

Ordinances

अध्यादेश

GAUTAM BUDDHA UNIVERSITY

AMENDED ORDINANCES

(Approved by 11th BOM)

1. School of Studies (Refer Statues 12 (1, 2 a))

- i. The University shall have Schools of Studies, which shall consist of various Departments or/and Centre of Studies.
- ii. Departments/ Centre of Studies shall be created by the Board of Management from time to time.
- iii. The University will offer 'Academic Programmes' at various levels as decided by Board of Management with flexible learning options such as modular learning, lateral entries, cross-registration of courses of studies across schools, credit-based evaluation system, dual-degree programmes, collaborative programmes with universities and institutes in India and abroad and other concurrent learning of values adding skills as the Board of Management may decide.
- iv. The University shall follow rules and regulations, pay-scales & other benefits for faculty and staff at par with national level institutes of higher learning as approved by Board of Management from time to time.

1.1 The following School of Studies and the Centers of Excellence / Departments are proposed to be established in the University by the committee of Deans of the University by the approval of Honorable Vice Chancellor:

1. **School of Management**
 - (i) Department of Business Management
2. **School of Information & Communication Technology**
 - (i) Department of Computer Science & Engineering
 - (ii) Department of Electronics & Communication Engineering
3. **School of Law, Justice & Governance**
 - (i) Department of Law & Justice
4. **School of Vocational Studies and Applied Sciences**
 - (i) Department of Vocational Studies
 - (ii) Department of Applied Sciences
 - (iii) Department of Environmental Science
5. **School of Biotechnology**
 - (i) Department of Biotechnology

6. **School of Engineering**
- (i) Department of Civil Engineering
 - (ii) Department of Architecture & Regional Planning
 - (iii) Department of Electrical Engineering
 - (iv) Department of Mechanical Engineering
 - (v) Department of Industrial Engineering & Management

7. **School of Buddhist Studies & Civilization**

- (i) Department of Applied Buddhist Studies

8. **School of Humanities & Social Sciences**

- (i) Department of Social Science
- (ii) Department of Language, Literature & Culture

1.2 **The Dean of the School:**

Powers and duties:

- (i) The various Deans of Schools shall be appointed by the Vice-Chancellor from amongst the Professors of the Schools. When the office of the Dean is vacant or when the Dean is by the reason of illness or absence or any other cause, unable to perform the duties of his office, the duties of the office will be performed by the person appointed by the Vice-Chancellor for this purpose.
- (ii) If there is no faculty member at the level of Professor available in a School of studies the Vice-Chancellor may appoint an Associate Professor as Dean (I/C) to carry out the usual responsibilities of the Dean.
- (iii) The Dean, as the case may be, shall be the chair person of the School of Studies and shall be responsible for the conduct and standards of teaching and research in the School.

1.3 **Board of School of Studies:**

Every School shall have a "Board of Studies" which shall be constituted by the Dean of concerned School of Studies from time to time with the approval of Vice-Chancellor. The Board shall consists of :

- (i) Dean of concerned School
- (ii) Heads of the Departments/Centers of Studies of concerned School
- (iii) One Professor, One Associate Professor & One Assistant Professor of each Department/School of studies of the concerned School in order of seniority for a period of one year on rotation basis.

The Dean may also invite two other experts who may either be faculty members from other Schools of Studies of Gautam Buddha University or from the Institutes of higher learning/ Universities in India or abroad having specific knowledge in related subject/area.

1.4 Deans Co-ordinating University level activities

- (i) In order to co-ordinate the various activities at University level the following Deans shall be appointed
 - (a) Dean Academics
 - (b) Dean Planning & Research
 - (c) Dean Student affairs
- (ii). Co-ordinating Deans shall be appointed by the Vice-Chancellor in such manner to exercise such powers and perform such duties as may be laid down in the Ordinances.
Provided that when the office of the Dean is vacant or when the Dean is by reason of illness or absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (iii) The Dean shall be the Professor of any School of Studies and shall be responsible for the coordinating the concerned activities at University level. He shall have such other functions as may be laid down in the Ordinances or assigned by the Vice-Chancellor from time to time. If considered necessary, the Vice-Chancellor may exercise his administrative prerogative to appoint an Associate Professors of the University as a Dean (I/C).
- (iv) The Vice-Chancellor may also appoint an Associate Dean from amongst the Associate Professors of the University to assist a Dean in carrying out his responsibilities.
- (v) The Dean, shall have the right to be present and to speak at any meeting of a board or committee of the University or School as the case may be, but not the right to vote thereat unless he is a member thereof.

2. Academic Council (Refer statutes- Statute 11)

The Academic Council shall be constituted as per the provisions of clause 19 (1) of Act and shall perform the duties as per the provisions of clause 11 of statutes. The council should consist of the following:-

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|-------|---|-----|----------|
| (i) | Vice-Chancellor | ... | Chairman |
| (ii) | Dean of all Schools & Activities | ... | Member |
| (iii) | One Prof. other than Dean from each School rotated among the various Departments/Center of Studies of the School on the basis of seniority. | ... | Member |
| (iv) | Four Experts (not below the rank of a Professor) from other national Institutes of higher learning/Universities/ | ... | Member |

National Laboratories or from Industry to be nominated
by the Vice-Chancellor for a period of two years.
(v) Registrar ... Secretary

3. Teachers of the University

3.1 Teachers of the University shall be of the following categories:

- i. Appointed Teachers of the University .
- ii. Recognized Teachers of the University.
- iii. Adjunct Faculty of the University.

3.2 Appointed teachers of the University shall be whole time faculty members of the University, paid by the University and appointed by the Selection Committee of the University or directly by the Board of Management/Vice-Chancellor under special mode of appointment statutes 20(1).

3.3 Appointed teachers of the University who shall be full time faculty members should be placed in following caders:-

- i. Professor
- ii. Associate Professor
- iii. Assistant Professor
- iv. Research Associate/Faculty Associate

Pay scale of the above shall be decided by the Board of Management.

(statutes 10(2) (ii).

3.4 Recognized Teachers of the University shall be the members of the faculty of National Level Institutes of higher learning/ Universities in India or abroad willing to contribute in research and teaching at Gautam Buddha University. The working period of the recognized Teachers of University and other terms and conditions of their engagement shall be decided by Board of Management from time to time.

3.5 Adjunct Faculty of the University shall be the experts from Industry in India or abroad willing to contribute in research and teaching at Gautam Buddha University. The working period of the Adjunct Faculty of University and other terms and conditions of their engagement shall be decided by Board of Management from time to time.

4. Selection Committee: (Refer Statutes 19)

Selection Committee for filling the post of Professor, Associate Professor and Assistant Professor shall be constituted according to the clause 19(1) & (2) of statutes in the manner laid down below:

- 4.1 The Selection Committee for the appointment of Professor, Associate Professor, Assistant Professor shall consist of the following:
- (i) Vice Chancellor of the University, who shall be the Chair Person;
 - (ii) Dean of School of Studies concerned;
 - (iii) - (v) Three Subject Experts to be nominated by the Vice chancellor, from the list of experts approved by the Board of Management (at least two of them should be present at the time of selection);
 - (vi) Head of the concerned Department/Centre of Studies holding a post not below the rank for which the selection is being made ;
 - (vii) -(viii) Two Members of Board of Management. (at least one should be present at the time of selection.)
- 4.2 Selection Committee for the appointment of Research Associate shall consist of:
- (i) Dean of the School or a nominee of Vice-Chancellor, who shall be the Chair Person;
 - (ii) Head of the concerned Department;
 - (iii) Two Faculty Members from Schools of the University

Selections for the faculty position mentioned in 4.1 & 4.2 above will not become unconstitutional / invalid, if the number of experts attending the meeting of selection committee is more than the required number.

