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CHAPTER 1

GENERAL

1. **SHORT TITLE**:-These statutes may be called the "First Statutes of the University of Udaipur, Udaipur."

2. **COMMENCEMENT** :-They shall come into force at once.

3. **DEFINITIONS** :-In these statutes unless there is anything repugnant in the subject or context :-

1. "Act" means the Udaipur University Act, 1962;
2. "Appointing Authority" means the authority empowered to make appointments;
3. "Authorities", 'Officer', 'Professors', 'Associate Professors', 'Assistant Professors', Instructors', 'Ministerial Staff', and 'Maintenance and Utility staff', means respectively 'Authorities', 'Officers,' 'Professors', 'Associate Professors', 'Assistant Professors' Instructors', 'Ministerial staff' and the 'Maintenance and Utility staff' of the University;
4. 'Board' means the Board of Control of the University as constituted under section 19 of the Act;
5. "Cadre" means the strength of the University service or post of the University service sanctioned as a separate Unit.
- i. "College" includes an institution maintained by the University and authorised to conduct teaching necessary for admission to degrees granted by the University and to conduct research and extension;

7. "Committee" means the Executive Committee of the University of Udaipur.
8. "Competent Authority" means authority/officer in whom powers under these statutes are delegated. When any power is not delegated to any authority/officer, the 'Competent Authority' means the Executive Committee.
9. "Compensatory Allowance" means an allowance granted to meet personal expenditure necessitated by the circumstances in which duty is performed. It includes a travelling allowance.
10. "Dependent" with reference to a deceased subscriber to the Provident Fund means any of the following relations of a deceased subscriber to the Provident Fund viz. a wife, husband, parent child, minor brother, unmarried sisters and deceased sons widow and child, and where no parent of the subscriber is alive, a paternal grand parent;
11. "Disciplinary Authority" : In relation to the imposition of major penalty on an employee means the appointing authority. In relation to the imposition of minor penalty on an employee means the Head of Office.
12. "Duty" includes (a) service on probation provided that such service is followed by confirmation; (b) Joining time; (c) A course of instructions or training in India or abroad specially approved as duty by the competent authority (d) Period of compulsory waiting sanctioned by the competent authority.

13. "Elector" means a registered graduate of the University who is eligible to vote at an election to the Board by the registered graduates;
14. "Electoral Roll" means the electoral rolls prepared and published under these statutes in connection with an election to the Board by the registered graduates;
15. "Employee" means an employee of the University including a teacher or an officer as defined in the Act but it shall not include the Chancellor;
16. "Executive Committee" means the Executive Committee of the Board of Control of the University as constituted under section 19 (10) of the Act;
17. "Family" with reference to a subscriber to the Provident Fund means-(1) In the case of a male subscriber, the wife or wives and children, widows of a subscriber and the widow, or and children of a deceased son of the subscriber,

Provided that if a subscriber proves that his wife has been judicially separated from him, or divorced by him under a decree of the court or that he has obtained a decree of the nullity of marriage by competent court or that she has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall henceforth be deemed to be no longer member of the subscriber's family in matters to which these statutes relate, unless the subscriber subsequently indicates by express notification in writing to the Comptroller that she shall continue to be so regarded;

(ii) In the case of a woman subscriber, the husband and children of a subscriber and the widow or widows and children of a deceased son of the subscriber;

Provided that if subscriber by notice in writing to the Comptroller express her desire to exclude her husband from her family the husband shall henceforth be deemed to be no longer member of the subscriber's family in matters to which these statutes relate unless the subscriber subsequently cancels formally in writing her notice of excluding him,

NOTE : 1- 'Children' means legitimate children.

NOTE : 2- An adopted child shall be considered to be a child when the Comptroller or if any doubt arises in the mind of the Comptroller, the Vice-Chancellor, after obtaining legal advice is satisfied that under the personal law of the subscriber, adoption is legally recognised as conferring the status of a natural child but in this case only.

NOTE : 3- When a person has given his child in adoption to another person and if under the personal law of the adopter, adoption is legally recognised as conferring the status of a natural child such a child should, for the purpose of these statutes be considered as excluded from the family.

