers are hereby reserved up to the college/institution, the management. Investment, administration and control of the fund, shall in all respects, be vested in the trustees and the decision of the trustees on all matters, relating to the fund, or on matters or questions arising under the provision of these rules save as aforesaid shall be final and binding on the employees, their representatives and on the college/institution. In the case of trustees being equally divided the decision of the University Syndicate shall be binding for the parties.

20. Any payment made by authorities under these rules shall operate as discharge in the fund either complete or prorata as the case may be.

21. Any loss or diminution in value of the investments of fund from whatever cause or source shall be borne by the fund alone, and the trustees shall incur no responsibility by the reason or on account thereof.

22. The trustees shall prepare and submit to the college/institution every year the account of the fund duly audited by a Chartered Accountant showing the position on the last day of the financial year of the College/Institution.

23. No trustee shall be responsible or chargeable save and except for money actually received by him notwithstanding his having signed any receipt for the sake of conformity or otherwise nor shall be responsible or chargeable for the acts, defaults or neglects of his co-trustees nor of any bankers, brokers, auctioneers or other persons with whom or into whose hands any trust money or securities may be deposited or come not for the insufficiency or deficiency of any security nor for any other loss unless the same shall happen through his willful default or gross negligence.

24. The trustees shall pay and discharge the expenses incurred in or about the execution of the trust or power conferred upon them.

25. Every trustee shall be at liberty to retire by notice in writing in that behalf addressed to the Governing Body of the College/Institution.

26. The decision of the trustees shall be final and binding upon the employees in all respects and upon all matters, questions and disputes relating to or in connection with these rules or the fund or the administration thereof, or the right or obligation of the employees including any disputes or differences which may arise between any employees or his executors, administrators nominees or representatives and the trustees and to the meaning or effect of any rule or to any matter relating to or arising out of the same.

27. Trustees shall have the power to make such rules and regulations from time to time for regulating the conduct of
the meetings and the management of the funds otherwise as they may think proper.

28. Subscriber's account shall be closed-
(a) on the date after the date of his death, or
(b) from the date on which he ceases to be in the employment 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.

29. Notwithstanding anything contained in any of the rules mentioned above, With effect from 1-12-1983 the services of a teacher including principal leaving an affiliated college or colleges of this University and joining another affiliated college or colleges of this University shall be treated as continuous for purpose of provident fund and the management of the college from which the teacher including Principal leaves shall not make any payment to the teacher or Principal but shall transfer the amount of provident fund of the concerned teacher or Principal to the management of the college, where the teacher or the principal joins. The amount so credited shall include the amount of subscription by the teacher or the Principal concerned and the contribution by the management of the college.

FORM "A"

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

<table>
<thead>
<tr>
<th>Name &amp; address nominee or nominee</th>
<th>Relationship, if any, with the subscriber</th>
<th>Whether minor or major, if minor, state the age</th>
<th>Amount of the share of or deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Station______________________

Date : - -19

Two witness to sign (1)______________________

(2)______________________Signature of subscriber
FORM "B"
I hereby declare that I have read the Provident Fund Rules and that I agree to be bound by them.

Date day of 19

Name in full : 
Date of Birth : 
Date of Joining Appointment : 
Nature of Appointment : 
Salary per mensum Rs. : 
Signature :
Witness Name Address :
Occupation :

APPENDIX - C

(A) Permanent Teachers

KINDS OF LEAVE ADMISSIBLE :

1. The following kinds of leave would be admissible to permanent teachers:

1) Leave Treated as Duty :
   (a) Casual leave
   (b) Special Academic leave
   (c) Duty leave

2) Leave Earned by Duty :
   (a) Earned leave
   (b) Half Pay leave
   (c) Commuted leave

3) Leave not Earned by Duty :
   (a) Extraordinary leave
   (b) Leave not due

4) Leave not debited to leave account:
   a. Leave for academic pursuits:
      (i) Sabbatical leave/Academic leave
      (ii) Study leave
   b. Leave on Ground of Health :
      (i) Materni ty leave
      (ii) Paternity leave
      (iii) Adoption leave

5) The Syndicate may in exceptional cases grant for the reasons to be recorded to other kind of leave, subject to such terms and conditions as it may deem fit to impose.

1. (a) CASUAL LEAVE
   (i) Casual leave is not earned by duty. Total casual leave granted to a teacher shall not exceed eight days in an academic year.
(ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

(iii) “Casual leave may be either prefixed or suffixed with vacation but not both”.

1.(b) SPECIAL ACADEMIC LEAVE

(i) Special casual leave not exceeding Ten days in an academic year may be granted to teacher.

(a) to conduct examination of a University, Public Service Commission, Board of Examination or other similar bodies/institutions.

(b) to inspect academic institutions attached to a Statutory Board, etc.

(ii) In computing the ten days leave admissible, the days of actual journey, if any to and from the places where activities specified above leave place will be excluded.

(iii) In addition, special Academic leave to the extent mentioned below may also be granted.

(a) to undergo sterilization operation (Vasectomy or Salpingectomy) under Family planning programme. Leave in this case will be restricted to six working days.

(b) to a female teacher who undergoes non-poruporal sterilization leave in this case will be restricted to fourteen days.

Note: 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.

1.(C) Duty Leave

(i) Duty leave may be granted for :

(a) Attending academic conferences, academic congresses, academic symposia and academic seminars, on behalf of the University or with the permission of the University.

(b) Delivering lectures in institutions and Universities at the invitation of such Institutions or Universities received by the University and accepted by the Vice-Chancellor.

(d) Working on a delegation or Committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other Academic Body.

(e) Performing any other duty for the University,

(f) For undertaking research work or other academic pursuit within the country or abroad.
(ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

(iii) The leave may be granted on full pay provided that if the teacher received a fellowship or honoraria or any other financial assistance beyond the amount needed for normal expenses, he may be sanctioned duty leave on reduced pay and allowances.

(iv) Duty leave may be combined with earned leave half pay leave or extraordinary leave.

(v) When the teachers demand duty leave for purposes other than those mentioned in clause (I) above, the Vice-Chancellor may in very exceptional cases, grant the same provided the work is related to the type of duties which are performed by the teacher or is such that a teacher may be asked to perform on account of his professional knowledge, and provided further that by grant of such leave the normal work of the teacher is not likely to suffer and provided further that the leave is asked for each time in advance. The Vice-Chancellor shall have the sole discretion whether to grant such leave or not and his decision regarding granting of leave and duration of leave and its limit within academic year shall be final.

(vi) No duty leave will be granted corresponding to the present practice in this regard.

2.(a) EARNED LEAVE
1. 1/30th of actual service including vacation plus.
2. 1/3rd of the period, if any.

(i) Earned leave admissible to a teacher shall be during which he/she is required to perform duty for the purpose of university assigned work during vacation with prior approval by the Principal. Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may however, be sanctioned in the case of higher study or training or leave on medical certificate or when the entire leave or a portion thereof is spent outside India.

(ii) When a teacher combines vacation with earned leave the period of vacation shall be reckoned as leave calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

(iii) In cases 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.

(iv) Encashment of Earned leave shall be as per Govt. of Gujarat from time to time.

Note: - For the purpose of computation of period of actual services, all periods of leave except casual, special casual and duty leave shall be excluded.

2.(b) HALF PAY LEAVE

Half pay leave admissible to permanent teacher shall be 20 days for each completed year of service. Such leave may be granted or medical certificate from a Registered Medical Practitioner, for Private affairs or for academic purpose.

Note: A teacher on half pay leave shall be entitled to leave salary equal to half The amount of the leave salary which he would have drawn had he been on Earned leave.

2.(c) COMMUTED LEAVE

Committed 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 Teacher subject to the following conditions.

(i) Committed leave during the entire service shall be limited to a Maximum Of 300 days.

(ii) When committed 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 committed leave taken in conjunction shall not exceed 300 days at a time Provided that no committed leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

3.(a) EXTRA ORDINARY LEAVE

(i) A permanent teacher may be granted extraordinary leave.

(a)When no other leave is admissible

OR

(b)When no other leave is admissible, the teacher applies in writing for the grant of Extra-ordinary leave.

(ii) Extra-ordinary leave shall always be without pay and allowances, Extra-ordinary leave shall not count for increment except in the following cases:

(a) Leave taken on medical certificate.

(b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his/her credit.

(c) Leave taken for prosecuting 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) Extra-ordinary leave may be combined with any other except a casual leave and special academic leave provided that the total period of continuous absence from duty on leave (including periods 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 5 years in all.

(iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary leave.

3. (b) LEAVE NOT DUE

(i) Leave not due may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire 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 teacher will return to duty on the expiry of the leave and earn the leave granted.

(iii) A teacher to whom ‘Leave not due’ is granted shall not be permitted to tender his resignation from services so long as the debit balances in his leave accounts is not wiped off by active service, or the refunds the amount paid to him as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of illness 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 the Syndicate may, in any other exceptional case, waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

4. (a) (i) SABBATICAL LEAVE/ACADEMIC LEAVE

(i) Permanent, whole-time teachers of the University who have completed seven years of service as Lecturer / 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 allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior 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 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 Executive Council/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.

Note:
(i) The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.

(ii) 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.

4. (a)(ii) STUDY LEAVE

(i) Study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or 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 years, 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 Executive Council/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 Executive
Council/Syndicate on the recommendation of the concerned
Head of the Department. The leave shall not be granted for
more than three years in one spell, save in very exceptional
cases in which the Executive Council/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
Executive Council/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 Executive Council/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 year
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 allowance 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 would be offset against pay
only if the fellowship is above a specified amount, which is to
be determined from time to time based on the cost of using
for a family in the country in which the study is to be
undertaken. In the case of and 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 re-
joining 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 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 dut-

(xiii) After the leave has been sanctioned, the teacher shall before
availing himself/herself for the due fulfillment of the
conditions laid down in sub-clause (xiii) and (xiv) bellow and
give security of immovable property to the satisfaction of the
Finance Officer/Treasurer or a fidelity bond of an insurance
company or a guarantee by a scheduled bank or furnish
security of immovable property to the satisfaction of the
Finance Officer/Treasurer 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)below.

(xiv) The teacher shall submit to the Registrar, six monthly
reports of progress in his/her supervisor or the Head of the
Institution. This report shall reach the Registrar within one
month of the expiry of every six months of the study leave. If
the report does not reach the Registrar within the specified
time the payment of leave salary may be deferred till the
receipt of such report.

4.(b)(i) MATERNITY LEAVE

(i) Maternity leave on full pay may be granted to a woman
teacher for a period 135 days to be availed of twice in the
entire career not exceeding career Maternity leave may also
be granted in case miscarriage including abortion, subject to
the condition that the total leave granted in respect of this to
a woman teacher 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 or extra-ordinary leave but any leave applied for in
continuation of Maternity leave may be granted if the request is supported by a Medical Certificate.

4.(b)(ii) PATERNITY LEAVE
Paternity leave of 15 days may be granted to male teacher during the conferment of their wives, provided the limit is up to two children.

4.(b)(iii) ADOPTION LEAVE
Adoption leave may be provided as per the rules of the Central Government.

Ordinance 188-A:
Notwithstanding anything contained elsewhere the services of a confirmed teacher of an affiliated college may be terminated in the event of such fall in the total number of students as may result in the reduction in the total number of either (1) classes or (2) batches for practicals (if any are prescribed by the University) provided due notice in this behalf has been given by the College to the University 21 months before the commencement of the year from which the termination is intended to take effect and provided further that the following procedure is adopted:

(1) that such reduction in the total number of either classes or batches for practical (if any are prescribed by the University) continues in the year following the year in which the aforementioned notice is given;

(2) that the position about the number of classes and batches as on 30th July is also intimated so as to reach the University Office on or before 10th August of the year preceding the year from which the termination is intended to take effect;

(3) not less than three months; notice is given to the confirmed teacher or teachers concerned;

(4) that the compensation at the following rates is paid to all confirmed teachers:
   (i) six months' pay (including all allowances) and
   (ii) at the rate of 1/2 (half) month's pay (including all allowances) for every year of service, provided that the total compensation payable shall not exceed six months' pay (including all allowances).

(5) the termination of service of the teacher or teachers concerned shall be followed in strict order of the date of joining in that college in that subject in relevant cadre, so as to ensure that no teacher is retrenched in supersession of a person who has joined later and person who has joined last in the relevant cadre is retrenched first.

(6) In the event of any doubt or dispute the Vice-Chancellor's decision shall be final.
ORDINANCES OF SAURASHTRA UNIVERSITY

TERMS AND CONDITIONS OF SERVICE OF PART-TIME TEACHERS IN THE COLLEGES AFFILIATED TO THE UNIVERSITY

Ordinance 188-B

The following shall be the terms and conditions of service of part-time teachers working in Colleges affiliated to this University. These conditions are applicable to all part-time teachers i.e. Professors, Lecturers, Tutors and Demonstrators. All college managements shall abide by these terms and conditions in relation to the teachers employed by them.

1. (i) Part-time teachers may be appointed in the cases where the work-load does not justify the appointment of a full time regular teacher through-out the academic year.

(ii) Part-time teachers may be appointed only against sanctioned posts.

(iii) Recruitment to the post of part time lecturer of the affiliated college shall be made strictly on merits and on the basis of wide publicity by advertisement and selection. The management shall be send all the required detail information as per instructions issued by the University from time to time including minutes of the Selection Committee, a list and synopsis showing the names of all the candidates whose applications have been received by the management, containing therein the information regarding their academic qualifications, age, experience etc. In absence of this list, no appointment shall be considered by the University for approval. If it is found at any stage after the approval of appointment has been communicated by the university, that the candidates qualified according to requirements laid down by the University have not been called for interview or if it is found that the incomplete information has been supplies to the University by the management, it shall be open for the University to cancel the approval of the appointment and the recognition of such a person as a part-time teacher shall automatically stand withdrawn.

The selection Committee shall consist of:

a. Chairman of the Governing Body of the College or his nominee.

b. A nominee of the Vice-Chancellor.

c. Two experts to be nominated by the chairman out of the panel of experts approved by the University.

d. Principal of the College.

e. Head of the Department concerned of the college, if any.

f. A representative of the Director of Education.

No selection shall be considered valid unless at least one expert is present. The recommendation, of the Selection Committee shall consist of:

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b. A nominee of the Vice-Chancellor.

c. Two experts to be nominated by the chairman out of the panel of experts approved by the University.

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The selection Committee shall consist of:

a. Chairman of the Governing Body of the College or his nominee.

b. A nominee of the Vice-Chancellor.

c. Two experts to be nominated by the chairman out of the panel of experts approved by the University.

d. Principal of the College.

e. Head of the Department concerned of the college, if any.

f. A representative of the Director of Education.

No selection shall be considered valid unless at least one expert is present. The recommendation, of the Selection Committee shall consist of:

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e. Head of the Department concerned of the college, if any.

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The selection Committee shall consist of:

a. Chairman of the Governing Body of the College or his nominee.

b. A nominee of the Vice-Chancellor.

c. Two experts to be nominated by the chairman out of the panel of experts approved by the University.

d. Principal of the College.

e. Head of the Department concerned of the college, if any.

f. A representative of the Director of Education.

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The selection Committee shall consist of:

a. Chairman of the Governing Body of the College or his nominee.

b. A nominee of the Vice-Chancellor.

c. Two experts to be nominated by the chairman out of the panel of experts approved by the University.

d. Principal of the College.

e. Head of the Department concerned of the college, if any.

f. A representative of the Director of Education.
Committee shall be subject to the approval of the Vice-Chancellor.

The appointment of part-time teachers shall be made on purely temporary basis for one academic term. If the same teacher has been continued, no fresh approval of the University for the same is necessary but the re-appointment shall be intimated to the University, if the same teacher has been re-appointed or continued for two academic years, his appointment shall automatically be considered on probation from the date on the completion of his appointment for two academic years.

(iv) The minimum remuneration payable to part-time teachers shall be as follows:


i. doing work for 3 to 4 periods per week Rs. 600/- fixed.
ii. doing work for 5 to 7 periods per week Rs. 1100/- fixed.
iii. doing work for 8 to 10 periods per week Rs. 1500/- fixed.

2. Part-time teachers shall not be entitled to any kind of allowances.

3. Part-time teachers are entitled to the vacation as may be prescribed from time to time by the University.

4. Subject to the under mentioned proviso a part-time teacher who ceases to be Part time teacher at the end of the second term/semester or at the end of the first term/semester as the case may be, should be paid remuneration for the vacation in accordance with the following :

(a) If he has served for the major part of the whole academic year, he should be paid remuneration up to the last day of the vacation following the end of the second term, provided the period he serves should end on the last day of the second term.

(b) If he has served for the major part of the first or second term, he should be paid remuneration for fifteen days after the last day of the relevant term, provided the period he serves should end on the last day of the term.

Provided always that such a teacher has not left college without giving necessary notice as required and his appointment was not in a leave vacancy for a fixed period.

For the purpose of this clause :
"Major part" means more than one-half.
"Academic year" means the period between the first day of the first term and the last day of the second term as laid down in 0.95 for the relevant faculty.

5. Maximum teaching load of a part-time teacher shall be that prescribed under relevant Ordinances from time to time.

6. A part-time teacher shall not work simultaneously at more than two affiliated colleges.
7. No person appointed as a part-time teacher in an affiliated college shall be required to put in more than two years' service on probation before he is confirmed.

8. Leave rules shall be framed by affiliated colleges so as to provide for the following:
   (a) No leave can be claimed as of right.
   (b) In case of leave not covered under any of the leave rules, the decision of the Government Body shall be final and binding to the teachers.
   (c) Every part-time teacher may be granted Casual Leave to the extent of seven days in an academic year subject to the maximum of three days at a time. This leave cannot be joined with any other kind of leave or vacations except Sundays and holidays. In any case, it should not exceed six days including Sunday. Sunday shall not be counted as Casual leave. A Sunday or a single holiday can be affixed at both ends. For purpose of remuneration full remuneration shall be given during such leave.
   (d) A confirmed part-time teacher in addition to the Casual leave shall be entitled to sick-leave on production of a Medical Certificate from a qualified Medical Practitioner for ten days on half the remuneration in a year which can be accumulated up to forty-five days. No sick leave will be granted without production of Medical Certificate. This leave can be commuted into leave with full remuneration subject to a maximum of one and a half months' leave with full remuneration, at a time. The rate of commutation will be two days leave with half the remuneration equal to one day leave with full remuneration. No part-time teacher who has been granted sick leave for a period of fifteen days or more with full or half the remuneration shall return to duty without first producing a certificate of fitness from a qualified Medical Practitioner in the form given below.

FITNESS CERTIFICATE

This is to certify that I have carefully examined
Shri/Smt. __________________ ______________________(Designation today and have found that he/she has recovered from illness and is now fit to resume his/her duties in the college.

Place: __________________
Date: ____________________
(e) A female employee being a confirmed part-time teacher in a college, shall be half the remuneration shall be admissible in the case of a miscarriage. Such leave shall not be debited to the leave account of the employee. Such leave shall not be admissible more than thrice during the entire services of the employee. Leave of any kind may be granted in continuation of Maternity leave, if the request for its grant is supported by a Medical Certificate from a qualified Medical Practitioner, provided that if such a leave is not at the credit of the employee the period of leave so granted shall be considered to be leave without remuneration.

(f) A part-time teacher who is temporary or on probation shall not be entitled to any kind of leave except Casual leave. If any other leave is taken the same will be considered to be without remuneration and the period of probation shall get automatically extended to that extent.

9. A confirmed part-time teacher shall not be entitled to the benefit of Provident Fund or Gratuity.

10. Every part-time teacher while being appointed shall be issued an appointment order, the terms and conditions of which shall not be repugnant to those prescribed by the University from time to time.

10. A(a) A part-time teacher shall be deemed to have been placed under suspension by an order of the appointing authority with effect from the date of his detention if he is detained in custody on a criminal charge for a period exceeding forty-eight hours.

(b)(i) A teacher against whom disciplinary proceedings have been taken either for his arrest for debt, or on a criminal charge or who is detained under any law providing for preventive detention, should be considered as under suspension for any periods during which he is detained in custody, or is undergoing imprisonment and not allowed to draw any pay and allowances (other than any subsistence allowance that may be granted in accordance with the principles laid down hereunder for such periods) until the termination of the proceedings taken against him or until he is released from detention and allowed to rejoin duty as the case may be. An adjustment of his allowances for such periods should thereafter be made according to the circumstances of the case, the full amount being given only in the event of his being acquitted of blame or if the proceedings taken against him were for his arrest for debt it being proved that the liability arose
from circumstances beyond his control or the detention, being held by competent authority, to be unjustified.

(ii) A teacher against whom a criminal charge or a proceeding for arrest for debt is pending should also be placed under suspension by the issue of specific orders to this effect during period when he is not actually detained in custody or imprisonment (e.g. whilst released on bail), if the charge made or proceeding taken against him is connected with his position as a teacher or is likely to embarrass him in the discharge of his duties as such or involves moral turpitude.

(c) During the period of suspension in sub clause (a) and (b) above, the teacher concerned shall be entitled to draw subsistence allowance at the rate of half the pay admissible to him had he been on duty.

(d) The procedure of the proceedings by the appointing authority shall be as prescribed in Clause-9 of Ordinance 188. At the end of the proceedings, the appointing authority shall make an order whether the suspension period shall be treated as duty, leave due and admissible or suspension but where a teacher has been exonerated (honorably acquitted) by a Court of Law, the period of suspension shall be treated as spent on duty.

11. No part-time teacher shall leave the employment of a college without giving to the authorities three months notice if he is confirmed or fifteen days notice if he is temporary or on probation. In case however, a teacher does not give the required notice the college authorities shall be entitled to claim from him an amount not exceeding the remuneration as may be payable to him for the period of notice. If a part-time teacher leaves services without due notice and joins any college affiliated to the University, the Syndicate may not approve his appointment in the new college or recognise him as a teacher for one academic term.

12. A part-time teacher who has given a written acceptance of an appointment in an affiliated college or a recognised Institution shall be bound to join and serve for at least one academic term and if he fails to do so without reasonable cause he shall not be considered as a recognised teacher for appointment in an affiliated college or a recognised Institution for one year.

13. Services of a confirmed part-time teacher can be terminated by giving three months’ notice ending with the last day of a month without assigning any reason whatsoever. Similarly, services of a part-time teacher who is temporary or on probation can be terminated by giving fifteen days’ notice.
ending with the last day of a month without assigning any reason whatsoever.

14. When a part-time teacher applies for any post at another affiliated to or an Institution recognised by this University, shall invariably send his application through the Head of his college and in case of breach of this condition, the Syndicate may not approve his appointment in an existing or a new college or recognised Institution or a University Department or Centre for one year.

15. No part-time teacher shall conduct private tuition for remuneration. Any breach of this condition shall render the teacher liable to such disciplinary action as determined by rules framed by the University.

16. No person who has completed the age of Fifty Eight shall be appointed as a part-time teacher in any college. The age of retirement shall be Fifty Eight Years. The teacher may be reemployed or his services may be extended up to Sixty Years only, by extending his term year by year after the age of Fifty Eight. The remuneration to be given to such a teacher shall be as may be decided by the Governing Body of the college but it shall not be less than the amount laid down in clause 1.

17. A part-time teacher shall in no circumstances be allowed to officiate as Principal.

18. This Ordinance shall come in force from the Academic Year 1975-'76.

(FOR PART-TIME COLLEGE TEACHERS)

Transitory Ordinance 188-BB
(a) A part-time teacher shall be deemed to have been placed under suspension by an order of the appointing authority with effect from the date of his detention, if he is detained in custody under MISA or DIR for a period exceeding forty eight hours;

(b) During the period of suspension in sub-clause (a) above, the teacher Concerned shall be entitled to draw subsistence allowance as may be admissible to Government servants under B.C.S. rule 151.

(c) On revocation of the order of detention and on release from the custody, the entire period of suspension shall be ordered to be treated as spent on duty.

(FOR FULL-TIME COLLEGES TEACHERS)

Transitory Ordinance 188-C
This transitory ordinance has come in force from 9-5-1976 (except clause (b) which has come in force from 22-2-1977.)
(a) A full time teacher shall be deemed to have been placed under suspension by an order of the appointing authority with effect from the date of his detention, if he is detained in custody under MISA or DIR or a period exceeding forty eight hours;
(b) During the period of suspension in sub-clause (a) above the teacher concerned shall be entitled to draw subsistence allowance as may be admissible to Government servants under B.C.S. rule 151.

(c) On revocation of the order of detention and on release from the custody, the entire period of suspension shall be ordered to be treated as spent on duty.

**Ordinance 188-D**

The powers and duties of the Local Organizing Committee in cases where the colleges are managed by local bodies shall be as under:

1. To implement the provisions contained in the Saurashtra University Act, Statutes, Ordinances.
2. To see that the college implements the Circulars, rules and Regulations, Resolutions etc. of the University.
3. To see that the conditions for the affiliation of the college are satisfactorily fulfilled.
4. To see that separate budget is prepared for the college and it is sanctioned by the local body. After the budget is passed the authority to spend in accordance with the budget will rest with the local organizing committee.
5. To decide finally in all academic and administrative matters, except for which the powers have been given to the Principals of the colleges under Ordinance 188-E.
6. To carry out its activities in a manner so as to promote academic, cultural, literary and other extra curricular activities in the college.
7. The local organizing committee shall be constituted as under:
   a) President of the local body (Municipality/Corporation etc.)
   b) Three members of the local body (Municipality/Corporation etc.) nominated by the Municipality/Corporation (or the local body).
   c) Two leading citizens nominated by the Municipality/Corporation (or the local body).
   d) Principal of the college.

The members of the committee other than ex-officio members shall cease to be members on account of absence from four consecutive meetings of the committee.

8. The Principal of the college shall also work as Secretary of this Committee. The Secretary shall convene the meeting of this Committee at least once in an academic term.

9. The local organizing committee shall be reconstituted every two years.

10. The local organizing committee shall meet at least once in an academic term and at other times when convened by the President of the Municipality/Corporation.
11. 1/3 members of the local organizing committee shall form a quorum for the meeting and all questions shall be decided by a majority of votes of the members present and voting. In case of equality of votes the chairman of the meeting will have a casting vote.

Ordinance 188-E

The following shall be the powers of the Principals of affiliated colleges:

1. The Principal shall have all powers in connection with the internal administration of the college.
2. The Principal shall have all powers in connection with all internal academic, administration of the college.
3. The Principal shall have the power to sanction all the expenditure up to the monetary limits mentioned below but within the sanctioned budget estimate of college.
   (i) Expenditure up to Rs. 100/- per item without inviting tenders.
   (ii) Expenditure up to Rs. 500/- per item after inviting tenders.
   (iii) Expenditure up to Rs. 500/- per item for unbudgeted unforeseen incidental expenditure.
4. The Principal shall have power to sanction the paybill of the teaching and nonteaching staff of the college and to pay the salaries.
5. The Principal shall have the authority to remain in correspondence with the University on the Subjects other than the affiliation.
6. The Principal shall have power to prepare and submit the proposals for the development of the college.
7. The Principal shall be competent to make appointments of class IV employees on the sanctioned posts. He shall have the power to take disciplinary action, suspend and/or terminate the services of employees in the service of the college after due observance of the rules.
8. The Principal shall be competent to make temporary appointments of Demonstrators, Lab-Asstt., Clerks, Storekeeper, Mechanic and class IV servants in stop-gap and leave vacancies for a period not exceeding three months.
9. The Principal shall have power to rusticate a student or dismiss him from the college and/or hostel for any misconduct of serious nature after giving him an opportunity of being heard.
10. The Principal shall have authority to grant leave to the teachers to attend summer institutes, seminars etc. organised by the University.
11. The Principal shall have power to grant casual leave to teaching and non-teaching employees of the college.
12. The Principal shall have power to grant permission to the staff of his college to leave headquarter, and grant as duty, the absence out of headquarters for attending the meetings of the Senate, Syndicate, Academic Council, Board of Studies, Faculty and such other authorities.

13. The Principal shall have power to grant admission to the students in the college, purchase books and journals for the library, to grant permissions (if the rules permit) to the members of the staff to prosecute their studies, to allow the staff members to work elsewhere with or without honorarium; to take such action as may be necessary for maintenance of discipline of the staff, to write their confidential reports, to arrange for distribution of work, to arrange the work of the college in general, to arrange for the lectures of the scholars from outside, in the college and general, to arrange for the lectures of the scholars from outside, in the college, and for the daily timings for running the college.

Provided that while granting admission to the students in the college, the principal shall strictly observe instructions issued by the University. Notwithstanding anything contained in this ordinance the principal of the colleges affiliated for the course of B.Ed., B.B.A. or B.J.M.C. shall admit only such students allocated by the University for the respective course under the centralised admission scheme.

ORDINANCE -188(F)

The following shall be the terms and conditions of visiting teacher recognized as such in affiliated college or colleges seeking affiliation to this University. These conditions are applicable to all visiting teachers. All college managements shall abide by these terms and conditions in relation to the visiting teacher employed by them.

(I) Visiting teacher may be appointed in the cases where the workload does not justify the appointment of a full time teacher throughout the academic year.

(II) Visiting teacher may be appointed only against required posts in accordance with the workload.

(III) Recruitment of the post of visiting teacher shall be made in accordance with

(i) Advertising in one local paper.

(ii) Selection Committees:
    a-Chairperson of the Governing Body of the college.
    b-The Principal of the concerned college.
    c-Head of the Department (Concerned Subject).
    d-One Nominee of the Vice-Chancellor of the affiliating University.
    e-One subject expert not connected with the college to be nominated by the Chairperson of the Governing Body out of a panel of names approved by the Vice-Chancellor.
    f-A representative of the Director of Education.
(IV) Appointment of visiting teacher will be recognized for one academic year only. If workload does not exceed 12 lectures per week appointment can be continued for one more year.

(V) In a subject not more than one visiting lecturer can be appointed.

(VI) Visiting lecturer will be paid Rs.100/- per lecture subject to ceiling of Rs. 4,800/- P.M.

(VII) Visiting teacher will not be considered as teacher for the purpose of Section 16 (1) Class II-A (iii).

Ordinance 188 - F (In abeyance, as per Syndi. Reso. 16 of 14-3-83)

There shall be an Administrative body for every affiliated college other than a Government College or a college run and maintained by the local body.

The composition of the Administrative Body shall be specified under:

1. Six members of the managing body of the trust or the society.
2. The Principal of the College.
3. One representative of the University nominated by the Vice-Chancellor.
4. Three representatives of the teachers of the college elected from amongst themselves (excluding Principal).

The Principal shall act as the Secretary of the Committee of the Administrative Body.

The Secretary shall convene the meeting of this Committee at least once in an academic term.

The tenure of this Body shall be for two years and shall be reconstituted at the end of that period provided that the representatives will be eligible for reappointment, reelection or renomination.

The powers and duties of this Administrative Body shall be as under:

1. To implement the provisions contained in the Saurashtra University Act, Statutes, Ordinances.
2. To see that the college implements the Circulars, Rules and Regulations, Resolutions, etc. of the University.
3. To see that the conditions for the affiliation of the college are satisfactorily fulfilled.
4. To see that separate budget is prepared for the college and it is sanctioned by the managing board of the Trust or the Society. After the budget is passed, the authority to spend in accordance with the budget will rest with the Administrative Body.
5. To take decisions in all academic and administrative matters, except those for which the powers have been given to the Principals of the Colleges under Ordinance 188-E.
6. To carry out its activities in a manner so as to promote Academic, Cultural, Literary and other extra-curricular activities in the college.
Ordinance 188-(G)
The following shall be the terms and conditions of visiting teacher recognized as such affiliated college or colleges seeking affiliation to this university. These conditions are applicable to all visiting teacher. All college management shall abide by these terms and conditions in relation to the visiting teacher employed by them

i. Visiting teacher may be appointed in the cases where the workload does not justify the appointment of a full time teacher throughout the academic year.

ii. Visiting teacher may be appointed only against required posts in accordance with the workload.

iii. Recruitment of the post of visiting teacher shall be made in accordance with process for recruitment of a full time teacher as mentioned in ordinance 188(23).

iv. The appointment of visiting teacher will be recognized for one academic year only. If workload does not exceed 10 lecturer per week appointment can be continued for one more year.

v. In a subject not more than one visiting lecturer can be appointed.

vi. Visiting lecturer will be paid Rs. 100/ per lecture subject to ceiling of Rs. 4000/- p.m.

vii. Visiting teacher will not be considered as teacher for the purpose of section 16(I) class II-A(iii)

Ordinance 189
1. The following shall be the terms and conditions of services of the non-teaching employees of the colleges affiliated to the Saurashtra University and they will come into force from 1-4-1974.

2. For the purpose of this ordinance unless the context requires otherwise the various terms used hereunder shall mean:

(i) "University" means the Saurashtra University.

(ii) "College" means a college affiliated to the Saurashtra University and which is run by a managing body other than the Government or the University.

(iii) "Employees" means non-teaching employee of a college.

(iv) "Cadre" means the strength of the non-teaching staff of the college service or a part of the services sanctioned as a separate unit.

(v) "Duty" includes service on probation provided that such service is followed by confirmation.

(vi) "Foreign Service" means service in which an employee receives his substantive pay with the sanction of the Managing Body of a college from a source other than the funds of the college.

(vii) "Managing Body" means body managing the college.

(viii) "Leave salary" means the monthly amount paid by the college to an employee who is on leave.
(xi) "Pay" means the amount drawn monthly by an employee as substantive pay or officiating pay and also includes Special pay and Personal pay.

(x) "Substantive Pay" means pay other than special pay or personal pay which an employee is entitled on account of a post to which he has been appointed substantively.

(xi) "Officiating Pay" means the pay of a post held by the employee in absence of the employee confirmed on that post.

(xii) "Special Pay" means an addition of the nature of pay to the emoluments of a post or of an employee granted in consideration of:
   (a) the specially arduous nature of the duties:
   or
   (b) a specific addition to the work or responsibility.