The Faculty member can also be appointed under special mode of appointment as per the provisions of clause 20(1) of Statutes of the University.

- 4.3 The selection committee for the appointment of Non Academic Staff shall be constituted by the Vice-Chancellor as and when it is required and in the manner he considers proper.

5. ACADEMIC PROGRAMMES

- 5.1 Application form for admission to various courses offered by the University shall be as prescribed by the 'Academic Council' of the University from time to time.
- 5.2 All courses of study leading to award of respective Degrees/Diplomas shall be conducted by the Schools/Departments/Centres established by the University.
- 5.3 **ELIGIBILITY FOR ADMISSION:**
The eligibility criteria for admission to various courses offered by the University in each year shall be as approved by the Dean of concerned School or any other body authorized for the purpose.
- 5.4 **COURSES OF STUDY AND FRAMING OF THE SYLLABI:**
The courses in a subject of study shall be designed by the concerned faculty members of School, which shall be approved by Board of Studies of the concerned School.

5.5 EVALUATION OF ACADEMIC PERFORMANCE

- i. The University follows the system of continuous assessment of academic performance of students.
- ii. Mid-semester and End-semester examinations will normally form two compulsory components of performance evaluation in a course. In addition, the course coordinator may take into account the following components for evaluation:
 - a. Quizzes (announced or unannounced)
 - b. Project assignments
 - c. Class presentations or term papers
 - d. Oral examination including hands-on projects/ exercises
 - e. Class participation
 - f. Any other relevant segment
- iii. The weightage for mid-semester and end-semester tests will be 25% and 50% respectively; the distribution of the remaining 25% will be decided by the Course Coordinator.
- iv. Notwithstanding anything stated above, evaluation scheme of the distribution of 25% (which is decided by the course coordinator) each course will be as per guidelines approved by Board of Studies of the concerned School from time to time.

5.6 GRADING SYSTEM

The grade awarded to a student in any particular course will be based on his/her cumulative performance in all components of assessment as decided by the Course Coordinator. The letter grades that can be awarded and their equivalent grade points are listed below:

Range of Marks	Letter Grade	Points
≥80	Ex	10
65-79	A	8
50-64	B	6
35-49	C	4
<35	F	2

Following points need to be kept in mind while assigning grades.

- i. The Course Coordinator will ensure that Grades awarded in a course largely fit the Normal Distribution.
- ii. The student will be required to clear the subject(s) in which he/she has got 'F' grades, as back paper(s) in subsequent semester(s).
- iii. Back paper would be of 75 marks and will include the weightage of both Mid-Semester & End-Semester Examinations.
- iv. For the student of final semester who obtains 'F' grade in any of the subjects, a special examination may be conducted after the completion of the Semester/Year.

- v. If a student fails to appear in mid-semester or end-semester or practical examinations, his/her result will be declared 'Incomplete'. In such cases, the student will have to repeat the course in Summer Semester, as decided by the competent authority.

5.7 RULE FOR COMPUTING SGPA/CGPA

The Semester Grade Point Average (SGPA) will be calculated by computing the sum of grade points in respective courses multiplied by their respective credits and dividing it by the total credits for all courses in that Semester.

Similarly, Cumulative Grade Point Average (CGPA) will be calculated at the end of each Semester as a composite index of academic performance of the student up to that stage in the programme.

5.8 REQUIREMENTS FOR PROMOTION TO THE NEXT SEMESTER

- (i) A student will be promoted to next Semester within one academic year provided he/she has cleared the courses equal to the forty percent (40%) of the total credits offered in that semester. If the forty percent (40%) of the total credits fall in decimal points, the next whole number will be considered for fulfilling such requirement.
- (ii) A student will be promoted to next academic year provided he/she obtains a minimum of 4.00 CGPA at the end of respective year.
- (iii) The student will be required to clear the subject(s) in which he/she has got 'F' grades, as back paper(s) in subsequent semester.

In case the student has been promoted to next semester/year before announcement of results for the previous semester/year all such promotions will be provisional and subject to meeting the above mentioned criteria for promotion.

5.9 EXAMINATION

- a. The schedule for mid-semester and end-semester examinations will be announced by the Examination Section.
- b. The dates for other components of evaluation will be decided by the Course Coordinators of the respective courses.
- c. The detailed Examination Guidelines are given below:

Examination Guidelines

- i. All students must occupy their respective seats as per the seating plan. Any student found shuffling the seating arrangement, or not occupying his/her seat at the scheduled commencement time for the examination may be disallowed from the examination.
- ii. Door of the Examination Hall will be closed five minutes before the commencement of the examination and the late comers will be allowed after 15 minutes from the time of reporting.

- iii. Students must put their signatures and the serial number(s) of the answer books/ supplementary sheets on the attendance sheet.
- iv. Students are not permitted to use pencils for writing answers in examinations.
- v. Students are not permitted to carry any of their mobile phones/bags/folders/notes into the examination hall. All such material, other than those specified by the course coordinator to the Programme/Examination office, must be kept in the separate room near the examination halls, before the start of the examination.
- vi. No answers books(s) or question paper(s) will be issued to any student as long as he/she is in possession of any book/ notes/ bags etc. however, with the permission of the course coordinator concerned, prescribed books are allowed to be brought in for an open book examination. Bringing any other book(s) (for open book examination) will also be considered as adopting unfair means.
- vii. Ordinarily no student would be permitted to temporarily leave the examination hall while the examination is in progress. Permission to temporarily leave the hall may be granted in exceptional circumstances.
- viii. No student shall be permitted temporary absence from the examination hall during the first 45 minutes of an examination.
- ix. No student shall be permitted temporary absence from the examination hall during the last 15 minutes of an examination.
- x. Not more than one student shall be permitted temporary absence from the examination hall at any given time.
- xi. The period of temporary absence from the hall must be recorded in the sheet provided in the examination hall and must not exceed 5 minutes.
- xii. Any student finishing the examination early and leaving the examination room early must leave the Examination Hall immediately. Silence must be maintained when arriving for or leaving from an examination hall.
- xiii. When the examination is in progress, if any student is found discussing anything with another student, either in or outside the examination hall, the same will also be treated as adopting unfair means. Strict vigilance and random checking will be done in this regard, and severe punishment will be imposed whenever a student is found to be violating these regulations.
- xiv. Exchange of calculators, mathematical and other tables, charts etc., is not permitted during examinations.
- xv. Course coordinators/Invigilators have been authorized to summarily disqualify any student who is found to violate any of these instructions of resorting to any unfair means.
- xvi. Use of unfair means in examinations will be treated as a serious disciplinary offence and the student will be debarred from writing the exam and would have to repeat the course in the following academic year. Such a student will not be eligible for promotion/placement/award of degree until successful completion of the examination in the following academic year. If the

same student is found to be using unfair means in examination again, the student's registration in the programme shall be terminated and the student will be expelled from the programme.

- xvii. Copying, or collaborating in copying, in a Quiz/assignment/project will be treated as a disciplinary offence. The penalty for such an offence will be decided by the concerned Course Coordinator in consultation with the Dean of the concerned School.
- xviii. Under no circumstances, the answer books are to be taken out of the classrooms/examination halls. Handling in the answer books will be the sole responsibility of the student.
- xix. There will not be any compensatory examination on account of absence from mid-semester and end-semester examinations on any ground.
- xx. The concerned faculty members will show evaluated Assignments/Project Reports/Quizzes to the students directly or through Programme Office. Clarification on evaluation of examinations can be directly sought from the faculty concerned. Requests for re-evaluation of answer books are strictly prohibited. Requests for seeing evaluated answer books shall not be entertained after one full semester has elapsed since the examination and in no case after the Convocation.