18 "Fee" means recurring or non-recurring payment to an employee from a source other than the funds of

- the University, whether made directly to an employee or indirectly through the intermediary of the University.
19. "Foreign Service" means service in which an employee receives his pay with the sanction of the University from a source other than the funds of the University.
 20. "Form" means a form annexed to these statutes;
 21. "Gratuity" means such benefit to an employee of the University of Udaipur who was formerly an employee of the State Government and was eligible to gratuity according to the Rajasthan Service Rules;
 22. "Honorarium" means recurring or non-recurring payment granted to an employee from the funds of the University as remuneration for special work of an occasional or intermittent nature.
 23. "Insurance" means the insurance of an employee of the University of Udaipur who was formerly an employee of the State Government and insured by the State Insurance Department
 24. "Leave salary" means the monthly amount paid by the University to an employee who is on leave.
 25. 'Lien' means the title of an employee to hold substantively either immediately or on termination of a period or periods, a permanent post, including a tenure post, to which he has been appointed substantively
 26. "Officer" means officer of the University as mentioned in Section 9 (a) of the Act;

27. "Officiating" an employee may officiate in a post where he performs the duty of a post on which another person holds a lien. He may also officiate on a vacant post on which no other employee holds lien;
28. "On Probation" means a person appointed to a post (not necessarily vacant, substantively;) for determining his fitness for eventual substantive appointment to that post;
29. "Pension" means such benefits to an employee of the University of Udaipur who was formerly an employee of the State Government and was eligible to Pension according to Rajasthan Service Rules;
30. "Pay" means (i) monthly pay which an employee is entitled to draw in his regular grade of the cadre other than all allowances, (ii) Special pay and personal pay, and (iii) any other emoluments which may be specially classed as pay by the Committee.
31. "Probationer" means a person employed on probation in or against a substantive vacancy;
32. "Provident Funds" means the University of Udaipur Contributory Provident Fund maintained under these statutes.
33. "Returning Officer" means the Registrar of the University or any other officer of the University so designated by the Vice-Chancellor for the conduct of an election to the Board by the registered graduates;
34. "Salary" means the pay including allowances and P.F. contributions;

35. "Schedule" means a schedule attached to these statutes;
36. "School" means and includes an institution other than a College maintained by the University and authorised to conduct teaching, research, and extension;
37. "Selection Committee" means a committee constituted for selection of an employee under the Act or the Statutes;
38. "Statutes" means Statutes of the University of Udaipur;
39. "Substantive Appointment" means the appointment of an employee on a permanent post and on which he acquires a lien;
40. 'Teacher' means a teacher of the University as mentioned in 2(j) of the Act and Statutes 47 framed thereunder;
41. 'University' means the University of Udaipur;
2. Words and expressions not defined in these statutes and used in the Act shall have the meaning respectively assigned to them in the Act;
3. Post-graduate study means any course of study and/or research leading to a Degree and undertaken by a candidate after taking his first degree where a first is a pre-requisite for undertaking a course of study or research.

CHAPTER II

Constitution, Powers, Duties of the Authorities of the University

Academic Council

4 Constitution of the Academic Council—In addition to the ex-officio members mentioned in clauses (a) to (f) of sub-section (I) of section 21 of the Act, the following persons shall constitute the Academic Council in pursuance of clause (g) of sub-section (I) thereof :-

1. 3 persons from the College of Agriculture, Udaipur Campus and
2. 3 person from the College of Agriculture, Jobner Campus, and
3. 3 persons from the College of Veterinary and Animal Science, Bikaner

Committees of the Academic Council

5 Constitution of the Committees of the Academic Council—The Academic council shall elect annually by ballot from its members the following committees :

1. deleted
2. deleted
3. (a) The Academic Council shall appoint a Library Committee to render advice in connection with all Library matters. It shall consist of the following :
 - (i) The Vice-Chancellor (Chairman)