(xii) B "Personal Pay" means an additional pay granted:
   (a) to an employee for loss of substantive pay in respect of a permanent post due to revision of pay or to any reduction of such substantive pay, otherwise than as a disciplinary measure; or
   (b) in exceptional circumstances, on other personal considerations.

(xiii) "Travelling Allowance" means an allowance granted to an employee as per rules laid down by the Saurashtra University for its employers from time to time and in order to cover the expenses which he may have incurred in travelling in the interest of the college.

(xiv) "Permanent Post" means a post carrying a definite rate of pay sanctioned without limit of time.

(xv) "Temporary Post" means a post, carrying a definite rate of pay sanctioned for a limited time.

(xvi) "Probationer" means a college employee employed on probation in or against a substantive or temporary vacancy in the cadre.

3. The scale of pay of the employees of various cadres in service of the colleges shall be as under and shall stand automatically revised with revision of pay-scales done by the Government / University in the corresponding cadres of its own employees from time to time. With effect from 1-4-1974

1. Registrar: Rs. 650-30-740-35-810-45-900
   Office Superintendent
3. Accountant: Rs. 500-25-650-EB-25-750-30-900
4. Librarian: Rs. 550-25-750-EB-30-900
5. Senior Clerk, Store-Keeper, Cashier, Assistant Accountant: Rs. 330-10-380-EB-12-440-EB-15-560
6. **Driver**: Rs.260-6-308-EB-6-326-8-350-EB-8-390-10-400

7. **Junior Clerk**: Rs. 260-8-308-EB-8-340-10-360
   - Clerk Typist, Typist, EB-10-400
   - Technical Assistant, Laboratory Assistant, Library Assistant,
   - Telephone Operator, Plant Officer, Herbarium Assistant, Compounder,
   - Mechanic
   - **Gas Mechanic**: Rs. 350-12-410-EB-12-470-EB-15-560

8. **Record Keeper**: Rs. 330-10-380-EB-12-440-EB-15-530
   - Plumber, Electrician, Carpenter

9. **Library Attendant**: Rs. 200-3-206-4-230-EB-4-250
   - Duplicating Machineman Head Peon

10. **Peon, Workman**: Rs. 196-3-220-EB-3-232
    - Watchman, Sweeper, Helper,
    - Grinder, Groundsman/Pump Attendant

**REVISED FROM 1-1-1986**

1. **OFFICE SUPERINTENDENT**: 1640-60-2600-EB-75-2900
2. **HEAD CLERK**: 1400-40-1600-50-2300-EB-60-2600
3. **HEAD CLERK ACCOUNT**: 1400-40-1600-50-2300-EB-60-2600
4. **GAS MECHANIC**: 1200-30-1560-EB-40-2040
5. **ACCOUNTS CLERK**: 1200-30-1560-EB-40-2040
6. **SENIOR CLERK/STORE KEEPER**: 1200-30-1560-EB-40-2040
7. **LABORATORY ASSISTANT**: 1150-25-1500
   (FOR, S.S.C. & HIGHER QUALIFICATIONS)
8. **Jr. CLERK**: 950-20-1150-EB-25-1500
9. **PLUMBER**: 950-20-1150-EB-25-1500
10. **Sr. TYPIST**: 950-20-1150-EB-25-1500
11. **CASHIER**: 950-20-1150-EB-25-1500
12. **LIBRARY CLERK**: 950-20-1150-EB-25-1500
13. **ELECTRICIAN**: 950-20-1150-EB-25-1500
14. **LABORATORY ASSI.**: 950-20-1150-EB-25-1400
   (FOR OTHERS)
15. **HEAD PEON**: 775-12-955-EB-14-1025
16. **PEON/HAMAL/SAFAI**: 750-12-870-EB-14-940
    - **KAMDAR**
17. **LIBRARY ATTENDENT**: 750-12-870-EB-14-940
18. **DUPLICATING**: 750-12-870-EB-14-940
    - **MACHINEMANS**
19. **CHOKIDAR/MALI**: 750-12-870-EB-14-940
20. **LIBRARIAN**: 2200-75-2800-100-4000

(A) In addition to the pay, all college employees shall be paid Dearness Allowance according to the rates of Dearness Allowance paid to the State Government employees as may be in force from time to time.

(B) House Rent Allowance shall be paid to all the college employees at the rate of the House Rent Allowance Payable to the State Government employees as may be in force from time to time.
(C) The Compensatory Local Allowance shall be paid to the college employees at the rate, if any, admissible to the State Government employees in place concerned as may be in force from time to time.

(D) In addition to the pay and allowances, special pay, medical allowances, officiating allowance, leave travel concession, various advances and all other benefits admissible to the employees of the State Government, provided that such benefits will be effective only after Government approval.

(E) (i) An employee shall not be asked to work for a period of more than seven hours a day and that his duty hours shall not be split.
(ii) A recess of not less than 30 minutes shall be given to each of the college employees on every working day.
(iii) Overtime allowance will be paid at the rates prescribed for the corresponding cadres of the non-teaching employees of Saurashtra University from time to time.

(F)(1) No person who is below 18 years of age and above 45 years of age shall be appointed on any of the cadre posts.

(2) Appointment on the cadre posts shall be made by direct recruitment only when an employee with minimum qualification is not available for promotion in the next below cadre as per appendix-I appended hereto.

(3) Person appointed as an employee will be given an appointment order wherein the particulars of post, pay-scale, nature of allowances, nature of appointment and conditions of service should be clearly indicated.

(4) Every college shall have to appoint non-teaching staff right from its beginning according to the set-up granted by the University or the State Government or both as the case may be. Such lawfully appointed employees shall be paid salary and other all allowances as per the University or State Government regulations.

4. A In case of any vacant post or posts of non-teaching staff or of formation of a new post every college shall seek sanction of the State Government to fill in the vacant post within a month and on receiving such sanction shall complete the procedure of filling in the post or posts and appoint staff within six months. If such post/posts are to be filled in through promotion, required procedure shall be completed and appointment made invariably within three months from the date of the post falling vacant.

B In the case of posts up to and inclusive of the Office Superintendent, the vacancy shall be filled by the promotion strictly by seniority as per the following rules from amongst the non-teaching employees excluding laboratory Assistants and other Technical Employees of the college concerned or in case there are more colleges than one under the same
management, non-teaching employees of all such colleges taken together who possess the minimum qualifications prescribed for the post.

The employee who declines the offer in writing loses or does not accept the offer within the specified time-limit, his right to promotion on that post for that term only:

RULES OF SENIORITY:

(1) The Seniority of the employees in any particular cadre of a college shall be considered on the length of service put in by them in that cadre of college concerned. However the seniority for promotion shall be determined on the basis of eligibility norms in force at the time of occurrence of vacancy.

(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 seniority shall notwithstanding what is stated in clause No. 1, he considered on the basis of the total length of continuous service put in by such employees in the college/institution and if the total 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 join 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 commutatively.

4. Where a post is required to be filled in by direct recruitment, it shall be filled in from the open market by inviting applications by an advertisement and the employees working in the college shall be entitled to apply for the post. The minimum qualifications for the holder of the post in various cadre shall be such as are prescribed by the Government for the respective posts, however, this requirement will not be applicable to the employees in services on the day on which this ordinance comes into the force so far as the posts held by them are concerned.

5. The first appointment of an employee on any of the permanent posts shall be on probation for a period of one year after expiry of which his services may be terminated or his probation may be extended or he may be substantively appointed on the post. Provided that an employee admitted to the services may be kept unconfirmed (i.e. on probation) for a
period not exceeding two years from the date of the appointment. Such an employee should be informed at least two calendar months before the expiry of the probation period, if his services are not to be confirmed, and in case such information is not given, he should be deemed to have been confirmed on the post.

6. An employee of the college shall retire on attainment of the age of 58 or 60 as per the rules of the Government. He may be retained in the services after that age with the sanction of the management up to the appointment of the age of 65 years provided, however that the employee shall be continued in service up to the last day of the month in which he/she attains the age of 58, 60 or 65 years as the case may be.

7. Each of the college employees shall be entitled to the benefits of contributory provident fund or General Provident Fund and the Gratuity in accordance with the provisions of the rules for the Government from time to time.

8. (a) The services of an employee appointed temporarily can be terminated at any time without giving any notice.

(b) Notwithstanding anything contained in clause (9) below, the services of a confirmed employee may be terminated with his consent by the management on prior payment of compensation equal to 12 months salary (Pay and Allowances, if any) for the first ten years to the employee, if he has been in the service of the college for a period of 10 years or more and also at the rate of half a month’s salary (Pay and allowances, if any). For every completed years subject to a minimum of 18 months’ salary (Pay and allowances, if any) The compensation at the rate of six month’s salary (Pay and allowances, if any) shall be paid, if he has been in service of the college for less than 10 years but more than 5 years and also at the rate of half a month’s salary of each completed year over five years, but he shall be paid three month’s salary if he has been in the service of the college for a period of less than five years.

(c) No employee shall leave the employment of the college without giving three months notice if he is confirmed or one month’s notice if he is on probation. In case, however, the employee does not give the required notice the management will be entitled to claim from him an amount not exceeding the amount of basic pay as may be payable to him for the period of notice. Shorter notice than above may be accepted by the Management at its discretion.

9. An employee may be suspended during the pendency of the inquiry. During the period of suspension the employee shall
be entitled to draw subsistence allowance at the rate of half the pay and allowances admissible to him had he been on duty. However, if the period of suspension continues for a period of more than three months, he shall be entitled to a subsistence allowance at the rate of full Salary as if he was on duty. He shall also be granted other allowances admissible to an employee on the pay equal to the subsistence allowance.

9.(A) No confirmed employee shall be reduced to a lower rank, removed, discharged or dismissed from the service except on one or more of the following grounds and except in accordance with the procedure prescribed hereunder:

1. Persistent or repeated negligence of duty;
2. Physical or mental unfitness;
3. Misconduct;
4. Incompetence;
5. Gross or repeated insubordination

No order of punishments mentioned in (A) above shall be passed against a confirmed employee unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded in adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges which shall be communicated to the employee together with a statement of all allegations on which each charge is based and or any other circumstances which are proposed to be taken into consideration in passing orders in the case.

(a) An employee against whom a charge sheet is issued may be suspended during the tendency or the inquiry. During the period of suspension the employee shall be entitled to draw a subsistence allowance at the rate of full salary as if he were on duty and allowance admissible to him had he been on duty. He shall also be granted other allowances admissible to an employee on the pay equal to the subsistence allowance. The employee who is suspended from the service by the college shall have the right to appeal against the order of suspension to the University within a period of one month from the date of suspension.

(b) Where a college employee is suspended by the management of a college pending any inquiry proposed to be held against him, the fact of such suspension together with the ground therefore, shall be communicated by the management or college to the Vice-Chancellor of the (relevant) University within a period of seven days after such suspension and such suspension shall be subject to ratification by the Vice chancellor within a period of forty five days from the date of receipt of the communication in this behalf by the Vice chancellor and if such ratification is not communicated to the manager of the college by the Vice-Chancellor within such
period, the suspension of the college employee shall cease to have effect on the expiry of such period: Either or employee or college management may appeal to the Tribunal against the order of Vice chancellor.

(c) An employee shall be deemed to have been placed under suspension by an order of the appointing authority with effect from the date of his detention if he is detained in custody on a criminal charges for a period exceeding fortnight.

(d) (I) An employee against whom disciplinary proceedings have been either taken for the arrest for debt or on a criminal charge or who is detained under any law providing for preventive detention should be considered as under suspension for any periods, during which he is detained in custody or is undergoing imprisonment and not be allowed to draw any pay al allowance (other than any subsistence allowance that may be granted in accordance with the principles laid down hereunder for such periods) until the termination of the proceedings taken against him or until he is released from detention and allowed to rejoin duty as the case may be. An adjustment of his allowances for such periods should thereafter be made according to the circumstances of the case the full amount being given only in the event of his being acquitted or blame or if the proceedings taken against him were for this arrest for debt it being proved that the liability arose from circumstances beyond his control or the intention being held by competent authority to be unjustified.

(II) An employee against whom a original charge or a proceeding for arrest for debt is pending should also be placed under suspension by the issue of specific orders to this effect during periods when he is not actually detained in custody or imprisoned (e.g. whilst released on bail), if the charge made or proceeding taken against him to connected with his position as an employee or is likely to embarrass him in the discharge of his duties as such or involves moral turpitude.

(III) During the period of suspension in sub-clause (a) and (b) above, the employee concerned shall be entitled to draw a subsistence allowance at the rate of full pay and allowances as if he were on duty.

(IV) The procedure of the proceedings by the appointing authority shall be as prescribed hereunder. At the end of the proceedings the appointing authority shall make an order whether the suspension period shall be treated as duty, leave due and admissible or suspension, but where an employees has been exonerated (honorably acquitted) by a court of Law, the period of suspension shall be treated as spent or duty.

(VI) The employee shall be given a period of not less than a fortnight to put in a written statement of his defense and to
state whether he desires to be heard in person. If he so desires, an oral inquiry shall be held.

(E) The inquiry shall be conducted by a committee consisting of the three members nominated, one by University, one by management and one by the employee concerned.

(F) He shall hold the inquiry with due expedition and shall make report within a period of six months from the date of commencement of the inquiry. The inquiry shall be conducted in accordance with the principles of natural justice.

(G) At the inquiry, oral evidence will be led both by the management and the employee or their representative except practicing lawyer as to such of the allegations as are not admitted and both the parties shall be entitled to examine such witnesses as are produced by them and to cross-examine each other’s witnesses. The employee will be entitled to give evidence in person. None of the parties will be permitted to participate in the proceedings through a practicing lawyer.

(H) At the said inquiry the management may if it so desires lead documentary evidence in support of the charges made against the employee, sufficiently in advance of the commencement of the inquiry.

(I) The employee shall be entitled to lead documentary evidence and appoint his representative during inquiry proceeding, if he so desires.

(J) On consideration of the report made by the Inquiry Committee and the findings recorded by it, if the management arrives at a provisional conclusion that the employee concerned should be punished, the management shall supply the employee with a copy of the said report and call upon him to show cause within a reasonable time not exceeding one month against the proposed punishment.

(k) Any representation submitted by the employees or on his behalf is to be fully taken into consideration before an order of removal or termination of service discharge or dismissal is passed by the management. The management shall pass the order within a fortnight of receiving the representation and if no representation is submitted by the last date for its submission within a fortnight from the last date fixed for the submission of the representation.

(L) The representation of the employee or his representation shall form a part of the record of the case.

(M) The action proposed by the college management against employee is approved by the Vice Chancellor of the relevant University.

The Vice-Chancellor shall communicate to the management of the college in writing, his approval or disapproval of the action proposed, within a period of forty five days from the date of the receipt by the vice Chancellor of such proposal.
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Where the Vice-Chancellor falls to communicate either approval or disapproval within the period of forty-five days, the proposed action shall be deemed to have been approved by the Vice Chancellor.

No penalty shall be imposed on a college employee unless such employee has been given a reasonable opportunity of being heard.

(N) An employee may make an appeal to the Tribunal as per provision of the Act of the Gujarat Affiliated Colleges Services Tribunal Act. 1982

10. In respect of Leave Rules, the non-teaching staff of the colleges shall be entitled for the same as are applicable to the state Government for its employees from time to time.

11. Miscellaneous:

(A) Special provision for existing employees: Every person holding a post under the college at the commencement of this Ordinance shall, on such commencement, be deemed to have been appointed under the provisions of the this Ordinance and shall draw the pay drawn by him immediately before such commencement, provided that he may on his option to be exercised, within 3 months of the date of enforcement of this ordinance continue to be governed by the existing rules, if any. Notwithstanding anything contained in the foregoing provisions, this ordinance shall come into force with effect from 1-1-1974 and such of the non-teaching employees of the colleges shall be entitled to an option to be exercised within three months from the date to which the college takes up implementation of the ordinance, as to whether he chooses to be governed under the services condition (including pay-scales) laid down in this ordinance or chooses to retain the existing rules (including pay-scales) till such date as may be named by him and the provisions of this ordinance shall apply to him accordingly. In case of failure to exercise the option within the prescribed time limit all provisions of the ordinance shall apply to him with effect from 1-4-1975.

12. When in the event of fall in the total number of students or on account of discontinuance of any course of instructions or consequent upon the discontinuance of a college or discontinuance of teaching of all the subjects comprised in any of the faculties of a college, with the observance of the procedure laid down / 144-A or in O. 188-A/144-B, as the case may be, the reduction of any of the non-teaching employees is effected, the college shall see that:

(i) The intention to discontinue a course at any stage shall be intimated to the University and Government
as well as to the non-teaching employees of the college concerned within one month from the date of receipt of the permission of the University in that behalf.

(ii) Not less than three months notice is given to each of the confirmed nonteaching employees concerned.

(iii) The compensation at the following rates is paid by the college to each of the confirmed non-teaching employees concerned:

(a) Six months’ pay (including all allowances) A N D

(b) At the rate of 1/2 (half) month’s pay (including all allowances) for every year of services provided that the total compensation so payable shall not exceed six months pay (including all allowances).

(Note: The terms ‘all allowances’ means Dearness Allowance and House Rent Allowance only admissible to the employee concerned.)

13. In case of a change in the management, (if the new management takes over with all assets, rights and liabilities from the outgoing management), the service of the non-teaching employees shall be treated as continuous.

14. Only those staff in the Laboratories of the colleges will be considered as vocational staff who are considered as vocational staff by the state government for the Government colleges and as per decision by Government from time to time. Staff mentioned below shall be considered as vocational staff and will be entitled to leave according to the provisions made in ordinance 188 or by the government for the teaching staff of the college:

(1) Laboratory Assistant
(2) Gas Mechanic
(3) Curator of Biology
(4) Store keeper
(5) Electrician for Physics workshop
(6) Turner
(7) Mechanic
(8) Carpenter
(9) Carpenter of stage properties (Drama Dept.)
(10) Field collector for biology Deptt.
(11) Programmer - computer

TRANSITORY ORDINANCE-189 - A Deleted.

Ordinance 189 - B

1. There shall be constituted a staff Joint Consultative Committee for each college (herewith referred to as “the Committee”) for the purpose hereinafter appearing.

2. If shall consist of the following members, namely:

   (i) Chairman of the Governing Body of the College, who shall be the Chairman.
(ii) Principal of the college.
(iii) Two members nominated by the Governing Body of the College.
(iv) Three Representatives nominated jointly by all the members of the nonteaching staff of the college.

3. The following shall be the objects of the committee namely:
(a) To inculcate and promote amongst the employees of the College a spirit of co-operation, harmony and efficient service in the functioning of the College.
(b) To smoothen the relations between the college as the employer and its employees;
(c) To promote harmonious relations and secure the greatest measure of cooperation between the college in its capacity as the employer and the general body of its non-teaching employees, in matters of common concern and with a view further to increase the efficiency of services and promoting the well being of the employees.

4. The scope of 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 in matters of general principles;
Provided further that individual cases shall not be considered by the Committee unless they are referred to it by the Governing Body of the college.

5. (a) The Principal of the college shall be convener of the meetings of the Committee and shall act as secretary thereof;
(b) Four members of the Committee shall form a quorum for any meeting thereof;
(c) In absence of the Chairman, one of the members nominated on the Committee by the Governing Body of the College (as decided by the Chairman in advance) and in absence of such a member the Principal shall work as the Chairman of the meeting;
(d) The Committee shall meet not less than three times in a year.

6. The recommendations of the Committee shall, if possible, be laid before the meeting of the Governing Body of the College held immediately after the date of the meeting of the Committee whereat they were made or if that is not possible, be laid before the Governing Body at subsequent meeting thereof.

7. The recommendatory decisions made by the Committee shall be operative only after they are approved by the Governing Body of the College.
8. Nothing contained in this Ordinance shall be deemed to prevent any employee of the College from making any individual representation to the University / College authorities in respect of a matter concerning him as an employee.

9. The Committee shall have no authority to consider any matters which come under the control of the University.

**TRANSITORY ORDINANCE 190:**

Notwithstanding anything contained in R-Pre-Arts 5, R-Arts-5, R-Arts-10, R-Pre-Sc. 5 R-Sc-6, R-Sc-11, R-Pre-Com-6, R. Com-6 and R. Com. 11 in case of the Pre-University Arts, Science and Commerce, First B. A., B.Sc., B. Com., and Second B. A., B.Sc., and B. Com. examinations held in March/April, 1976, a candidate will be allowed to keep terms for the next higher examinations provided he satisfies the relevant condition as amended and mentioned below but subject to all other conditions in respect of the examination in which he has appeared.

Pre-Uni. Arts Examination:
   Candidate failing in any three subjects.

First B.A Examination:
   Candidate passing in at least two subjects out of which one should be either the Principal or the Subordinate subject.

Second B.A. Examination:
   Candidate passing in at least one subject which should be either the Principal subject or the Subordinate subject.

Pre-Uni. Commerce, First B. Com. and Second B. Com. Examination,
   Candidate passing in at least four subjects.

Pre-Uni. Science Examination:
   Candidate passing in at least three subjects, out of which two must be Science subjects.

First B.Sc. Examination:
   Candidate passing in at least two subjects.

Second B.Sc. Examination:
   Candidate passing either in the Special subject or Subordinate subject. The benefit of this Ordinance will be available to a candidate who passes in at least one of the subjects at the respective lower examination to be held in October 1976, but in case of his failure to pass in at least one subject at the said examination, the benefit to keep the terms for the next higher examination given under this ordinance shall be deemed to have been withdrawn automatically and the terms kept for the next higher examination shall stand cancelled and that he shall be considered to have been declared failed at the lower examination ab-initio.

**TRANSITORY ORDINANCE 191**

In the event of failure to claim the option that he desires to have credit marks for the First B.A./First B.Sc./First B.Com. and/or
Second B.A./Second B.Sc./Second B.Com. examinations to be considered for determining the class, the candidate may be given the benefit of such option on receipt of an application through the Head of the Institution through whom the application form for examination was sent (directly in case of an external candidate) accompanied by a fee Rs. 10/- if the application is received not later than four weeks of the declaration of the result.

Provided however that for the purpose of determining the class at the degree examination the percentage of marks obtained by a candidate at the First B.A./First B.Sc./First B.Com. and/or Second B.A./Second B.Sc./Second B.Com. examination shall be given weightage as per the relevant provision made in R-Arts 13, R-Sc. 15-A and RCom. 14 for 1976 Examination up to and inclusive of the examination to be held in October/November, 1977 if the candidate so opts.

Ordinance 192 Deleted.

Ordinance 192-A

Any Lecturer/Professor holding the minimum qualification prescribed by the University for appointment as a Professor/Lecturer shall be eligible for appointment as Head or Department within the meaning of Sec. 26 of the Act and Statute-98 and the management or the College shall appoint senior most Lecturer/Professor in the Department as the Head of the Department (Except Principal) however the Principal of the College shall be considered as the senior most for this matter.

Ordinance 193

The provisions contained in the following Ordinance shall apply to the examination held by the colleges from March-1979 onwards and unless the context requires otherwise, all powers, functions and duties of the University and any of its authorities mentioned in the Ordinance shall be exercised and discharged by the Principal of the college concerned. O.154, O.155, O.156, O.157, O.159, O.160, O.161-E, O.162, O.164, O.165, O.166, O.167, O.170, O.171, O.172, O.173, O.174, O.175, O.176, O.177.

Provided that:

(1) The powers of the Vice-Chancellor mentioned in O.167 shall be exercised by the Principal of the college concerned.

(2) The powers of the Syndicate mentioned in O.172 and O.173 shall be exercised by a committee consisting of the Principal and Heads of Departments of all the subjects in the college concerned.

(3) In case there is any doubt or dispute regarding interpretation of any Ordinance or any matter concerned with examinations, the Principal may refer the point to the Vice-Chancellor and the decision of the Vice-Chancellor shall be final.

Ordinance 194

(1) The result of the examination shall be declared by placing the same on the college notice-board as soon as possible after
completion of the examination. Any candidate who has any doubt or dispute relating thereto shall apply to the Principal of the college within a week of declaration of the result in the subject concerned together with a fee of Rs. 10/- which shall be retained by the college if no mistake is found and returned to the candidate if any mistake is found.

(2) (a) In case a complaint is received that injustice is done to any student at the examination or that some unhealthy element has entered into the conduct and process of the examination and the Principal is satisfied that there is a prima facie case for inquiry, the Principal shall appoint a committee of any five senior teachers of the college to be known as Review Committee and the Committee shall have the powers to inquire into all types of complaints of students, relating to the examination and to correct the result where it is necessary. It shall be the duty of the committee to see that no unhealthy elements enter into the conduct and process of examination so far as their college is concerned. The Principal shall have the power to appoint an additional member in case of any allegations in a complaint lodged by a student.

(b) The Principal shall have also the power to appoint a special committee as distinct from the Review Committee where in his opinion there is a serious issue, doubt or dispute relating to any particular examination which the Principal considered to be special in nature.

(c) The decision of the Review Committee or Special Committee on the issue or any doubt or dispute relating thereto shall be final and no appeal shall be entertained thereon.

Ordinance 195:
The College Development Council
1. There shall be a College Development Council in the University to ensure the proper planning and integrated development of affiliated colleges and to provide the college necessary help and guidance. It shall serve as a vital link between the University Grants Commission, University, College and State Education Department.

2. The College Development Council shall consist of the following members:
   1. The Vice-Chancellor Ex-Officio, Chairman
   2. The Registrar Ex-Officio
   3. The Director of the College Development Council (Member-Secretary)
   4. The Deans of the Faculties of the Arts, Science and Commerce.
   5. Syndicate member to be nominated by the Vice-Chancellor
6. Principals of affiliated colleges nominated by the Vice-Chancellor.
7. Teacher of the affiliated college to be nominated by the Vice-Chancellor.
8. One Head of the university Department to be nominated by the Vice-Chancellor.
9. The Pro-Vice Chancellor shall be the permanent invitee members.
10. 2 person of education field to be nominated by the Vice-Chancellor.

The term of the office of the members other than Ex-Officio members of the Council shall be three years, provided that a member who is appointed on the Council shall cease to be a member of the Council if and when he ceases to hold the office by virtue of which he was appointed. In view of casual vacancy, the vacancy shall be filled in by nomination by the Vice-Chancellor for the unexpired portion of the term.

3. The Director of the College Development Council shall be appointed by the Vice-Chancellor if appointment is made on lump sum salary or as per provisions made by the UGC. In case of regular appointment his remuneration shall be decided by provisions made by the UGC and mode of selection shall be the same as it is prescribed by the UGC. He shall hold the office for a period of three years. He is eligible for reappointment but not beyond the age 62 years.

4. The College Development Council shall meet at regular intervals at least twice in an academic year on a date to be fixed by the Vice-Chancellor.

5. The College Development Council shall serve as an academic guide to the college system on the one hand and on the other hand to ensure inter-action between the academic faculties in the University Departments to the teachers in the colleges. To fulfill this objective the College Development Council may take in consultation with the University or other bodies concerned, all such steps as it may think fit for the promotion, co-ordination and raising the standard of education in colleges, and for the purpose of performing its function it may:

(a) function as a policy making body in regard to proper planning and integrated development of colleges;
(b) conduct surveys of all the affiliated colleges, district wise, with a view to preparing and maintaining an up-to-date profile on 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;
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(c) 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 periodic evaluation for enabling the University to maintain reasonable continuity of policy in regard to development of colleges;

(d) 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 may advise the University on matters relating to different taught in college at different levels of University education;

(e) advise the University in regard to realisation and implementation of University’s policy on affiliation of colleges;

(f) keep close contact with the colleges with a view to helping them in their proper development, selection of teachers, student amenities, proper utilization of grants and efficient implementation of University Grants Commission approved project and reforms viz examination reform, courses, COSIP, COHSIP, restructuring of courses to make them more relevant and significant not only to students but also to region as a whole by assessing social transformation and regional development;

(g) review the facilities for Post-graduate department of colleges in terms of the norms prescribed by the University Grants Commission and assist those having the potential of coming up to the norms within a few years;

(h) help in the selective development of some colleges to remove regional imbalances and also assist the colleges to realise their potential and identification of colleges for autonomous status;

(i) evaluate and assess the impact of University Grants Commission, Grants utilised by the colleges for the implementation of various development projects;

(j) ensure that the University Grants Commission grants released to University for disbursement to colleges are not held/locked up or utilised by the University for its own purpose and also ensure that these grants are properly and expeditiously disbursed to colleges for specific purposes according to the guidelines laid down by the Commission;

(k) obtain from the colleges and furnish to the Commission Utilisation certificate and completion documents in
respect of University Grants Commission grants released / disbursed to colleges through the University, and help in monitoring the University Grants Commission programmes implemented by the affiliated colleges;
(l) ensure close and continued contact and interaction between the academic faculties at the University teaching departments and at the colleges;
(m) review the inspection reports of the college and suggest remedies for the defects and irregularities reported;
(n) 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 conductive to the discharge of above functions.

The College Development Council may be responsible to the Vice-Chancellor and send periodic reports to the University Grants Commission about the impact of University Grants Commission programmes.

6. The Vice-Chancellor, and in the absence of the Vice-Chancellor, a member elected by the Council shall preside over the meeting of the Council.

Ordinance 196

Terms and conditions of service of full-time teachers of the Saurashtra University.

The following shall be the terms and conditions of service of the full-time teachers working in the Post-graduate Departments and Post-graduate Centres directly conducted by the Saurashtra University. The term ‘teachers’ shall include Professors, Readers, Lecturers, Tutors and Demonstrators.

(1) The minimum salary and grade of pay for the teachers shall be as decided by the Syndicate, subject to the approval of the State Government from time to time. The teachers shall be entitled to get the Dearness Allowance equal to that sanctioned by the State Government to its employees. They will also be entitled to get House Rent Allowance and Compensatory Local Allowance as sanctioned by the State Government of Gujarat from time to time.

(2) The assessment of Rs. 1300/- in the Lecturer’s scale of Rs. 700-40-1100-50-1300/- assessment 50-1600 and at Rs. 1600/- in the Reader’s scale of Rs. 1200-50- 1300-60-1600- assessment-60-1900 shall be done by a Committee consisting of three persons appointed by the Syndicate as per norms prescribed by it from time to time.

(3) The period of probation of a teacher shall in no case 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 a teacher for
confirmation even before the expiry of the period of 24 months from the date of his/her appointment but not earlier than 9 months from the date of appointment.

A schedule for placing cases regarding confirmation before Syndicate shall be prepared well in time before the date of expiry of probation period.

(4) Subject to the under mentioned proviso, a teacher who ceases to be a teacher at the end of second term/session or at the end of the first term/session, as the case may be, should be paid his salary in accordance with the following:

(a) If he has served for the major part of the whole academic year, he should be paid his salary up to the last day of the vacation following the end of the second term, provided the period he serves should end on the last day of the term.

(b) If he has served for the major part of the first or the second term, he should be paid his salary for fifteen days after the last day of the relevant term, provided the period he serves should end on the last day of the term.

Provided always that such a teacher has not left the University without giving necessary notice as required and or his appointment was not in a leave vacancy for a fixed period.

For purposes of this clause:
"Salary" shall mean basic salary and all allowances.
"Major part" means more than one-half
"Academic Year" means the period between the first day of the first term and the last day of the second term as laid down in Ordinance 95 for the relevant faculty from time to time and as changed by the Syndicate from time to time as per provision contained in Ordinance 96.

(5) Maximum teaching work load of a teacher shall be that as prescribed by the Syndicate under relevant Ordinances or Rules from time to time.

(6) (a) No leave can be claimed as a matter of right.

(b) A teacher is entitled to the vacation as may be prescribed from time to time by the University.

(c) The various kinds of leave, which a teacher is entitled shall be as per schedule - 1 appended to this ordinance. The leave earned by duty, i.e. Earned leave or Sick leave or both by a teacher while in service as a teacher (including a surplus teacher) in any college affiliated to any University situated in the State of Gujarat, recognized Higher Secondary School or University situated in the State of Gujarat shall be carried further and credited in the leave account of the teacher, maintained by this University, subject to the maximum respective leave or leaves permissible under the relevant rules of this University, provided that the teacher leaves his
or her preceding service and joins this University as a teacher.

**EXPLANATION:**

In case, where the leave cannot be covered under any of the leave rules and leads dispute, difference or ambiguity of any kind, the decision of the Syndicate shall be final.

(d) The Head of the University Post-Graduate Department, with the prior approval of the Vice-Chancellor, in the case of his subordinates and the Vice-Chancellor in case of the Head of the University Post-Graduate Department and the Professor-in-charge of the Post-graduate Centre directly run by the University, shall be competent to sanction the leave. In case of duty leave for research work or other academic pursuit, the sanctioning authority will be Vice-Chancellor in case the leave asked for is up to thirty days in an academic year. If it is for more than thirty days in an academic year, the case shall be placed for consideration of the Syndicate.

(e) Pay includes all allowances excluding work allowance, conveyance allowance and campus allowance.

(7) (i) No confirmed teacher shall be removed from the service by the University except on one or more of the following grounds and except in accordance with the procedure prescribed herein under:
1. Persistent negligence of duty.
2. Physical or mental unfitness.
3. Incompetence.
4. Misconduct including gross or repeated insubordination or moral turpitude.

(ii) No order of removal shall be passed against a confirmed teacher unless he has been informed in writing of the grounds on which it is proposed to take action, and has been afforded an adequate opportunity of defending himself. The ground on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the teacher charged together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders in the case.

(iii) The teacher shall be given not less than a fortnight to put in written statement of his defense and state whether he desires to be heard in person. If he so desires, or if the Syndicate so directs, an oral inquiry shall be held.

(iv) The inquiry shall be conducted by a person other than an employee of the University nominated by the University.

(v) The inquiry officer shall hold the inquiry with due expedition and submit his report within a month from the commencement of inquiry and shall submit it to the
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University. The inquiry shall be conducted in accordance with the principles of natural justice.

(vi) At the inquiry, oral evidences may be led both by the University and the teacher, as to such of the allegations as are not admitted and both the parties shall be entitled to examine such witnesses as are produced by them and to cross examine each others’ witnesses. The teacher shall be entitled to give evidence in person.