5.10 RE-EXAMINATION (BACK PAPER)

- i. Students who have obtained a 'F' grade in a particular course will have to appear for re-examination.
- ii. Back paper would be of 75 marks and would include the weightage of both Mid-semester & End semester exams.
- iii. Examination Section will make the necessary arrangements for conducting re-examinations.
- iv. Re-examination fees is Rs. 1000/- for each exam.
- v. Normally, there will be no make-up arrangements for quizzes, presentations, other tests, etc. However, a Course Coordinator may decide to have make-up arrangements for missed quizzes, presentations and tests. The Course Coordinator's decision will be final in this matter.
- vi. There will be no provision for re-examination in case of Summer Project report.

5.11 ATTENDANCE IN CLASS

- i. In all such courses where a student's attendance is below 75% after completion of the course, his/her result will be declared incomplete in these courses.
- ii. In such cases the student will have to repeat the course in summer semester with due payment of necessary fee as decided by the competent body/authority from time to time.
- iii. In case, due to some reasons, the course, in which a student gets his/her result as incomplete is not offered, the student will be suggested to take a related course of equivalent credit(s).

- iv. Attendance is compulsory in all courses and 100% attendance is desired. However maximum 25% relaxation can be given in case of any unforeseen emergency. Course coordinator may assign suitable weightage to class attendance in the evaluation scheme of the course. Course coordinator may also take into account unauthorized absence, while evaluating the performance in a course.
- v. In specific circumstances the attendance requirement for appearing in the End-Semester examination may further be relaxed by additional 15% on 'Special Grounds'. Such relaxation will be granted by the Vice-Chancellor on specific recommendation of the Dean of the concerned School.
- vi. Detailed Guidelines for marking attendance in Class are given below:

Guidelines for Marking Attendance in a Class

- a. Attendance will be taken for every session whether it is lecture or tutorial class of any kind prescribed in the University time table.
- b. Coming late to the University and reporting late to the class is a serious breach of discipline. Students will not be permitted to leave or come late to the class under any pretext such as paying fees or library transaction, etc. Time fixed for such purposes during office hours must be adhered strictly. In any case, no student is allowed to leave the classroom without permission of the teacher.
- c. No student(s) shall in any manner prevent any other student or students from attending his/her/ their classes or doing his/her/ their lawful duty.
- d. Exemption from attending classes will not be granted except for emergencies.
- e. No student shall be absent without prior application for leave.
- f. If a student absents himself/herself from the classes for more than three days, the parent/guardian must write an explanatory letter giving reasons. If leave of absence is sought on grounds of sickness, medical certificate is necessary. This procedure should be adopted for absence from classes of even less than three days if it happens during the University Examinations.
- g. Indifference to studies shall be considered violation of order and discipline. Absence from the tests, examinations, non-submission of exercise/assignment in time and coming late to the classes without valid reasons, shall be considered indifference to studies.
- h. Late entry in the class is not permitted. In case the faculty concerned does allow the student to enter in the class, no attendance will be credited.
- i. If a student is continuously absent from the University for more than 10 days without notifying the Dean of the concerned School, his/her name will be struck off the rolls of the University.

5.12 READMISSION

A student may be allowed for re-admission with the next available batch provided he/she satisfies one of the following conditions:

- He/she is declared fail.
- He/she is promoted with carry over subjects and he/she opted for readmission.

Readmission Rules

- Readmission in a class-year shall be allowed only once and a student shall not be allowed for readmission in more than two class years during the entire program.
- Maximum years that can be spent in a programme are $n+2$ years, where n represents the normal programme duration.
- On readmission the Roll number of the student will remain the same and every Roll number will carry with it the year of admission.
- Student failing to earn yearly qualifying CGPA after taking readmission in any year shall be dropped out of the program.

5.13 INTERNATIONAL EXCHANGE PROGRAMME: CREDIT REQUIREMENT

Under the International Exchange programme the students who take up studies in foreign University/Institute for some specified period will have to do equivalent credit courses as in GBU for that period. The courses to be taken up by the students will be decided by GBU authorities in consultation with its counterpart in foreign University/Institute and the students will be required to do these courses, compulsorily. Normal conversion criteria as applicable will be used for converting the Credits from foreign University to GBU. In case, due to any reason, the number of courses taken up at foreign University/Institute are less than the credits to be done at GBU for the specified period, the student will have to take up project/guided courses at GBU, after return, to make up for the difference, under the supervision of faculty member as decided by the Dean of the concerned School.

Marks/grades obtained by a student in foreign University/Institute will not be considered for CGPA calculation at GBU. However, the student will have to clear/pass all the courses taken-up in the foreign University/Institute as per the norms of foreign University/Institute.

5.14 FEE STRUCTURE

Fee structure for various programmes will be decided by the Vice-Chancellor on recommendation of Deans Committee from time to time.

5.15 LATE REGISTRATION/ LATE FEE

- i. The Dean of concerned School may allow a student to register for a programme within seven days of the prescribed Date of Registration with prior permission, with late fee of Rs. 1000. However, if no prior permission is taken, the amount of late fee will be doubled.
- ii. The Dean of concerned School may allow a student to deposit his/her fee within seven days of the prescribed Date of Registration with prior permission, with late fee of Rs. 1000.

5.16 REFUND OF FEE

If a student leaves the course before completion, he/she will get refund of fee as follows:

i. Voluntary withdrawal from the programme (applicable at the start of the programme)

- If a student decides to leave within three weeks of the start of the programme, fee amount paid (excluding registration) will be refunded after deduction of 20% of total fee.
- No refund will be made, under any circumstances, after three weeks from the date of registration except the refundable part of the fee.
- The Hostel charges will be refunded after deducting the amount calculated on pro rata basis

ii. Withdrawal from the programme due to academic failure or any other reasons

If a student, on the basis of failure to meet the conditions for promotion to next Year or due to some emergent conditions, is not able to continue in the programme but has already paid fee for the ongoing academic year, refund policy will be as under:

- Full fee paid for the academic year will be refunded.
- Caution money deposit will be refunded after the student has submitted 'No Dues' certificate from all concerned departments.
- The Hostel charges will be refunded after deducting the amount calculated on pro rata basis.

6. Research (for Ph.D Programme)

(For Research Associate: Research Associate is a full time faculty member of Gautam Buddha University involved in teaching and research. He/She will be required to apply for registration for Ph.D. in Gautam Buddha University within six months of joining his/her assignment).

6.1 At the time of registration for Ph.D. programme, a candidate should possess a Post Graduate Degree in any discipline awarded by an University/Institution established by law and should have secured at least 55% marks (50% marks in case of SC/ST candidates) and a good academic record.

6.2 A Research Associate shall apply for the registration for Ph.D. programme on the prescribed format along with a 'Research Proposal' on the topic of research.

6.3 The suggested format of Research Proposal is as follows:

- a. Introduction
- b. Review of Literature
- c. Objectives of the Study
- d. Research Methodology
- e. Proposed Chapter Scheme
- f. Bibliography & References
- g. Any other information, which the candidate considers important in context of his research work.

6.4 A candidate shall normally be permitted to register for Ph.D in his area of specialization. However, the Gautam Buddha University encourages research in multi-disciplinary areas and a candidate can also register for Ph.D and conduct research in multi disciplinary areas provided

that he/she displays the necessary competence to conduct such research as recommended by his/her supervisor(s) and approved by the Research Degree Committee of concerned School.

6.5 A candidate whose application is received for the registration in the research degree programme shall be registered from the date of approval of Research Degree Committee or any prior date (not exceeding six months) as approved by the Research Degree Committee.

6.6 The Research Degree Committee of the School shall be constituted by the Dean of the School of Studies concerned from time to time with the approval of the Vice-Chancellor.

6.7 The Research Degree Committee will consist of :

- (i) Dean of School Concerned
- (ii) Supervisor(s)
- (iii) Head of the concerned Department/Centre of Studies
- (iv) Two Experts in subject area(s) either from Gautam Buddha University or from other National level Institutes/Universities or Industries.