- (ii) The Chairman of Library Committee of each College/Campus/School.
 - (iii) Four persons nominated by the Academic Council of whom at least two shall be from the Agriculture and Veterinary Science College;
 - (iv) University Librarian (who shall act as the Secretary of the Committee) :
- (b) The term of the members of the Library Committee shall be three years.
- (c) The Library Committee shall have the following powers :—
- (i) General Management of the Library;
 - (ii) To make proposals concerning the Budget of the Library;
 - (iii) Submit Annual Report on the working of the Library;
 - (iv) Frame rules for the use of the Library;
- (d) The Comptroller will also attend the meeting of the Committee when the Budget is being finalised,
- (4) deleted
- (5) Any other Committee as may be considered necessary from time to time,

Board of Studies

6. Constitution of the Board of Studies :- (1) The University shall have the following Boards of Studies, namely:—

- (i) Board of Studies in Agriculture,

- (ii) Board of Studies in Veterinary and Animal Science, and
 - (iii) Such other Board of Studies as may become necessary from time to time.
- (2) The Head of the Department in a College or School shall be designated as the Chairman of the Department for the purpose of clause (ii) of section 24 (2) of the Act.

Explanations :—

- (i) Since the College of Agriculture has two Campuses, namely, Udaipur, and Jobner, the senior of the two Heads shall be designated as Chairman for the above purpose.
- (ii) The College of veterinary and Animal Science, Bikaner and such other colleges/school as may be formed here-after shall have for the purpose of clause (iv) of Section 24 (2) of the Act, two persons elected by the teachers of College/Schools. The College of Agriculture shall also have two teachers similarly elected from each campus. The term of elected members shall be two years from the date of election.

Staff Council

- 7. Staff Council to be an Authority of University-**
 In addition to the authorities mentioned in sub-clauses (i) to (iv) of clause (b) of section 9 of the Act, a Staff Council for each College or School is hereby declared to be an authority of the University under sub-clause (v) thereof.

8. Constitution of the staff Council—(1) A staff council shall consist of :—

- (i) Dean/Associate Dean/or Director of the College or School concerned
 - (ii) Heads of the Departments
 - (iii) College Librarian, and
 - (iv) Physical Instructors.
- (2) The Dean/Associate Dean/Director, as the case may be, shall be the Chairman of the Staff Council.

Powers and Duties of the Authorities of the University.

9 Powers and Duties of the Board : (1) The Board shall be the supreme authority of the University and shall be incharge of the property of the University and the conduct of all administrative and academic affairs of the University, unless otherwise provided for.

(2) Subject to the provisions of the Act, the Board shall further exercise the following powers and perform the following duties:—

- (a) of making statutes and of amending or repealing the same subject to the confirmation by the Chancellor who may Sanction or disallow the same or may remit it for further consideration;
- (b) of considering and cancelling regulations;
- (c) of considering and passing resolutions on the Annual Report, the Annual accounts and financial estimates;
- (d) of electing members on other authorities and committees as may be required under the Act and Statutes;
- (e) to recommend candidates for diplomas, degrees and certificates to be awarded by the University.

- (f) of considering and passing resolutions on any matter of general policy relating to University education;
- (g) to enter into, vary, carry out, confirm, and cancel contracts on behalf of the University;
- (h) to accept donations and bequests on behalf of the University, and
- (i) of performing such other duties and exercising such other powers as may be conferred or imposed on it by the Act or Statutes.

(3) For day to day administration of the University, the Board shall have an Executive Committee as required under sub-section (10) of Section 19 of the Udaipur University Act, 1962. Under Section 38 read with sub-section (10) of section 19 of the Udaipur University Act, 1962, all the powers and duties conferred upon the Board under the Act, and Statutes and regulations made thereunder shall be performed by this Executive Committee. The Board shall however, have the power to review the acts of the Executive Committee and shall also exercise all the powers of the University for the exercise of which no specific provision has been made in the Act.

10. Executive Committee of the Board ; (I) Executive Committee of the Board to be an authority of the University.

In addition to the authorities mentioned in Sub-section (i) to (iv) of clause (b) of Section 9 of the Act, an Executive Committee of the Board, is hereby declared to be an authority of the University under sub-clause (v) thereof.