(vii) At the said inquiry the University may, if it so desires, lead documentary evidence in support of the charge/charges framed against the teacher. In that case, copies of the said documents shall be supplied to the teacher.

(viii) The teacher shall be entitled to lead documentary evidence, if he so desires.

(ix) On consideration of the report made by inquiry officer and the finding recorded by him, if University arrives at a provisional conclusion that the teacher concerned should be removed from service, the University shall supply the teacher with a copy of the said report and call upon him to show cause within a reasonable time not exceeding one month against the proposed removal.

(x) Any representation submitted by the teacher in this behalf shall be fully taken into consideration, before orders are passed by the University. The University shall pass the orders within a fortnight of receiving the representation and if no representation is submitted by the last date for its submission, within a fortnight from the last date fixed for submission of the representation.

(xi) The representation of the teacher shall form a part of the record of the case.

(xii) If, in the opinion of the University the charge or charges is or are of such a nature that the presence of the teacher against whom the charge or charges is or are made, is prejudicial to the working of the University, the Syndicate may place him under suspension till final orders are passed. No person will be kept under suspension for a period of more than thirty days without instituting inquiry against him.

(xiii) The teacher, who is removed from the service by the University and who feels aggrieved by such removal shall have the right to appeal against the order of removal to the Tribunal within a period of thirty days from the date of the removal.

(8) No member of the staff shall leave the employment of the University in the midst of any term and without giving to the authorities three months’ notice if he is confirmed or one months’ notice, if he is temporary or on probation provided that such notice shall not end in the middle of an academic
term. In case however, a member does not give the required notice the University shall be entitled to claim from him an amount not exceeding the salary and such allowances as may be payable to him for the period of notice. No teacher shall be entitled to payment of salary from both the institutions. If a member of the staff leaves services in the middle of an academic term without due notice and joins any Institution affiliated to the University, Syndicate may not approve his appointment in the new college or recognise him as a teacher for that academic term.

(9). The age of retirement of teachers of the University shall be 60 years, provided however, that the teacher shall be continued in service up to the last day of the month in which he/she attains the age of 60 years. No teacher who has attained the age of 60 years shall be recognised as a teacher for the purpose of the Act, Statutes, Ordinances, Regulations and Rules of the University after the last day of the month in which he/she has attained the age of 60 years.

(10). A teacher in the University if required to apply for any post it shall be incumbent for the head of the Department to forward the application of the teacher within a reasonable time to the University.

(11). A teacher in the University can undertake research Projects with or without honorarium after necessary permission from the Vice-Chancellor.

(12). A teacher who has given a written acceptance of an appointment in the University shall be bound to join the University and serve for at least one academic term and if he fails to do so without reasonable cause his case shall not be considered for two years for any post in the University.

(13). Whenever a teacher of the University is appointed either by the State Government or Government of India or any Statutory body, to any higher executive post, teaching post or research post for not more than five years at a time, such a teacher may be granted lien by the Syndicate on his original post in the University for such period, and his services shall be considered continuous for all purposes and benefits. He shall not be eligible for salary, allowances or P.F. benefits but the period will be counted for purpose of increment while fixing his initial pay on return to the University.

(14). Terms and conditions of loan services of teachers to any educational institution shall be as mentioned in Schedule 2 appended to this Ordinance.

(15). A teacher except a Professor other than the Head of the Department of the University Department when appointed to hold the charge of the Department as head for a temporary measure, shall be entitled in addition to his own pay, to a charge allowance subject to the following conditions:
Ordinarily no teacher below the rank of a Reader shall be appointed to hold such charge.

When in absence of a Professor there is no Reader in the Department available for holding such charge the Senior most Lecturer may be appointed to hold the charge of the Department as head. In case the Senior most lecturer is not to be appointed or if the junior Lecturer is appointed for the purpose. The Syndicate shall be competent to take decision in the matter and its decision shall be final.

No charge allowance shall be paid for any vacation period.

For purpose of calculating the number of days for charge allowance, if the charge is given before the commencement of the vacation, and is continued after the completion of vacation, the days of before and after the vacation shall be taken into the account provided the person has been detained continuously for the whole vacation. Such charge allowance shall be at the rate of 10% of the minimum of the scale of pay of the immediate next higher post, if the period of such charge is at least for fifteen days and up to three months, but at the rate of 20% for whole period, if the period is more than 3 months.

No teacher shall conduct private tuition class or private tuition or teach in a private coaching class with or without remuneration. Any breach of this condition shall render the teachers liable to such disciplinary action as is determined by rules framed by the University.

Note:
A tuition class or a coaching class is a class in which the students join on payment of fees.)

Schedule I

(A) Permanent Teachers

Kinds of leave admissible:

1. The following kinds of leave would be admissible to permanent teachers:
   (1) Leave treated as duty:
       Casual leave
       Special Academic leave
       Duty leave
       Exchange leave
   (2) Leave earned by duty:
       Earned leave
       Sick leave
   (3) Leave not earned by duty:
       Extraordinary leave
Leave not due
(4) Leave not debited to leave account:
   (a) Leave for academic pursuits:
      Study leave
      Sabbatical leave
   (b) Leave on ground of health:
      Maternity leave
      Quarantive leave

The Syndicate may in exceptional cases grant for the reasons to be recorded to other kind of leave, subject to such terms and conditions as it may deem fit to impose.

(a) **CASUAL LEAVE**

2. (i) Casual leave is not earned by duty. Total casual leave granted to a teacher shall not exceed twelve days in an academic year.

(ii) Casual leave cannot be combined with any other kind of leave except special Academic leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

(iii) “Casual leave may be either prefixed or suffixed with vacation but not both."

**SPECIAL ACADEMIC LEAVE**

3. (i) Special academic leave not exceeding FIFTEEN 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.

   (b) to inspect academic institutions attached to a Statutory Board, etc.

(ii) Special academic leave up to 30 days in an academic year may be granted with the permission of the Vice-Chancellor for such work as may be approved by the Vice-Chancellor as academic work provided it does not interfere with academic work.

(iii) In addition, special Academic leave to the extent mentioned below may also be granted.

   (a) to undergo sterilization operation (Vasectomy or Salpingectomy) under Family Planning Programme. Leave in this case will be restricted to six working days.

   (b) to a female teacher who undergoes non-porurporal sterilization Leave in this case will be restricted to fourteen days.

**Note:**

Special academic 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 the vacation.
DUTY LEAVE

4. (i) Duty leave may be granted for:

(a) Attending academic conferences, academic congresses, academic symposia and academic seminars, attending the meeting of the Executive Committee and the representative council of the Recognised Teachers Association.

(b) Delivering lectures in institutions and Universities at the invitation of such Institutions or Universities received by the University or a teacher directly and accepted by the Vice-Chancellor.

(c) Working in another Indian or Foreign University and other Agency, Institution or Organisation when so deputed by the University.

(d) Working on a delegation or Committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other Academic Body.

(e) Performing any other duty for the University, and

(f) Inspection of academic Institutions, affiliated to or recognised by the Saurashtra University or for inspection of any college which has applied for new affiliation.

(g) For undertaking research work or other academic pursuit within the country or abroad.

(ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

(iii) The leave may be granted on full pay provided that if the teacher received a fellowship or honoraria or any other financial assistance beyond the amount needed for normal expenses, he may be sanctioned duty leave on reduced pay and allowances.

(iv) Duty leave may be combined with earned leave, sick leave or extra-ordinary leave.

(v) When the teachers demand duty leave for purposes other than those mentioned in clause(i) above, the Vice-Chancellor may in very exceptional cases, grant the same provided the work is related to the type of duties which are performed by the teacher or is such that a teacher may be asked to perform on account of his professional knowledge, and provided further that by grant of such leave the normal work of the teacher is not likely to suffer and provided further that the leave is asked for each time in advance. The Vice-Chancellor shall have the sole discretion whether to grant such leave or not and his decision regarding granting of leave and duration of leave and its limit within an academic year shall be final.

Exchange Leave
5. Exchange leave shall be granted to the members of the staff, when they have been called to work on holidays or on Sunday for more than four hours. This leave cannot be prefixed or suffixed to any kind of leave except casual leave and shall be availed of in the calendar year in which it is earned.

**Earned Leave**

6. (i) Earned leave admissible to a teacher shall be 1/3rd of the period, if any, during which he is required to perform duty during vacation.

(ii) Earned leave at the credit of a teacher shall not accumulate beyond 180 days. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days. Earned leave exceeding 120 days may however, be sanctioned in the case of higher study or training or leave on medical certificate or when the entire leave or a portion thereof is spent outside India.

(1) When a teacher combines vacation with earned leave the period of vacation shall be reckoned as leave calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

(2) In cases 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.

**Sick Leave**

7. Sick leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate. Medical certificate will not be necessary if the leave is for less than six days (including a Sunday and Holidays). No teacher who is granted sick leave for a period of one month or more shall return to duty without first producing a certificate of fitness from a Medical Officer.

**Note:**
“Completed year of service” means continuous service of specified duration under the University and includes periods spent on duty as well as leave including extra-ordinary leave.

8. Sick leave not exceeding half the amount of leave due may be commuted and granted on medical certificate to a permanent teacher subject to the following conditions:

(i) Commuted leave during the entire services 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 sick leave due.

(iii) The total duration of earned leave and sick leave taken in conjunction shall not exceed 240 days at a time. Provided that no sick leave shall be granted under these rules unless the authority competent to sanction
leave has reason to believe that the teacher will return to duty on its expiry.

PROVISO:
If the teacher has C.L. at his credit, he cannot ask for sick leave. However, when the sick leave is asked for a period of at least six or more days sick leave can be granted even though C.L. is at credit.

Extra-ordinary Leave:
9. (i) A permanent teacher may be granted extra-ordinary leave.
   (a) When no other leave is admissible.  
   OR
   (b) When no other leave is admissible, the teacher applies in writing for the grant of Extra-ordinary leave.

(ii) Extra-ordinary leave shall always be without pay and allowances, Extraordinary leave shall not count for increment except in the following cases:
   (a) Leave taken on medical certificates.
   (b) Cases where the Vice- Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit.
   (c) Leave taken for prosecuting 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) Extra-ordinary leave may be combined with any other except a casual leave and special academic leave provided that the total period of continuous absence from duty on leave (including periods 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 5 years in all.

(iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary leave.

Leave Not due
10. (i) Leave not due may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire 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 subsequently.

(ii) ‘Leave not due’ shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be
foreseen the teacher will return to duty on the expiry of the leave and earn the leave granted.

(iii) A teacher to whom ‘Leave not due’ is granted shall not be permitted to tender his resignation from services so long as the debit balances in his leave account is not wiped off by active service, or he refunds the amount paid to him as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of 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 the Syndicate may, in any other exceptional case, waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

**Sabbatical Leave**

11. Teachers in the University shall be eligible for grant of Sabbatical Leave for a period of one year at the end of every six years of continuous service in the University for undertaking study, research and writing purposes within the country or abroad.

OR

(i) Teachers of the University who have completed three years of service 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. This leave shall not be granted to a teacher who has less than three years of service in the University before the age of superannuation.

(ii) The duration of sabbatical leave shall not exceed one or two semesters, according as the teacher has actually worked in the University for not less than six years or twelve semesters respectively since his return from the earlier spell of sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of six semesters from the date of the teachers return from previous sabbatical leave or any other kind of training programmes.

2. In reckoning the service of the teacher for this purpose, six years' service rendered without any break will be taken into account i.e. it should not be intervened by any absence for a period exceeding three months of the University session (excluding vacation). For any absence for a period exceeding three months, service for an additional period of equal duration will have to be rendered for the completion of six years service, for the purpose of sabbatical leave.

3. Sabbatical leave shall be granted for a period of twelve months including vacations. Vacations will not be allowed to be prefixed or suffixed with Sabbatical leave.
4. Sabbatical leave may be availed of, only twice, during the entire period of service of a teacher in the University, provided he has rendered approved service of not less than six years before each spell of Sabbatical Leave.

5. During the period of Sabbatical leave the teacher shall be allowed to draw the normal increments on the due date and the period of leave shall also count as regular service for purposes of pension/retirement benefits provided that the teacher rejoins the University on the expiry of his leave.

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 study, research or writing work undertaken during the period of leave.

6. A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on sabbatical leave. The University shall not, however, fill up his post.

7. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad.

Study Leave

12. (a) (i) Study Leave may be granted to a permanent whole time teacher with not less than two years continuous service, to pursue a special line of study or research directly related to his work in the University or to make a special study of the various aspects of University organisation and methods of education, giving full plan of work.

(ii) Study leave shall be granted on the recommendation of the Advisory Committee to be appointed by the Syndicate but leave shall not be granted for more than two years, 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. The period of study leave shall, in no case, exceed three years.

(iii) Study leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of study leave.

(iv) Study leave may be granted more than once provided that not less than five years have elapsed after the teacher has returned to duty on completion of earlier
spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.

(v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the 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 short-fall as extraordinary leave has been obtained.

(vi) The teachers granted study leave would be entitled to continue to draw their total emoluments for the duration of the study leave as are applicable to teachers granted fellowships under the Faculty Improvement Programme of the University Grants Commission except the living expenses allowances of Rs. 250/- p.m.. The necessary increment will also be sanctioned as and when due. However, the amount of emoluments payable to the teachers on study leave shall be reduced subject to the provisions of sub-clauses(vii) and (viii) below.

(vii) The amount of scholarship/or other financial assistance that a teacher granted study leave has been awarded, will not preclude his being granted study leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowance on which the study leave may be granted.

(viii) If a teacher, who is granted study leave, is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave he shall ordinarily not be granted any study leave salary, but in cases, where the amount of remuneration received in respect of part-time employment is not considered adequate, the Syndicate may determine the study leave salary payable in each case.

NOTE:
It shall be the duty of the teacher granted study leave to communicate immediately to the University the amount of financial assistance in any form received by him during the course of study leave from any person or Institution whatsoever.

(ix) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, sick leave, extra-ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the
commencement of the study leave. When study leave is taken in continuation of vacation the period of study leave shall be deemed to begin to run on the expiry of the vacation.

(x) The period of study leave shall count as service for purpose of retirement benefits, provided that the teacher rejoins the University on the expiry of his study leave, and serves for the period for which the bond has been executed.

(xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within six 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 of study leave, shall undertake that he shall serve the University continuously for double the period of study leave subject to a maximum of three years from the date of his resuming duty after expiry of the study leave.

(xiii) A teacher -
(a) who is unable to complete his studies within the period of study leave granted to him,

OR

(b) who fails to rejoin the service of the University on the expiry of his study leave,

OR

(c) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service,

OR

(d) who within the said period is dismissed or removed from the service by the University shall be liable to refund to the University, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study:

Provided that if a teacher had served in the University for a period of not less than half the period of service under the Bond on return from study leave, he shall refund to the University half of the amount calculated as above. In case the teacher has been granted study leave without pay and allowances; he shall be liable to pay to the University an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the University in connection with the course of study.
EXPLANATION:

If a teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of dues under these rules. Notwithstanding the above, the Syndicate may order that nothing in these rules shall apply to a teacher who within three years of return to duty from study leave is permitted to retire from service on medical grounds. Provided further that the Syndicate may in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these rules.

(xiv) After the leave has been sanctioned the teacher shall before availing of the leave, execute a bond in favour of the University in the prescribed form undertaking to serve the University for not less than double the period of study leave sanctioned to him or full, half or no pay subject to a maximum period of three years. In addition to executing a bond as aforesaid the teacher shall have to provide two sureties when study leave is granted to him on full pay and one surety when study leave is granted to him on behalf pay or no pay and give security of immovable property to the satisfaction of the University or a fidelity bond of an Insurance Company or a Guarantee by a Scheduled Bank. The sureties furnished should be acceptable to the University. Where the two sureties or the one surety as the case may be provided by the teacher are those who are permanent teachers of the Institution to which the teacher belongs, the University may in its discretion waive the additional requirement of getting security of immovable property or a Fidelity Bond of an Insurance company or a Guarantee by a Scheduled Bank. The surety clause shall from part of the study leave bond and the persons giving surety shall be liable to pay to the University the amount recoverable from the teacher concerned on his failure to observe the obligations of the Bond.

(xv) The teacher shall submit to the Registrar six monthly reports of progress in his studies from his supervisor or Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the time specified, the payment of salary may be deferred till the receipt of such report.
Maternity Leave
13. (i) Maternity leave on full pay may be granted to a woman teacher for a period which may be extended up to the end of three months from the date of commencement of leave or to the end of six weeks from the date of confinement whichever is earlier. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by a Medical Certificate.

(ii) Maternity leave may be combined with earned leave, 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.

(iii) Such leave shall be granted only thrice during the entire service.

Quarantine Leave
14. (i) Quarantine leave is leave of absence from duty necessitated in consequence of the presence of an infection in the family or household of a teacher.

(ii) Quarantine leave may be granted on medical certificate for a period not exceeding 21 days. In exceptional cases this limit may be raised to thirty days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with earned leave, sick leave or extra-ordinary leave.

(iii) A teacher on quarantine leave is not treated as absent from duty and his pay is not affected.

VACATION
15. (i) Vacation may be taken in combination with any kind of leave except casual and special academic leave provided that vacation shall not be both prefixed and suffixed to leave.

(ii) Except in a special circumstances vacation and earned leave taken together shall not extend beyond six months.

(iii) When a vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.

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

(c) **TEMPORARY TEACHERS**

17. Temporary teacher shall be governed by the provisions of part (A) of these Rules subject to the following conditions and exceptions:

(1) **Earned Leave:**
   (a) A temporary teacher shall be entitled to earned leave as a permanent teacher except that in respect of the first year of his service he shall be entitled to earned leave as follows:
      (i) 1/3rd of the period, if any, during which he is required to perform duty during vacation.
   (b) A temporary teacher appointed without interruption of duty substantively to a permanent post will be given the earned leave which would have been admissible if his previous duty had been in permanent employment, diminished by any earned leave already taken. Leave is not interruption for the purpose of this Rule.

(2) **Sick Leave:**
   (a) No sick leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the expiry of such leave.
   (b) Temporary teachers shall not be entitled to commute any portion of the sick leave.

(4) **Extra-ordinary Leave:**
   In the case of temporary teacher the duration of extra-ordinary leave on any occasion shall not exceed the following limits:
   (a) Six months in case where the teacher has completed three years’ continuous service and the leave application is supported by a Medical Certificate.
   (b) Eighteen months where the teacher is undergoing treatment in a recognised hospital for tuberculosis, cancer or leprosy.
   (c) (i) 24 months in cases where the leave is required for prosecuting studies certified to be in the interest of the University, provided that the teacher has completed three years’ continuous service on the date of commencement of extra-ordinary leave. In cases, where this condition is not satisfied extra-ordinary leave to this extent may be sanctioned in continuation of any other kind of leave due and applied for
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(including three months extra-ordinary leave under (a) above) if the teacher completes three years continuous service on the date of expiry of such leave.

(ii) When a temporary teacher fails to resume duty on expiry of the maximum period of extra-ordinary leave granted to him or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the extraordinary leave granted exceeds the limit up to which he could have been granted such leave under (i) above, he shall, unless the Syndicate, in view of the exceptional circumstances of the case, otherwise determines, be deemed to have resigned his appointment and shall accordingly cease to be in the University employment.

(5) **Leave not due, study leave and sabbatical leave:**
Temporary teachers shall not be entitled for the grant to leave not due, study leave and sabbatical leave.

(6) **Vacation:**
(i) A teacher who is appointed as a temporary measure shall be entitled to pay for the following summer vacation only if he has worked during the major part of the academic year.

(ii) In other cases, the vacation salary may be paid to the teacher, if that temporary appointment is continuous for a part or whole of the next academic year and the teacher joins on the opening day and has also served on the last working day before the vacation.

**Schedule 2**

**Terms and conditions of loan service of teachers of the Saurashtra University to any Educational Institution.**

(1) The Syndicate may loan the services of a confirmed member of the staff of this University for a period of two years and once only in a period of five years’ continuous service, who have completed three years of service. Such loan service shall commence from the date the employee is relieved by the University and will end on the date he resumes in the University. The loan service may be extended by a period of one year each time by the Syndicate of this University on getting a request from the Educational Institution to whom loan services are given (hereinafter termed as ‘Educational Institution’).

(2) The employee will be entitled to salary, grade, allowances, etc. and all other facilities as are and may be admissible to the employee in the University services from time to time, from the Educational Institution.

(3) Gratuity contribution will be paid by the Educational Institution to the University every month, at rates prescribed
by the University from time to time which shall be in accordance with the rules prescribed by the University.

(4) Employer's contribution to the provident fund shall be paid by the Educational Institution to the University every month at the rates prescribed by the University from time to time, which shall be in accordance with the rules prescribed by the University. The employee's subscription shall be deducted by the Educational Institution from the monthly salary of the employee and be paid to the University every month.

(5) During the period of loan service the employee will continue to be governed by the leave, provident fund, gratuity rules of University as are applicable to the employee from time to time.

(6) The date of increment of the employee concerned will not be affected during the loan service. The employee will be entitled to earn increment during the period of loan service.

(7) The employee will be given the benefit of all types of leave as may be admissible to the employee in the University services as per University rules from time to time.

(8) The employee will be entitled to medical facilities according to University rules. The liability in this behalf shall be borne by the Educational Institution.

(9) Permission for higher study may be given by the Educational Institution as per University rules.

(10) The employee will be entitled to transfer travelling allowance and joining time pay on joining the post of loan service as well as on returning to University service in accordance with the T.A. rules prescribed by the University. The expenditure on this account will be borne by the Educational Institution.

(11) In the event of the liabilities arising in future for payment of any arrears of pay, dearness allowances or any allowances for the period, the employee has served the Educational Institution, the said arrears will have to be paid by the Educational Institution.

(12) The period of loan service shall be counted as period of active service in the University for the purposes of payment of Provident Fund and Gratuity.

(13) In respect of matters not covered hereunder, the decision of the Syndicate of this University will be final.

(14) On a request from the Educational Institution or an employee, the Syndicate may condone any deficiency of conditions mentioned above, if deemed fit.

Ordinance 197

The following shall be the rules regarding the refund of tuition fees paid by the students in the non-Government affiliated colleges imparting instructions of the courses under any of the Arts, Science, Commerce, Education, Law and Home Science faculties. The tuition fees shall be refunded only on receipt of application accompanied by
necessary documents supporting the contentions on which the claim is based. All applications for refund of tuition fees shall be addressed to the Principal of the college in which the fees were paid.

1. Full tuition fees (including laboratory fees if any) of the term shall be refunded to the guardian of a student where a student dies during the tenure of the term. The guardian shall apply for refund of the tuition fees to the Principal supporting the application by a death certificate issued by the competent authority.

2. Full tuition fees (including the laboratory fees, if any) shall be refunded after deduction of Rs. 100/- where a student intending to leave the college after obtaining admission applies within 10 days from the date of payment of fees or from the last date fixed for payment of fees by the college whichever is earlier.

3. Full tuition fees (including laboratory fees, if any) for the term shall be refunded after deducting Rs. 25/- where a student already serving in a transferable establishment is transferred to a different city applies for the refund of fees within 15 days of the date of payment of fees. This rule will be applicable on the same lines where the parent of a student is transferred to a different city.

4. Full tuition fees (including laboratory fees, if any) for the term shall be refunded after deducting Rs. 25/- to a student who on account of securing admission in different college imparting instructions in Engineering or Medical or Pharmacy courses intends to leave the college and who applies within 15 days from the date of securing of such admission. In such cases the application shall be supported by a copy of the admission memo or the letter received by the student from a different college or institution.

5. Full tuition fees shall be refunded to a student who has been admitted provisionally pending production of an eligibility or registration certificate but who has been subsequently found to be ineligible for such certificate within one month from the date of commencement of the term and applies within 15 days with a certified copy of letter declaring him ineligible to get such certificate.

**Ordinance 198**

Notwithstanding anything contained in Ordinance 65 (relating to the Committee for the appointment of teachers of the University), Ordinance 145-B (providing for the minimum qualifications for teaching appointment in the affiliated colleges), Ordinance 188 (providing for the terms and conditions of service of full-time teachers in the affiliated colleges). Ordinances 196 (providing for the conditions of service of full-time teachers of the University) and in any other rules, ordinances, or statutes and in partial modification thereof, the scheme regarding the Revision of Pay
Scales of teachers, librarians and physical education personnel in Universities and colleges and other measures for maintenance of standards in Higher Education as laid down in Government of Gujarat, Education Department, Resolution No. MIS-1187-55843-KH dated 14th September, 1988, shall apply to the full-time teachers of the University and to the full-time teachers of the affiliated colleges with effect from 1-1-1986 to all such teachers to the limit and extent as specified hereunder, and the Statutory provisions made earlier by the University as referred to above, shall stand modified in so far as they are in contravention of the scheme provided for under this ordinance:

(1) The pay-scales of the teachers in the University and Non-Government affiliated colleges and those of librarians and physical education personnel shall be revised with effect from 1-1-1986.

(2) The terms and conditions of Revision of pay-scales of teachers are mentioned in Appendix-I and those of Librarian and physical education personnel are mentioned in Appendix-II appended to this Ordinance.

(3) The details of revised pay-scales have been given in Annexure-I and the formula for fixation of pay in the revised scale is given in Annexure-II to the appendices to this Ordinance.

APPENDIX-I

Coverage:
1. This Scheme applies to teachers of the University and Non-Government affiliated Colleges (excluding Engineering, Pharmacy and Medical Colleges) admitted to the privileges of the University unless they specifically exercise an option in writing to remain out of this Scheme as provided in para 17 hereafter. All teachers appointed after the date form which scheme has been given effect will be governed by the provisions of the scheme.

Date of Effect
2. The revised scales of pay will be effective from January 1, 1986. Pay Scales:

3. The revised scales of pay effective from 1st January, 1986 are given in Annexure-I.

4. The revised scales of pay inclusive of the basic pay the dearness pay, the dearness allowance, additional dearness allowance, and the interim relief, if any, admissible to teachers as on 1st January 1986.

5. The revised scale of pay of Tutors and Demonstrators is for the existing incumbents of these positions in the University and College. There shall be no fresh recruitment to this category.
Recruitment and Qualifications:
6. Recruitment to the posts of Lecturers, Readers and Professors in the University and colleges shall be on the basis of merit through all India advertisement and selection, provided that Lecturers who fulfill the criteria prescribed in this scheme will be eligible for promotion to the posts of Readers.

7. The minimum qualifications required for appointment to the posts of Lecturers, Readers and Professors will be those prescribed by the UGC from time to time. Generally, the minimum qualifications for appointment to the post of Lecturer in the scale of pay of Rs. 2200-4000 shall be, Master’s degree in the relevant subject with at least 55% marks or its equivalent grade, and good academic record. Good Academic record shall mean average record or third year (final year) degree and master degree assessment which would at least be 52.5% or M.Phil. or Ph.D.

8. Only those candidates who, besides, fulfilling the minimum academic qualifications prescribed for the post of Lecturers, have qualified in a comprehensive test, to be specially conducted for the purpose, will be eligible for appointment as Lecturers. The detailed scheme for conducting the test including its design, the agencies to be employed in the conduct of tests, content, administration etc., will be worked out by the UGC, keeping in view the requirements of the media of instructions followed by the different states/Universities/Colleges, and other relevant considerations.

9. In order to encourage research in continuation of post-graduate studies, candidates who, at the time of their recruitment as Lecturers, possess Ph.D. or M. Phil. degree, will be sanctioned three and one advance increments respectively in the scale of Rs. 2200-4000 along with the benefit of corresponding years of service for the purpose of promotion. The existing lecturers without research degrees; and those similarly situate, 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 also be eligible for a similar benefit.

Career Advancement:
10. Every Lecturer will be place in a senior scale of Rs. 3000-5000 if he/she has
   (a) Completed 8 years of service after regular appointment with relaxation as provided in a para 9 above,
   (b) Participated in two refresher course/summer institutes, each of approximately 4 weeks’ duration or engaged in other appropriate continuing education programmes
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of comparable quality as may be specified by the UGC, and
(c) Consistently satisfactory performance appraisal reports.

Explanation:
All Lecturers in the existing scale of Rs. 700-1600, who have completed 8 years of service on 1st January, 1986, will be placed through a process of screening/selection as indicated in para 20 below, in the scale of Rs. 3000-5000 the benefit of service provided in para 9 will be available for the initial placement also.

11. Every Lecturer in the senior scale will be eligible for promotion to the post of Reader in the scale of pay of Rs. 3700-5700 if he/she has
(a) Completed 8 years of service in the senior scale, provided that the requirement of 8 years will be relaxed if the total service of the Lecturer is not less than 16 years, in case of a teacher whose service as a lecturer is more than 8 years, his previous service as a Tutor/Demonstrator shall be counted as lecturer from the date he acquired qualification for the post of Lecturer in the ratio of 5 years. Tutor/Demonstrator, 4 years Lecturer. Such weightage will not be admissible beyond 16 years.
(b) Obtained a Ph.D. degree, or an equivalent published work;
(c) Made some mark in the areas of scholarship and research as evidenced by self-assessment, reports of referees, quality of publications, contribution to educational renovation, design of new courses and curricula, etc.;
(d) Participated in two refresher courses/summer institutes each of approximately 4 weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the UGC, the after placement in the senior scale; and
(e) Consistently good performance appraisal reports.

12. Promotion to the post of Reader will be through a process of selection by a Selection Committee to be set up under the Statutes/Ordinances of the University or other similar Committees set up by the appointing authorities in accordance with the guidelines to be laid down by the UGC. Posts of Readers will be created for this purpose by upgrading a corresponding number of posts of lecturers in the University and colleges.

13. Those lecturers in the senior scale who do not have Ph.D. degree or equivalent published work and who do not meet the
scholarship and research standards of a Reader, but fulfill
the other criteria mentioned in para 11 and have a good
record in teaching and/or participation in extension activities
will be placed in the grade of Rs. 3700-5700 subject to the
recommendations of the Committee mentioned in para 12
above. They will be designated as Lecturer in the Selection
grade. Posts in the Selection Grade will be created for this
purpose by upgrading the posts held by them. 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.

14. Lecturers in the existing selection grade of Rs. 1200-1900 in
the colleges will be placed at the appropriate stages in the
revised selection grade of Rs. 3700-5700 in accordance with
the pay fixation formula under this scheme. Existing
Lecturers who have completed or will complete a total period
of sixteen years of service on 1st January 1986 or thereafter
will be eligible for promotion to the post of Reader or
placement in the selection grade in accordance with the
provisions in para 11, 12 and 13. They will also be entitled to
the relaxation in the years of service by 3 years and 1 year
respectively if they hold Ph.D. or M.Phil. degrees as
mentioned in para 9.

15. Every principal in the junior scale shall be placed in the
senior scale of Rs. 4500- 7300 on the date on which he
completes five years as principal.

16. More posts of Professors and Readers will be created in the
University and colleges to broden the channel of open
selection. The UGC would evolve suitable criteria for this
purpose. The requirements of qualifications and experience
for posts to be filled up through open selection will be
prescribed by the UGC from time to time. The University will
have the freedom, to seek out brilliant people, independent of
the seniority, from within the University and colleges, or
outside, and provide them opportunities for joining the
teaching profession at appropriate levels.

17. The existing teachers in university and colleges where the
Merit Promotion Scheme formulated by the UGC in 1983, or
any other similar schemes are in operation will have an
option to continue to be governed by the provisions of these
schemes provided that they exercise their option in writing
prior to their pay fixation under this scheme. They will also
be entitled to the designations envisaged for various
categories of teachers in those schemes, but the scales of pay
will be as follows :

i. Lecturer Rs. 2200-4000
ii. Reader/Lecturer Rs. 3000-5000 (Selection Grade)
iii. Professor Rs. 4500-5700
18. The Promotions made before the announcement of the revised scales on 17th June, 1987, by Government of India, will not be reopened. However, in such cases, the benefit of revision will be available to teachers only from the date of their promotion.

**Continuing education and appraisal of performance :**
19. Participation of teachers at regular intervals in appropriate continuing education programmes is envisaged as an integral part of the professional development of teacher. The University Grants Commission, the Indira Gandhi National Open University, the State Government and other appropriate agencies will be advised by Government of India to take steps to introduce programmes of continuing education for this purpose through a variety of means. While there cannot and need not be any rigid requirement of participation in formal programmes evidence of commitment to continuing education of any recognised means, as may be specified by the UGC will be an essential requirement for career advancement. Pending the organisation of such programmes on the quality and scale required for giving effect to the implementation of the measures envisaged in para 10 to 14 of this scheme, relaxation from the requirement of participation in such programme for specific periods and for specific categories of posts, will be granted by the University in accordance with guidelines to be laid down by the UGC.

20. Regular and systematic appraisal of performance of teachers is to be an essential element in the management of education and this has been taken into account in the design for the career development of teachers. The UGC will formulate the guidelines for the evaluation of performance of teachers, taking into account the statement contained in the National policy on Education-1986. Such a system should become operational with effect from academic year 1988-89. Till it becomes operational the existing screening mechanism/selection procedures or those prescribed on a provisional basis by the University/State Government will apply to all placements/promotion referred to in paras 10 to 14.

**Other Conditions of Service :**

**Probation :**
21. The period of probation of a teacher shall not exceed a period of 24 months. A Lecturer appointed on probation should ordinarily confirmed only after he/she has completed an appropriate short-term orientation programmes and his/her performance appraisal reports are satisfactory. The UGC will make arrangements to ensure that facilities are available for
organising orientation programme to cover all lecturers appointed in an after 1988-89.

Superannuation and re-employment:
22. The age of superannuation for teachers should be 58 years under these rules, provided that the age of superannuation for teachers (including principals) of nongovernment colleges and University, who are originally recruited prior to 1-10-'84 shall continue to be 60 years.

Grievance Redressal Mechanism:
23. Appropriate mechanism for the redressal of teachers grievances will be established in the University and colleges, in respect of which guidelines will be issued separately.