6.8 Meeting of Research Degree Committee shall be held as and when considered necessary by the Dean of concerned School of Studies (but not later than two months of the date of application of the candidate).

6.9 On the basis of the content of a research proposal and its presentation by the candidate the Research Degree Committee may:

- (a) Approve the Research Proposal as it is submitted or
- (b) Approve the Research Proposal subject to some changes to be incorporated within stipulated time or
- (c) Ask the candidate to resubmit the fresh Research Proposal

If the research proposal falls in category (b), the candidate will incorporate the desired changes and submit the proposal duly approved by the supervisor(s) to the School Research Committee (SRC) to ensure that the necessary changes have been incorporated within the stipulated time, failing which the fresh proposal will be submitted in the next RDC. The registration date in such cases will be decided by School Research Committee.

If the research proposal falls in category (c), the candidate will resubmit the fresh proposal within 6 months.

A candidate will get only two chances for defending the Research Proposal before the RDC. After that the candidate, with prior approval of the competent authority, may however be permitted to reregister in the Ph.D. programme.

6.10 The SRC of the School of Studies concerned will be constituted by the Dean of School concerned, with the approval of Vice-Chancellor.

- 6.11 The SRC will consist of
- (i) Dean of School Concerned
 - (ii) Head of Deptt. /Centre concerned
 - (iii) A subject expert from other School/An Institute of Excellence
 - (iv) Supervisor(s)
- 6.12 The progress of the Research work shall be evaluated by the supervisor(s) from time to time. Research Seminars may be conducted to ascertain the progress of work.
- 6.13 The duration for submission of Ph. D. thesis shall not be less than two years from the date of approval of the proposal by the Research Degree Committee. This can however, be relaxed by six months by the Vice Chancellor on specific recommendation(s) of Research Supervisor(s) and Dean of the School concerned. The maximum period for completion of research work and submission of thesis shall be five years. The Vice Chancellor may, however grant an extension for submission of thesis upto one year under specific circumstances on the recommendation(s) of the Research Supervisor(s) and Dean of the School concerned.
- 6.14 After the research is completed, the candidate shall be required to submit four printed or type written copies of thesis along with four copies of the summary. The medium of expression of every thesis shall be English. However, when the subject matter relates to or is based on a language other than English, it may be written in the relevant language as approved by the Research Degree Committee.
- 6.15 The thesis shall be accompanied by a certificate from the supervisor(s) stating that the thesis embodies originally research conducted by the candidate under his/their supervision for the specified period.
- 6.16 The supervisor(s) concern will submit a panel of three experts, which may be modified by Dean of concerned school, if necessary. The Dean of School would forward names of not more than five experts to the Vice-Chancellor. The Vice-Chancellor will finally select the names of three experts who are serving or have served in National level Institutes/Universities. After receiving positive comments from at least two experts, the Dean of School concerned shall arrange the viva-voce examination which will be conducted by one of the thesis examiners as approved by the Vice-Chancellor. After final approval of thesis in viva-voce, the candidate shall be eligible for award of degree of Ph.D. by the University after its due approval from competent authority/bodies.
- 6.17 In exceptional circumstances a candidate may be allowed to change the supervisor(s) by the Vice-Chancellor on the recommendation of Dean of School concerned with the proper justification for the change.

- 6.18 A faculty of the Gautam Buddha University who holds Ph.D. degree and is working at the level of Assistant Professor or above can act as research supervisor in his/her area of expertise. Moreover, if required, an external supervisor from institutions of repute may also be taken with prior approval of the competent authority.
- 6.19 Notwithstanding anything contained in above ordinances, the Vice-Chancellor shall be authorized to take suitable decision on any academic or administrative matter in consultation with the Dean(s) concerned in the interest of University as and when required.

7. Ph.D. (for industry professionals & faculty working in recognized institutions)

A candidate who has two years teaching and/or research experience in National Institutes of higher learning/ Universities/ Central Laboratories or two years experience in R&D of an industry at an appropriate level may also apply for Ph.D. programme as per provision of clause (6.1) of this Ordinance. They will however be required to complete the course work of at least 08 credits (which includes attending classes, seminar, project, presentation etc.) or more as decided by Dean of school concerned on the recommendation of the Head of the concerned department/Centre and supervisor(s) concerned. He / She will be required to produce the evidence that his/her organization has given the consent to provide sufficient facilities and time for completing the course work and conducting the research. These candidates shall follow the norms as mentioned in this Ordinance and/or guidelines issued by the Dean of concerned School with the approval of Competent Authority. The fee for such programmes shall be prescribed by the University from time to time. **There shall be no refund of fee for such programmes.**

8. JRF/SRF/University Scholar

The candidates who have qualified for the scholarship of UGC-CSIR as JRF/SRF/or for University scholarship/fellowship shall also be eligible for registration for Ph.D. in Gautam Buddha University as full time Research Scholars and will be required to complete their research work for Ph.D. within specified duration of scholarship. They shall also be required to complete the necessary course work for 12 credits or more as decided by Dean of school concerned on the recommendation of the Head of the concerned department/Centre and supervisor(s) concerned. The research students shall be required to assist in tutorial/laboratories and any other academic work as decided by the concerned Head of the Department /Centre of studies. The provisions under Clause 6 and its sub clauses shall be applicable to these candidates also and any other relevant research related provisions prescribed by the University from time to time shall also be applicable. Fees of such programme shall be prescribed by the University from time to time.

9. Special Provision:

Any employee serving at Gautam Buddha University who possesses two years experience at appropriate level may be permitted to register for Ph.D. The duration of any higher qualification acquired after the post graduate degree which contains some research component shall be counted towards such experience. Besides, the employee should also be fulfilling the eligibility requirement mentioned in clause (6.1) of this ordinance. Such candidate may also be assigned course work upto 08 credits (which includes attending classes, seminar, project, presentation etc.) or more as decided by Dean of school concerned on the recommendation of the Head of the concerned department/Centre and supervisor(s) concerned. They shall conduct their research as per provisions under Clause 6 and any other relevant research provisions which may be prescribed by the University from time to time. There shall be no fee(s) payable by such candidates.

10. Fees Payable by the Students (Refer Statues 29(1), Act 26(f))

- 10.1 Students admitted to various courses of the studies shall pay the fees as laid down by the University from time to time.
- 10.2 Fees shall be remitted in the bank or any other authorized place as decided and notified by the University from time to time.
- 10.3 If a student does not pay the fees on time, a fine shall be levied as prescribed by the University.
- 10.4 **Refund of fees, Security Deposits etc. :** Security deposit or caution money are refundable, to the student on his/her leaving the University, after deducting all dues, fines and other claims against him/her.

11. Research Fellows Scholarships/Prizes, Medals (Refer Statues 27(1))

- 11.1 Merit-cum-Means Scholarship, Free-ships, National Prizes and Certificates of Merit shall be awarded to the students according to the rules laid down by the Academic Council from time to time.
- 11.2 Scholarships and Free-ships are liable to be with-drawn, partially or wholly, in case of misconduct, deliberate concealment of material facts and/or supply of false information.
- 11.3 No students will be entitles to receive two scholarships from any source simultaneously.
- 11.4 Scholarships will not be paid after the month a student completes all the prescribed courses.

12. Convocation for Conferring Degrees: (Refer Statues 33(1))

- 12.1 Convocation for the purpose of conferring degrees shall be held at Gautam Buddha University Campus, on such date as the Chancellor may fix.
- 12.2 Provided that in case the convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorize admission of successful candidates in the year to their respective degrees in-absentia and authorize the Registrar to issue the degrees on payment of prescribed fee.