(2) Deleted

(3) Powers and Duties of the Executive Committee:

(a) Under Section 38, read with sub-section (10) of Section 19 of the Udaipur University Act, 1962, the Executive Committee shall have all the powers and perform the duties of the Board as mentioned in the Act, and the Statutes and Regulations made thereunder unless and otherwise so provided in the Statutes;

(b) The Executive Committee shall manage and administer the property of the University and the conduct of all administrative and academic affairs of the University unless otherwise provided for,

(c) Subject to the provisions of the Act, the Statutes and the regulations, the Executive Committee shall, in addition to all powers vested in it, have the following powers and duties :

- (i) On the recommendations of the Academic Council, to affiliate, reorganise or approve Colleges, hostels, or institutions for admission to the privileges of the University, and to withdraw the same from and to make regulations therefor,
- (ii) to appoint examiners and arrange for the holding of the examinations and publishing results Thereof,
- (iii) to maintain proper standards of teaching in consultation with the Academic Council,
- (iv) to lay down minimum scales of salaries, qualifications etc. of University officers, teachers and other staff in Colleges, Schools etc. and of teachers in associated Colleges on the recommendation of the Academic Council,

- (v) to frame service conditions of employees of the University on the recommendation of the Council of Deans,
- (vi) to make out administrative and legislative proposals for the betterment and promotion of Agriculture based on the results of research conducted in the University for consideration of the University,
- (vii) to recommend the Statutes proposed by the Academic Council to the Board,
- (viii) to consider and recommend the budget of the University on recommendation of the Finance Committee to the Board for approval.
- (d) Concurrence of the majority of all the members of the Executive Committee shall be necessary to remove an officer, or a teacher whose appointment vests with the Executive Committee.
- (4) under the foregoing Statutes 10 (3) an examiner shall be appointed by the Vice-Chancellor out of a panel prepared by a committee consisting of the Chairman, Faculty concerned, the University Head of the Department, the Convenor Committee of Courses concerned and one person appointed by the Vice-Chancellor in each subject of branch of study."
- (5) There shall be Results Committee for declaration and publication of the results of University examinations. It shall consist of the following :
 1. The Vice-Chancellor.

- 2 The Registrar.
3. The Chairman of the Faculty concerned.
- 4 One member nominated by the Vice-Chancellor every year.

The decision taken by the Results Committee with regard to the Results of candidates, shall be final. The decision, in regard to cases where unfair means have been used, will rest with the Executive Committee.

The Examination results, as passed by the Results Committee, shall be published by the University.

11. Powers and Duties of the Academic Council

(1) In addition to the powers conferred and the duties imposed on the Academic Council by or under the Act, the Academic Council shall have the powers to:-

- (i) determine the educational policy of the University;
- (ii) determine the requirements for admission of the several Colleges, Schools and other teaching divisions;
- (iii) determine the relationship between College, Schools and other Teaching Divisions;
- (iv) change the amount, character or quality of work required for admission to the College, Schools and other Teaching Divisions;
- (v) determine the Degrees and Diplomas which shall be awarded and the conditions for their award;
- (vi) recommend the candidates for Diplomas, Degrees and certificates, to be awarded by the University,
- (vii) recognise the examination of the recognised Universities/Institutions as equivalent to the corresponding examinations of the University of Udaipur;

(viii) frame rules for the award of the Scholarships, Fellowships, Assistantships, Medals, Prizes, etc;

(ix) approve the Courses of Study submitted by the Board of Studies;

(x) Prescribe the basic qualification for the appointment of teachers;

(xi) move proposals for consideration of the Board regarding distribution of new grant by the Government to the Colleges for development of higher teaching and research whenever the University is consulted by the Government on such matters;

(xii) approve or reject any subject proposed for thesis by a candidate for the Degree of Doctor in Agriculture or Veterinary Science.

(xiii) Advise the Board on proposals of new expenditure in University in teaching and Research; and

(xiv) recommend to the Board the making of grants to departments of Colleges which contribute to University teaching and research.