Code of Professional Ethics:
24. The UGC will prepare a code of Professional Ethics for teachers in consultation with the representatives of National level associations of teachers, all concerned shall see to the observance of the Code.

Pay Fixation Formula:
25. The pay of teachers in the revised scale on 1-1-86 will be fixed in accordance with the formula recommended by the Fourth Pay Commission while revising pay scales of the Central Government employees with slight modification about stagnation increments. The detail of the Pay Fixation Formula are given in Annexure-II.

26. The revised scale of pay as on 1-1-1986 in inclusive of Dearness Pay and Dearness Allowance admissible on that date. The teachers and other staff will be entitled to get D.A. at the rates sanctioned by State Government to its employees drawing pay in pay-scale sanctioned under Gujarat Civil Services (Revision of Pay Rules, 1987 from time to time after 1st January 1986. They will also be entitled to get HRA and CLA at places and at rates admissible to State Government employees.

27. All the teachers shall have the option to come to the revised scale with effect from 1-1-1986 or from a later date chosen by them. The teachers and other personnel will be required to exercise their option in the form appended to this Ordinance within three months from the date of this Ordinance coming into force i.e. from 22-10-1988. Option once exercised shall be final. If an Incumbent has not exercised his option within the prescribed time-limit, he shall be deemed to have elected to be governed by the revised pay-scales with effect from 1-1-1986.

28. The payment of pay and allowances as per revised pay scale shall be made in cash without audit. Arrears in respect of pay and allowance except HRA and CLA for the period from 1-1-1986 to 31-8-'88 shall be released and paid in cash on receipt
of share from Government of India, by the Government of Gujarat. Arrears on account of HRA and CLA shall be credited to the Provident Fund account of the employees concerned.

29. The fixation of pay under these rules shall be made by the following authorities:
   (a) In cash of University teachers, by the Registrar of the concerned University;
   (b) In case of Government and non-Government college teachers, by Principal of the college;
   (c) In case of principals of Government and non-Government colleges by the Director of Higher Education.

The pay fixation should be got approved from Audit Squad in the office of Director of Higher Education. Similarly the arrears should also be got approved from Audit Squad before releasing payment.

APPENDIX II
REGARDING REVISION OF PAY-SCALES OF LIBRARIANS AND PHYSICAL EDUCATION PERSONNEL IN THE UNIVERSITY AND COLLEGES

Coverage:
1. The revised pay-scales mentioned hereinafter apply to the University and colleges which are covered by the scheme of revision of pay-scales of teachers mentioned in the Appendix-I.

Terms and Conditions:
2. All the terms and conditions for revision of pay-scales mentioned in the Appendix-I shall apply to the revision of pay-scales of Librarians and Physical Education Personnel in University and Colleges except to the extent indicated in the following paragraphs.

Pay-Scales:
3. The revised scales of pay effective from 1st January 1986 for Librarians and Physical Education personnel are those mentioned in Appendix-I.

Recruitment and Qualifications:
4. Recruitment to the posts of Assistant Librarian, Deputy Librarian and Librarian as well as Assistant Director, Deputy Director and Director of Physical Education in the University shall be on the basis of merit through all-India advertisement and Selection provided that Assistant Librarians and Assistant Directors of Physical Education who fulfill the criteria prescribed hereinafter will be eligible for promotion to the posts of Deputy Librarian and Deputy Director of Physical Education respectively. Recruitment to the posts of Librarian and Director/Instructor of Physical Education
Education in Colleges shall be on the basis of merit through all-India advertisement and selection.

5. The minimum qualification required for appointment to the posts mentioned in para 4 above will be those prescribed by the UGC from time to time.

6. As in the case of recruitment of Lecturers in the University and Colleges, only those candidates who, besides fulfilling the minimum academic qualifications prescribed for the post of Assistant Librarian/Assistant Director of Physical Education in Universities and Librarian and Director/Instructor of Physical Education in Colleges, have qualified in a comprehensive test, will be eligible for appointment to these posts. The detailed scheme for conducting the test including its design, the agencies to be employed for conducting the tests, etc., will be worked out and communicated by the University Grants Commission.

7. Candidates who at the time of their recruitment as Assistant Librarians and Assistant Directors of Physical Education in University, and Librarians and Directors/Instructors of Physical Education in Colleges, possess M. Phil. or Ph.D. degrees in Library Science or Physical Education, as the case may be will be sanctioned one and three advance increments respectively in the scale of Rs. 2200-4000 along with the benefit of corresponding years of service for the purpose of promotion. The existing incumbents without research degrees and those similar benefit in service for the purpose of promotion as and when they acquire research degrees, but will not be eligible for advance increments. Existing incumbents with research degrees will also be eligible for a similar benefit.

Career Advancement:

8. Every qualified Assistant Librarian and Assistant Director of Physical Education in the University and a every qualified Librarian and Director/Instructor of Physical Education in a college, who is in the scale of pay of Rs. 2200-4000 will be placed in a Senior scale of Rs. 3000-5000. If he/she has:
   (a) completed 8 years service after regular appointment, with relaxation as provided in para 7 above;
   (b) participated in two refresher courses summer institutes, each of approximately four weeks duration or engaged in other appropriate continuing education programme of comparable quality as may be specified by the UGC; and
   (c) consistently satisfactory performance appraisal reports.

Explanation: All existing incumbents of these posts on the University and the Colleges who are in the scale of pay of Rs. 700-1600 and who have completed 8 years of service on 1-1-1986 will be placed, through a process of screening. Selection
as indicated in para 20 of Appendix-1 in the scale of Rs. 3000-5000. The benefit of service provided in para-7 will be available for the initial placement also.

9. Every qualified Assistant Librarian and Assistant Director of Physical Education in the University who has been placed in the senior scale will be eligible for promotion to the post of Deputy Librarian and Deputy Director of Physical Education respectively in the scale of pay of Rs. 3700-5700 if he/she has:
   a. Completed 8 years of service in the senior scale, provided that the requirement of 8 years will be relaxed if his/her total service is not less than 16 years;
   b. obtained a Ph.D. degree or an equivalent published work;
   c. made significant contributions to the development of Library services/Physical Education in the University as evidenced by self-assessment, reports of referees, professional improvement in the Library services/Physical Education activities, etc., as the case may be;
   d. participated in two refresher Courses/Summer institutes each of approximately 4 weeks’ duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the UGC, after placement in the senior scale; and
   e. consistently good performance appraisal reports.

10. Promotion to the post of Deputy Librarian/Deputy Director of Physical Education will be through a process of selection by a Selection Committee as in the case of promotion to the posts of Readers. Posts of Deputy Librarians/Deputy Directors of Physical Education will be created for this purpose by upgrading the post of Assistant Librarian/Director of Physical Education (Senior Scale).

11. Those Assistant Librarians and Assistant Directors of Physical Education in the University in the Senior Scale who do not have Ph. D. degree or equivalent published work, but fulfill the other criteria, mentioned in para 9 above will be placed in the grade of Rs. 3700-5700 subject to the recommendations of the Committee mentioned in para 10 above. They will be designated as Assistant Librarian and Assistant Director of Physical Education in the Selection Grade.

12. The College Librarians and Directors/Instructors of Physical Education in Colleges, who are qualified and who have been placed in the Senior Scales will also be eligible for placement in the Selection Grade of Rs. 3700-5700 if they fulfill the criteria prescribed in para 11 above.

13. The revised scales will be admissible only to those Librarian and Physical Education Personnel who have been sanctioned
the scales of pay of Lecturers, Readers and Professors under the 1973 revision namely Rs. 700-1600, 1200-1900 and 1500-2500. The cases of existing Librarians and Physical Education Personnel who are on scales of pay lower than 700-1600 will be considered separately by Government of India after making an assessment of their existing scales of pay, the qualifications and other relevant factors obtaining in various States. The revised scales of pay now approved are not, therefore, admissible on the basis of designations alone.

**ANNEXURE - 1**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation</th>
<th>Existing Scale</th>
<th>Revised Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 Tutor/Demonstrator (existing incumbents only)</td>
<td>500-900</td>
<td>1740-3000</td>
</tr>
<tr>
<td>2</td>
<td>Lecturer/College Librarian/University Assistant Librarian/Uni. documentation Officer/College Director of Physical Edu. University Assitt. Director of Physical Edu.</td>
<td>700-1600</td>
<td>2200-4000</td>
</tr>
<tr>
<td>3</td>
<td>-do- (Senior Scale)</td>
<td>Not existing</td>
<td>3000-5000</td>
</tr>
<tr>
<td>4</td>
<td>-do- (Selection Grade)</td>
<td>Not existing</td>
<td>3700-5700</td>
</tr>
<tr>
<td>5</td>
<td>Reader/College Principal</td>
<td>1200-1900</td>
<td>3700-5700</td>
</tr>
<tr>
<td>6</td>
<td>Professor/College Principal Librarian (M.S. University)</td>
<td>1500-2500</td>
<td>4500-7300</td>
</tr>
<tr>
<td>7</td>
<td>Pro-Vice-Chancellor</td>
<td>2250 (Fixed)</td>
<td>7300 (Fixed)</td>
</tr>
<tr>
<td>8</td>
<td>Vice-Chancellor</td>
<td>2500 (Fixed)</td>
<td>7600 (Fixed)</td>
</tr>
</tbody>
</table>

**DETAILS OF REVISED SCALES**

1. 1740-60-2700-EB-75-3000
2. 2300-75-2800-100-4000
3. 3000-100-3500-125-5000
4. 3700-125-4950-150-5700
5. 4500-150-5700-200-7300

**ANNEXURE-II**

Formula for fixation of pay in the revised scales

1. Pay in the revised scales should be fixed under this schemes only after:
   (a) Every teacher has had an opportunity to decide whether he/she will opt for the earlier scheme; and
   (b) This Ordinance comes into force.

2. The pay of teacher in the University and the Colleges may be fixed in the revised scales of pay in the following manner:
   (i) An amount representing 20% of basic pay in the existing scale shall be added to the "existing emoluments". 
(ii) After the existing emoluments have been so increased the pay shall be fixed in the revised scale at the stage next above the amount thus computed: Provided that:

(A) If the minimum of the revised scale is more than the amount so arrived at the pay shall be fixed at the amount of the revised scale; if the pay of a teacher (excluding Librarian and Physical Education Personnel) who is stagnated in the existing scale and whose total service is not less than 21 years, 26 years, or 31 years is fixed on the minimum of the selection grade, it will be stepped up by one, two or three increments respectively.

(B) If the amount so arrived at is more than the maximum of the revised scale, the pay shall be fixed at the maximum of that scale.

Explanation;
(i) The ‘Existing emoluments’ of a teacher on 1-1-1986 shall include:
(a) basic pay
(b) dearness pay, additional dearness allowance and ad-hoc dearness allowance, if any;
(c) interim relief if any.

(ii) For the purpose of adding 20% to the existing emoluments.
(a) The basic pay shall be the pay on 1-1-1986 in the UGC scales;
(b) When a portion of the total emoluments has been merged with the 1973 UGC scales prior to 1-1-1986, the basic pay may be reckoned notionally in the 1973 UGC scales for the purpose of fixation of pay; and
(c) Where the 1973 UGC scales have not been implemented the actual basic pay, provided that the basic pay in this case does not exceed the notionally arrived at basic pay if 1973 UGC scales had been given.

Note: When in the fixation of pay under clause (ii) the pay of a teacher drawing pay at more than five, consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised scale at the same stage, the pay in the revised scale such of the teachers who are drawing pay beyond the five consecutive stages in the existing scale shall be stepped up to the stage where such bunching occurs as under by the grant of increment(s) in the revised scale in the following manner, namely-
(a) for teachers drawing pay from the 6th up to the 10th stage in the existing scale by one increment;
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(b) for teachers drawing pay from the 11th up to the 15th stage in the existing scale, if there is bunching beyond the 10th stage - by two increments;

c) for teachers drawing pay from the 16th up to 20th stage in the existing scale, if there is bunching beyond the 15th stage - by three increments.

If by stepping up of the pay as above, the pay of a teacher fixed at a stage in the revised scale which is higher than the stage in the revised scale at which the pay of a teacher who has drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former.

3. The next increment of a teacher whose pay has been fixed in the revised scale in accordance with Rule II shall be granted on the date he would have drawn his increment, had he continued in the existing scale.

Provided that in cases where the pay of a teacher is stepped up in terms of the Note under Rules-II, the next increment shall be granted on the completion of qualifying service of 12 months from the date of stepping up of the pay in the revised scale. Provided further that in the case of persons who had been drawing maximum of the existing scale for more than a year as on 1-1-1986, the next increment in the revised scale shall be allowed on 1-1-'86

4. A few illustrations indicating the manner in which the pay of teachers should be fixed under Rule I are given below.

Illustration-1

1. Existing scale of pay Rs. 700-40-1100-50-1600
2. Proposed scale of pay Rs. 2200-75-2900-EB-100-4000
3. Existing basic pay Rs. 700/-
4. DA/ADA on 1-1-1986 Rs. 1053/-
5. Two installments of Interim relief Rs. 140/-
6. Existing emoluments Rs. 1893/-
7. Add 20% of basic pay Rs. 140/- pay to be fixed in revised pay Rs. 2200/-

Illustration-2

1. Existing scale of pay Rs. 700-1600
2. Proposed scale of pay Rs. 2200-4000
3. Existing basic pay Rs. 980/-
4. DA/ADA on 1-1-1986 Rs. 1428/-
5. Two installments of Interim relief Rs. 168/-
6. Existing emoluments Rs. 2576/-
7. Add 20% of basic pay Rs. 188/- pay to be fixed in revised scale Rs. 2800/-

Illustration-3

1. Existing scale of pay Rs. 1200-1900
2. Proposed scale of pay Rs. 3700-5700
3. Existing basic pay Rs. 1480/-
4. DA/ADA on 1-1-1986 Rs. 1450/-
5. Two installments of Interim relief Rs. 218/-
6. Existing emoluments Rs. 3148/-
7. Add 20% of basic pay Rs. 296/-
pay to be fixed in revised scale Rs. 3700/-

**Illustration-4**

1. Existing scale of pay Rs. 1500-2500
2. Proposed scale of pay Rs. 4500-150-5700-200-7300
3. Existing basic pay Rs. 2500/-
4. DA/ADA on 1-1-1986 Rs. 2325/-
5. Two installments of Interim relief Rs. 350/-
6. Existing emoluments Rs. 5175/-
7. Add 20% of basic pay Rs. 500/-
pay to be fixed in revised scale Rs. 5700/-

**FORM OF OPTION**

1. I, hereby
   (a) Elect the revised scale with effect from 1-1-1986.
   OR
   (b) Elect to continue in the existing scale of Rs. of the
       existing post until.
       (i) The date of my next increment i.e.upto raising my
           pay to Rs.
           OR
       (ii) I vacate or cease to draw my pay in the existing
           scale.

2. The option hereby exercised is final and will not be modified at
   any subsequent date.

I have read the Saurashtra University Ordinance and accept the
provisions contained therein as may be amended from time to time.

Date :
Place :
Signature :

Before me                Designation :

Signature :

Name & Designation;

(N.B.): Signatory before whom the option is exercised should not be
below the rank of the principal of the College in case of a teacher
and principal officer of the management in case of the principal,
and the Registrar in case of the Teachers of the University.
ORDINANCE - 199

The scheme regarding the Revision of Pay-Scales of teachers, librarians and physical educational personnel in universities and other measures for maintenance of standards in Higher Education as laid down in Government of Gujarat, Education Department, Resolution No.MIS-1197-2283(9-98)-KH, dt.7-9-98 & MIS-1197-2283(9-98)-3-KH and letter No.K-12/Pay-Cell/992000/1639-2039 dated 28-3-2000 of the Commissioner, universities and colleges regarding guidelines for pay fixation shall apply to the full-time teachers of the university with effect from 1-1-1996 to all such teachers to the limit and extends specified hereunder, and the statutory provisions made earlier by the university as referred in above, shall stand modified in so far as they are in contravention of the scheme provided for under this ordinance.

1. The pay-scales of the teachers in the university and those of Librarians and Physical Education personnel shall be revised with effect from 1-1-1996.

ANNEXURE

Minimum qualification for the post of Professors, Readers and Lecturers Universities for appointment for persons through open advertisement and for their Career Advancement Scheme.

DIRECT RECRUITEMENT

1.00 For subject Humanities Social Sciences, Sciences, (Commerce, Education, Arts, Physical Education, Foreign Language and Law)

1.1 Professor

An eminent scholar with published work of high quality, actively engaged in research, with 10 years of experience in postgraduate teaching, and/or experience in research at the University/National Level institutions, including experience of guiding research at doctoral level and having Ph.D. degree.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

1.2 Associate Professor (READER)

Good academic record with a doctoral degree or equivalent published work Clearly decided by the expert committee. 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 grades O.A.B.C.D.E. & F. at the Master’s degree level.

Five years of experience of teaching and/or research in higher education excluding the period spent for obtaining the research degrees 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.
1.3 **Assistant Professor (LECTURER)**

Good academic record with at least 55% of the marks or an equivalent grade of B in the 7 point scale with latter grades O.A.B.C.D.E. & 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 eligibility test (NET)/SLET for lecturers conducted by the UGC / State Government CSIR or similar test accredited by the UGC.

**Note:**

(1) NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However the candidate who have completed M.Phil degree or have submitted Ph.D. Thesis in the concerned subject up to 31st December, 2002 are exempted from appearing the NET examination.

(2) NET shall remain the compulsory requirement for appointment as Lecturer for those with post-graduate degree. However, Candidate having Ph.D. degree in the concerned subject are exempted from NET for P.G. level and U.G. level teaching. The candidate having M.Phil. Degree in the Concerned Subject are exempted from NET for U.G. level teaching only.

2.0 **JOURNALISM AND MASS COMMUNICATION.**

2.1 **Professor**

An eminent scholar with published work of high quality actively engaged in research with ten years of experience in post graduate teaching and/or research at the University/National level institution including experience of guiding research at doctoral level in communication/Journalism and having Ph.D. degree in mass Comm.& Journalism.

2.2 **Associate Professor (READER)**

1. Ph.D. degree in Communication/Mass Communication/Journalism from an Indian University or an equivalent degree from a foreign University.

   OR

1. Clearly decided by expert Panel Published work of doctoral standard or media production work of excellence.

2. Good academic record with at least 55% marks (or an equivalent grade) at Master’s level in the subject.

3. Eight years experience of teachers and/or research including up to three years for research degree and having made a mark in the area of scholarship as evidenced by quality of publications, contribution to
education innovation, design of new courses and curricula.

OR

3. 10 years full time work experience in any area of Mass Communication (Newspaper accredited with ABC, National News Agencies, radio or television, film media, reputed advertising agencies, Public Relation Officers of the Government, Public Sector Undertakings and established Industrial and Commercial Houses.)

2.3 **Assistant Professor (LECTURER)**

Good academic record with at least 55% marks (or a equivalent grade) at Master's degree level or an equivalent qualification from an Indian or foreign University/recognized institution in Communication / Mass Communication/ Journalism. Candidates besides fulfilling the above qualification, should have cleared the eligibility test for lecturers conducted by UGC or similar test accredited by the UGC.

Note NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However the candidate who have completed M.Phil degree or have submitted Ph.D. Thesis in the concerned subject up to 31st December, 2002 are exempted from appearing the NET examination.

Desirable :-

1. Ph.D. degree in Communication/ Mass Communication / Journalism from an Indian University or an equivalent degree from a foreign University.
2. Two years full time teaching/research experience in any area of Mass Communication (News papers accredited with ABC, National News Agencies, radio or television, film media, reputed advertising agencies. Public Relation Officers of the Governments, Public Sector Undertaking and established Industrial and Commercial Houses).

3.0 **SOCIAL WORK**

3.1 **Professor**

An eminent scholar with published work of high quality actively engaged in research with ten years experience in post-graduate teaching and/or research at the University/National level institution including experience of guiding research at doctoral level in Social Work and having Ph.D. degree in Concerned subject.

3.2 **Associate Professor (READER)**

1. Good academic record with a doctoral degree or equivalent published work clearly decided by the expert Panel (1) Evidence of being activity engaged in innovation in teaching method or (2) Production of teaching materials. Possess at
least 55% marks or an equivalent grade at Master’s degree level.

2. About eight years experience of teaching and/or research provided that at least five of these years were as Lecturers or in an equivalent position.

OR

10 years of experience in field practice and professional publication based on work experience and experience in training and/or field instruction. Experience in consultation and documentation.

3.3 Assistant Professor (LECTURER)

Good academic record with at least 55% of the marks (or an equivalent grade) at Master’s degree level or an equivalent qualification from an Indian or foreign University. Candidate besides fulfilling the above qualification should have cleared National Eligibility Test for lecturers (NET/SLET conducted by UGC/ State Government or similar test accredited by the UGC.

Note:

NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However the candidate who have completed M.Phil degree or have submitted Ph.D. Thesis in the concerned subject up to 31st December, 2002 are exempted from appearing the NET examination.

4.0 For subject M.C.A. & M.B.A.

4.1 Professor - M.B.A.

1. Ph.D. degree or a Fellowship of I.I.M.S., I.C.A. or I.C.W.A. with First Class Master’s Degree in Business Management / Business Administration / Other relevant Management related discipline.

And

10 years experience in teaching / industry / research out of which five years must be at the level of Associate Professor (Reader) and/or at equivalent level.

OR

1. Candidate from Industry / Profession First class Master degree in Business Management / Business Administration / other relevant Management related discipline.

And

Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with ten years experience of which at least five years should be at a senior level comparable to that of an Associate Professor (Reader)

4.2 Associate Professor M.B.A. (Reader)

1. Ph.D. degree or a Fellowship of IIMS, ICA or ICWA with First Class Master’s degree in Business Management /
Ordinances of Saurashtra University

Business Administration / other relevant Management related discipline.
And
1. Three years experience in teaching Industry / Research / Profession First Class Master’s degree in Business Management/Business Administration/other relevant Management related discipline.
And
Professional work which is significant and can be recognised at national/international level as equivalent to Ph.D. degree with five years experience in Industry/Profession.

**4.3 Assistant Professor (LECTURER) M.B.A.**
First class Master’s degree in Business Management/ Administration/other relevant Management related discipline.

**5.0 Professor M.C.A.**
1. Ph.D. Degree in any Branch of Science / Eng.,/ Management with First class degree at Bachelor's or Master's level in the Computer Science / Computer Eng., / Computer Technology or Ph.D. Degree in Computer Science with First Class M.C.A. Degree.
And
10 years experience in teaching/industry/research out of which five years must be at the level of Associate Professor and/or equivalent.

OR
1. First class B.E./B. Tech. to Computer Science Eng., Technology of First class M.C.A. Degree.
And
Professional work which is significant and can be recognised as equivalent to Ph.D. Degree and with Ten years experience of which at least five years should be at a senior level comparable to that of an Associate Professor (Reader).

**5.1 Associate Professor (Reader) M.C.A.**
1. Ph.D. degree in any Branch of Science/Eng.,/Management with the First Class Degree at Bachelor's or Master's level in Computer/Eng.,/Computer Technology or Ph.D. Degree in Computer Science with first class M.C.A. Degree.
And
Three years experience in teaching/industries/research at the level of Lecturer or equivalent after Ph.D.

OR
1. First Class B.E./B.Tech in Computer Science/Eng., Technology/or First Class M.C.A. Degree.
And
Professional work which is significant and can be recognised as equivalent to Ph.D. Degree and with five years experience.

**5.2 Assistant Professor (Lecturer) M.C.A.**
Ordinances of Saurashtra University

First Class B.E./Tech. in Computer Science/Eng.,/Technology or First Class M.C.A. Degree.

6.0 Career Advancement

6.1 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)/Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.

6.2 For movement into garden 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).

6.3 A Reader with a minimum of eight years of service is that grade will be eligible to be considered for appointment as a Professor.

7.0 Lecturer (Senior Scale)

A Lecturer will be eligible for placement in a senior scale through a 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.Phi. 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.

8.0 Lecturer (Selection Grade)

Lecturers in the Senior Scale who do not have a Ph.D. degree or equivalent published work already clearly decided by the expert panel and who do not meet the scholarship and

### SEVEN POINT SCALE

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINT</th>
<th>PERCENTAGE EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>'O' = Outstanding</td>
<td>5.50-6.00</td>
<td>75-100</td>
</tr>
<tr>
<td>'A' = Very Good</td>
<td>4.50-5.49</td>
<td>65-74</td>
</tr>
<tr>
<td>'B' = Good</td>
<td>3.50-4.49</td>
<td>55-64</td>
</tr>
<tr>
<td>'C' = Average</td>
<td>2.50-3.49</td>
<td>45-54</td>
</tr>
<tr>
<td>'D' = Below Average</td>
<td>1.50-2.49</td>
<td>35-44</td>
</tr>
<tr>
<td>'E' = Poor</td>
<td>0.50-1.49</td>
<td>25-34</td>
</tr>
<tr>
<td>'F' = Fail</td>
<td>0.0-0.49</td>
<td>0-24</td>
</tr>
</tbody>
</table>

6.4 The Selection Committee for Career Advancement shall be the same as those for Direct Recruitment for each category.
research standards, but fulfill the other criteria given above 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 Lecturers 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 with effect from obtaining the Ph.D. Degree.

9.0 Reader (Promotion)
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: Clearly decided by expert panel.
(iii) Made some mark in the areas of scholarship and research as evidenced e.g. by self-assessment, report 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 courses/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.

9.1 Promotion to the Post of Reader will be through a process of selection by a Selection Committee to be set up under the Statutes/Ordinances of the concerned University or other similar Committees set up by the appointing authorities.

10.0 Professor (Promotion)
In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Reader to that of Professor after 8 years of service as Reader.

10.1 The Selection Committee for promotion to the post of Professors 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/books/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 3 sets with the application.

d) Seminars/Conferences attended.
e) Contribution to teaching/academic environment/institutional corporate life.
f) Extension and field outreach activities.

11.0 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 the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade). Wherever the requirement of orientation/refresher courses has remained incomplete the promotions would not be held up but these must be completed in due course. 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 Readers/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.

12.0 If the 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.

Notes:

(1) A relaxation of 5% may be provided from 55% to 50% of the marks at the Master’s level for the SC/ST category.

(2) A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master’s degree prior to 19th September, 1991.
(3) Be in the 7 point scale with letter grade O.A.B.C.D.E.& F. shall be regarded at equivalent of 55% whenever the grading system is followed.

(4) NET remain the compulsory requirement for appointed as Lecturer even for candidates having Ph.D. degree. However, the candidate who have completed M.Phil degree or have submitted Ph.D. thesis in the concerned subject upto 31st December, 1993 are exempted from appearing in the NET examination.

(5) The minimum requirement of 55% shall not be insisted upon for Principals, Professors, Readers, Librarians, Deputy Librarians, Directors of the Physical Education and Deputy Directors of Physical Education, for the existing incumbents who are already in the university system. However, these mark should be instated upon for those entering the system from outside and those at the entry point of Lecturers, Assistant Registrars, Assistant Librarians, Assistant Director of Physical Education.

(6) A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Lecturer may be provided to the candidates who have cleared the JRF examination conducted by UGC/CSIR as prior to 1989 when the minimum marks required to appear for JRF examination were 50%.

SELECTION COMMITTEE FOR THE APPOINTMENT OF TEACHERS OF THE UNIVERSITY

1. No person shall be appointed as a whole time University Professor or Associate Professor (Reader) Assistant Professor (Lecturer) except on recommendations of the selection committee constituted for the purpose.

(A) The following shall be the members of the Committee for selection of Assistant Professor (Lecturer) namely:

1. Vice Chancellor (Chairman)
2. Pro Vice Chancellor
3. One nominee of the Chancellor
4. Three experts in the subject or field concerned to be appointed by the Vice Chancellor, out of the list recommended by the Vice Chancellor and approved by the Syndicate from time to time, provided further that the Head of the Department will be additional subject expert subject to the condition of being a reader’s or above rank
5. Two members of the Syndicate, to be appointed by virtue of rotation.
6. Dean of the concern faculty.

The quorum should be five out of which at least two outside expert must be present.
(B) The following shall be the member of the committee for selection of Associate Professor (Reader) namely.

1. Vice-Chancellor(Chairman)
2. Pro-Vice-Chancellor
3. An academician who is the nominee of the Chancellor
4. Three expert in the concerned subject/field, out of the list recommended by the Vice-Chancellor and approved by the Syndicate.
5. Dean of the faculty
6. Head of the department
7. Two member of the Syndicate to be appointed by virtue of rotation.

The quorum should be five, out of which at least two outside expert must be present.
The process of selection should involve inviting the bio data and reprints of three Major Publication of the candidate before interview and getting them assessed by the same three external experts, who are to be invited to interview the candidate.

(C) The composition of the selection committee for the post of a professor is the same as for the post of Associate Professor (Reader), The process of selection for the post of Professor would involve inviting the bio data and reprints of three major publications of which one could be a book or research report before the interview and getting them assessed by the same three external experts are to be invited for the interview. The assessment report must be placed before the selection committee.

1. Provided further that all the selections made by a committee constituted under this ordinance by way of direct recruitment, career advancement or any scheme of promotion on time being enforce in the same cadre inter seniority of teachers direct recruitment shall be determined according to length of continuous service in such cadre.

2. Before fixing the date for the meeting of the Selection Committee the convenience of the outside experts and the Chancellor's nominee shall be ascertained in writing.

3. The Committee shall recommend the names in order of merit, In the event of selection of the candidate other than the first recommended by the committee, the Syndicate shall record the reasons for doing so.

4. The Committee shall not recommend for appointment a person who does not possess the qualifications prescribed by the University for recognition as a post graduate teacher.

5. It may be ensured that the process of selection in every case is transparent and credible.

This Ordinance will come with effect from 31-12-2003
TERMS AND CONDITIONS OF SERVICE OF FULL-TIME TEACHERS OF THE SAURASHTRA UNIVERSITY.

The following shall be the terms and conditions of service of the full-time teachers working in the Post-graduate Departments and Post-graduate Centres directly conducted by the Saurashtra University. The term ‘teachers’ shall include Professors, Readers, Lecturers, etc.

1. The minimum salary and grade of pay for the teachers given the Annexure-I teachers shall be entitled to get the all admissible Allowances as sanctioned by the State Government from time of time.

2. The period of probation of a teacher shall 24 months. The Syndicate shall have the right to assess suitability of a teacher for confirmation even before the expiry of the period of 24 months from the date of his/her appointment but not early than 6 months but before completion of 18 months from the date of appointment. A schedule for placing cases regarding confirmation before Syndicate shall be prepared well in time before the date of expiry of probation period.

3. Syndicate to the under mentioned proviso, a teacher who cases to be a teacher at the end of second term/session or at the end of the first term/session, as the case may be, should be paid his salary in accordance with the following:
   (a) If he has served for the major part of the whole academic year, he should be paid his salary up to the last day of the vacation following the end of the second term, provided the period the serves should end on the last day of the term.
   (b) If he has served for the major part of the first or the second term he should be paid his salary for fifteen days after the last day of the relevant term, provided the period he serves should end on the last day of the term.

Provided always that such a teacher has not left the University without giving necessary notice as required and or his appointment was not in a leave vacancy for fixed period.

For purposes of this clause:
“Salary” shall mean basic salary and all admissible allowances.
“ Academic Year” means the period between the first day of the first term and the last day of the second term as laid down in Ordinance 95 for the relevant faculty from time to time and as changed by the Syndicate from time to time as per provision contained in Ordinance 96.

4. The teaching work load of a teacher given in Annexure-II

5. (a) No leave can be claimed as a matter of right.
   (b) A teacher is entitled to the vacation as may be prescribed from time to time by the University.
(c) The various kinds of leave, which a teacher is entitled shall be as per Annexure-III appended to this ordinance. This will come with effect from 1-1-1996. The leave earned by duty i.e. earned leave or Sick leave or both by a teacher while in service as a teacher (including a surplus teacher) in any college affiliated to any University situated in the State of Gujarat, recognised Higher Secondary School or University situated in the State of Gujarat shall be carried further and credited the leave account of the teacher, maintained by this University, subject to the maximum respective leave or leaves permissible under the relevant rules of this University, provided that the teacher leaves his or her preceding service and joins this university through proper channel as a teacher.

Which observes application of rules time to time

EXPLANATION:

In case, where the leave up to 30 day in an academic year cannot be covered under any of the leave rules and leads dispute, difference or ambiguity of any kind, the decision of the Syndicate shall be final.

(d) The Head of the University Post-Graduate Department in the case of his subordinates and the Vice-Chancellor in case of the Head of the University Post-Graduate Department and the Professor in charge of the Post-graduate Centre directly run by the University shall be competent to sanction the leave.

In case of duty leave for research work or other academic pursuit, the sanctioning authority will be Vice-Chancellor If it is for more than thirty days in an academic year, the case shall be placed for consideration of the Syndicate. Pay includes all allowances excluding work allowance, conveyance allowance and campus allowance.

6. (i) No confirmed teacher shall be removed from the service by the University except on one or more of the following grounds and except in accordance with the Procedure prescribed here in under:

1. Persistent negligence of duty.
2. Physical or mental unfitness
3. Incompetence
4. Misconduct including gross or repeated insubordination or moral turpitude

(ii) No order of removal shall be passed against a confirmed teacher unless he has been informed in writing of the grounds on which it is proposed to take action, and has been afforded an adequate opportunity of defending himself. The ground on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the teacher charged together with a statement of the allegations on which each charge is based
and of any other circumstances which it is proposed to take into consideration in passing orders in the case.

(iii) The teacher shall be given not less than a fortnight to put in written statement of his defense and state whether he desires to be heard in personally. If he so desires, or if the Syndicate so directs, an oral inquiry shall be held.

(iv) The inquiry shall be conducted by a person other than an employee of the University nominated by the University.

(v) The inquiry officer shall hold by the inquiry with due expedition and submit his report within a month from the commencement of inquiry and shall submit it to the University. The inquiry shall be conducted in accordance with the principles of natural justice.