- 12.3 Special Convocation for conferring degrees may also be held on such date as may be fixed by the Chancellor, on the recommendation of Vice-Chancellor.
- 12.4 At the Annual Convocation the Vice-Chancellor shall present a report of the year's work in the University.
- 12.5 The Procedure to be followed at the Convocation shall be laid down by the University.

13. Halls of Residence/Hostels (Refer Act 26 (g))

- 13.1 Gautam Buddha University is a Residential University and, therefore, all registered students shall reside in Hall/Hostel assigned to him/her. If accommodation is not available in the University premises students are required to make their own arrangements.
- 13.2 For each Hall/Hostel of Residence Warden(s) shall be appointed. The Warden in-Charge of a Hall/Hostel shall be responsible for managing the Hall efficiently.
- 13.3 Every student residing in a Hall shall join the Hall/Hostel Mess. However the Warden in-Charge may exempt an individual student from Hall/Hostel Mess on medical grounds for a specified period.
- 13.4 Every resident shall be personally responsible for the safe up-keep of the furniture and other items supplied to the resident and will be charged for any damage or loss caused by design or negligence during the occupancy of the Hall/Hostel.
- 13.5 Residents shall respect the right of each individual to express his/her ideas, pursue his/her interests and follow the style of life most meaningful to him/her. However, party based political campaigning is strictly prohibited.
- 13.6 Use of liquor, drugs, weapons or any other intoxicants in the Hall of Residence or within the University premises is strictly prohibited.
- 13.7 Every resident shall comply with all the Rules and Regulation of the Hall/Hostel as may be in force from time to time. The Warden in-charge shall take necessary action against the defaulters.
- 13.8 The students shall follow all other Rules & Regulations framed by the competent authority from time to time.

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LEAVE RULES

14. Kinds of Leave Admissible:

The following kind of leaves would be admissible to all employees of the University:

(I)	Leave treated as duty	Casual leave Special Casual leave Duty leave
(II)	Leave earned by duty	Earned leave Half pay leave Commututed leave
(III)	Leave not earned by duty	Extraordinary leave Leave not due
(IV)	Leave not debited to leave account a. Leave for academic pursuits:	Study Leave Sabbatical Leave
	b. Leave on grounds of health:	Maternity leave Quarantine leave

Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empowered to grant it without assigning any reason(s), if that authority considers such action to be in the interest of the University.

14.1 Casual Leave :

- (I) Casual leave is not earned by duty. Total casual leave granted to all employees shall not exceed a period specified by the Board of Management from time to time.
- (II) Casual leave cannot be combined with any other kind of leave except special causal leave. Holidays or Sundays falling within the period of casual leave shall be included or not should be decided by the competent authority of the University.

14.2 Special Casual Leave :

- (I) Special casual leave not exceeding ten days in a calendar year may be granted to all faculty members of the University :
 - (a) to conduct examination of a University, Public Service Commission, Board of Examination or other similar bodies/institutes;
 - (b) to inspect academic institutions attached to a Statutory Board etc;

Note: In computing the ten (10) days leave admissible, the days of actual journey, if any, to and from the places where such conference/activity takes place, will be excluded.

- (ii) In addition, special casual 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 (6) working days.
 - (b) to a female employee who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 (fourteen) days.
- (iii) Special casual leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

Note: Special Casual leave can also be sanctioned to the faculty members of the University, only after the special recommendation of the Vice Chancellor.

14.3 Duty Leave :

- (i) Duty leave may be granted only to the Faculty members of the University:-
 - (a) attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University;
 - (b) delivering lectures in Institutions and Universities at the invitation of such Institutions or Universities received by this University and accepted by the Vice Chancellor;
 - (c) working in another Indian or Foreign University, any other agency, Institution or Organization when so deputed by the University, or for performing any other duty for the University;
 - (d) participating in a delegation or working on a Committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other Academic body, and
 - (e) for performing any other duty for the University.
- (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 faculty member receive a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she 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.

14.4 Vacations:

All the faculty members shall be entitled for vacations of eight weeks. However, if they are retained in the vacations for the development work of the University by the competent authority they will be granted earned leave as per the specified rules.

14.5 Earned Leave :

- (i) Earned leave admissible to all employee, shall be:
 - (a). 1/30 of actual service including vacation; plus
 - (b). 1/3rd of the period, if any, during which she/he is required to perform duty during vacation.
 - (c). 1/3rd of curtailed vacation of two (2) weeks.

Note: For the purpose of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

- (ii) Earned leave at the credit of all employee 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.

Note:

- (i) When employee combines vacation with earned leave the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
- (ii) In cases where only a portion of the leave is spent outside India, the grant of leave in 20 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

14.6 Half Pay Leave :

Half Pay Leave admissible to all employee shall be 20 days for each completed year of service. Such leave may be granted on medical certificate, private affairs or for academic purposes.

Half pay leave shall not be granted to employee for availing a Fellowship, or any Visiting assignment with honorarium or stipend or salary either in India or Abroad.

Note: A "Completed year of service" means continuous service of specified duration under the University and includes periods spent on duty as well as leave including extraordinary leave.

14.7 Commututed Leave :

Commututed leave not exceeding half the amount of half pay leave due may be granted on medical certificate to permanent employee subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
- (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 unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

14.8 Extraordinary Leave :

- (i) All employees may be granted extraordinary leave: when no other leave is admissible. Employee applies in writing for the grant of extraordinary leave.

Extraordinary 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 employees, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his/her credit;

- (ii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three (3) years, except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five year in the full service tenure of the individual employee.
- (iii) The authority empowered to grant leave may commute retrospectively period of absence without leave into extraordinary leave.

Note I:

- (i) Ordinarily EOL of 6 months or more be not permitted unless the employee has put in at least 2 years of service in the University.
- (ii) Employees may be sanctioned Extraordinary Leave not exceeding one year for every 5 years of service put in by him/her. This may be relaxed in the case of those who are awarded Fellowships to go abroad for a specified period.
- (iii) No employee may be sanctioned more than 2 years of leave (all kinds of leave put together at a time).

Note II:

- (i) The Dean of School of Studies decided that extraordinary leave granted to the faculty of the Department who selected for award of Commonwealth Scholarship/Fellowship, Fulbright Scholarship/Fellowship U.G.C. Career Award, U.G.C., Research Scientist Award and U.G.C., Fellowship will count for increments.

14.9 Leave Not Due:

- (i) Leave not due may, at the discretion of the Vice Chancellor, be granted to the employee 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, employees will return to duty on the expiry of the leave and earn the leave granted.

14.10 Study Leave:

- (i) Study leave' may be granted only to the faculty members of the University (other than a Professor of the University) after a minimum of 2 years continuous service in the University, to pursue a special line of study or research directly related to her/his work in the University, or to make a special study of the various aspects of the University Organization and methods of education giving full plan of work".

The paid period of 'Study Leave' should be for three (3) years, but two (2) years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide.

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 all employees on the date of the application; and
- b. there is no break in service.

- (ii) Study Leave shall be granted on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three (3) years.
 - (iii) Study leave shall not be granted to a teacher who is due to retire within five (5) 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 (5) years.
 - (v) The amount of scholarship, fellowship or other financial assistance that a faculty member, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship 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 living for a family in the country in which the study is to be undertaken. In the case of an Indian Fellowship, which exceeds the salary of all the employees, the salary would be forfeited.
 - (vi) Subjected 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. The faculty member, 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.
 - (vii) 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 had not proceeded on study leave. No all employees shall however, be eligible to receive arrears of increments.
 - (viii) 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.
 - (ix) 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.
- (x) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.
 - (xi) The faculty member shall submit to the Registrar, six monthly reports of progress in his/her studies from 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.

14.11 Sabbatical Leave:

(i) Permanent, whole-time faculty member of the university who have completed five years of service as Assistant Professor/ Associate Professor 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 employee's return from previous study leave or any other kind of training programme.