(2) The Academic Council shall determine the establishment, amalgamation, sub-division or abolition of Faculties or Departments;

Provided that if additional funds are required, prior approval of the Board shall be obtained.

(3) The Academic Council shall approve the research programmes recommended by the Advisory Committee.

(4) The Academic Council shall approve the extension education programme recommended by the Extension Education Advisory Committee.

(5) The Academic Council shall recommend to the Board to institute teaching, research, and extension posts in the University.

(6) The Academic Council shall recommend the drafts of the new statutes or the amendments or repeal of the existing statutes through the Board of the Chancellor for approval.

(7) All new lines of work involving general educational policy shall be established with the approval of the Academic Council except as otherwise provided in the Statutes

12. Powers and duties of the Boards of Studies:—

(1) In addition to the powers conferred and duties imposed upon the Boards of Studies by or under this Act, the Board of Studies shall have also the powers to—

(i) Make recommendation to the Academic Council regarding admission of students to the University;

(ii) Recommend to the Academic Council the curricula and courses and books to be prescribed as text-books for various courses.

Provided that no book shall be recommended unless on the report of the members of the Board of Studies who have read it,

(iii) Prescribe the conditions under which students shall be admitted to the Degrees, Diplomas, or Certificates;

(iv) determine the eligibility for the award of Degrees and Diploma;

(v) Propose the Fellowships, Scholarships, Assistantships, Medals and Prizes to be instituted by the Board.

(vi) Recommend to the Academic Council the establishment amalgamation, Sub-division and abolition of Departments;

(vii) Recommend to the Academic Council for the recognition of the Degrees, Diplomas and other Certificates of the recognised Universities and determine their equivalence to the corresponding Degrees, Diplomas and Certificates of the University of Udaipur.

(viii) Act as a consultation body in regard to all questions reported to it generally and particularly those relating to an integrated and well-balanced Course of Study.

Provided that if the Boards of Studies and Examiners are not able to agree upon the course to be adopted the decision of the Board of Studies shall be subject to the confirmation of the Vice-Chancellor and if the Vice-Chancellor does not confirm the decision of the Board of Studies the matter shall be referred to the Academic Council whose decision shall be final,

(2) deleted

(3) The Board of Studies shall appoint such other committees either standing or temporary, as it deems necessary for its proper functioning.

13. Powers and Duties of the Council of Deans-

(1) the Council of Deans shall exercise all the powers

and perform all the duties conferred or imposed on it by or under the Act and shall have the powers to—

- (i) Make regulations regarding the holding of convocation;
- (ii) Advise the Board on proposals of new expenditure of the University.
- (iii) Approve the rules regarding the student discipline as recommended by the Dean of Student Welfare;
- (iv) Propose draft of Statutes for the consideration of the Academic Council.
- (v) Advise the Executive Committee on administrative matters of the University.
- (vi) Advise on establishment and abolition of hostels etc. maintained by the University.

(2) The recommendation of the Council of Deans in academic matters shall take effect only after the approval of the Academic Council. In cases of doubt, the Vice-Chancellor shall decide whether a matter is administrative or academic.

(3) The Council of Deans shall consider any other administrative matters reported to it by the Vice-Chancellor.

(4) The Council of Deans shall appoint such Committees, either standing or temporary as it deems necessary for its proper functioning.

14. Powers and duties of Staff Council :— The Staff Council shall

- (i) elect members of the Board of Studies and the Academic Council,
 - (ii) advise the Dean Associate Dean/Director in administrative and academic matters referred to it,
 - (iii) approve the budget of the College/Campus/Schools; and
 - (iv) discuss any other matter brought before it by any of its members.
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CHAPTER III

Appointment, nomination or election and continuance in Office of the Members of the Authorities of the University and certain other matters concerning there with.

BOARD

15 Election of the representative members :—

The following procedure shall be observed in the election of the representative members mentioned in section 19 (i) III (ii) and (iii) of the Act.

1. Mode of Election of two representatives of the Registered graduate of the University.

The following procedure shall be observed in the election of the representative of the registered graduates of the University as members of the Board.