(vi) At the inquiry, oral evidences may be led both by the University and the teacher, as to such of the allegations as are not admitted and both the parties shall be entitled to examine such witnesses as are produced by them and to cross examine each others witness. The teacher shall be entitled to give evidence in person.

(vii) At the said inquiry the University, may if it so desires, lead documentary evidence in support of the charge/charges framed against the teacher. In that case, copies of the said documents shall be supplied to the teacher.

(viii) The teacher shall be entitled to lead documentary evidence, if he so desires.

(ix) One consideration of the report made by inquiry officer and the finding recorded by him, if University arrives at a provisional conclusion that the teacher concerned should be removed from service, the University shall supply the teacher with a copy of the said report and call upon him to show cause within a reasonable time not exceeding one month against the proposed removal.

(x) Any representation submitted by the teacher in this behalf shall be fully taken into consideration, before orders are passed by the University. The University shall pass the orders within a fortnight of receiving the representation and if no representation is submitted by the last date for its submission, within a fortnight from the last date fixed for submission of the representation.

(xi) The representation of the teacher shall from a part of the record of the case.

(xii) If, in the opinion of the University the charge or charges is or are of such a nature that the presence of the teacher against whom the charge or charges is or are made, is prejudicial to the working of the University, the Vice Chancellor may place him under suspension till final orders are passed. No person will be kept under suspension for a period of more than 60 days without instituting inquiry against him.
(xiii) The teacher, who is removed from the service by the University and who feels aggrieved by such removal shall have the right to appeal against the order of removal to the Tribunal within a period of 30 days from the date of the removal.

7. No member of the staff shall leave the employment of the University in the midst of any term and without giving to the authorities three months notice if he is confirmed or one months notice, if he is temporary or on probation provided that such notice shall not end in the middle of an academic term. In case however, a member does not give the required notice the University shall be entitled to claim from him an amount not exceeding the salary and such allowance as may be payable to him for the period of notice. No teacher shall be entitled to payment of salary from both the institutions. If a member of the staff leaves services in the middle of an academic term without due notice and joins any Institution affiliated to the University, Syndicate may not approve his appointment in the new college or recognise him as a teacher for that academic term.

8. The age of retirement of teachers of the University shall be 62 years, however, the teacher shall be continued in service up to the last day of the academic term. No teacher who has attained the age of 62 years shall be recognised as a teacher for the purpose of the Act, Statutes, Ordinances, Regulations and Rules of the University after attained the age of 62 years.

9. A teacher in the University if required to apply for any post it shall be incumbent for the head of the Department to forward the application of the teacher within a reasonable time to the University.

10. A teacher in the University can undertake research Projects with or without honorarium after necessary permission from the Vice-Chancellor.

11. A teacher who has given a written acceptance of an appointment in the University shall be bound to join the University and serve for at least one academic term and if he fails to do so without reasonable cause his case shall not be considered for two years for any post in the University.

12. Whenever a teacher of the University is appointed either by the State Government of Government of India or any Statutory body, to any higher executive post, teaching post or research post for not more than five years at a time, such a teacher may be granted lien by the Syndicate on his original post in the University for such period, and his service shall be considered continuous for all purposes and benefits. He shall not be eligible for salary, allowances or P.F. benefits but the period will be counted for purpose of increment while fixing his initial pay on return to the University.
13. Terms and conditions of loan services of teachers to any educational institution shall be as mentioned in Annexure-IV appended to this Ordinance.

14. No charge allowance shall be paid to any of teacher but honorarium of Rs.100/-p.m. will be paid to I/c Professor and Head of the Department. No teacher shall conduct private tuition class or private tuition or teach in a Private coaching class or any educational institution with or without remuneration. Any breach of this condition shall render the teacher liable to such disciplinary action as is determined by rules framed by the University.

Note:
A tuition class or a coaching class is a class in which the students join on payment of fees.

16. VACATION
(I) Vacation may be taken in combination with any kind of leave except casual and special causal leave provided that vacation shall not be both prefixed and suffixed to leave.

(II) Except in a special circumstances vacation and earned leave taken together shall not extend beyond six months.

(III) When a vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.

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

(c) TEMPORARY TEACHERS
18. Temporary teacher shall be governed by the provisions of part (A) of these Rules.
VACATION:

(I) A teacher who is appointed as a temporary measure shall be entitled to pay for the following summer vacation only if he/she has worked during the major part of the academic year.

(II) In other cases, the vacation salary may be paid to the teacher, if that temporary appointment is continuous for a part of whole of the next academic year and the teacher joins on the opening day and has also served on the last working day before the vacation.

ANNEXURE-I

SCALE OF PAY OF TEACHER AND OTHER ACADEMIC STAFF IN UNIVERSITIES

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Category</th>
<th>Existing Scale of Pay</th>
<th>Revised Scale of Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lecturer/Assistant Professor</td>
<td>2200-75-2800-4000</td>
<td>8000-275-13500</td>
</tr>
<tr>
<td>2.</td>
<td>Lecturer(Sr.Scale) Assistant Professor</td>
<td>3000-100-3500-125-5000</td>
<td>10000-325-15200</td>
</tr>
<tr>
<td>3.</td>
<td>Lecturer (Selection Grade Reader/Associate Professor)</td>
<td>3700-125-4950-150-5700</td>
<td>12000-420-18300</td>
</tr>
<tr>
<td>4.</td>
<td>Professor</td>
<td>4500-150-5700-200-7300</td>
<td>16400-450-20900-500-22400</td>
</tr>
<tr>
<td>5.</td>
<td>Pro-Vice-Chancellor,</td>
<td>5900-200-7300</td>
<td>18400-500-22400</td>
</tr>
<tr>
<td>6.</td>
<td>Vice-Chancellor</td>
<td>7600 (Fixed)</td>
<td>25000 (Fixed)</td>
</tr>
<tr>
<td>7.</td>
<td>Director of Physical Education</td>
<td>4500-150-5700-200-7300</td>
<td>16400-450-20900-500-22400</td>
</tr>
<tr>
<td>8.</td>
<td>Dy. Director of Physical Education</td>
<td>3700-125-4950-150-5700</td>
<td>12000-420-18300</td>
</tr>
<tr>
<td>9.</td>
<td>Director of Physical Education(Sr.Scale)</td>
<td>3000-100-3500-125-5000</td>
<td>10000-325-15200</td>
</tr>
<tr>
<td>10.</td>
<td>Asstt. Director of Physical Edu.</td>
<td>2200-75-2800-100-4000</td>
<td>8000-275-13500</td>
</tr>
</tbody>
</table>

Annexure-II

The work load and teaching days

The actual teaching at University level is at least 180 days in an academic year; 72 days may be devoted to admission, examination activities and non-instructional days 48 days for vacation 12 days attributed to public holidays.\((180 + 72 + 48 + 12 = 312)\)

In leave of curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3rd of the period of earned leave.

The work load of the full-time teacher should not be less than 40 hours a week for 180 teaching days in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the university. The direct teaching hours should as follow.
(i) Asst. Professor (Lecturer)/Asstt. Professor (Lecturer Sr. Scale)/Asstt Professor (Lecturer selec. grade) 16 hours

(ii) Associate Professor (Readers)/Professor = 14 hours However, a relaxation two hours in the work load may be given to the Professor who are actively involved in Research, extension and Administration.

ANNEXURE-III

(A) Permanent Teacher
Kinds of leave admissible:
1. The following kinds of leave would be admissible to permanent teachers:
   1) Leave treated as duty:
      (a) Casual leave
      (b) Special Academic leave
      (c) Duty leave
   2) Leave earned by duty:
      (1) Earned leave
      (2) Half Pay leave
      (3) Commuted leave
   3) Leave not earned by duty:
      (a) Extraordinary leave
      (b) Leave not due
   4) Leave not debited to leave account:
      a. Leave for academic pursuits:
         (i) Sabbatical leave/Academic leave
         (ii) Study leave
      b. Leave on ground of health:
         (i) Maternity leave
         (ii) Paternity leave
         (iii) Adoption leave
   5) The Syndicate may in exceptional cases grant for the reasons to be recorded to other kind of leave, subject to such terms and conditions as it may deem fit to impose.

(A) CASUAL LEAVE
(i). Casual leave is not earned by duty. Total casual leave granted to a teacher shall not exceed eight days in an academic year

(ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

(iii) “Casual leave may be either prefixed or suffixed with vacation but not both”.

1-(B) SPECIAL ACADEMIC LEAVE
(I) Special casual leave not exceeding Ten days in an academic year may be granted to teacher.
(a) to conduct examination of a University, Public Service Commission, Board of Examination or other similar bodies/institutions.

(b) to inspect academic institutions attached to a Statutory Board, etc.

(ii) In computing the ten days leave admissible, the days of actual journey, it any to and from the places where activities specified above leave place will be unclouded.

(iii) In addition, special Academic leave to the extent mentioned below may also granted.

(a) to undergo sterilization operation (Vasectomy or Salpingectomy) under Family planning programme. Leave in this case will be restricted to six working days.

(b) to a female teacher who undergoes non-porurporal sterilization leave in this case will be restricted to fourteen days.

Note: 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 the vacation.

1-(C) Duty leave

(i) Duty leave may be granted for:

(a) Attending academic conferences, academic congresses, academic symposia and academic seminars, on behalf of the University or with the permission of the University.

(b) Delivering lecturers in institutions and Universities at the invitation of such Institutions or Universities received by the University and accepted by the Vice-Chancellor.

(c) Working on a delegation or Committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other Academic Body.

(d) Performing any other duty for the University,

(e) For undertaking research work or other academic pursuit within the country or abroad.

(ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

(iii) The leave may be granted on full pay provided that if the teacher received a fellowship or honoraria or any other financial assistance beyond the amount needed for normal expenses, he may be sanctioned duty leave on reduced pay and allowances.

(iv) Duty leave may be combined with earned leave half pay leave or extra-ordinary leave.

(v) When the teachers demand duty leave for purposes other than those mentioned in clause (I) above, the Vice-Chancellor
may in very exceptional cases, grant the same provided the work is related to the type of duties which are performed by the teacher or is such that a teacher may be asked to perform on account of his professional knowledge, and provided further that by grant of such leave the normal work of the teacher is not likely to suffer and provided further that the leave is asked for each time in advance. The Vice-Chancellor shall have the sole discretion whether to grant such leave or not and his decision regarding granting of leave and duration of leave and its limit within academic year shall be final.

(vi) No duty leave will be granted corresponding to the present practices in this regard.

2(a) **EARNED LEAVE**

1. 1/30th of actual service including vacation plus.
2. 1/3rd of the period, if any

(I) Earned leave admissible to a teacher shall be during which he is required to perform duty for the purpose of university assign work during vacation prior approval by Vice Chancellor Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may however, be sanctioned in the case of higher study or training or leave on medical certificate or when the entire leave or a portion thereof is spent outside India.

(II) When a teacher combines vacation with earned leave the period of vacation shall be reckoned as leave calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

(III) In cases 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.

(IV) Encashment of Earned leave shall be as per Govt. of Gujarat from time to time.

**Note:**
For the purpose of computation of period of actual services, all periods of leave except casual, special casual and duty leave shall be excluded.

2(b) **HALF PAY LEAVE**
Half pay leave admissible to permanent teacher shall be 20 days for each completed year of service. Such leave may be granted or medical certificate from a Registered Medical Practitioner, for Private affairs or for academic purpose.
Note: “Completed year of service” means continuous service of specified duration under the university and includes periods spent on duty as well as leave including extra-ordinary leave.

2(c) **COMMUTED LEAVE**

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 Teacher 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 teacher will return to duty on its expiry.

3(a) **EXTRA ORDINARY LEAVE**

(I) A permanent teacher may be granted extra-ordinary leave.

(a) When no other leave is admissible

OR

(b) When no other leave is admissible, the teacher applies in writing for the grant of Extra-ordinary leave.

(II) Extra-ordinary leave shall always be without pay and allowances, Extra-ordinary leave shall not count for increment except in the following cases:

(a) Leave taken on medical certificate.

(b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit.

(c) Leave taken for prosecuting 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) Extra-ordinary leave may be combined with any other except a casual leave and special academic leave provided that the total period of continuous absence from duty on leave (including periods of vacation when
Ordinances of Saurashtra University

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 5 years in all.

(IV) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary leave.

3(B) LEAVE NOT DUE

(9) (I) Leave not due may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire 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 teacher will return to duty on the expiry of the leave and earn the leave granted.

(III) A teacher to whom ‘Leave not due’ is granted shall not be permitted to tender his resignation from services so long as the debit balances in his leave accounts is not wiped off by active service, or the refunds the amount paid to him as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of illness 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 the Syndicate may, in any other exceptional case, waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

4(a)(i) SABBATICAL LEAVE/ACADEMIC LEAVE

I) Permanent, whole-time teachers of the University who have completed seven years of service as Lecturer / 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 allowances (subject to the prescribed conditions
being fulfilled) at the rates applicable to him/her immediately prior 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 organisation in India or abroad. He/she may, however, be allowed accept fellowship or research scholarship or adhoc 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 Executive Council/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.

NOTE:-
I) The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.

II) 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.

4 (a)(II) STUDY LEAVE
I) Study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of University organisation 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 years, 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 Executive Council/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 Executive Council/Syndicate on the recommendation of the concerned Head of the Department. the leave shall not
be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council/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 Executive Council/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 Executive Council/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 allowance 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 would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time based on the cost of using 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 re-joining 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 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 continues 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 for the due fulfillment of the conditions laid down in sub-clause (xiii) and (xiv) bellow and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of immovable property to the satisfaction of the Finance Officer/Treasurer 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)bellow

XIV) the teacher shall submit to the Registrar, six monthly reports of progress in his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time the payment of leave salary may be deferred till the receipt of such report.

4(b)(i) MATERNITY LEAVE

(I) Maternity leave on full pay may be granted to a woman teacher for a period 135 days to be availed of
twice in the entire career not exceeding career
Maternity leave may also be granted in case
miscarriage including abortion, subject to the condition
that the total leave granted in respect of this to a
woman teacher 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 or extra-ordinary leave but any leave
applied for in continuation of Maternity leave may be
granted if the request is supported by a Medical
Certificate.

4(b)(II)13. PATERNITY LEAVE
Paternity leave of 15 days May be granted to male teacher
during the Conferment of their wives, provided the limit is up
to two children

4(b)(III). ADOPTION LEAVE
Adoption leave may be provided as per the rules of the
Central Government.

Annexure - IV
Terms and conditions of loan service of teachers of the Saurashtra
University to any Education.

(1) The Syndicate may loan the services of a confirmed member
of the staff of this University for a period of two years and
once only in a period of five years continuous service, who
have completed three years of service, Such loan service shall
commence from the date the employee is relieved by the
University and will end on the date he resumes in the
University. The loan service may be extended by a period of
one year each time by the Syndicate of this University on
getting a request from the Educational to whom loan services
are given (herein-after termed as ‘Educational Institution’).

(2) The employee will be entitled to salary, grade, allowances, etc.
and all other facilities as are and may be admissible to the
employee in the University services from time to time, from
the Educational Institution.

(3) Gratuity contribution will be paid by the Educational
Institution to University every month, at rates prescribed by
the University.

(4) Employer’s contribution to the provident fund shall be paid
by the Educational Institution to the University every month
at the rates prescribed by the University from time to time,
which shall be in accordance with the rules prescribed by the
University. The employee’s subscription shall be deducted by
the Educational Institution from the monthly salary of the
employee and be paid to the University every month.

(5) During the period of loan service the employee will continue
to be governed by the leave, provident fund, gratuity rules of
University as are applicable to the employee from time to time.

(6) The date increment of the employee concerned will not be affected during the loan service. The employee will be entitled to earn increment during the period of loan service.

(7) The employee will be given the benefit of all types of leave as may be admissible to the employee in the University services as per University rules from time to time.

(8) The employee will be entitled to medical facilities according to University rules. The liability in this behalf shall be borne by the Educational Institution.

(9) Permission for higher study may be given by the Educational Institution as per University rules.

(10) The employee will be entitled to transfer travelling allowance and joining time pay on joining the post of loan service as well as on returning to University service in accordance with the T.A. rules prescribed by the University. The expenditure on this account will be borne by the Educational Institution.

(11) In the event of the liabilities arising in future for payment of any arrears of Pay D.A. or any allowances for the period, the employee has served the Educational Institution the said arrears will have to be paid by the Educational Institution.

(12) The period of loan service shall be counted as period of active service in the university for the purposes of payment of provident fund and Gratuity.

(13) In respect of matters not covered hereunder, the decision of the syndicate of this university will be final.

(14) On a request from the Educational Institution or an employee, the Syndicate may condone any deficiency of conditions mentioned above if deemed fit.

**ORDINANCE -201**

Notwithstanding anything contained in Ordinance 95,145,145-B,188,196 and in any other rules, Ordinance or Statutes it will be treated changed as per the notification of National Council for Teacher Education, New Delhi, Notification no. 9-2/2001/NCTE/ dt. 3-9-2001 and norms and standard for teacher education prescribed by the N.C.T.E. from time to time.

The Gazette of India,

Notification No. 239 of September, 4, 2001 NCTE (Norms and standards of teacher education programmes) Regulations, 2001


3rd September, 2001

F.No. 9-3/2001/NCTE In exercise of the powers conferred under Clauses (f) and (h) of sub-section (2) of Section 32 read with Sections 14 and 15 of the National Council for Teacher Education Act 1993 (No. 73 of 1993), the National Council for Teacher Education hereby
makes the NATIONAL COUNCIL FOR TEACHER EDUCATION (NORMS AND STANDARDS FOR RECOGNITION OF TEACHER EDUCATION PROGRAMMES) REGULATIONS, 2001 to further amend the following Regulations:

- National Council for Teacher Education (application for recognition, the manner for submission, determination of conditions for recognition of institutions and permission to start new course or training) (Amendment) Regulations, 1998;
- National Council for Teacher Education (norms and conditions for recognition of M.Ed. face to face and M.Ed. through distance education) Regulations, 1998;
- National Council for Teacher Education (application for recognition, the manner for submission, determination of conditions for recognition of institutions and permission to start a new course or training) (Amendment) Regulations, 2000; and

2. These Regulations may be called the NATIONAL COUNCIL FOR TEACHER EDUCATION (NORMS AND STANDARDS FOR RECOGNITION OF TEACHER EDUCATION PROGRAMMES) REGULATIONS, 2001.

3. They shall come into force on the date of their publication in the Official Gazette.

4. These Regulations modify the existing Regulations to the extent indicated in the following table against each of them:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Gazette Notification &amp; Date</th>
<th>Title of Regulations</th>
<th>Existing Provisions</th>
<th>Extent of Modification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>F.No. 28-11/95 NCCTE dt. 29.12.1998</td>
<td>National Council for Teacher Education (application for recognition, the manner for submission, determination of conditions for recognition of institutions and permission to start new course or training) (Amendment) Regulations, 1998;</td>
<td>i. Norms and standards for teacher education institutions (Elementary) appended to the Amendment Regulations, 1998; (i) Substituted by Appendix – I, &quot;Norms and standards for Elementary Teacher Education Programme&quot;; of this Notification; (ii) Substituted by Appendix – II, &quot;Norms and standards for Secondary Teacher Education Programme&quot;; of this Notification</td>
<td></td>
</tr>
<tr>
<td>S.No</td>
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<td>2.</td>
<td>F.No.1-36/2000 NCTE dt. 20.11.2000</td>
<td>National Council for Teacher Education (application for recognition, the manner for submission, determination of conditions for recognition of institutions and permission to start new course or training) (Amendment) Regulations, 2000</td>
<td>Para 7.0 relating to relaxation in the eligibility/ duration of the course of Elementary Teacher Education Programme.</td>
<td>Added as Clause II in Appendix – I to this Notification.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(ii) Norms and standards for M.Ed. (part time) programme Not existing</td>
<td>Norms and standards for Master of Education Programme (part time) will be as in Appendix – IV to this Notification.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Appendix- III Norms and standards for Post Graduate Degree Course in Physical</td>
<td>Substituted by Appendix – VII &quot;Norms and standards for Master in Physical Education&quot;</td>
</tr>
</tbody>
</table>
5. The norms and standards herein notified are minimum and essential. The institutions may strengthen further the physical and instructional infrastructure.

6. No institution shall be permitted to apply for enhancement of its intake unless it has been granted permanent recognition and has continuously run teacher training programme or course for a period of three years.

7. If a request is received from the concerned State Government for removal of any hardship caused in adhering to the provisions of these Regulations, the Council may, for reasons to be recorded in writing, relax any of the provisions of these Regulations in respect of any class or category of institutions, to such extent and subject to such conditions, as may be considered necessary.

8. These Regulations shall also apply to the institutions that have already been recognised by the National Council for Teacher Education. However, for any revision in the intake as per these Regulations, such institutions shall be required to submit application in the prescribed form to the concerned Regional Committee before expiry of the last date prescribed by NCTE for submission of application for recognition.

(S.K.RAY)
Member Secretary


NORMS AND STANDARDS FOR ELEMENTARY TEACHER EDUCATION PROGRAMME

1. **Preamble**
   The elementary teacher education programme is meant for preparing teachers for elementary schools (primary and upper primary/middle).

2. **Duration and Intake**
   a) The elementary teacher education programme shall be of a duration of two academic years.
b) For effective curriculum transaction and for ensuring optimum utilisation of physical and instructional infrastructure and expertise of the teaching staff, there shall be a unit of 50 students for intake each year.

3. **Eligibility**
   a) Candidates with at least 45% marks in the senior secondary examination (+2), or its equivalent, are eligible for admission.
   b) Admission should be made either on the basis of marks obtained in the qualifying examination or in the entrance examination conducted by the State Government, as per the policy of the State Government.
   c) There shall be reservation of seats for SC/ST/OBC, Handicapped, Women, etc. as per the rules of the concerned State Government.

4. **Curriculum Transaction and Requirement of Teaching Staff**
   a) There shall be at least 150 teaching days in a year exclusive of period of admission, examination, etc. Besides, every teacher trainee shall be required to undergo internship in teaching (including practice teaching/skill development) at least for 30 days in nearby elementary schools.
   b) Apart from teaching of foundation subjects, there shall be provision for teaching of methods subjects relating to primary and upper primary curriculum, namely, Regional Language/Mother Tongue, English, Mathematics, Science and Social Studies.
   c) For a unit of 50 students or less (with combined strength of 100 or less for the two-year course), the full-time teaching faculty shall comprise of the Principal/Head and at least five lecturers. For intake of students in excess of the prescribed unit, the number of full time teachers shall be increased proportionately.
   d) Appointment of teachers should be so distributed as to ensure the required nature and level of expertise for teaching methodology courses and foundation courses.
   e) For teaching subjects such as physical education, art, work experience, music, information technology literacy, etc., part-time instructors may be appointed.

5. **Qualifications of Teaching Staff**
   a) **Principal/Head**
      i) Academic and professional qualification will be as prescribed for the post of Lecturer.
      ii) At least five years’ experience of teaching in elementary teacher education institutions.
b) **Lecturer**  
Good academic record with M.Ed./M.A. (Education) with 55% marks, preferably with specialisation in elementary education.  

**OR**  
Good Academic record with Master’s Degree with 55% marks in the relevant school subject and Bachelor of Elementary Education (B.El.Ed.), or B.Ed. preferably with specialisation in elementary education, and with five years’ teaching experience in recognised elementary schools.

c) A relaxation of 5% may be provided, from 55% to 50% of the marks, at the Master’s level for SC/ST Category.

d) Qualifications for other academic staff for teaching physical education, art, work experience, information technology literacy, etc. shall be as prescribed by the concerned State Government.

6. **Administrative Staff**  
The administrative and other support staff may be provided as per the norms prescribed by the concerned State Government.

7. **Infrastructural Facilities**  
a) There shall be provision for adequate number of classrooms, hall, laboratory space for conducting instructional activities for approved intake of students, rooms for the principal and faculty members, and office for the administrative staff and a store. The size of instructional space shall not be less than 10 sq.ft. per student.

b) There shall be a library equipped with text and reference books relating to prescribed courses of study, education encyclopedia, year books, electronic publications (CD-ROMs) and journals on teacher education and other software relevant to the elementary stage.

c) There shall be games facilities with playground. Alternatively, the playground available with the attached school or local body may be utilized and where there is scarcity of space as in metropolitan towns/hilly regions, facilities for yoga, indoor games may be provided.

d) To provide these facilities, the Management / Institutions shall, at the time of making application, have in its possession adequate land / land and building on ownership basis free from all encumbrances. Govt. land acquired on long-term lease as per the law of the concerned State / UT will also be considered valid for the purpose. Pending construction
of permanent building in the above land, the institution may provide these facilities in suitable temporary premises up to a maximum period of 3 years, before expiry of which the institution should shift to its permanent building.

8. **Instructional Facilities**
   
a) There shall be a multi-purpose educational laboratory with psychology and science sections, and a workshop attached to it.
   
i) The science section shall have the apparatus and chemicals required to demonstrate all the experiments as per the syllabus of elementary schools.
   
ii) The psychology section shall have facilities for conducting the following tests: Sensory-motor, Intelligence (Performance, Verbal and Non-verbal), Aptitude, Personality and Interest Inventories including Projective Tests: provision for conducting simple Piagetian and Brunnerian experiments.
   
b) There shall be hardware and software facilities for language learning.
   
c) There shall be an Educational Technology laboratory with hardware and software required for imparting Information Technology (IT) literacy.

9. **Terms and Conditions of Service of Staff**
   
a) The appointments shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central/concerned State Government.
   
b) All appointments are to be made on full-time and regular basis.
   
c) Government institutions/Government-aided institutions, may make appointments on deputation or contract basis as an interim measure, in the absence of availability of suitable candidates recommended by appropriate bodies set up by the concerned government.
   
d) Appointment of part-time instructors and other staff can be made as per the norms of the concerned Government.
   
e) The academic and other staff of the institution (including part-time staff) shall be paid such salary as may be prescribed by the concerned State Government from time to time.
   
f) The management of the institution shall discharge the statutory obligations relating to pension, gratuity, provident fund, etc.
   
g) The age of superannuation of staff shall be determined by the policy of the concerned Government subject to maximum age not exceeding 65 years.
10. **Financial Management**
   a) The tuition fees and other fees shall be charged at rates as prescribed by the concerned State Government.
   b) In case of private and unaided institutions, there shall be an endowment fund of Rs.5.00 lakh to be operated jointly by the authorised representative of the management and an officer of the concerned Regional Committee, and a reserve fund equivalent to three months’ salary of the staff.

11. **Relaxation in eligibility/duration of the course**
   As in some States, the duration of the elementary teacher education course is one year only and the eligibility for admission to such course is a pass in class ten, such States are given time up to the end of academic session 2004-2005 to switch over their programmes for bringing them in conformity with the NCTE Norms and Standards. Meanwhile, recognition for reduced duration of the course, which shall not be less than one year and/or lower eligibility criteria, which shall not be less than a pass in class ten with at least 50% marks in aggregate, may be given subject to the condition that the certificate given by the State authorities in respect of such a course will be valid for employment within that State only and such courses including their duration and admission criteria are those that have been in existence in that State on the date when the NCTE Act, 1993 came into force.

**NORMS AND STANDARDS FOR SECONDARY TEACHER EDUCATION PROGRAMME**

1. **Preamble**
   The secondary teacher education programme, commonly known as B.Ed., is meant for preparing teachers for secondary/senior secondary schools.

2. **Duration and Intake**
   a) The B.Ed. programme shall be of a duration of at least one academic year.
   b) There shall be a unit of 100 students for ensuring optimum utilisation of physical and instructional infrastructure and expertise of the teaching staff. Division into appropriate batches may be done at the institutional level for effective curriculum transaction.

3. **Eligibility**
   a) Candidates with at least 45% marks in the Bachelor’s/Master’s Degree with at least two school subjects at the graduation level are eligible for admission.
   b) Admission should be made either on the basis of marks obtained in the qualifying examination or in the entrance examination conducted by the University/State Government, as per the policy of the
State Government / University, to which the institution is affiliated.

c) There shall be reservation of seats for SC/ST/OBC, Handicapped, Women, etc. as per the rules of the concerned State Government.

4. **Curriculum Transaction and Requirement of Teaching Staff**
   
a) There shall be at least 150 teaching days in a year exclusive of period of admission, examination, etc. Besides, every teacher trainee shall be required to undergo internship-in-teaching (including practice teaching and skill development) for at least 30 days in nearby secondary/senior secondary schools.

b) Apart from teaching of foundation courses, there shall be provision for methodology of teaching two out of five school subjects at the secondary level (Regional Language/Mother Tongue, English, Mathematics, Science, Social Sciences), or discipline-specific subjects at the senior secondary level (Physics, Chemistry, Mathematics, Biology, History, Geography, Political Science, Economics, Commerce etc.)

c) For an intake of 100 students or less, the teaching faculty shall comprise of Principal/Head and at least seven lecturers. For intake of students in excess of the prescribed limit, the number of full time teachers shall be increased proportionately.

d) Appointment of teachers shall be so distributed as to ensure the required nature and level of expertise for teaching methodology courses and foundation courses.

e) For teaching subjects such as physical education, art, work experience, information technology literacy, etc., part-time instructors may be appointed.

5. **Qualifications of Teaching Staff**

a) **Principal/Head**
   
i) Academic and professional qualification will be as prescribed for the post of Lecturer.

ii) Ten years’ experience of which at least five years should be in a secondary teacher education institution.

b) **Lecturer**
   
Good academic record with M.Ed./M.A. (Education) with 55% marks.

   OR

Good academic record with Master’s Degree with 55% marks in the relevant school subject and M.Ed./M.A. (Education) with 50% marks

   OR
Good academic record with Master’s Degree with 55% marks in the relevant school subject and a B.Ed. Degree with 55% marks, with five years’ teaching experience in a recognised secondary/senior secondary school. (This alternative qualification shall be applicable only in those States where prior to the establishment of the NCTE, the qualification for appointment of teachers in B.Ed. institutions was a Post-graduated Degree in a school subject with B.Ed. However, teachers appointed with this qualification will have to acquire M.Ed. qualification within five years).

c) A relaxation of 5% may be provided from 55% to 50% of the marks, at the Master’s level for the SC/ST Category.

d) Apart from the qualifications prescribed at (a) and (b) above, the candidates shall be required to have such other qualifications as may be prescribed by other regulatory bodies like the University Grants Commission (UGC), etc.

e) Qualifications for other academic staff for teaching physical education, art, work experience, information technology literacy, etc. shall be as prescribed by the concerned affiliating University/UGC.

6. **Administrative Staff**

   The administrative and other support staff may be provided as per the norms prescribed by the concerned State Government/Affiliating University.

7. **Infrastructural Facilities**

   a) There shall be provision for adequate number of classrooms, hall, laboratory space for conducting instructional activities for approved intake of 100 students, separate rooms for the principal, faculty members, office for the administrative staff and a store. The size of instructional spaces shall not be less than 10 sq. ft. per student.

   b) There shall be a library equipped with text and reference books related to the prescribed courses of study, educational Encyclopedia, year books, electronic publications (CD-ROMs) and journals on teacher education.

   c) There shall be games facilities with a playground. Alternatively, the playground available with the attached school/college may be utilised and where there is scarcity of space as in metropolitan towns/hilly regions, facilities for yoga, indoor games may be provided.
d) To provide these facilities, the Management / Institutions shall, at the time of making application, have in its possession adequate land / land and building on ownership basis free from all encumbrances. Govt. land acquired on long-term lease as per the law of the concerned State / UT will also be considered valid for the purpose. Pending construction of permanent building in the above land, the institution may provide these facilities in suitable temporary premises up to a maximum period of 3 years, before expiry of which the institution should shift to its permanent building.

8. Instructional Facilities
   a) There shall be a science laboratory or alternatively, science laboratory of the attached school/college may be used. The laboratory shall have multiple sets of science apparatus required to perform and demonstrate the experiments prescribed in the syllabus for secondary/senior secondary classes. Chemicals, etc. should be provided in the required quantity.
   b) There shall be a Psychology Laboratory with apparatus for simple experiments related to educational psychology – intelligence tests (performance, verbal, non-verbal) aptitude tests, creativity tests, personality test, attitude test, interest inventories, etc.
   c) There shall be hardware and software facilities for language learning.
   d) There shall be an educational technology laboratory with hardware and software required for Information Technology (IT) literacy.

9. Terms and Conditions of Service of Staff
   a) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central / concerned State Government /Affiliating University, whichever is applicable.
   b) All appointments are to be made on full-time and regular basis.
   c) Government Institutions / Government-aided institutions may make appointments on deputation or contract basis as an interim measure, in the absence of availability of suitable candidates recommended by appropriate bodies set up by the concerned government.
   d) Appointment of part-time instructors and other staff can be made as per the norms of the concerned Government/Affiliating University/UGC.
   e) The academic and other staff of the institutions (including part-time staff) shall be paid such salary as may be
prescribed by the concerned State Government/University from time to time.

f) The management of the institution shall discharge the statutory obligations relating to pension, gratuity, provident fund, etc. for its employees.

g) The age of superannuation of staff shall be determined by the policy of the concerned Government/Affiliating University subject to maximum age not exceeding 65 years.

10. Financial Management

a) The tuition fees and other fees shall be charged at rates as prescribed by the concerned State Government/Affiliating University.

b) In case of private and unaided institutions, there shall be an endowment fund of Rs.5.00 lakh to be operated jointly by the authorised representative of the management and an officer of the concerned Regional Committee, and a reserve fund equivalent to three months' salary of the staff.

NORMS AND STANDARDS FOR
MASTER OF EDUCATION PROGRAMME (M.Ed.)

1. Preamble

a) The Master of Education (M.Ed.) programme, which may be general or specialised, is meant for candidates desirous of pursuing post-graduate programme in teacher education, on full-time basis, and for preparing a professional cadre of teacher educators.

b) Only University Departments or institutions running B.Ed. programme are eligible to offer M.Ed. course.

2. Duration and Intake

a) The M.Ed. programme shall be of a duration of one academic year, after B.Ed.

b) The intake of students shall not exceed 40.