(iv) A teacher shall, during the period of sabbatical leave, be allowed full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

(v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He/She may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Academic Council may, if it so desired, 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 contribution, 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.

Note-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.

14.12 Maternity Leave

(I) Maternity leave on full pay may be granted to a woman employee for a period specified by Government and approved by Board of Management from time to time, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

(II) Maternity leave may be combined with earned leave, half pay leave 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.

14.13 Paternity Leave:

Paternity leave of 15 days may be granted to male employee of the University during the confinement of their wives, provided, the limit is up to two (2) CHILDREN.

15 General Conditions

(I) Leave - how earned:

Leave is earned by duty only. The period spent in Foreign Service counts as duty if contribution towards leave salary is paid for such period.

(II) Right to leave:

(a) Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empowered to grant it without assigning any reason(s), if that authority considers such action to be in the interest of the University.

(b) No leave shall be granted to the employee whom a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to a employee when he is under suspension.

(III) Maximum period of absence from duty on leave:

a. No employees shall be granted leave of any kind for a continuous period exceeding five years.

b. Where employee does not resume duty after remaining on leave for a continuous period of five years or where the employee after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period which together with the period of leave granted to him exceeds five years.

(IV) Application for leave:

Leave should always be applied for in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.

(V) Commencement and termination of leave:

a. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day when the employee resumes his duty.

b. Sundays and other recognized holidays may be prefixed and/or suffixed to leave with the permission of the authority competent to sanction the leave, vacation may be combined with leave.

(VI) Leave on medical grounds to be supported by medical certificate:

The employee who applies for leave on medical grounds shall support his application with a medical certificate from an authorized medical officer of the University or where no such Medical Officer has been appointed, from a Registered Medical Practitioner. The authority competent to sanction leave may, however, require the applicant to appear before a Medical Board. Leave or extension of leave on medical certificate shall not be granted beyond the date on which the employee is pronounced by a Medical Officer or Board to be permanently incapacitated for further service.

(VII) Rejoining duty on return from leave on medical grounds:

No employee who has been granted leave (other than Casual Leave) on medical certificate shall be allowed to return to duty without producing a medical certificate of fitness.

(VIII) Employment during leave:

A employees on leave shall not, without the written permission of the University, engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached; but this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service

Commission, Board of Education or similar Bodies/Institutions or to any literary work or publication or radio or extension lectures or with the permission of the Vice Chancellor, to any other academic work.

(ix) Conversion of one kind of leave to another:

- a. At the request of the employee concerned, the University may convert retrospectively any kind of leave including extraordinary leave into a leave of different kind which was admissible to him at the time of the leave was originally taken; but he cannot claim such conversion as a matter of right.
- b. If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered as the case may be.

(x) Increment during leave:

If increment of pay falls during any leave other than casual leave, special casual leave, duty leave, or sabbatical leave, the effect of increase of pay will be given from the date the employee's resumes duty without prejudice to the normal date of his increment, except in those cases where the leave does not count for increment.

(xi) Authorities empowered to sanction leave:

The authorities specified in column (2) of the table below are empowered to sanction leave. Before sanctioning the leave, the sanctioning authority shall ensure that the leave asked for is admissible and is at the credit of the all employees concerned.

<u>Kinds of leave</u>	<u>Sanctioning authority</u>	<u>Extent of power</u>
(i) Casual Leave and Special Casual Leave to:		
Deans of Schools	Vice Chancellor	Full
Heads of Department/Centres	Dean of the School	Full
All other employees In Academics	Head of Departments	Full
All other employees	Registrar	Full
II) Duty leave.	Vice Chancellor	Up to 30 days
III) Earned Leave, Half Pay Leave, Commututed Leave , Maternity Leave to:		
Deans of Schools	Vice Chancellor	Full
Faculty Members	Vice-Chancellor	Full
All other employees	Registrar	Full
IV) E.O.L.	Vice-Chancellor	Up to 90 days
V) Leave not due & Quarantine leave	Vice-Chancellor	Full
(xii) Leave salary:		

(xii) Leave salary:
The employee who has granted casual leave or special casual leave is not treated as absent from duty and his pay is not intermitted. During duty leave and sabbatical leave, employee will draw pay under the provisions of Ordinances.

Employees Conduct Rules

16. (a) **Short Title:** These rules may called the Gautam Buddha University conduct Rules.

(b) **Application:** The Provision contained in this schedule shall apply to all employees of the University.

17. Definition

(I) In this schedule unless the context otherwise requires:

- a. "Competent authority" means:
- b. "Board of Governors" in the case of Vice Chancellor
- c. Vice-Chancellor in the case of all other employees

(II) "Employees" means a person appointed to the Service and posts in connection with the affairs of the University.

(III) "Members of the family" in relation to an employee include.

- a. The wife, son, step-son, unmarried daughter or unmarried step-daughter of such employees, whether residing with him or not and, in relation to an employee who is a women, the husband residing with her and dependent on her, and
- b. Any other person related whether by blood or by marriage to the employee or to such employee's wife or her husband, and wholly dependent on such employee, but does not include as wife or husband legally separated from the employee or a son, step-son, unmarried daughter or unmarried step-daughter who is no longer in any way dependent upon him or her, or of whose custody, the employee has been deprived by law.

(IV) "Services" means the services under the University

18. General

- (i) Every employee shall at all times maintain absolute Integrity and devotion to duty, and also strict honest and Impartial in his official dealings.
- (ii) An employee should at all times be courteous in his dealings with other members of the staff, students and members of public.
- (iii) Unless and otherwise stated specifically in the terms of appointment, every employee is the whole-time employee of the university, and may be called upon to perform such duties as may be assigned to him by competent authority, beyond schedule working hour and also on close holidays and sundays. These duties shall interalia include attendance at meetings of the committees to which he may be appointed by the university.
- (iv) An employee shall be required to observe the schedule hours of work, during which he must be present at the place of his duty.
- (v) Except for the valid reasons and/or unforeseen contingencies, no employees shall be absent from duty without prior permission.
- (vi) No employee shall leave station except with the prior permission of competent authority even during leave or vacation.

(vii) Whenever leaving the station, an employee shall inform the head of the department to which he is attached, or registrar if he is himself the head of the department, he shall inform his leave address where he would be available during the period of his absence from the station.

19. Equal Treatment for all

Every employee shall accord equal treatment to people irrespective of their caste, creed or religion.

20. Taking Part in Subversive Activities:

- (i) No employee shall be a member of, or be otherwise associated with, any organization which takes part or subscribe in aid of or assisting in any manner, any movement or organization which he is or tends directly or indirectly to be, subversive of the Government as by law established.
- (ii) It shall be the duty of every employee to endeavor to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends, directly or indirectly to be, subversive of the Government as by law established and where an employee fails to prevent a member of his family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect the Vice Chancellor of the University, for the purpose of these rules, the University will prepare and notify a list of movements organizations or activities considered to be subversive. If any question arises whether any movement or activity falls within the scope of rule the decision of Board of Governors thereon shall be final.
- (iii) Within the campus of the University no employee shall canvass or otherwise interfere or use his influence in connection with, an election to any legislature or local bodies.

Provided that:

- (i) An employee qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of manner in which he proposes to vote or voted;
- (ii) An employee shall not be deemed to have contravened the provision of this rule by reason only that he assists in the conduct of an election in due performance of a duty imposed on him by or under any law for time being in force.

Explanation:

This display by an employee on his personal vehicle or residence, of any electoral symbol shall amount to using his influence in connection with an election within the meaning two of this sub-rule.

21. Demonstration and Strikes

No employee shall engage himself or shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to the conditions of service.

22. Joining of Association by Employees

No employee shall join or continue to be a member of any service Association of employee.