3. Eligibility

a) Candidates who have obtained at least 55% in the B.Ed. Degree, are eligible for admission.

b) Admission shall be made either on the basis of marks obtained in the qualifying examination or in the entrance examination conducted by the University/State Government, as per the policy of the State Government/University, to which the institution is affiliated.

c) There shall be reservation of seats for SC/ST/OBC, Handicapped, Women, etc. as per the rules of the State/Central Government as the case may be.

4. Curriculum Transaction and Requirement of Teaching Staff

a) There shall be at least 180 teaching days exclusive of period of admission and examination, etc. for
instruction, field work for dissertation and internship in a school.

b) Field-based dissertation and internship in school shall be compulsory component of the M.Ed. programme.

c) i) Field visit for dissertation shall be of a duration of four weeks.

ii) Not more than 7 students shall be attached with a teacher for supervision of field-based dissertation work.

d) Each M.Ed. student will be associated with the supervisors of the internship programme of B.Ed. students, for acquiring experience of organising and supervising internship-in-teaching programme.

e) For an intake of 25 students or less, teaching faculty shall comprise of a Head in the rank of Professor/or Reader, and 3 Readers/Lecturers. One additional lecturer shall be appointed for every additional intake of five students or part thereof.

5. Qualifications of Teaching Staff

a) Professor

- .Ed. or M.A. (Education)
- Ph. D. or equivalent published research work
- At least, 10 years' experience of teaching in teacher education institutions at post graduate level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

b) Reader

- Good academic record with M.Ed. or M.A. (Education)
- Ph.D. or equivalent published research work
- At least 5 years' experience of teacher education

c) Lecturer

- Good academic record with M.Ed./M.A. (Education) with 55% marks.
- Or

- Good academic record with Master’s Degree with 55% marks in the relevant school subject with M.Ed./M.A. (Education) with 50% marks.

d) A relaxation of 5% may be provided from 55% to 50% of the marks, at the master's level for the SC/ST category.

e) Apart from the qualifications prescribed at (a), (b) and (c) above, the candidates shall be required to have such other qualifications as may be prescribed by other regulatory bodies like the University Grants Commission (UGC), etc.

6. Administrative Staff

The administrative and other support staff may be provided as per the norms prescribed by the State Government/University.
7. **Infrastructural Facilities**
   a) There shall be provision for adequate number of classrooms, hall, seminar room, laboratory space for conducting instructional activities for approved intake of students, separate room for Head/Principal, faculty members, office for the administrative staff and a store. The size of instructional space shall not be less than 10 sq. ft. per student.
   b) There shall be a library with reading room facility having adequate number of books, electronic publications (CD-ROMs) and journals and other related software on teacher education.

8. **Instructional Facilities**
   There shall be a well-equipped educational technology and media laboratory, and psychology laboratory with hardware and software required for imparting Information Technology (IT) literacy and for using digital resources in teacher education. In the psychology laboratory tests and equipment for performing experiments as listed in the curriculum shall be made available. Psychological testing material should include intelligence tests (verbal, non-verbal and performance), personality tests and aptitude tests. Attitude tests, interest inventories, etc. shall also be stocked in adequate quantity.

9. **Terms and Conditions of Service of Staff**
   a) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central / concerned State Government /Affiliating University, whichever is applicable.
   b) All appointments are to be made on full-time and regular basis.
   c) Government institutions / Government-aided institutions may make appointments on deputation or contract basis as an interim measure, in the absence of availability of suitable candidates recommended by appropriate bodies set up by the concerned government.
   d) Appointment of other staff can be made as per the norms of the concerned Government/Affiliating University/UGC.
   e) The academic and other staff of the institutions (including part-time staff) shall be paid such salary as may be prescribed by the concerned State Government/University from time to time.
   f) The management of the institution shall discharge the statutory obligations relating to pension, gratuity, provident fund, etc.
g) The age of superannuation of the staff shall be determined by the policy of the concerned Government/Affiliating University, subject to maximum age not exceeding 65 years.

10. **Financial Management**
   a) The tuition fees and other fees shall be charged at rates as prescribed by the concerned State Government/Affiliating University.
   b) In case of private and unaided institutions there shall be an endowment fund of Rs.5.00 lakh to be operated jointly by the authorised representative of the management and an officer of the concerned Regional Committee, and a reserve fund equivalent to three months' salary of the staff.

**NORMS AND STANDARDS FOR MASTER OF EDUCATION PROGRAMME (M.Ed.) (Part Time)**

1. **Preamble**
   a) Master of Education (M.Ed.) (Part Time) is an in-service professional programme open to teachers and educational administrators, for strengthening the cadre of teacher educators.
   b) Only University Departments of Education and Institutes of Advanced Studies in Education (IASEs), which run M.Ed. programme, are eligible to offer M.Ed. (Part Time) programme subject to such a course instituted by the concerned affiliating university.

2. **Duration and Intake**
   a) The M.Ed. (Part Time) programme shall be of a duration of two academic years.
   b) The intake of student shall not exceed 40.

3. **Eligibility**
   Teachers and educational administrators in service, with at least two years of teaching/administrative experience, and having at least 55% marks in B.Ed. Degree, are eligible for admission.

4. **Curriculum Transaction and Requirement of Teaching Staff**
   a) The M.Ed. (Part Time) programme shall be identical to M.Ed. programme in all academic requirements except that its duration shall be two academic years.
   b) In addition to the faculty for M.Ed. course, additional teachers for M.Ed. (Part Time) course shall be appointed to ensure that not more than 7 students are attached with a teacher for supervision of field-based dissertation work.
   c) Total duration of curriculum transaction shall be the same as required for M.Ed. course except that the same shall be spread over two academic years.
d) For field visit for dissertation work and for acquiring first-hand experience of organising and supervising internship-in-teaching programme for students of B.Ed. course, M.Ed. (Part Time) students shall be required to be available on full-time basis.

5. Qualifications of Teaching Staff

Norms in respect of these aspects as prescribed for M.Ed. programme shall apply mutatis mutandis for M.Ed. (Part Time) programme as well.

6. Qualifications of Administrative Staff

7. Infrastructural Facilities

8. Instructional Facilities

9. Terms and Conditions of Service of Staff

10. Financial Management

Norms and Standards for Certificate in Physical Education Programme (C.P.Ed.)

1. Preamble

The Certificate in Physical Education (C.P.Ed.) programme is meant for preparing teachers in physical education for elementary schools (primary and up per primary/middle).

2. Duration and Intake

a) The C.P.Ed. programme shall be of a duration of two academic years.

b) For effective curriculum transaction and for ensuring optimum utilisation of physical and instructional infrastructure and expertise of the teaching staff, there shall be a unit of 50 students each year.

3. Eligibility

a) Candidates with at least 45% marks in the senior secondary examination (+2), or its equivalent, are eligible for admission. For those who have participated in State or National level sports events, the minimum percentage of marks in the senior secondary examination (+2) should be at least 40.

b) Admission should be made either on the basis of marks obtained in the qualifying examination or in the entrance examination conducted by the State Government, with due weightage for physical fitness/proficiency, as per the policy of the State Government.

c) There shall be reservation of seats for SC/ST/OBC, Handicapped, Women, etc. as per the rules of the concerned State Government.

4. Curriculum Transaction and Requirement of Teaching Staff

a) There shall be at least 150 teaching days in a year exclusive of period of admission, examination, etc. Besides, every teacher trainee shall be required to undergo internship-in-teaching (including practice
teaching/skill development) at least for 30 days in nearby elementary schools.

b) For a unit of 50 students or less (with combined strength of 100 or less for the two year course), the full time teaching faculty should comprise of the Principal/Head and at least five lecturers. For intake of students in excess of the prescribed unit the number of full time teachers shall be increased immediately.

c) Appointment of teachers shall be so distributed as to ensure the required nature and level of expertise for teaching various courses related to physical education.

d) Part-time coaches for specialisations offered, other than those covered by full-time teachers and a part-time medical officer, shall be appointed.

5. Qualifications of Teaching Staff

a) Principal
   • M.P.Ed./M.P.E. with at least 5 years’ experience of teaching physical education.

b) Lecturer
   • Good academic record with M.P.Ed/M.P.E with 55% marks, preferably with specialisation in physical education for the elementary stage.

c) A relaxation of 5% may be provided from 55% to 50% of the marks, at the Master’s level for the SC/ST category.

d) Qualifications for coaches and medical officer shall be such as may be prescribed by the concerned State Government.

6. Administrative Staff

The administrative and other support staff may be provided as per the norms prescribed by the concerned State Government.

7. Infrastructural Facilities

a) There shall be provision for adequate number of classrooms, and one multi-purpose hall of a size essential for conducting instructional activities for the approved intake of students, room for the Principal, faculty members, office for the administrative staff and a store. The size of instructional space shall not be less than 10 sq.ft. per student.

b) There shall be a multi-purpose playfield for outdoor sports and a 200 mt. track and a hall for gymnastics and indoor sports and games.

OR

Alternatively, in hilly regions and in big cities where availability of open space is a constraint, facilities for such outdoor sports as are feasible and a hall/gymnasium for indoor sports/games, yoga, aerobics, gymnastics etc. shall be provided.
c) There shall be adequate equipment for various indoor and outdoor sports/games.
d) There shall be a library with adequate number of books, electronic publications (CD-ROMs) and journals on physical education and related subjects, and other software relevant thereto.
e) To provide these facilities, the Management / Institutions shall, at the time of making application, have in its possession adequate land / land and building on ownership basis free from all encumbrances. Govt. land acquired on long-term lease as per the law of the concerned State / UT will also be considered valid for the purpose. Pending construction of permanent building in the above land, the institution may provide these facilities in suitable temporary premises up to a maximum period of 3 years, before expiry of which the institution should shift to its permanent building.

8. Instructional Facilities
   a) There shall be a Health Education & Anatomy and Physiology Laboratory, having the following essential equipment:
      - A standard weighing machine
      - An anthropometer
      - Growth charts and body system charts
      - Desirable weight – height tables
      - Models of body organs/systems
      - Skeleton articulated / disarticulated
   b) There shall be an Education Technology laboratory with hardware and software required for imparting Information Technology (IT) literacy.

9. Terms and Conditions of Service of Staff
   a. The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the concerned Central/State Government.
   b. All appointments are to be made on full-time and regular basis.
   c. Government institution/Government-aided institutions, may make appointments on deputation or contract basis as an interim measure in the absence of availability of suitable candidates as per the policy of the concerned Government.
   d. Appointment of part-time instructors and other staff can be made as per the norms of the concerned Government.
   e. The academic and other staff of the institution (including part-time staff) shall be paid such salary as may be
prescribed by the concerned State Government from time to time.
f. The management of the institution shall discharge the statutory obligations relating to pension, gratuity, provident fund, etc.
g. The age of superannuation of staff shall be determined by the policy of the concerned Government subject to maximum age not exceeding 65 years.

10. Financial Management
   a. The tuition fees and other fees shall be charged at rates as prescribed by the concerned State Government.
   b. In case of private and unaided institutions there shall be an endowment fund of Rs.5.00 lakh to be operated jointly by the authorised representative of the management and an officer of the concerned Regional Committee and a reserve fund equivalent to three months’ salary of the staff.

11. Relaxation in eligibility/duration of the course
   As in some States the duration of the Certificate Course in Physical Education (C.P.Ed.) is one year only and the eligibility for admission to such course is a pass in class ten, such states are given time up to the end of the academic session 2004-2005 to switch over their programmes for bringing them in conformity with the NCTE Norms and Standards.
   Meanwhile, recognition for reduced duration of the course which shall not be less than one year and/or lower eligibility criteria, which shall not be less than a pass in class ten with at least 45% marks in aggregate, may be given subject to the condition that the certificate given by the State authorities in respect of such a course will be valid for employment within that States only and such courses including their duration and admission criteria are those that have been in existence in that State on the date when the NCTE Act, 1993 came into force.

Norms and Standards for Bachelor of Physical Education (B.P.Ed.) Programme

1. Preamble
   The Bachelor of Physical Education (B.P.Ed.) programme is meant for preparing teachers in physical education for secondary/senior secondary schools.

2. Duration and Intake
   a. The B.P.Ed. programme shall be of duration of at least one academic year.
   b. For effective curriculum transaction and for ensuring optimum utilisation of physical and instructional infrastructure and expertise of the teaching staff there shall be a unit of 50 students.
3. **Eligibility**
   a) Graduate in Physical Education, i.e., B.P.E. of three year duration.
      OR
      Graduate having represented State/University in sports/games/athletics.
      OR
      Graduate who has secured 1\textsuperscript{st}, 2\textsuperscript{nd} or 3\textsuperscript{rd} position in inter-collegiate sports/games tournaments/possessing NCC ‘C’ certificate or passed basic course in adventure sports.
      OR
      Graduate one year training programme in sports science, sports management, sports coaching, yoga, Olympic education, sports journalism, etc.
   b) Admission shall be made either on the basis of marks obtained in the qualifying examination or in the entrance examination conducted by the University/State Government, with due weightage for physical fitness/proficiency, as per the policy of the State Government.
   c) There shall be reservation of seats for SC/ST/OBC, Handicapped, Women, etc. as per the rules of the State Government concerned.

4. **Curriculum Transaction and Requirement of Teaching Staff**
   a. There shall be at least 150 teaching days in a year exclusive of period of admission, examination etc. Besides, each teacher trainee shall be required to undergo internship-in-teaching (including practice teaching/skill development) at least for 30 days in nearby secondary/senior secondary schools.
   b. For an intake of 50 students or less, teaching faculty shall comprise of a Principal/Head and at least three lecturers. For intake in excess of the prescribed unit the number of full time teachers shall be increased proportionately.
   c. Appointment of teachers shall be so distributed as to ensure the required nature and level of expertise for teaching various courses related to physical education.
   d. Part time coaches for specialisation offered, other than those covered by full time teachers and a part-time medical officer, shall be appointed.

5. **Qualifications of Teaching Staff**
   a) **Principal**
      1. M.P.Ed./M.P.E
      2. Ph.D. or equivalent published work
      3. At least 5 years’ experience of teaching physical education.
b) Lecturer
   1. Good academic record with M.P.Ed./M.P.E with 55% marks

c) A relaxation of 5% may be provided, from 55% to 50% of the marks at the Master’s level for the SC/ST category.
d) Apart from the qualifications prescribed at (a) and (b) above, the candidates shall be required to have such other qualifications as may be prescribed by other regulatory bodies like the University Grants Commission (UGC), etc.
e) Qualifications for coaches/medical officer shall be such as may be prescribed by the concerned affiliating university/UGC.

6. Administrative Staff
   The administrative and other support staff may be provided as per the norms prescribed by the concerned State Government/affiliating university.

7. Infrastructural Facilities
   a) There shall be provision for adequate number of classrooms and one multi-purpose hall of a size essential for conducting instructional activities for approved intake of students, room for the Principal, faculty members, office for the administrative staff and a store. The size of instructional spaces shall not be less than 10 sq.ft. per student.

b) There shall be a multipurpose playfield for outdoor sports, a 200 mt. track, gymnasium, and a hall for indoor sports and games. or Alternatively, in hilly regions and in big cities, where availability of open space is a constraint, facilities for outdoor sports as are feasible and a hall/gymnasium for indoor sports, games, yoga, aerobics, gymnastics, etc. shall be provided.

c) There shall be adequate equipment for various indoor and outdoor sports/games.

d) There shall be a library equipped with text and reference books related to the prescribed courses of study, educational encyclopedia, year books, electronic publication (CD-ROMs), and journals on physical education and related subjects, and other software relevant thereto.

e) To provide these facilities, the Management / Institutions shall, at the time of making application, have in its possession adequate land / land and building on ownership basis free from all encumbrances. Govt. land acquired on long-term lease as per the law of the concerned State / UT will also be considered valid for the purpose. Pending construction of permanent building in the above land, the institution may provide these facilities in suitable
temporary premises up to a maximum period of 3 years, before expiry of which the institution should shift to its permanent building.

8. **Instructional Facilities**
   a) There shall be a Psychology Laboratory with apparatus for simple experiments related to educational psychology – intelligence tests (performance, verbal, non-verbal) aptitude tests, creativity tests, personality test, attitude test, interest inventories, etc.
   b) There shall be a health education and anatomy and physiology laboratory having following essential equipment:-
      i. A standard weighing machine
      ii. An anthropometer
      iii. Growth charts
      iv. Desirable weight and height tables
      v. Skin fold calipers
      vi. Models of body organs & systems, skeleton-articulated and disarticulated

ii) There shall be an Educational Technology laboratory with hardware and software required for imparting Information Technology (IT) Literacy.

9. **Terms and Conditions of Service of Staff**
   a. The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the concerned Central/State Government.
   b. All appointments are to be made on full-time and regular basis.
   c. Government institutions/Government-aided institutions, may make appointments on deputation or contract basis as an interim measure in the absence of availability of suitable conditions, as per the policy of the concerned Government.
   d. Appointment of part-time instructors and other staff can be made as per the norms of the concerned Government.
   e. The academic and other staff of the institution (including part-time staff) shall be paid such salary as may be prescribed by the concerned State Government/University from time to time.
   f. The management of the institution shall discharge the statutory obligations relating to pension, gratuity, provident fund, etc.
   g. The age of superannuation of the staff shall be determined by the policy of the concerned Government subject to maximum age not exceeding 65 years.

10. **Financial Management**
    a. The tuition fees and other fees shall be charged at rates as prescribed by the concerned State Government.
b. In case of private and unaided institutions there shall be an endowment fund of Rs.5.00 lakh to be operated jointly by the authorised representative of the management and an officer of the concerned Regional Committee, and a reserve fund equivalent to three months’ salary of the staff.

Norms and Standards for Master of Physical Education Programme (M.P.Ed.)

1. **Preamble**
   a) The Master of Physical Education (M.P.Ed.) programme is meant for candidates desirous of pursuing post-graduate programme in physical education, and for preparing a professional cadre of physical education teachers at the senior secondary level as well as teacher educators in Colleges of Physical Education and University Departments of Physical Education.
   b) Only University Departments or institutions offering B.P.Ed. programme are eligible to offer M.P.Ed. course.

2. **Duration and Intake**
   a) The M.P.Ed. programme shall be of a duration of two academic years.
   b) The intake of students shall not exceed 30.

3. **Eligibility**
   a) Candidates with B.P.Ed. with at least 50% marks or B.P.E. (3 years) with at least 50% marks, are eligible for admission.
   b) Admission shall be made either on the basis of marks obtained in the qualifying examination or in the entrance examination conducted by the University/State Government, as per the policy of the State Government/University to which the institution is affiliated.
   c) There shall be reservation of seats for SC/ST/OBC, Handicapped, Women, etc. as per the rules of the State/Central Government, as the case may be.

4. **Curriculum Transaction and Requirement of Teaching Staff**
   a) There shall be at least 180 teaching days in each academic year exclusive of period of admission and examination, etc. for instruction, field work and internship in a school.
   b) For an intake of 30 students or less (with combined strength of 60 or less for the 2 year course) the teaching faculty shall comprise of a Head in the rank of Professor/or Reader, and 4 Readers/Lecturers.
   c) Each M.P.Ed. student shall be associated with the supervisors of the internship programme of B.P.Ed.
students for acquiring experience of organizing and supervising internship-in-teaching programme.

d) Part time coaches for specialisations offered, other than those covered by full-time teachers and a medical officer, shall be appointed.

5. **Qualifications of Teaching Staff**

a) **Professor**
   - M.P.Ed. or M.P.E.
   - Ph.D. or equivalent published work
   - 1 At least 10 years’ experience of teaching in M.P.Ed./M.P.E programmes.

   **Or**
   - An outstanding scholar with established reputation who has made significant contribution to knowledge

b) **Reader**
   - Good academic record with M.P.Ed./M.P.E. with at least 55% marks
   - Ph.D. or equivalent published research work
   - At least 5 years’ experience of teaching in B.P.Ed./M.P.Ed./M.P.E programmes.

c) **Lecturer**
   - Good academic record with M.P.Ed./M.P.E with 55% marks
   - A relaxation of 5% may be provided, from 55% to 50% of the marks, at the Master’s level for SC/ST category.

d) Apart from the qualifications prescribed at (a), (b) and (c) above, the candidates shall be required to have such other qualifications as may be prescribed by other regulatory bodies like the University Grants Commission (UGC), etc.

f) Qualifications for coaches/medical officer shall be such as may be prescribed by the concerned affiliating university/UGC.

6. **Administrative Staff**

The administrative and other support staff may be provided as per the norms prescribed by the concerned State Government/affiliating university.

7. **Infrastructural Facilities**

a) There shall be adequate number of classrooms and one multi-purpose hall of a size essential for conducting instructional activities for 30 students, room for the Principal, faculty members, and office-cum-store for the administrative staff. Size of instructional space shall not be less than 10 sq.ft. per student.

b) There shall be a library equipped with adequate number of text and reference books related to the prescribed courses of study, educational encyclopedia, year books, electronic publications (CD-ROMs) and
journals on physical education and related subjects, and other software relevant thereto.
c) There shall be a multipurpose hall/gymnasium for indoor sports and facilities for outdoor sports.
d) There shall be adequate equipment for various indoor and outdoor sports and games.

8. **Instructional Facilities**
   a) There shall be a Health Education, Physiotherapy and Sports Medicine laboratory with the following equipments:
      - A standard weighing machine
      - An anthropometer/ height stand
      - Desirable weight and height tables
      - Infrared Lamp
      - Ultraviolet Lamp
      - Short wave diathermy
      - Motorized tread mill
      - Bicycle Ergometer
      - B.P. Apparatus
      - Harward step test equipment
   
   b) There shall be a Psychology Laboratory with apparatus for simple experiments related to educational psychology – intelligence tests (performance, verbal, non-verbal) aptitude tests, creativity tests, personality test, attitude test, interest inventories, etc.
   c) There shall be a Physiology Laboratory with the following equipment.
      1. Metronomes-1
      2. Models and charts of various body systems
      3. Stopwatches-5
      4. Spirometers-2
      5. Electronic barometer
      6. Weighing machines-2
      7. Peak flow meter –1
      8. Goniometer-1
      9. Dynamometers(hand, leg back)–1 each
   d) There shall be an Educational Technology and Media Laboratory with hardware and software required for imparting Information Technology (IT) literacy and for using digital resources in teacher education.

9. **Terms and Conditions of Service of Staff**
   a) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central/concerned State Government/ Affiliating University, whichever is applicable.
b) All appointments are to be made on full-time and regular basis.
c) Government institution/Government-aided institutions, may make appointments on deputation or contract basis as an interim measure, in the absence of availability of suitable candidates recommended by appropriate bodies set up by the concerned government.
d) Appointment of part-time instructors and other staff can be made as per the norms of the concerned Government.
e) The academic and other staff of the institution (including part-time staff) shall be paid such salary as may be prescribed by the concerned State Government/University from time to time.
f) The management of the institution shall discharge the statutory obligations relating to pension, gratuity, provident fund, etc.
g) The age of superannuation of staff shall be determined by the policy of the concerned Government subject to maximum age not exceeding 65 years.

10. Financial Management
   a) The tuition fees and other fees shall be charged at rates as prescribed by the concerned State Government.
   b) In case of private and unaided institutions there shall be an endowment fund of Rs.5.00 lakh to be operated jointly by the authorised representative of the management and an officer of the concerned Regional Committee, and a reserve fund equivalent to three months’ salary of the staff.

ORDINANCE -202
Notwithstanding anything contained in Ordinance 95,145,145-B,188,196 and in any other rules, Ordinance or Statutes it will be treated changed as per the notification of All India Council for Technical Education, New Delhi Notification no. 1-65/CD/NEC/98-99 dt. 15-3-2000 and norms and standard for technical education prescribed by the A.I.C.T.E. from time to time.

Revised Pay Scales & Services Conditions
All India Council for Technical Education
(A Statutory Body of the Government of India)
F. No. 1-65/ CD/ NEC/ 98-99 Date : March 15, 2000

To,
The Secretaries
Dealing with Technical Education
of all State Govts. and Union Territories.

Sub. : Recommendations of the All India Council for Technical Education (AICTE) regarding
Ordinances of Saurashtra University

revision of Pay Scales and Service Conditions of Teachers, Librarians and Physical Education Personnel of Degree Level Technical Institutions.

Sir,
You are aware that the All India Council for Technical Education (AICTE) has been established by an Act of Parliament for proper planning and coordinated development, regulation and maintenance of Norms and Standards in the Technical Education System throughout the country. Consequent upon revision of Pay Scales based on the recommendations of the Central Vth Pay Commission, AICTE formulated a revision of Pay Scales and Service Conditions for Degree level Technical Institutions in the country. The recommendations of AICTE were sent to Govt. of India for approval. The Govt. of India examined these recommendations and suggested that the Revised Pay Scales and Service Conditions may be circulated to all the State Govts. and Union Territory Administrations for information and appropriate action. Accordingly the recommendations of the AICTE are hereby communicated to all concerned. Items not covered by this notification shall be issued by a separate notification.

Yours faithfully,

(R. S. Nirjar)
Member Secretary
(AICTE)

AICTE NOTIFICATION ON REVISION OF PAY-SCALES AND ASSOCIATED TERMS AND CONDITIONS OF SERVICE OF TEACHERS, LIBRARIANS AND PHYSICAL EDUCATION PERSONNEL OF DEGREE LEVEL TECHNICAL INSTITUTIONS

1. PREAMBLE
The Government of India, Ministry of Human Resource Development, Department of Education had issued orders vide letters No. 37-104/95-TS. II, dated October 9, 1998 (Appendices A & B) and No. 37-104/98-TS. II date January 14, 1999 (Appendix C), implementing the Scheme of revision of pay-scales of teachers in centrally funded technical institutions, following revision of pay-scales of Central Government employees on the recommendations of the Fifth Central Pay Commission. The gist of these orders has also included in this notification. The Government orders require that AICTE notify other terms and conditions of service of teachers not included in the above Scheme, incorporating the approved pay-scales and other related conditions, on the line of existing scheme(s), with the approval of the Government. In pursuance of the above, this notification is issued by AICTE with the approval of the Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education.
2. COVERAGE

2.1 Scope

The provisions of this notification apply to teachers, librarians and physical education instructors in all degree level Technical Institutions and Colleges, University Faculties/ Departments/ Institutions which are covered under the AICTE Act.


The Schemes of revision of pay-scales given in the notification is applicable to teachers, librarians and physical education instructors in all the centrally funded degree level Institutions, Colleges and Deemed Universities, except IITs, IIMs, IISc.-Bangalore, Indian School of Mines (ISM) - Dhanbad, and National Institute of Industrial Engineering (NITIE)- Mumbai.

The revised pay-scales based on the above orders of the Government of India, effective from January 1, 1996, are given in Tables (Appendix D-1, 2 and 3).

Regional Engineering Colleges are joint ventures of the Government of India and the State Governments. The Scheme of revised pay-scales may be implemented by them with the approval of their respective Board of Governors.

State Governments who wish to adopt and implement the Scheme shall be provided financial assistance by the Central Government, subject to stipulations made in paras 3-8 of the Government of India letter No. F. 37-104/ 95-TS. II, dated October 9, 1998 (Appendix - B). This notification shall apply to those institutions which were in receipt of financial support from the Government as on 1.1.96. There shall however be no objection if other institutions i.e. those outside the purview of Ministry of Human Resource Development orders dated 9.10.98 ibid adopt these guidelines or, are statutorily required for such adoption without any financial assistance from Govt. of India.

2.2 Date of Effect

The revised pay-scales shall be effective from 1.1.96 or from such later date as the respective state Govts/ UT Administrations may decide. Other terms and conditions of service shall come into force w.e.f. the date of notification by the State Govts/ UT Administrations.

3.0 CADRE STRUCTURE

For a degree level technical Institution there shall be one post of Director/ Principal/ Head of Institution. The cadre structure in each Department shall be as given in Table 3.1 below:
Table - 3.1
CADRE STRUCTURE FOR TEACHERS IN DEGREE LEVEL
TECHNICAL INSTITUTIONS

<table>
<thead>
<tr>
<th>Level</th>
<th>Cadre</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Professor</td>
</tr>
<tr>
<td>2.</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>3.</td>
<td>Lecturer</td>
</tr>
<tr>
<td>4.</td>
<td>Principal/ Director</td>
</tr>
</tbody>
</table>

The ratio of Professors/ Assistant Professors/ Lecturers shall continue to be 1:2:4 as at present.

Under Career Advancement Scheme, the number of post of Lecturer (Senior Scale) and Lecturer (Selection Grade), Assistant Professor and Professor in an institution shall be limited to the total sanctioned strength.

The required total strength of teachers in an institution shall be determined on the basis of the student/ staff ratio, according to norms as approved by AICTE.

The number of teachers in individual subjects like Physics, Chemistry, Mathematics and Humanities in most technical institutions is quite small.

With such small numbers and fixed ratios in cadre levels (prescribed as Professor/ Assistant Professor/ Lecturer = 1:2:4), it is quite likely that there will hardly be any senior positions if the above mentioned subjects are treated as separate subject entities.

For the purpose of working out the strength at various cadre levels, the total strength of faculty in the disciplines of Applied Science and Humanities may therefore be taken together.

However, for counting total strength of faculty for the purpose the present system of combined / separate departments in the disciplines of Applied Science and Humanities may not actually be disturbed.

4.0 QUALIFICATIONS

1. The prescribed minimum qualifications and experience requirements for the various teaching posts in Degree Level Technical Institutions are given in Tables (Appendix E-1, 2, 3, 4, 5, 6).

The minimum qualifications and experience requirements for Librarians and Physical education instructors are given in Tables (appendix E-7 and 8) respectively.

For other disciplines such as Hotel Management and Catering Technology, a separate notification on qualifications and experience requirements would be issued.

5.0 RECRUITMENT

Direct recruitment to all cadre posts should be based strictly on merit, by open selection through open advertisement at national level. However, temporary vacancies at the level of lecturers may be filled through campus selection on contract basis. These selections may be subject to the following conditions:
a. There will be no relaxation of the prescribed educational qualifications, experience etc.
b. The person appointed temporarily may not be continued beyond a period of one year.

6.0 INCENTIVES FOR HIGHER QUALIFICATIONS

a. At the time of recruitment as Lecturers, four and two advance increments will be admissible to those of the Science/ Humanities faculty who hold Ph.D. and M. Phil degrees respectively; and to those of the technical faculty who hold Ph. D. and M.E./ M. Tech degrees respectively.
b. One increment will be admissible to those Science/ Humanities teachers with M. Phil and to those technical faculty with ME/ M. Tech who acquired Ph.D. within two years of recruitment.
c. A Lecturer with Ph.D. will be eligible for two advance increments when he moves into Selection Grade as Assistant Professor.
d. A teacher will be eligible for two advance increments as and when he acquires a Ph.D. degree in his service career.

7.0 CAREER ADVANCEMENT

a. 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 others with M. Phil/ ME/ M. Tech and six years for others as a lecturer, and for eligibility to move into the grade of lecturer (Selection Grade) / Assistant Professor, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
b. For movement into grades of Assistant Professor and above, the minimum eligibility criterion would be Ph.D. Those teachers without Ph.D. can go upto the level of lecturer (Selection Grade).
c. An Assistant Professor with a minimum of eight years of service will be eligible for consideration for appointment as Professor.
d. For every upward movement, a selection process would be evolved, for which appropriate guidelines would be laid down by the All India Council for Technical Education (AICTE) in consultation with the Government of India.

8.0 REVISION OF CERTAIN PAY SCALES

The pay of Assistant Professors and Professors who were in the prescribed scales of Rs. 3000-5000 and Rs. 4500-5700 will be fixed at the appropriate stage of the revised scale of Rs. 10000-325-15200 and Rs. 16400-450-20900-500-22400 respectively as on 1.1.96. They will continue in present scales and on their promotion as Professors the post will be filled up as Assistant Professors. The posts of Associate Professors will be phased out thus.

9.0 TEACHING DAYS

Every institution shall have at least 180 full teaching days per year (or 90 full teaching days per semester). “Teaching days” here shall mean actual class room/ Laboratory contact teaching days, and shall not include days of examinations/ tours/ sports, etc.
10.0 WORKLOAD
Workload of a teacher should not be less than 40 hours a week, of which teaching-contact hours should be as follows:

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Hours / Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director/ Principal</td>
<td>4 hours / week</td>
</tr>
<tr>
<td>Professors</td>
<td>8 hours / week</td>
</tr>
<tr>
<td>Assistant Professors</td>
<td>12 hours / week</td>
</tr>
<tr>
<td>Lecturers</td>
<td>16 hours / week</td>
</tr>
</tbody>
</table>

For the above stipulations, two tutorial hours / two laboratory hours will be counted as one teaching hour. The teaching contact hours of teachers selected / promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they are occupying.

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department / Institution. Teachers shall be present in the institution during the working hours unless engaged in official work outside.

11.0 JOB RESPONSIBILITY
The job responsibilities of teachers of degree level institutions are given (Appendix F).

12.0 ACCOUNTABILITY

12.1 Pay Revision as a Composite Package
Better compensation package, performance and accountability are inter-related, and one cannot be had without to the other. Performance appraisal and accountability shall be an integral part of this pay revision package.

12.2 Performance Appraisal
An open, transparent and objective Performance Appraisal System comprising of self-appraisal, and peer evaluation shall be implemented. AICTE would evolve guidelines for this purpose.

13.0 SUPERANNUATION AND RE-EMPLOYMENT
The age of superannuation of teachers in degree level technical institutions would be 62 years and thereafter no extension of service shall be given. However, an Institute may re-employ a superannuated teacher upto 65 years of age in accordance with the existing provisions(s) in the Statutes / Memorandum of Association and Rules / Schemes, Regulations and By-laws of the Institute, as the case may be.