- (i) which has not, within a period of one month from its formation, obtained the recognition of Board of Governors, or
- (ii) recognition in respect of which has been refused or withdrawn by the Board of Governors

23. Connection with Press or Radio

- (i) No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in editing or managing of any newspaper or other periodical publication.
- (ii) No employee shall, except with the previous sanction of the competent authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character

24. Criticism of the University

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

- (i) Which has the effect of any adverse criticism of any decision of his superior officers, or of any current or recent policy or action of the University, or
- (ii) Which is capable of embarrassing the relations between the University and Uttar Pradesh Government and Central Government or the Government of any other state or any other institution or organization or member of public, or
- (iii) Which is capable of embarrassing the relations between central government and government of any foreign state

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

25. Evidence before Committee or any other Authority

- (i) Save as provided in sub-rule (3) below no employee shall, except with the previous sanction of the competent authority give evidence in connection with any enquiry by any person, committee or authority.
- (ii) Where any sanction has been accorded under sub-rule.
- (iii) No employee giving such evidence shall exercise the policy or any action of the University, the central government or the state government.
- (iv) Nothing in rule shall apply to -
 - a. Evidence given at an enquiry before an authority appointed by the University, by the Central Government, by the state legislature or by the parliament or
 - b. Evidence given in any judicial enquiry.

26. Unauthorized communication of Information

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in the good faith of the duties assigned to him, communicate, directly or indirectly any official document or information to any person to whom he is not authorized to communicate such document or information.

27. Subscription:

Any employee may, with the previous sanction of the competent authority ask for, or accept participate in raising of, a subscription or other pecuniary assistance for a charitable purpose connected with medical relief, education or other objects of public utility, but it shall not be permissible for him to ask for subscription etc. for any other purpose whatsoever.

ILLUSTRATION:

Any employee may, with the previous sanction of the competent authority, raise subscription for the boring of a tube well for the use of public or for construction or repair of the public ghat.

28. Gifts

An employee shall not with the previous approval of the competent authority:

- (a) accept directly or indirectly on his own behalf or on behalf of any other person, or
- (b) Permit any member of his family, who is dependent on him to accept any gifts, gratuity or reward from any person other than close relation.

Provided that he may accept or permit any member of his family to accept from a personal friend a wedding present or a present on a ceremonial occasion of a value not exceeding to Rs. 101/- . Employee shall, however use their best endeavour to discourage even the tender of such present.

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No employee shall, except with the previous sanction of the competent authority receive any complimentary or valedictory address, or accept any testimonial or attend any meeting or public entertainment held in his honour, or in the honour of any other employee. Provided that nothing in this rule shall apply to a farewell entertainment of a substantially private or informal character and held in honour of an employee on the occasion of his retirement or transfer or of any other person who has recently quitted services of the university.

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No employee shall, except with the previous sanction of the competent authority, engage directly or indirectly in any trade or business or undertake any employment.

Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature of occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer and that he informs the Registrar of the University within one month of his undertaking, such a work, but he shall undertaken, or shall discontinue such work if so directed by the competent authority.

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The employees shall, except with the previous sanction of the competent authority, take part in the registration, promotion or management of any bank or other company registered under the Indian Companies Act, 1913 or under any law for the time being in force.

Provided that an employee may take part in the registration, promotion or management of the co-operative society registered under the co-operative societies act (Act II of 1912), or any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act 1960(Act xxi of 1860), or under any corresponding law in force. Act, 1912 (Act II of 1912) or under any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1960 (Act xxi of 1860), or under corresponding law in force.

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No employee shall except with previous sanction of the competent authority, act as an insurance agent or permit his wife or any other relative who is either wholly dependent on him or is residing with him to act as an Insurance agent in the district of Gautam Buddha Nagar.

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- (i) No employee shall speculate in any business nor shall he make or permit his wife or any other member of his family to make investment likely to embarrass or influence him in discharge of his official duties.
- (ii) No employee shall lend money at interest to any person nor shall borrow from any person with whom he is likely to have official dealings.

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- (i) An employee shall so manage his private affairs as to avoid habitual Indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to a dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the university.
- (ii) An employee who gets involved in some critical proceedings, shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not. An employee who is detained in police custody for a longer period than 48 hours shall not join his duties in the university unless he has obtained permission to that effect from the Vice Chancellor.

35. Movable Immovable and Valuable Property

- (i) No employee shall, except with the previous knowledge of the competent authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise, in his own name or in the name of any member of his family:
- (ii) Provided that such any transaction conducted otherwise than through a regular and reputed dealer shall require the previous sanction of the competent authority.
- (iii) An employee who enters into any transaction concerning any movable property exceeding ten thousand in values, whether by way of purchase, sale, and collaboration shall forthwith report such transaction to the competent authority.

Provided that no employee shall enter any such transaction except with or through a reputed dealer or agent of standing, or with the previous sanction of the competent authority.

- (i) At the time of First appointment and thereafter at intervals of five years, every employee shall make to the appointing authority, through the usual channel, a declaration of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, and or shares & other investments, which may, from time to time, be held or acquired by him, or by his wife or by any member of his family living with, or in any way dependent upon him such declaration should state the full particulars of the property, shares and other investments.
- (ii) The competent authority may, at any time, by general orders, require an employee to submit within a period specified in the order a full and complete statement of such movable or immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall if so require by competent authority, include details of the means by which or the source from which the property was acquired.

36. Vindication of Acts and Character of Employees

No employee shall, except with the previous sanction of the competent authority, have recourse to any court or to do press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Explanation

Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in private capacity.

37. Litigation on Service Matters

No employee shall attempt to seek in a court of law a decision on the grievances arising out of his employment or condition of service, even in cases where such a remedy is legally admissible, without first exhausting the normal official channel redress.

38. Canvassing of non-official or other outside Influence

No employee shall bring or attempt to bring any political or other outside influence to bear upon the superior authority to further his interests in respect of matters pertaining to his service.

39. Unauthorized Pecuniary Arrangements

No employee shall enter into any pecuniary arrangements with another employee or any other person 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.

40. Bigamous Marriages

- (i) No employee who has a wife living shall contract another marriage without first obtaining the permission of the competent authority notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.
- (ii) No female employee shall marry any person who has a wife living without obtaining the permission from the competent authority.

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No employee shall misuse, or carelessly use, amenities provided for him by the university to facilitate the discharge of his public duties.

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No employee shall, without making proper and adequate payments avail himself of any service or entertainment for which a hire or price or admission fee is charged.

43. Use of Conveyances belonging to others

No employee shall, except in exceptional circumstances, use a conveyance belonging to a private person or an employee who is subordinate to him.

44. Purchases through Subordinates

No employee shall himself ask or permit his wife or any other member of his family living with him to ask any employee who is subordinate to him, to make purchases, locally or from outstation, on behalf of him, his wife or other members of his family, whether on advance payment otherwise;

Provided that this rule shall not apply to the purchases which the inferior staff attached to the employee may be required to make.

45. Representations

- a. Whenever an employee wishes to put forth any claim or seek redress of any grievances or of any wrong done to him, he shall forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.
- b. No employee shall be signatory to any joint representation addressed to the authorities for the redress of any grievances or for any other matter.

46. Punishment, Appeals, etc

An employee shall be governed by the provisions of the relevant rules/bye-laws regarding imposition of penalties for breach of any of these rules, and preference of appeals against any such action taken against him.

47. Interpretation

The decision of the Board of Governors on all questions relating to the interpretation of these provisions shall be final.