The age of superannuation of Registrar, Librarians, Physical Education Personnel, Controllers of Examinations, Finance Officers and such other employees of technical institutions as are treated at par with the teachers and whose age of superannuation was 60 years, will be 62 years. However, there is no provision of re-employment for such category of staff.
14.0 FITMENT FORMULA AND ALLOWANCES

14.1 Fitment Formula
Pay with effect from January 01, 1996 in the revised scale of pay will be fixed after giving the benefit of one increment for every three increments earned in the pre-revised scales as stipulated in Rule 7 of Central Civil Services (Revised Pay) Rules, 1997, and governed by other relevant provisions of Central Civil Services (Revised Pay) Rules, 1997 as applicable.

14.2 Pay Fixation of Lecturers (Selection Grade) and Assistant Professors
The fixation of pay of Lecturers (Selection Grade) and Assistant Professors in the pre-revised scale of Rs. 3700-125-4900-150-5700, who were selected strictly in accordance with rules and regulations framed by AICTE and who were in position as Lecturers (Selection Grade) / Assistant Professors as on 01-01-1996, will be made in a manner that they get their pay fixed at the minimum of Rs. 14940/- in the revised scale of Rs. 12000-420-18300 as and when they complete five years in the grade.

14.3 Arrears
The payment of arrears will be made in one instalment.

14.4 Allowances
(i) Central Government/ State Government/ Government-Aided Institutions
Teachers will be entitled for the DA, HRA, Transport Allowance, CCA at the same rates as applicable to Central Government employees in respect of Central Universities. However, State Universities / Colleges may take their own decision in regard to these allowances keeping in view the matters followed for other employees in the State Government but within Government of India ceilings.

15.0 OTHER TERMS AND CONDITIONS OF SERVICE OF TEACHERS

15.1 General
a. These orders are subject to the conditions as contained in para 4 of the Ministry of Finance OM No. 7 (34) / E. III-A/ 97 dated 02.12.1997 (included in Appendix II) on pay revision of employees of Quasi-Government Organizations / Autonomous Organizations, Statutory Bodies, etc., set up and funded by the Central Government.

b. The implementation of the revised scales will be subject to the acceptance of all the conditions mentioned in the scheme as well as of the other terms and conditions issued by the AICTE in this behalf.

c. The State Governments/ Institutions are required to amend immediately their Statutes, Memorandum of Association, Rules / Schemes, Regulations, By-Laws, as the case may be, in line with the Scheme forthwith.
d. Anomalies, if any, in the implementation of the scheme may be brought to the notice of the Department of Secondary and Higher Education, Ministry of Human Resource Development, Government of India for clarification.

15.2 Pension and other retirement benefits.
Teachers if entitled may be given pension and other retirement benefits at rates applicable to Central / State Government employees, whenever pension scheme is in operation.

15.3 Medical Facilities
Reimbursement of Medical expenses will be provided for teachers and their families as per Central / State Government Rules.

15.4 TA / DA Rules
TA / DA rules in accordance with Central / State Government norms may be adopted.

15.5 Sabbatical Leave / Academic Leave
i. Permanent, whole-time teachers of the Institution / University who have completed seven years of service as Lecturer (Selection Grade / Assistant 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 universities / Institutions 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 organisation in India and abroad. He / she may, however, be allowed to accept a fellowship or a research scholarship or adhoc 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 Governing Body / Executive Council / 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 Institution / University on the expiry on his / her leave.
NOTE:
I. The programme to be followed during sabbatical leave shall be submitted to the university for approval along with the application for grant of leave.

II. On return from leave, the teacher shall report to the Institution / University, the nature of studies, research or other work undertaken during the period of leave.

16.0 CENTRAL ASSISTANCE TO STATE GOVERNMENTS
1. The Central Government has decided to provide financial assistance to the State Governments who wish to adopt and implement the scheme of revision of pay scales subject to the following terms and conditions:
   a. The Central Government will provide financial assistance to the State Governments which have opted for these revised pay scales to the extent of 80% of the additional expenditure involved in the implementation of the revision.
   b. The State Government will meet the remaining 20% of the expenditure from their own sources.
   c. The financial assistance, indicated above, would be provided for the period from January 1, 1996 to March 31, 2000, or from the actual date of implementation to March 31, 2000 as the case may be.
   d. The entire liability on account of revision of pay scales, etc., of teachers of degree-level technical institutions would be taken over by the State Government w.e.f. April 1, 2000.
   e. The Central assistance would be restricted to revision of pay scales in respect of only those posts which were in existence and filled up as on 01.01.1996.

2. The State Governments, after taking local conditions into consideration, may also decide in their discretion, to introduce scales of pay different from those mentioned in the Scheme, and may give effect to the revised scales of pay from January 1, 1996, or a later date. In such cases, the details of the modification proposed either to the scales of pay or the date from which the Scheme is to be implemented, should be furnished to the Government of India for its approval and, subject to the approval being accorded to the modifications, Central assistance on the same terms and conditions as indicated above will be available to the State Governments for implementation of the Scheme with such modifications, provided that the modified scales of pay are not higher than those approved under the Scheme.

3. The payment of Central assistance for implementation of the Scheme is also subject to the condition that the entire Scheme of revision of pay-scales, together with all the conditions to be laid down in this regard by AICTE, including revised qualification requirements and recruitment procedures, is implemented by the State Governments as a composite scheme without any modification.
except to the date of implementation and scales of pay as indicated above.

4. The State Governments/ Technical Institutions shall make necessary changes in their Statutes, Memorandum of Association, Rules / Scheme, Regulations, By-laws etc., as the case may be, to incorporate the provisions of this Scheme.

5. The detailed proposals for implementation of the Scheme on the lines indicated above may kindly be formulated immediately and sent to the Government of India, Ministry of Human Resource Development, Department of Education for examination so that Central assistance to the extent indicated above can be sanctioned for the implementation of revised scales of pay.

Note: Items not covered by the above shall be covered by a separate notification.

APPENDIX - B

No. F. 37-104/95-TS. II

Government of India Ministry of Human Resource Development
(Department of Education) Shastri Bhawan, C Wing,
New Delhi

Dated :
October 9, 1998

To
The Secretaries dealing
with Technical Education of all States /
Union Territories.

Sub.: Revision of Pay Scales of Teachers in Engineering colleges and other degree level technical institutions including Architecture, Town Planning, Pharmacy and Applied Arts and Crafts institutions following the revision of Pay Scales of Central Government employee on the recommendations of fifth Central Pay Commission.

Sir,
I am directed to say that in fulfillment of the Constitutional responsibility for coordination, determination and maintenance of standards in Higher and Technical Education, the Central Government and All India Council For Technical Education (AICTE) have taken, from time to time, several measures. Following the revision of pay scales of Central Government employees on the recommendations of the Fifth Central Pay Commission, The Central Government has revised the pay scales of teachers in Central / Universities and colleges there under and has offered to provide financial assistance to those State Governments who wish to adopt and implement the same in their respective States.

1) It has now been decided by the Central Government, after taking into consideration the recommendations made by the AICTE and revised pay scales of teachers in Central Universities and colleges there under, to revise the pay scales of teachers in the Centrally-funded degree level technical institutions. A copy of the scheme
giving details of the revised scales of pay and other related provisions is enclosed (Annexure).

2) The Central Government has decided to provide financial assistance to the State Governments who wish to adopt and implement the scheme of revision of pay scales subject to the following terms and conditions:
   a. The Central Government will provide financial assistance to the state Governments which have opted for these revised pay scales to the extent of 80% of the additional expenditure involved in the implementation of the revision.
   b. The State Government will meet the remaining 20% of the expenditure from their own sources.
   c. The financial assistance, indicated above, would be provided for the period 1-1-1996 to 31-3-2000.
   d. The entire liability on account of revision of pay scales etc. of teachers of degree-level technical institutions would be taken over by the State Government w.e.f. 1-4-2000.
   e. The Central assistance would be restricted to revision of pay scales in respect of only those posts which were in existence and filled up as on 1-1-1996.

3) The Central Governments, after taking local conditions into consideration, may also decide in their discretion, to introduce scales of pay different from those mentioned in the Scheme, and may give effect to the revised scale of pay different from those mentioned in the Scheme, and may give effect to the revised scales of pay from January 1, 1996, and 27-07-1998, as the case may be, or a later date. In such cases, the details of modifications proposed either to the scales of pay or the date from which the Scheme is to be implemented, should be furnished to the Government of India for its approval and subject to the approval being accorded to the modifications, Central assistance on the same terms and conditions as indicated above will be available to the State Governments for implementation of the Scheme with such modifications, provided that the modified scales of pay are not higher than those approved under the Scheme.

4) The Payment of Central assistance for implementation of the Scheme is also subject to the condition that the entire Scheme of revision of pay scales, together with all the conditions to be laid down in this regard by the AICTE is implemented by the State Governments as a composite scheme without any modification except to the date of implementation and scales of pay as indicated above.

5) It shall be necessary for the technical institutions to make necessary changes in their Statutes, Memorandum of Association, Rules / Scheme, Regulations, Bye-laws etc., as the case may be, to incorporate the provisions of this scheme.

6) The detailed proposal for implementation of the Scheme on the lines indicated above may kindly be formulated immediately and sent to
the Department of Education in the Ministry of Human Resource Development for examination so that Central assistance to the extent indicated above can be sanctioned for the implementation of revised scales of pay.

7) Anomalies, if any, in the implementation of the scheme may be brought to the notice of the Department of Education in the Ministry of Human Resource Development for Clarification.

8) This Scheme applies to teachers in all degree level technical institutions and colleges, universities faculties / departments / institutions which are covered under the AICTE Act.

9) Regional Engineering Colleges are joint ventures of the Government of India and the State Governments. This Scheme of revised pay scales may be implemented by them with the approval of their respective Board of Governors.

10) The Receipt of this letters may kindly be acknowledged.

11) Yours faithfully,

(K. N. Biswas)
Deputy Secretary to the
government of India
Tel.: 3387153

Encl.: as above
Copy forwarded for Information and necessary action to:
1. Member Secretary, All India Council For Technical Education,
Indira Gandhi Sports Complex, I. P. Estate, New Delhi-110 002
2. All divisions in the Technical Education Bureau.

Annexure to Ministry of Human Resource Development,
Department of Education's Letter No. 37-104/95-TS. II
Dated 9th October, 1998

Scheme of Revision of Pay Scales of teachers in Centrally Funded degree level technical Institutions following the revision of pay scales of Central Government employees on the recommendations of the Fifth Central Pay Commission.

1. (i) Pay Scales

Statement showing the existing and revised scales of pay of teachers from 1-1-1996 to 26-7-1998 is at Annexure I For the period 27-07-98 onwards the scales contained in Annexure II would be applicable. The revised scale of Associate Professor is for the existing incumbents only on personal basis. These posts will get abolished as and when the present incumbents vacate the posts. No fresh recruitment shall be made to the cadre.

The scheme of revision of pay scales of Librarians and Physical Education personnel was included in Ministry of Human Resource Development Letter No. F. 6-1/88-T. 5 dated 28-02-1989. The revised pay scales for these categories as given in Annexure III will be applicable to such technical institutions where the scheme as contained in the Ministry's letter referred to above are in operation before 1-1-1996.
(ii) Incentives for Ph. D / M. Phil / M.E. / M. Tech.
   a. At the time of recruitment as Lecturers, four and two advance increments will be admissible to those of the Science / Humanities faculty who hold Ph. D. and M. Phil. degrees respectively; and to those of the technical faculty who hold Ph. D. and M.E. / M. Tech. degrees respectively.
   b. One increment will be admissible to those Science / Humanities teachers with M. Phil. and to those technical faculty with M.E./ M. Tech. who acquire Ph. D. within two years of recruitment.
   c. A Lecturer with Ph. D will be eligible for two advance increments when he moves into Selection Grade as Assistant Professor.
   d. A teacher will be eligible for two advance increments as and when he acquires a Ph. D. degree in his service career.

(iii) Career Advancement
   a. 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 others with M. Phil / M.E. / M. Tech. and six years for others as a Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade) / Assistant Professor, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
   b. For movement into grades of Assistant Professor and above, the minimum eligibility criterion would be Ph.D. Those teachers without Ph. D. Can go up to the level of Lecturer (Selection Grade).
   c. An Assistant Professor with a minimum of eight years of service will be eligible for consideration for appointment as professor.
   d. For every upward movement, a selection process would be evolved, for which appropriate guidelines would be laid down by the All India Council for Technical Education (AICTE) in consultation with the Government of India.

(iv) Rewarding the Merit
   a. The matter of laying down a super time scale of Rs. 22,000-500-24,500 to Professors of Eminence in technical education will be considered in due course.
   b. AICTE would prepare a specific scheme in consultation with Government to reward and recognize meritorious teachers in technical education who may not have M. Phil. / M.E./ M. Tech. or Ph. D. but who have made outstanding contributions in teaching and research.

(v) Allowances, effective date and fitment formula
   a. The revised scales of pay as contained in Annexure - I will be given effect from 1.1.1996 to 26.7.1998.
   b. The revised scales of pay as contained in Annexure - II will be given effect from 27.7.1998.
   c. Pay with effect from 1.1.96 in the revised scales of pay will be fixed after giving the benefit of one increment for every three
increments earned in the pre-revised scales as stipulated in Rule 7 of Central Civil Services (Revised Pay) Rules, 1997, and governed by other relevant provisions of Central Civil Services (Revised Pay) Rules, 1997 as applicable.

d. Pay in the revised scales of pay as at Annexure - II shall be fixed at the same stage with reference to the stage admissible vide para (c) above. In case where the same stage is not available, the pay may be fixed at the stage next above the pay admissible vide para (c) above.

e. The payment of arrears will be made in one instalment.

f. Teachers in Centrally funded degree level technical institutions will be entitled to Dearness Allowance, House Rent Allowance, Transport Allowance, city Compensatory Allowance and other allowances at the same rates and dates as applicable to the Central Govt. Employees.

(vi) Age of Superannuation

The age of superannuation of teachers in degree level technical institutions will be 62 years and thereafter no extension in service will be given. However, the Institute may re-employ a superannuated teacher up to 65 years in accordance with the existing provision(s) in the Statutes / Memorandum of Association and Rules / Schemes, Regulations and By-laws of the institute, as the case may be.

(vii) Other terms and conditions of service of teachers.

1. Other terms and conditions of service of teachers shall be notified by the AICTE incorporating the approved pay scales and other related conditions on the line of existing Scheme(s) with the approval of Government of India.

2. Pending the notification of terms and conditions of service by AICTE, the revised scales of pay including arrears of salary may be given to the teachers in Centrally funded degree level technical institutions.

3. This Scheme will be applicable to teachers in all the Centrally funded degree level technical Institutions, Colleges and Deemed-to-be- Universities except IITs, IIMs, IISc, Indian School of Mines (ISM), Dhanbad and National Institute of Industrial Engineering (NITIE), Mumbai.

4. These orders are subject to the conditions as contained in para 4 of Ministry of Finance OM No. 7 (34) / E. III-A / 97 dated 2.12.1997 on pay revision of employees of Quasi-Government Organisations / Autonomous Organisations, Statutory Bodies etc. set up and funded by the Central Government.

5. The implementation of the revised scales will be subject to the acceptance of all the conditions mentioned in the scheme as well as of the other terms and conditions to be issued by the AICTE in this behalf.

6. The institutions are required to amend their Statutes, Memorandum of Association, Rules / Schemes, Regulations, By-
laws of the Institutions, as the case may be, in line with the Scheme within three months.

7. Anomalies, if any, in the implementation of the scheme may be brought to the notice of the Department of Education, Ministry of Human Resource Development for clarification.

**ANNEXURE - I of Annexure to Ministry of Human Resource and Development, Department of Education's letter No. 37 - 104 / 95 - TS.II**

Dated 9th October, 1998

**Scales of Pay of various teaching posts in the Technical Education Sector at Degree Level (existing and received for the period 01.01.1996 to 26.07.1998).**

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Category</th>
<th>Existing pay scale (in rupees)</th>
<th>Revised pay scales (in rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lecturer</td>
<td>2200-75-2800-100-4000</td>
<td>8000-275-13500</td>
</tr>
<tr>
<td>2</td>
<td>Lecturer (sr. Scale)</td>
<td>3000-100-3500-125-5000</td>
<td>10000-325-15200</td>
</tr>
<tr>
<td>3</td>
<td>Lecturer (Selection Grade)</td>
<td>3700-125-4950-150-5700</td>
<td>12000-375-18000</td>
</tr>
<tr>
<td>4</td>
<td>Assistant Professor</td>
<td>3700-125-4950-150-5700</td>
<td>12000-375-18000</td>
</tr>
<tr>
<td>5</td>
<td>Associate Professor</td>
<td>4500-150-5700-200-7300</td>
<td>14300-450-19250</td>
</tr>
<tr>
<td>6</td>
<td>Professor</td>
<td>4500-150-5700-200-7300</td>
<td>14300-450-22400</td>
</tr>
<tr>
<td>7</td>
<td>Principals / Heads of Engg. Colleges / TTIs NIFFT/ SPA/ SLIET/ NERIST / Degree Level Technical Institutions</td>
<td>6300-200-7300</td>
<td>18400-500-22400 (Minimum to be fixed at Rs. 19,400)</td>
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</tbody>
</table>

**ANNEXURE - II of Annexure to Ministry of Human Resource and Development, Department of Education’s letter No. 37 - 104 / 95 - TS, II**

Dated 9th October, 1998

**Scales of Pay of various teaching posts in the Technical Education Sector at Degree Level (existing and revised w.e.f. 27.07.1998).**

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Category</th>
<th>Existing pay scale (in rupees)</th>
<th>Revised pay scales (in rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lecturer</td>
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<td>8000-275-13500</td>
</tr>
<tr>
<td>2</td>
<td>Lecturer (sr. Scale)</td>
<td>3000-100-3500-125-5000</td>
<td>10000-325-15200</td>
</tr>
<tr>
<td>3</td>
<td>Lecturer (Selection Grade)</td>
<td>3700-125-4950-150-5700</td>
<td>12000-420-18300</td>
</tr>
<tr>
<td>4</td>
<td>Assistant Professor</td>
<td>3700-125-4950-150-5700</td>
<td>12000-420-18300</td>
</tr>
<tr>
<td>5</td>
<td>Associate Professor</td>
<td>4500-150-5700-200-6300</td>
<td>16400-450-20000</td>
</tr>
<tr>
<td>6</td>
<td>Professor</td>
<td>4500-150-5700-200-7300</td>
<td>16400-450-20900-500-22400</td>
</tr>
<tr>
<td>7</td>
<td>Principals / Heads of Engg. Colleges / TTIs NIFFT/ SPA/ SLIET/ NERIST / Degree Level Technical Institutions</td>
<td>6300-200-7300</td>
<td>18400-500-22400 (Minimum to be fixed at Rs. 19,400)</td>
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</tbody>
</table>
ANNEXURE - III of Annexure to Ministry of Human Resource and Development, Department of Education's letter No. 37 - 104/ 95 - TS. II
Dated 9th October, 1998

Scales of Pay of Librarians and Physical Education Personnel

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Category</th>
<th>Existing pay scale (in rupees)</th>
<th>Revised pay scales (in rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Librarian / Director of Physical Education</td>
<td>4500-150-5700-200-7300</td>
<td>16400-450-20900-500-22400</td>
</tr>
<tr>
<td>2</td>
<td>Dy. Librarian / Dy. Director of Physical</td>
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<td>12000-420-18300</td>
</tr>
<tr>
<td>3</td>
<td>Asstt. Librarian (Sr. Scale) / Asstt.</td>
<td>3000-100-3500-125-5000</td>
<td>10000-325-15200</td>
</tr>
<tr>
<td></td>
<td>Documentation Officer (Sr. Scale) /</td>
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<td></td>
</tr>
<tr>
<td>4</td>
<td>Asstt. Librarian (Sr. Scale) / Asstt.</td>
<td>2200-75-2800-100-4000</td>
<td>8000-275-13500</td>
</tr>
<tr>
<td></td>
<td>Director of Physical education</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>College Librarian (Sl.Grade) / Director</td>
<td>3700-125-4950-150-5700</td>
<td>12000-420-18300</td>
</tr>
<tr>
<td></td>
<td>of Physical Education (Sl.Grade)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>College Librarian (Sl.Grade) / Director</td>
<td>3000-100-3500-125-5000</td>
<td>10000-325-15200</td>
</tr>
<tr>
<td></td>
<td>of Physical Education (Sl.Grade)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>College Librarian / Director of Physical</td>
<td>2200-75-2800-100-4000</td>
<td>8000-275-13500</td>
</tr>
<tr>
<td></td>
<td>education (Sl.Grade)</td>
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</tbody>
</table>

**F. No. : 7 (34) / E - III - A / 97 Government of India Ministry of Finance Department of Expenditure New Delhi  
December 2, 1997**

**OFFICE MEMORANDUM**

**Sub.: Pay revision of employees of Quasi-Government Organisations/ Autonomous Organisations, Statutory Bodies, etc., set up and funded / controlled by the Central Government - Guidelines regarding.**

1. As the Ministry of Home Affairs etc. are aware, the Government have already issued orders regarding revision of pay scales of Central Government employees on the basis of the recommendations of the Fifth Central Pay Commission as accepted by the Government. It has been decided that those orders may be extended to the employees of Autonomous Organisations etc. Whole pattern of emolument structure i.e. pay scales and allowances (in particular the Dearness Allowance, the House Rent Allowance and
City Compensatory Allowance) are identical to those of the Central Government employees. This is further subject to the stipulation that conditions of services of employees of those Organisations, specially those relating to hours of work, payment of OIA etc., would also be exactly similar to those in Government departments. There is no objection to the Autonomous Organisations etc. adopting the Central Civil Services (Revised Pay) Rules, 1997. It may, however, be clarified that the revised scales of pay as incorporated in para A of the First Schedule to the Rules ibid alone may be adopted. It may further be added that the revised scales would be admissible to those employees who opt for these in accordance with the extant Rules. Likewise, deductions on account of Provident Fund or Contributory Provident Fund as the case may be will have to be made on the basis of the revised pay w.e.f. the date the employee option to elect the revised pay scales.

2. In case of those categories of employees whose pattern of emoluments structure i.e. pay scales and allowances and conditions of service are not similar to those of the Central Government employees, a separate 'Group of Officers' in respect of each of the Autonomous Bodies may be constituted in the respective Ministry / Department. The financial advisor of the respective Ministry / Department will represent the Ministry of Finance on this Group. The Group would examine the proposals for revision of pay scales etc. taking into account the views, if any, expressed by the staff representatives of the concerned organisations. It would be necessary to ensure that the final package of benefits proposed to be extended to the employees of these Autonomous Organisations etc. is not more beneficial than that admissible to the corresponding categories of the Central Government employees. The final package recommended by the 'Group Officers' will require the concurrence of the Ministry of Finance or the Department of Personnels & Training, as the case may be.

3. The mode of payment of arrears of pay shall be the same as in case of Central Government employees viz. the arrears would be paid in case with the stipulation that where the amount of arrears is less than Rs. 5000/-, it should be paid in one installment and where it is in excess of Rs. 5000/-, plus fifty percent of the balance amount of arrears. The definition of amount shall also be the same as incorporated below Rule 11 in Central Civil Service (Revised Pay) Rules, 1997.

4. The adoption of revised scales of pay based on these orders by Autonomous Organisations, etc. both where the pattern of emoluments structure is identical to the Central Government and where emoluments structure is not similar will be subject to the following conditions as far as budgetary support for additional expenditure is concerned:

   a. 80% of the additionality will be met by the Central Government.
b. 10% of the additionality will be met by the Autonomous Organisation etc. through additional generation of revenue; and
c. balance 10% of the additionality will be managed by the Autonomous Organisation etc. through saving.

4.1 In the case of Autonomous Organisation etc. which have no source of generating revenue, 90% of the additional expenditure will be met by the Central Government.

5. If the additional expenditure cannot be met in accordance with the funding pattern mentioned in paragraph 4 and 4.1 above, each request for funds in excess of the amount worked as per this formula will be examined on merits by the administrative Ministry and sent to this Department for consideration.

(Madhulika P. Sukul)
Director (Pay)

To,
All Ministries/ Departments of the Govt. of India
All Financial Advisers (By Name)

APPENDIX - C
No. 37-104/ 98-TS. II Government of India Ministry of Human Resource Development Department of Education Technical Section II Shastri Bhawan, 'C' Wing, New Delhi-110 001
Dated 14th January, 1999

To
The Director,
School of Planning & Architecture, New Delhi.
The Director,
National Institute of Foundry & Forge Technology, Ranchi.
The Director,
Sant Longowal Institute of Engineering Technology, Jallandhar
The Director,
North Eastern Regional Institute of Science & Technology, Itanagar.
The Principal, Technical Teachers Training Institute, Chennai, Bhopal, Calcutta, Chandigarh

Sub. : Revision of pay scales of teachers in Centrally funded degree level technical institutions following the revision of pay scales of Central Government employees on the recommendation of the Fifth Central Pay Commission.

Sir,
In Continuation of this Ministry's letter of even number dated 9th Oct., 1998, I am directed to say that the matter relating to revision of pay scales of teachers in Centrally funded Degree Level Technical Institutions was further considered by the government and it has been decided to make
Ordinances of Saurashtra University

certain modification in the Scheme already notified by the Government vide this Department’s letter of even number dated 9th Oct., 1998. The modifications made in the existing Scheme are as under:

1. PAY SCALES
   1. The revised scales of pay mentioned in annexure-II of annexure to this Department’s letter dated 9th Oct., 1998 shall be effective from 1.1.1996. Accordingly, Annexure - I of annexure to the letter dated 9th Oct., 1998 may be treated as withdrawn.
   2. The Annexure - III of Annexure to this Department’s letter dated 9th October, 1998 shall be replaced by Appendix to this letter. The revised pay scales for the categories as given in Appendix are applicable only to such posts in technical institutions as are in the existing scales as per the scheme of revision of pay scales as contained in this Ministry’s letter No. F6-1/ 88-T. 5 dated 28th February, 1989 prior to 1.1.1996.
   3. The fixation of pay of Lecturers (Selection Grade) / Assistant Professors in the pre-revised pay scales of Rs. 3700-125-4950-150-5700/- who were selected strictly in accordance with the instructions contained in this Ministry’s letter No. 6-1/ 88-T. 5 dated 28th Feb., 1989 and who were in position as Lecturers (Selection Grade) / Assistant Professor as on 1.1.1996 will be made in a manner that they get their pay fixed at the minimum of Rs. 14940/- in the revised scale of Rs. 12,000-420-18300 as and when they complete 65 years service in the grade.

2. AGE OF SUPERANNUATION
   The age of superannuation of 62 years indicated in para-1 (vi) of Annexure of letter dated 9th Oct., 1998 shall also be applicable to Registrars, Librarians, Physical Education personnel, Controllers of Examinations, Finance Officers and such other employees of the Technical Institutions who are treated at par with the teachers and whose age of superannuation was 60 years.

3. SCHEME FOR PROFESSIONAL DEVELOPMENT INCENTIVES TO LECTURERS
   The AICTE will formulate a Scheme, in consultation with the Government for giving professional development incentives in the form of cash allowance or assistance in kind or both to those Lectures who register for M. Phil. / Ph. D. and whose pursuit of research is considered satisfactory by their guides.

4. OTHER TERMS & CONDITIONS
   The other terms & conditions stipulated in the letter dated 9th Oct.1998 will remain unchanged, except to the extent modified above.

Sd/-
(K. N. Biswas)
Deputy Secretary to the Govt.
of India  Tel. No. : 3387153

Copy to :
1. Principals of all Regional Engineering Colleges
2. Secretaries dealing with Technical Education of all States/ Union Territories.
3. Member Secretary, All India Council for Technical Education, I. G. Sports Complex, I.P. Estate, New Delhi-110 002
4. All Divisional Heads in the Technical Education for taking necessary action.

Sd/-
(K. N. Biswas)
Deputy Secretary to
the Govt. of India

APPENDIX to Department of Education's Letter No. 37-104/ 95-TS.
II
Dated 14th October, 1998
Scales of Pay of Librarians and Physical Education Personnel

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Category</th>
<th>Scale of pay as in ministry of HRD letter no. F.6-1/88 T.5 dated 28-02-1989 (in rupees)</th>
<th>Revised scales of pay w.e.f. 01.01.1996 (in rupees)</th>
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<tbody>
<tr>
<td>FOR UNIVERSITIES</td>
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</tr>
<tr>
<td>1</td>
<td>Librarian / Director of Physical Education</td>
<td>4500-150-5700-200-7300</td>
<td>16400-450-20900-500-22400</td>
</tr>
<tr>
<td>2</td>
<td>Dy. Librarian / Dy. Director of Physical</td>
<td>3700-125-4950-150-5700</td>
<td>12000-420-18300</td>
</tr>
<tr>
<td>3</td>
<td>Asstt. Librarian (Sr. Scale) / Asstt. Documentation Officer / Asstt. Director of Physical education (Sr. Scale)</td>
<td>3000-100-3500-125-5000</td>
<td>10000-325-15200</td>
</tr>
<tr>
<td>4</td>
<td>Asstt. Librarian (Sr. Scale) / Asstt. Documentation Officer / Asstt. Director of Physical education</td>
<td>2200-75-2800-100-4000</td>
<td>8000-275-13500</td>
</tr>
<tr>
<td>FOR COLLEGES</td>
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</tr>
<tr>
<td>5</td>
<td>College Librarian (Sl.Grade) / Director of Physical Education (Sl.Grade)</td>
<td>3700-125-4950-150-5700</td>
<td>12000-420-18300</td>
</tr>
<tr>
<td>6</td>
<td>College Librarian (Sr.Scale) / Director of Physical Education (Sl.Scale)</td>
<td>3000-100-3500-125-5000</td>
<td>10000-325-15200</td>
</tr>
<tr>
<td>7</td>
<td>College Librarian / Director of Physical education</td>
<td>2200-75-2800-100-4000</td>
<td>8000-275-13500</td>
</tr>
</tbody>
</table>

APPENDIX - D
Table D - 1
SCALES OF PAY OF VARIOUS TEACHING POSTS IN THE TECHNICAL EDUCATION SECTOR AT DEGREE LEVEL (existing and revised w.e.f. 01.01.1996)

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Category</th>
<th>Existing pay scale (in rupees)</th>
<th>Revised pay scales (in rupees)</th>
</tr>
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<tr>
<td>1</td>
<td>Lecturer</td>
<td>2200-75-2800-100-4000</td>
<td>8000-275-13500</td>
</tr>
<tr>
<td>2</td>
<td>Assistant Professor</td>
<td>3700-125-4950-150-5700</td>
<td>12000-420-18300</td>
</tr>
<tr>
<td>3</td>
<td>Associate Professor</td>
<td>4500-150-5700-200-6300</td>
<td>16400-450-20000</td>
</tr>
</tbody>
</table>
Revised scale of pay of Associate Professors is for the existing incumbents only, on personal basis. These posts will get abolished as and in the present incumbents vacate their posts. No fresh recruitment shall to this cadre.

### Table D - 2

**SCALES OF PAY OF TEACHING POSTS UNDER CAREER ADVANCEMENT SCHEME IN THE TECHNICAL EDUCATION SECTOR AT DEGREE LEVEL**

(existing and revised with effect from 01.01.1996)

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Category</th>
<th>Existing pay scale (in rupees)</th>
<th>Revised pay scales (in rupees)</th>
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<td>1</td>
<td>Lecturer senior scale</td>
<td>3000-100-3500-125-5000</td>
<td>10000-325-15200</td>
</tr>
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<td>2</td>
<td>Lecturer Selection grade</td>
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<td>12000-420-18300</td>
</tr>
<tr>
<td>3</td>
<td>Assistant Professor</td>
<td>---------</td>
<td>12000-420-18300</td>
</tr>
<tr>
<td>4</td>
<td>Professor</td>
<td>---------</td>
<td>16400-450-20900-500-22400</td>
</tr>
</tbody>
</table>

### Table D - 3

**SCALES OF PAY OF LIBRARIANS AND PHYSICAL EDUCATION PERSONNEL IN DEGREE LEVEL TECHNICAL INSTITUTIONS**

(existing and revised w.e.f. from 01.01.1996)

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Category</th>
<th>Scale of pay as in ministry of HRD letter no. F.6-1/88 T.5 dated 28-02-1989 (in rupees)</th>
<th>Revised scales of pay w.e.f. 01.01.1996 (in rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR UNIVERSITIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Librarian / Director of Physical Education</td>
<td>4500-150-5700-200-7300</td>
<td>16400-450-20900-500-22400</td>
</tr>
<tr>
<td>2</td>
<td>Dy. Librarian / Dy. Director of Physical</td>
<td>3700-125-4950-150-5700</td>
<td>12000-420-18300</td>
</tr>
<tr>
<td>3</td>
<td>Asstt. Librarian (Sr. Scale) / Asstt. Documentation Officer (Sr. Scale) / Asstt. Director of Physical education (Sr. Scale)</td>
<td>3000-100-3500-125-5000</td>
<td>10000-325-15200</td>
</tr>
<tr>
<td>4</td>
<td>Asstt. Librarian / Asstt. Documentation Officer / Asstt. Director of Physical education</td>
<td>2200-75-2800-100-4000</td>
<td>8000-275-13500</td>
</tr>
<tr>
<td>FOR COLLEGES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>College Librarian (Sr. Grade) / Director of Physical Education (Senior scale)</td>
<td>3700-125-4950-150-5700</td>
<td>12000-420-18300</td>
</tr>
<tr>
<td>6</td>
<td>College Librarian (Sr. Scale) / Director of Physical Education (Sr. Scale)</td>
<td>3000-100-3500-125-5000</td>
<td>10000-325-15200</td>
</tr>
<tr>
<td>7</td>
<td>College Librarian / Director of Physical education</td>
<td>2200-75-2800-100-4000</td>
<td>8000-275-13500</td>
</tr>
</tbody>
</table>
**Note**: These scales will be applicable to such Technical Institutions where the scheme as contained in the Ministry of Human Resource Development letter No. F. E-2/ 88- T. 5 dated 28.2.1989 is in operation before in 1.1.1996.

**APPENDIX - E**

**MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR TEACHING POST IN DEGREE LEVEL TECHNICAL INSTITUTIONS ENGINEERING AND TECHNOLOGY DISCIPLINES**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>CADRE</th>
<th>QUALIFICATIONS</th>
<th>EXPERIENCE</th>
<th>QUALIFICATION &amp; EXPERIENCE FOR CANDIDATES FROM INDUSTRIES &amp; PROFESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lecturer</td>
<td>First Class Bachelor's degree in the appropriate branch of Engineering / Technology OR First Class Master's Degree in the appropriate branch of Engineering / Technology</td>
<td>No minimum requirement</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Assistant Professor</td>
<td>Ph. D. degree with the first Class Degree at Bachelor's</td>
<td>3 years experience in teaching/Industry/ Research at the level of Lecturer or equivalent</td>
<td>Candidates from Industry/profession with first class bachelor's degree in the appropriate branch of Engineering/technology or First Class Master's degree in the appropriate branch of Engineering/Technology. AND Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 5 years experience would also be eligible.</td>
</tr>
<tr>
<td>3.</td>
<td>Professor</td>
<td>Ph. D. degree with first class degree at Bachelors or Master's level in the appropriate branch of Engineering / Technology.</td>
<td>10 years experience in teaching/industry/research out of which 5 years must be at the level of Assistant Professor and/or equivalent.</td>
<td>Candidates from Industry/ Profession with Master's degree in Engineering/Technology and with professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 10 years expenses of which</td>
</tr>
</tbody>
</table>
Ordinances of Saurashtra University

4. Director/Principal/Head of Institute

Ph. D. degree with first class degree at Bachelors or Master’s level. In addition the candidate should be an eminent person in the field.

15 years experience in teaching/industry/research out of which 5 years must be at the level of Professor and/or above.

Candidates from Industry/Profession with Master’s degree in Engineering/Technology and with professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 15 years experience of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.

Desirable Administrative experience in a responsible position.

Note:

1. If a class/division is not awarded at B.E. M.E. / Equivalent Degree a minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point system is adopted the CGPA will be converted into equivalent marks as given in Table E-6.

2. If the discipline of Computer Science Engineering / Technology, in lieu of the "First Class degree at Bachelor’s and/ or Master level in the appropriate branch, "a first class Master’s Degree in Computer Science Engineering / Technology together with a First Class Bachelor’s Degree in any area of Engineering Technology will be acceptable.

Table E - 2
MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR TEACHING POST IN DEGREE LEVEL TECHNICAL INSTITUTIONS MASTER OF COMPUTER APPLICATION (M.C.A.) PROGRAMMES

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>CADRE</th>
<th>QUALIFICATIONS</th>
<th>EXPERIENCE</th>
<th>QUALIFICATION &amp; EXPERIENCE FOR CANDIDATES FROM INDUSTRIES &amp; PROFESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lecturer</td>
<td>Lecturer First Class B.E. / Tech. in Computer Science / Engineering/Technology OR First Class M.C.A. degree</td>
<td>No minimum requirement</td>
<td></td>
</tr>
</tbody>
</table>

Table E - 6
<table>
<thead>
<tr>
<th>Ordinances of Saurashtra University</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2. Assistant Professor</strong></td>
</tr>
<tr>
<td><strong>3. Professor</strong></td>
</tr>
<tr>
<td><strong>4. Director/Principal/Head of Institute</strong></td>
</tr>
</tbody>
</table>
Note:
1. For teaching posts in Management courses, if any, qualifications and experience for each category shall be governed by qualification and experience for Management discipline, given in Table E-3.
2. In the discipline of Computer Science/ Engineering/ Technology, in lieu of the "First Class degree at Bachelor's and/or Master Level in the appropriate branch", first class Master's Degree in Computer Science/ Engineering/ Technology together with a First Class Bachelor's Degree in any area of Engineering/ Technology will be acceptable.

Table E - 3
MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR TEACHING POSTS IN DEGREE LEVEL TECHNICAL INSTITUTIONS MANAGEMENT PROGRAMMES

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>CADRE</th>
<th>QUALIFICATIONS</th>
<th>EXPERIENCE</th>
<th>QUALIFICATION &amp; EXPERIENCE FOR CANDIDATES FROM INDUSTRIES &amp; PROFESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lecturer</td>
<td>First Class Master's degree in Business Management/Administration/other relevant management related discipline Ph.D. degree or a fellowship of IIMs ICA or ICWA with First class master's degree in Business Management/Administration/Other relevant management related discipline</td>
<td>No minimum requirement</td>
<td>Candidates from Industry/profession First class Master's degree in Business management/Administration/other relevant management discipline. AND Professional work which is significant and can be recognized at national/international level as equivalent to Ph.D. degree and with 5 years experience in Industry/Profession would also be eligible.</td>
</tr>
<tr>
<td>2.</td>
<td>Assistant Professor</td>
<td></td>
<td>3 years experience in teaching/Industry/Research/Profession.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Professor</td>
<td>Ph. D. degree or a Fellowship of IIMs, ICA or ICWA with First Class Master's degree in Business management/Administration/other relevant management related discipline.</td>
<td>10 years experience in teaching/industry/research out of which 5 years must be at the level of Assistant Professor and/or equivalent.</td>
<td>Candidates from Industry/Profession with First Class Master's degree in Business Management/Administration/other relevant management related discipline. AND Professional work which</td>
</tr>
</tbody>
</table>
### Ordinances of Saurashtra University

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Cadre</th>
<th>Qualifications</th>
<th>Experience</th>
<th>Qualification &amp; Experience for Candidates from Industries &amp; Profession</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lecturer</td>
<td>First Class Master's degree in Appropriate branch of specialization in Pharmacy</td>
<td>No minimum requirement</td>
<td>Candidates from Industry/Profession First Class Master's degree in Pharmacy</td>
</tr>
<tr>
<td>2.</td>
<td>Assistant Professor</td>
<td>Ph.D. degree (with First class degree either at Bachelor's or Master's)</td>
<td>3 years experience in teaching/Industry/Research</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

If a class/division is not awarded at Master's Level, a minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point system is adopted the CGPA will be converted into equivalent marks as given in Table E-6.

**Table E - 4**

MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR TEACHING POST IN DEGREE LEVEL TECHNICAL INSTITUTIONS PHARMACY DISCIPLINE

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Cadre</th>
<th>Qualifications</th>
<th>Experience</th>
<th>Qualification &amp; Experience for Candidates from Industries &amp; Profession</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lecturer</td>
<td>First Class Master's degree in Appropriate branch of specialization in Pharmacy</td>
<td>No minimum requirement</td>
<td>Candidates from Industry/Profession First Class Master's degree in Pharmacy</td>
</tr>
<tr>
<td>2.</td>
<td>Assistant Professor</td>
<td>Ph.D. degree (with First class degree either at Bachelor's or Master's)</td>
<td>3 years experience in teaching/Industry/Research</td>
<td></td>
</tr>
</tbody>
</table>
### Ordinances of Saurashtra University

<table>
<thead>
<tr>
<th>Level</th>
<th>Qualification</th>
<th>Experience</th>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Professor</td>
<td>Ph. D. degree (with first class either at Bachelor's or Master's level) in appropriate branch of specialization in Pharmacy.</td>
<td>10 years experience in teaching/industry/research out of which 5 years must be at the level of Assistant Professor or equivalent.</td>
<td>Candidates from Industry/ Profession with First Class Master's degree in appropriate branch of specialization in Pharmacy. AND Professional work which is significant and can be recognised as equivalent to Ph.D. degree and with 5 years experience would also be eligible.</td>
</tr>
<tr>
<td>4. Director/Principal/Head of Institute</td>
<td>Ph. D. degree (with First Class degree either at Bachelor's or Master's level) in the appropriate branch of specialization in Pharmacy. In addition, the candidate should be an eminent person in the field.</td>
<td>15 years experience in teaching/industry/research out of which 5 years must be at the level of Professor or above in Pharmacy. Desirable Administrative Experience in a responsible position.</td>
<td>Candidates from Industry/ Profession with Ph.D. degree (with First Class degree either at Bachelor's or Master's level) in the appropriate branch of specialization in Pharmacy and with professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 15 years experience of which at least 5 years should be at a Senior Level comparable to that of an Professor would also be eligible. Desirable Administrative experience in a responsible position.</td>
</tr>
</tbody>
</table>

**Note:**
- If a class / division is not awarded at Master's Level a minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point system is adopted the CGPA will be converted into equivalent marks as given in Table E-6.
## Table E - 5
**MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR TEACHING POST IN DEGREE LEVEL TECHNICAL INSTITUTIONS ARCHITECTURE / PLANNING DISCIPLINES**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>CADRE</th>
<th>QUALIFICATIONS</th>
<th>EXPERIENCE</th>
<th>QUALIFICATION &amp; EXPERIENCE FOR CANDIDATES FROM INDUSTRIES &amp; PROFESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lecturer</td>
<td>First Class Master’s/Master’s degree in Appropriate branch of Architecture/Planning.</td>
<td>No minimum requirement</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Assistant Professor</td>
<td>First Class Master’s/Master’s degree in Appropriate branch Architecture/Planning.</td>
<td>5 years experience in teaching/Industry/Research/Profession at the level of Lecturer or equivalent</td>
<td>Candidates from Industry/Profession First Class Bachelor’s/Master’s degree in appropriate branch of Architecture /Planning AND Professional work which is significant and can be recognised as equivalent to Ph.D. degree and with 5 years experience would also be eligible.</td>
</tr>
<tr>
<td>3.</td>
<td>Professor</td>
<td>Master’s degree or equivalent qualification in the appropriate branch of Architecture/Planning. AND Ph.D. degree in an appropriate branch of Architecture/Planning. In lieu of Ph.D. degree published works in referred journals equivalent to Ph.D. may be accepted.</td>
<td>10 years experience in teaching/industry/research out of which 5 years must be at the level of Assistant Professor or equivalent.</td>
<td>Candidates from Industry/Profession with First Class Bachelor’s/Master’s degree in appropriate branch of Architecture/Planning AND Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.</td>
</tr>
<tr>
<td>4.</td>
<td>Director/Principal/Head of Institute</td>
<td>Master’s degree or equivalent qualification in the appropriate branch of Architecture/Planning. AND Ph.D. degree in an appropriate branch of Architecture/Planning. OR</td>
<td>15 years experience in teaching/industry/research out of which 5 years must be at the level of Professor or above in Architecture/Planning Desired</td>
<td>Candidates from Industry/Profession with first Bachelor’s/Master’s degree in the appropriate branch of Architecture /Planning AND Professional work which is significant and can be recognized as equivalent</td>
</tr>
</tbody>
</table>
Published works in referred journals equivalent to Ph.D. In addition to above the candidate should be an eminent person in the field.

Administrative Experience in a responsible position.

to Ph.D. degree and with 15 years experience of which at least 5 years should be at a Senior Level comparable to that of an Professor would also be eligible.

Desirable Administrative experience in a responsible position.

Note:
- **Note**: If a class / division is not awarded at Master's Level, a minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point system is adopted the CGPA will be converted into equivalent marks as given in Table E-6.

### Table E - 6

**MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR TEACHING POST IN HUMANITES AND SCIENCE AT DEGREE LEVEL TECHNICAL INSTITUTIONS**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Cadre</th>
<th>Qualification</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lecturer</td>
<td>Good academic record with at least 55% marks or, an equivalent CGPA 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 Eligibility Test (NET) for Lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.</td>
<td>No minimum requirement.</td>
</tr>
<tr>
<td>2.</td>
<td>Assistant Professor</td>
<td>Good academic record with at least 55% marks or an equivalent CGPA at the Master's level and Ph. D. degree in the relevant subject.</td>
<td>5 years experience in Teaching and /or Research excluding the period spent for obtaining the 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.</td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>at least 55% marks or an equivalent CGPA at the Master's level and Ph. D. degree in the relevant subject (Desirable : Post-Doctoral work in appropriate branch of Humanities &amp; Sciences).</td>
<td>10 years experience of which at least 5 years should be at a Senior level comparable to that of a Assistant Professor in Postgraduate teaching, and / or experience in research at the University/ National level institution including experience of guiding research at Doctoral level.</td>
</tr>
</tbody>
</table>

Note: if the grade point system is adopted the CGPA will be converted into
equivalent marks as given below. Percentage equivalent of Grade Points for a TEN POINT scale is given below:

<table>
<thead>
<tr>
<th>TEN POINT SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADE POINT</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>6.25</td>
</tr>
<tr>
<td>6.75</td>
</tr>
<tr>
<td>7.25</td>
</tr>
<tr>
<td>7.75</td>
</tr>
<tr>
<td>8.25</td>
</tr>
</tbody>
</table>

Table E - 8
MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR POSTS IN DEGREE LEVEL TECHNICAL INSTITUTIONS DIRECTOR PHYSICAL EDUCATION, DY DIRECTOR PHYSICAL EDUCATION AND ASSISTANT DIRECTOR PHYSICAL EDUCATION

a. University:
Assistant Director of Physical Education and Sports/ College DPEs (Lecturer - scale)

i. A Master’s degree in Physical Education (two year course) or Master’s degree in Sports or an equivalent degree with at least 55% of the marks or its equivalent C.G.P.A. and consistently good academic record.

ii. Record of having represented the university/ college at the interuniversity / inter-collegiate competitions or the State in national championships.

iii. Passed the physical fitness test.

iv. Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.

b. University:
Assistant DPEs / College DPEs (Senior-scale)

i. Should have completed 6 years of service as University Assistant DPEs / College DPEs with a benefit of 2 years for Ph.D. and one year for M. Phil. Degree holder.

ii. Passed the physical fitness test.

iii. Should have attended at least one orientation course and one refresher course of about 3 to 4 weeks’ duration each with proper and well-defined evaluation procedure (exemption from one refresher course is granted to Ph.D. degree holders).

c. University: Assistant DPEs/ College DPEs (Selection-Grade)

i. Completed 5 years of service as University Assistant DPE/ college DPE in the senior-scale

ii. Has attended at least 2 refresher courses of about 3-4 weeks’ duration with proper and well-defined evaluation procedure after placement in the scale of Rs. 3000-5000.
iii. Shown evidence of having produced good teams / athletes and of having organized and conducted coaching camps of at least 2 weeks' duration.
iv. Passed the physical fitness test.
v. Consistently good appraisal report.

d. University Deputy DPEs (Assistant Professor Scale)
i. Ph.D. in Physical Education. Candidates from outside the university system, in addition, shall also possess at least 55% of the marks of an equivalent C.G.P.A. at the Master's Degree level.

ii. Five years' experience as University Assistant DPEs / College DPEs, with a benefit of two years and one year for Ph.D. and M. Phil. Degree holders.

iii. Evidence of organizing competitions and conducting camps of at least 2 weeks' duration.

iv. Evidence of having produced good performance teams/ athletes for competitions like state / national/ inter-university/ combined university, etc.

v. Passed the physical fitness test.

vi. Consistently good appraisal reports.

UNIVERSITY DPEs

i. Ph.D. in physical education.

ii. Experience of at least 10 years as University Deputy or 15 years as University Assistant DPEs/ College DPEs (selection grade).

iii. Participation in at least 2 national/ international seminars/ conferences.

iv. Consistently good appraisal reports.

v. Evidence of organizing competitions and conducting camps of at least 2 weeks' duration.

vi. Evidence of having produced good performance teams/ athletes for competitions like state / national/ inter-university/ combined university, etc.

Table - 7

MINIMUM QUALIFICATIONS AND EXPERIENCE PRESCRIBED FOR POSTS IN DEGREE LEVEL TECHNICAL INSTITUTIONS

LIBRARIAN, DY. LIBRARIANS AND ASSTT. LIBRARIAN

I. LIBRARIAN (UNIVERSITY)

i. Master's degree in Library Science / Information Science/ documentation with at least 55% of the marks of its equivalent C.G.P.A. and consistently good academic record;

ii. At least 13 years as a Deputy Librarian in a university library or 18 years' experience as a College Librarian;

iii. Evidence of innovative library service and Organisation of published work.

Desirable

M. Phil. / Ph. D. degree in Library Science / Information Science/ Documentation/ Archives and Manuscript - keeping.
II. DEPUTY LIBRARIAN

i. Master’s degree in Library Science/ Information Science/ Documentation with at least 55% of the marks of its equivalent C.G.P.A. and consistently good academic record;

ii. Five years’ experience as an Assistant University Librarian/ College Librarian;

iii. Evidence of innovative library services, published work and professional commitment, computerisation of library.

iv. **Desirable**

M. Phil. / Ph. D. degree in Library Science / Information Science / Documentation / Archives and Manuscript - keeping, computerisation of library.

III. FOR THE POSTS OF ASSISTANT UNIVERSITY LIBRARIAN/ COLLEGE LIBRARIAN/ DOCUMENTATION OFFICER

**Minimum Qualification**

i. Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC.

ii. Master’s degree in Library Science / Information Science/ Documentation or an equivalent professional degree with at least 55% of the marks or its equivalent C.G.P.A. and consistently good academic record, computerisation of library.

**APPENDIX - F**

**JOB RESPONSIBILITIES OF TEACHERS**

(DEGREE LEVEL TECHNICAL INSTITUTIONS)

<table>
<thead>
<tr>
<th>ACADEMIC EXTENSION</th>
<th>RES. &amp; CONSULTANCY</th>
<th>ADMINISTRATION</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Room Instruction</td>
<td>Research &amp; Development Activities &amp; Research Guidance</td>
<td>Academic and administrative management of the institution.</td>
<td>Extension services</td>
</tr>
<tr>
<td>Laboratory Instruction</td>
<td>Industry sponsored projects</td>
<td>Policy Planning, Monitoring &amp; Evaluation and promotional activities both at Departmental and institutional level</td>
<td>Interaction with Industry and Society</td>
</tr>
<tr>
<td>Curriculum Development</td>
<td>Providing Consultancy and Testing Services</td>
<td>Design and Development of new programmes</td>
<td>Participation in Community Services</td>
</tr>
<tr>
<td>Developing learning resource material &amp; Laboratory Development</td>
<td>Promotion of Industry institution interaction and R &amp; D</td>
<td>Preparing project proposals for funding in areas of R &amp; D work laboratory development, modernization, expansion etc.</td>
<td>Providing R &amp; D support and consultancy services to Industry and others user agencies.</td>
</tr>
<tr>
<td>Students Assessment &amp;</td>
<td>Administration both at Department &amp;</td>
<td></td>
<td>Promotion of non-formal</td>
</tr>
<tr>
<td>Evaluation including examination work of University Participation in the Co-curricular &amp; Extra Curricular Activities.</td>
<td>Institutional Levels Development, Administration and Management of institutional facilities</td>
<td>modes of education for the benefit of the community. Promotion of entrepreneurship and job creation.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Students, Guidance &amp; Counselling &amp; helping their personal ethical moral and overall character development.</td>
<td>Monitoring and Evaluation of academic and research activities.</td>
<td>Dissemination of Knowledge.</td>
<td></td>
</tr>
<tr>
<td>Continuing education activities</td>
<td>Participation in policy planning at the regional, National level for development of technical education.</td>
<td>Providing technical in areas of social relevance.</td>
<td></td>
</tr>
<tr>
<td>Keeping abreast of new knowledge and skills help generate new knowledge and help discrimination of such knowledge through books publications, seminars, etc.</td>
<td>Helping mobilization of resources for the institution. Develop, update and maintain MIS Plan and implement staff development activities. Maintain accountability.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self development through upgrading qualification, experience &amp; Professional activities.</td>
<td>Appraisal conduct performance.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ORDINANCE -203**

Notwithstanding anything contained in Ordinance 145,145-B,146,95,96 and in any other rules, Ordinance or Statutes(related to
Faculty of Technology including Engineering, Architecture and incase of Pharmacy(Faculty of Medicine) the same will be changed as per the Government of Gujarat’s resolution No.TEM/1202/197/ D dt. 5-4-2003 with effect from 5-4-2003 ( Government resolution dated 5-4-2003 is annexed herewith) and the same will be deemed amended as and when it is amended by the Government of Gujarat.

ORDINANCE -204
Notwithstanding anything contained in Ordinance 145,145-B,146,95,96 and in any other rules, Ordinance or Statutes(related to Faculty of Arts, Commerce, Science, Education and Law) the same will be changed as per the Government of Gujarat’s resolution No. NGC/1103/631/Kh dt. 8-4-2003 with effect from 8-4-2003 ( Government resolution dated 8-4-2003 is annexed herewith) and the same will be deemed amended as and when it is amended by the Government of Gujarat.

ORDINANCE FOR Ph.D.
O.Ph.D. 1 :
1. This Ordinance will come with effect from 1-7-2006.
2. There shall be Research Degree Committee (R.D.C.) in each subject in order to ensure and promote quality research. The Committee shall comprise of the following members :
   a. The Pro-Vice-Chancellor-Chairman
   b. Dean of the concerned Faculty.
   c. The Head of the University Department in the subject.  
      (In case, there is no department the Chairman of the concerned Board of Studies would be the member).
   d. Chairman of the Board of study of the concerned subject.
   e. Subject Expert : An eminent scholar with established research credentials, at least of the rank of the University Professor with five years experience as the Professor, to be nominated by the Vice-Chancellor for a term of 3 years from a panel of subject experts from outside the University prepared by the concerned department. In case there is no department, the Chairman of the Board of study of the concerned subject shall submit the list.
3. Head of University Department OR Chairman of the board of study of the concerned subject as the case may be will Co-ordinate a meeting of R.D.C.
4. The quorum would be at least three of the five members of which the presence of the external expert will be compulsory.
5. As regards the age of the members of the committee, the rules of the university would be applicable.
6.(a) R.D.C. would meet Compulsory in September and April of each Academic year and the student who like to register himself/herself as a Ph.D student may apply for the registration before 28th February and 31st July
of concern Academic year. The R.D.C. will consider the research proposals of the research scholars who would defend their synopsis in terms of objectives, review of literature, relevant bibliography, hypothesis, methodology and the prospective contribution of the work.

(b) The synopsis of the proposed work should be sent to the external expert in advance.

(c) The decision of RDC about registration would be final and if any dispute the matter refer to the Vice-Chancellor.

(d) The Change in the Title will be possible with the approval of R.D.C. The guide shall also be invited to the RDC meeting. The candidates would be informed about the meeting, date, time and place well in advance by the concerned department.

(e) All the changes suggested by the RDC regarding the title and chapterization should be accommodated and the revised proposal should be submitted to the same or next RDC, depending on the nature of changes for approval. In exceptional circumstance, if the subject expert nominated by the Vice-Chancellor is unable to attend the meeting in a term the Vice-Chancellor can nominate another member from the panel.

O.Ph.D. 2:
Eligibility for Registration
A candidate desirous of doing Ph.D. must be a post-graduate in the concerned subject with at least 50% or B+ This rule shall not be applied to the teachers who are already working in the affiliated colleges of Saurashtra University.

O.Ph.D. 3:
No candidate shall be permitted to appear for the Ph.D. Degree in a Faculty different from the one in which he obtained his Master’s Degree or M.D. Degree in the Faculty of medicine.

O.Ph.D. 4:
Eligibility for Guide ship:
The prospective guides would apply to the University for recognition as Ph.D. guide, subject to the approval of the subject expert. The candidate for the guide ship would be eligible for application

(a) if he/she is a P.G. recognised teacher of the University with a Ph.D. degree.
And
(b) He/she should have at least four years of teaching experience at the P.G. Level after PG Recognition Or Eight years of U.G. experience.
And
(c) At least five research publications in recognized standard, National/International Journal in relevant subject.

Notwithstanding anything contained above (O.Ph.D.-4) for the Faculty of Medicine a teacher to be recognized for the Ph.D. degree shall have not less than 15 years teaching and research experience after his/her post-graduate qualifications and shall have not less than 10 years post-graduate teaching experience.

The guide ship should be approved by the subject expert. Regarding the research publications, the opinion of the subject expert would be considered as final in deciding the guide ship. The research publications would be sent to the subject expert member for his/her written opinion in advance. And his/her report placed before the university bodies (board of university teachings and Syndicate) and The Vice Chancellor for his approval.

(2) A Teachers recognized as a guide by the University, In case of his/her transfer to some other University, would be able to guide the candidate registered under him/her before the date of the transfer. However, on being transferred to the university again, he/she will have to apply for guide ship again.

(3) Teachers to be recognised for Ph.D. Degree shall be granted recognition in the first instance for a period of 5 years on the following conditions.

(a) At least one student should be registered under such a teacher within a period of one year from the date of recognition. At least one thesis of student registered under such a teacher shall be submitted to the University within a period of 5 years from the date of registration. In case these conditions are not observed, the recognition as the guide would be cancelled.

(b) The Syndicate, may at any time on the recommendation of the Board of University Teaching, withdraw the recognition of a recognised teacher.

O.Ph.D. 5:
Registration of Inter-disciplinary Subject/Topic for Ph.D. level Research.

(1) There shall be only one Research Degree committee. (R.D.C.) that would be called by the department in subject the candidate holds P.G. degree. The R.D.C. would consist of the members as mentioned in O.Ph.D. 1(2) with the only difference that the external experts would be from both the related subjects. Moreover, the subjects experts for the R.D.C. and the experts for careening the proposal would be different.

(2) A research proposal relating to inter-disciplinary topics submitted for registration must contain the specific names of
the subjects with which the proposed research problem is connected. The proposal must be submitted through a supervisor who has been approved by the university for guiding Ph.D. level research in any of the subjects covered in the interdisciplinary research problem/topic. The experts would be give their opinion on the merit of the proposal and competence of the student and the guide as well. The panel of expert with specialization should be prepared and submitted to the Vice-Chancellor by the convenor of the R.D.C.

(3) The Vice-Chancellor shall seek the opinion of two or more external experts (depending on the number of the subjects covered in the interdisciplinary research topic), other than the supervisor, for the academic viability of the proposal. In case, expert’s opinions differ, the Vice-Chancellor may refer the proposal to other expert/experts for opinion and the opinion of the experts shall be submitted to the Vice-Chancellor and decision of the Vice Chancellor should be final.

(4) In case, these experts suggest some modification, the candidate shall be asked to revise the proposal accordingly and resubmit the same to the University. The Vice-Chancellor shall permit the revised proposal with recommendation of the supervisor within two months. In such a case the other expert/experts shall belong to the same category and the disciplines as the original experts who gave negative report.

(5) The panel of experts (at least two from each discipline) for this purpose shall include, approved supervisors having Ph.D. degree as minimum qualification in the concerned subjects/disciplines with five years experience in the area of inter-disciplinary research.

(6) A co-guide may be appointed if necessary by R.D.C. Inter-Disciplinary research shall be guided by one Principal Guide and Co-Guide from other discipline to which the principal guide does not belong. The provision of co-guide is optional and not compulsory. The co-guide will have to provide his/her brief bi-data to the guide duly signed by the authority where he/she works without fail. A research student in the subject requiring laboratory must work for 100 days in the concerned laboratory.

O.Ph.D. 6:
A candidate before being registered for the degree of the Doctor of Philosophy, shall be required to satisfy, the guiding teacher, at an interview held for the purpose, that he/she possesses adequate general knowledge to pursue research work successfully the course in his/her special field of study.

O.Ph.D. 7:
Monitoring the Research Work:
The candidate should submit detailed progress report to the university at the end of every term duly approved by guide. Only after the Guide's approval regarding the satisfactory progress of the work, the candidate would be allowed to continue his/her research in the next term.

**O.Ph.D. 8:**
It shall not be obligatory for a candidate registered for Ph.D. Degree to reside in the same town where his teacher resides or work, unless the research work of the candidate concerned involves laboratory and/or field work. Notwithstanding anything contained in the foregone provisions, the Vice-Chancellor can permit a candidate for the Ph.D. Degree, working as a teacher in an affiliated college or a recognized institution or a University Department to do his research work at his own college or institution or department, as the case may be, even if his research guide does not stay or work in the same town.

**O.Ph.D. 9:**
A candidate will not be permitted to submit a thesis for which a Degree has been conferred on him/her in this or in any other University.

**O.Ph.D. 10:**
**TIME-LIMIT FOR SUBMISSION OF THESIS:**

1. A candidate will work for at least four terms before submitting synopsis of the thesis. A research student, who has submitted synopsis of his/her thesis will submit his/her thesis within one year. If he fail to submit within the aforesaid period he/she shall pay a fresh fee for examination. However, no resubmission of the synopsis would be needed in such cases.

2. The candidate will submit the thesis in four copies of the thesis and CD in pdf format along with the abstract. The minimum time limit for submission would be 2 years and maximum 7 years. The candidate will have to pay fee for all the terms of his/her tenure of research.

3. After seven years of stipulated registration, if a candidate applies for extension of time-limit for submission of thesis, the Vice-Chancellor would consider such cases in special circumstances. A candidate while applying for extension must specify that within which time-limit he/she would be able to submit his/her thesis. He/she will have to pay fees per term for extended period.

4. Each candidate will state with certificate by the supervisor that the work is based on the discovery of new facts by the candidate or of new relations of facts observed by others and the way the work contributes to the general advancement of knowledge.

**O.Ph.D. 11:**
Before submitting the thesis, the candidate shall forward to the Registrar through his guide a statement giving title and a synopsis of thesis along with a fee prescribed by the University time to time. The copies of the synopsis may be submitted after completion of four terms in an adequate number (depending on the number of members of the Board of Studies concerned). However, the Ph.D. candidate after completing terms under a recognized teacher shall be at liberty to submit his/her thesis independently. In case the guide under whom he/she has worked leaves the University or is unavailable for this purpose, another internal referee shall be appointed for this purpose by the Vice-Chancellor.

O.Ph.D. 12:
The Venue of viva-voce examination will be at the concerned University Department. In case if there is no university department, the venue will be decided by the university. The viva-voce examination will be arranged in public and the notice for the same would be issued by the co-ordinator.

O.Ph.D. 13:
Every thesis shall be examined by three (one internal and two external referees) referees to be appointed in the manner indicated below.

(1) The guide would suggest to the Board of study, and Academic Council, a panel of six referees, preferably 3 from outside the State. However, no referee should be from the Saurashtra University area. The referees should be Ph.D. and recognized Guides of the concerned University. The Vice-Chancellor will select two external referees from the panel submitted to him. Also he would appoint the external referee for Viva in the same. In case of refusal by an external referee, the Vice-Chancellor, shall appoint another referee.

(2) After appointment of the referees, the Registrar shall forward a copy of the thesis to each of them. In the event of difference of opinion between any of the referees, the Vice-Chancellor would consider the reports of all the external referees would appoint another external referee for this purpose. One external referee and guide shall conduct viva-voce examination, the candidate shall be reexamined after a period of not less than three months. The candidates shall not be declared eligible for the degree unless all the examiners unanimously declare him/her eligible for the degree.

O.Ph.D. 14:
If a full-time teacher of the University desires to work for the Ph.D. Degree in a subject for which there is no Guide
recognized for guiding Ph.D. students in the University, he/she can suggest his/her guide for guidance from outside the University area and submit his/her name for the approval of the R.D.C. at the time of seeking registration. On approval of the name of the guide by R.D.C. the candidate shall be enrolled as post-graduate student for the Ph.D. degree.

**O.Ph.D. 15 :**
For highly specialized courses if an eminent scholar work in a research institute, he may be recognized by the Vice-Chancellor in the same and interdisciplinary subject.

**O.Ph.D. 16**
A work that has been rejected may be resubmitted after revision, subject to the payment of the evaluation and term fee. A thesis required to be revised should be resubmitted within not more than two years, failing which the candidate will be required to go in for re-registration. The revised thesis would be sent to the same referees. However, in the event of refusal of the original referee another referee may be appointed.

**O.Ph.D. 17 :**
**LIMIT ON NUMBER OF STUDENTS FOR GUIDANCE**
A Guide for Ph.D. Degree shall not at any one time guide more than four Ph.D. students. However Associate Professor and Professor of the University department shall be allowed to enroll not more than six and eight students respectively.

**O.Ph.D. 18 :**
If any other matter pertaining to O.Ph.D. the Vice-Chancellor can decide as per his discretion, in the larger interest of the academic values.

**O.Ph.D. 19**
Fee structure decided by the University and any change in fee structure from time to time would be applicable. With effect of these amended ordinances, previous Ph.D. ordinances 74 to 80 and existing O.Ph.D. 1 to 17 as well as P.G. rules 31 to 38 are also repealed.

**Annexure**
Candidate submitting thesis for the university degree are required to follow the rules noted below regarding the size, style and binding of thesis. Only in special cases in which the Heads of Institutions are satisfied, it will not be possible to comply with the requirements of these rules.

1. Every candidate shall submit four copies for his/her thesis.
2. the copies shall be bound in accordance with the following specifications. Please follow these guidelines to format thesis.
   1. Please send your thesis in MS Word (6.0 version or more) format and/or it in PDF copy.
2. Save your thesis using a file name in the pattern “Author.doc” where author is the surname of the author.

3. Use A4 size paper (210 by 297 mm.) Please select A4 size for the PDF also.

4. Provide title in Times New Roman, 14 point along with author/s name/s and required details.

5. Use arial font, 12 point for the main text, in single column. Paragraph heading and subheadings have to be displayed properly (in bold).

6. Please set the margins as follows.
   - Top: 1 inch
   - Bottom: 1 inch
   - Left: 1.5 inch
   - Right: 1 inch

7. Please page numbers at the bottom of each page, centered on the width.

8. set everything justified.

9. Print figures and tables interspersed with text and place them as near the point of mention as possible. Please add descriptors to tables and figures.

10. Use International SI (System of units). If other units are used, provide approximate conversion, factors for SI units.

11. If the thesis is in Gujarati or any other language, use True Type Font (TTF)
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### Election to the authorities by ballot
- Notice
- Procedure
- Result
- Scrutiny and counting of votes
- Voting papers

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### Election to the senate by donor
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- Deposit
- Electoral roll
- Nomination
- Notice
- Polling place
- Result
- Scrutiny
- Voting paper
- Withdrawal of nomination and candidature

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### Election to the senate by head master
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- Deposit
- Electoral roll
- Nomination
- Notice
- Polling place
- Result
- Scrutiny

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