Clause No.	Present Clause	Proposed Clause
14.1	Casual Leave	<p>(iii) Casual leave should not normally be granted for more than 5 days at one time, except under special circumstances.</p>
14.5	Earned Leave	<p>(i) Earned Leave admissible to all employee shall be:</p> <ul style="list-style-type: none"> (a) 1/30 of actual service including vacation: plus (b) 1/3rd of the period, if any, during which she/he is required to perform duty during vacation. (c) 1/3rd of curtailed vacation of two (2) weeks. <p>(ii) Earned leaves admissible to non teaching staff.</p> <p>(a) Employee's leave account will be credited in advance with earned Leaves of 15 days on 1st January and 15 days on 1st July every year.</p> <p>(b) The credit for the half year in which an employee is appointed will be afforded at the rate of 2.1/2 days for each completed calendar month of service which he is likely to render in the calendar half-year in which he is appointed.</p>
14.12	Maternity Leave	<p>(i) Maternity leave on full pay may be granted to a woman employee for a period specified by Government and approved by Board of Management from time to time, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a women employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.</p> <p>(ii) Maternity leave may be combined with earned leave, half pay 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.</p> <p style="text-align: right;">Maternity leave shall not be debited in the leave account.</p>

leave may be granted if the request is supported by a medical certificate.

14.13 Paternity Leave

Paternity Leave of 15 days may be granted to male employee of the University during the confinement of their wives, provided, the limit is up to two (2) Children.

14.14 Child care leave

Paternity Leave of 15 days may be granted to a male employee of the University during the confinement of his wives, provided, the limit is up to two (2) Children.

These leaves are to be applied either fifteen days before or upto six months from the date of delivery.

Women employee having minor children may be granted Child Care Leave by an authority competent to grant leave for a maximum period of 730 days during their entire service for taking care of up to two children, whether for rearing or to look after any of their needs like examination, sickness, etc. Child Care Leave shall not be admissible if the child is eighteen years of age or older. During the period of such leave, the women employees shall be paid leave salary equal to pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care Leave shall not be debited against the leave account. Child Care Leave may also be allowed for the third year as leave not due (without production of medical certificate). It may be combined with leave of the kind due and admissible.

Conditions:

- i. Can be availed only if there is no Earned Leave at credit.
- ii. Requires prior sanction.
- iii. Intervening holidays will count as Child Care Leave as in the case of Earned Leave.

Employees Conduct Rules

16. (a) **Short Title:** These rules may called the Gautam Buddha University conduct Rules.

(b) **Application:** The Provision contained in this schedule shall apply to all employees of the University.

17. **Definition**

(i) In this schedule unless the context otherwise requires:

- a. "Competent authority" means:
- b. "Board of Governors".in the case of Vice Chancellor
- c. Vice-Chancellor in the case of all other employees

(ii) "Employees" means a person appointed to the Service and posts in connection with the affairs of the University.

(iii) "Members of the family" in relation to an employee include.

- a. The wife, son, step-son, unmarried daughter or unmarried step-daughter of such employees, whether residing with him or not and, in relation to an employee who is a women, the husband residing with her and dependent on her, and
- b. Any other person related whether by blood or by marriage to the employee or to such employee's wife or her husband, and wholly dependent on such employee, but does not include as wife or husband legally separated from the employee or a son, step-son, unmarried daughter or unmarried step-daughter who is no longer in any way dependent upon him or her, or of whose custody, the employee has been deprived by law.

(iv) "Services" means the services under the University

18. **General**

(i) Every employee shall at all times maintain absolute integrity and devotion to duty, and also strict honest and impartial in his official dealings.

(ii) An employee should at all times be courteous in his dealings with other members of the staff, students and members of public.

(iii) Unless and otherwise stated specifically in the terms of appointment, every employee is the whole-time employee of the university, and may be called upon to perform such duties as may be assigned to him by competent authority, beyond schedule working hour and also on close holidays and sundays. These duties shall interalia include attendance at meetings of the committees to which he may be appointed by the university.

(iv) An employee shall be required to observe the schedule hours of work, during which he must be present at the place of his duty.

- (v) Except for the valid reasons and/or unforeseen contingencies, no employees shall be absent from duty without prior permission.
- (vi) No employee shall leave station except with the prior permission of competent authority even during leave or vacation.
- (vii) Whenever leaving the station, an employee shall inform the head of the department to which he is attached, or registrar if he is himself the head of the department, he shall inform his leave address where he would be available during the period of his absence from the station.

19. Equal Treatment for all

Every employee shall accord equal treatment to people irrespective of their caste, creed or religion.

20. Taking Part in Subversive Activities:

- (i) No employee shall be a member of, or he otherwise associated with, any organization which takes part or subscribe in aid of or assisting in any manner, any movement or organization which he is or tends directly or indirectly to be, subversive of the Government as by law established.
- (ii) It shall be the duty of every employee to endeavor to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends, directly or indirectly to be, subversive of the Government as by law established and where an employee fails to prevent a member of his family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect the Vice Chancellor of the University, for the purpose of these rules, the University will prepare and notify a list of movements organizations or activities considered to be subversive. If any question arises whether any movement or activity falls within the scope of rule the decision of Board of Governors thereon shall be final.
- (iii) Within the campus of the University no employee shall canvass or otherwise interfere or use his influence in connection with, an election to any legislature or local bodies.

Provided that:

- (i) An employee qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of manner in which he proposes to vote or voted;
- (ii) An employee shall not be deemed to have contravened the provision of this rule by reason only that he assists in the conduct of an election in due performance of a duty imposed on him by or under any law for time being in force.

Explanation:

This display by an employee on his personal vehicle or residence, of any electoral symbol shall amount to using his influence in connection with an election within the meaning two of this sub-rule.

21. Demonstration and Strikes

No employee shall engage himself or shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to the conditions of service.

22. Joining of Association by Employees

No employee shall join or continue to be a member of any service Association of employee.

- (i) which has not, within a period of one month from its formation, obtained the recognition of Board of Governors, or
- (ii) recognition in respect of which has been refused or withdrawn by the Board of Governors

23. Connection with Press or Radio

- (i) No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in editing or managing of any newspaper or other periodical publication.
- (ii) No employee shall, except with the previous sanction of the competent authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character

24. Criticism of the University

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

- (i) Which has the effect of any adverse criticism of any decision of his superior officers, or of any current or recent policy or action of the University, or
- (ii) Which is capable of embarrassing the relations between the University and Uttar Pradesh Government and Central Government or the Government of any other state or any other institution or organization or member of public, or
- (iii) Which is capable of embarrassing the relations between central government and government of any foreign state

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

25. Evidence before Committee or any other Authority

- (i) Save as provided in sub-rule (3) below no employee shall, except with the previous sanction of the competent authority give evidence in connection with any enquiry by any person, committee or authority.
- (ii) Where any sanction has been accorded under sub-rule.
- (iii) No employee giving such evidence shall exercise the policy or any action of the University, the central government or the state government.
- (iv) Nothing in rule shall apply to –
 - a. Evidence given at an enquiry before an authority appointed by the University, by the Central Government, by the state legislature or by the parliament or
 - b. Evidence given in any judicial enquiry.

26. Unauthorized communication of Information

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in the good faith of the duties assigned to him, communicate, directly or indirectly any official document or information to any person to whom he is not authorized to communicate such document or information.

27. Subscription:

Any employee may, with the previous sanction of the competent authority ask for, or accept participate in raising of, a subscription or other pecuniary assistance for a charitable purpose connected with medical relief, education or other objects of public utility, but it shall not be permissible for him to ask for subscription etc. for any other purpose whatsoever.

ILLUSTRATION:

Any employee may, with the previous sanction of the competent authority, raise subscription for the boring of a tube well for the use of public or for construction or repair of the public ghat.

28. Gifts

An employee shall not with the previous approval of the competent authority:

- (a) accept directly or indirectly on his own behalf or on behalf of any other person, or
- (b) Permit any member of his family, who is dependent on him to accept any gifts, gratuity or reward from any person other than close relation.

Provided that he may accept or permit any member of his family to accept from a personal friend a wedding present or a present on a ceremonial occasion of a value not exceeding to Rs. 101/- .

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(85)

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