(1) Notification of the election Programme-The Returning Officer shall prepare and notify outside his office an election programme specifying the date and time as given in Schedule I for :

- (i) The notification of elections;
- (ii) Preparation and publication of the electoral rolls;
- (iii) The filing of nomination papers;
- (iv) The scrutiny of nomination papers;
- (v) Withdrawal of nomination papers;
- (vi) Taking of poll if necessary; and
- (vii) The counting of votes and declaration of results.

Provided that if any of the dates fixed is declared a holiday in the University then the next working day shall be considered as the proper date.

(2) Enrolment of Registered Graduates-The Returning Officer shall also notify that all graduates of the college or the University desirous of participating in the election may get themselves enrolled as registered graduates of the University,

(3) Preliminary Electoral Rolls—(i) The Returning Officer shall maintain an electoral roll showing the names and addresses of all registered graduates qualified to vote;

(ii) Complete Rolls shall be published every time, in the year of election and shall be exhibited outside and made available in the office of the Registrar, at least two months before the date of election by the Returning Officer;

(iii) A supplement to the existing roll shall, however, be published every year.

(4) Objections-(i) Objections if any, regarding the name of any person in the electoral rolls may be made to the Returning Officer indicating the grounds for such objections by the appointed date.

(ii) The Returning Officer shall consider the objections, if any, received under sub-clause (i) and decide as to the validity of the objections and shall have authority to correct the electoral rolls, or the annual supplement thereof by adding altering or omitting the names therein. The decision of the Returning Officer thereon, shall be final subject to revision by the Vice-Chancellor upon the application of the

aggrieved candidate made within a period of seven days from the date of the decision of the Returning Officer.

(5) Publication of the Final Electoral Rolls—(i) The final Electoral Rolls shall be published and forwarded to each member by registered post by the appointed date.

(ii) Copies of the final Electoral Rolls shall be made available at the University Office during office hours.

(6) Nomination of Candidates :—(i) In the year in which election is to take place, the Returning Officer shall issue a notice of election asking for filing the nomination in Form I of Schedule II for the two seats on the Board within the date and time specified in the notice issued in accordance with Schedule I. The said notice shall be published in the newspapers to be selected by the Returning Officer.

(ii) Nomination of a candidate eligible to fill a vacancy under these Statutes shall be by one elector and supported by another elector on Form 2 of Schedule II obtainable from the Returning Officer or on an identical form, which shall be forwarded to the Returning Officer by name under a registered cover, so as to reach him by the date and time mentioned in Schedule I.

(iii) The candidate proposed shall sign his nomination form as a token of his consent to stand for the election.

(iv) The candidate shall deposit with the Comptroller a sum of Rs. 100/- in cash by the date and time mentioned in Schedule I which sum shall be forfeited in case he does not secure in the election at least one fourth of the minimum number of votes. The security shall be refunded if

the candidate has withdrawn his name in the manner indicated in clause 10 by communicating the fact to the Returning Officer by the date mentioned in Schedule I for that purpose.

(7) Scrutiny of Nomination Papers-(i) All nomination papers shall be scrutinised by the Returning Officer on the date specified in the Schedule I and at the time and the place duly notified to all the candidates.

(ii) A candidate or a representative of the candidate appointed by him, in writing may be present at the scrutiny.

(8) Invalidation of Nomination Papers-In any of the following cases, the Returning Officer shall declare the nomination papers invalid :--

(i) if the same proposer or his seconder has signed the nomination paper of more than one candidate :

(ii) If the Candidate or his proposer or his seconder owes any money to the University on the date of publication of the final electoral rolls; and

(iii) if the name of the candidate or his proposer or his seconder does not appear in the electoral rolls as finally published.

(9) Decision of Disputes - If during the course of the scrutiny of the nomination papers, any dispute or doubt arises, the Returning Officer shall refer the dispute or doubt to the Vice-Chancellor who shall determine whether the nomination of the candidate is invalid or not, or decide the dispute or doubt as the case may be, and the decision of the Vice-Chancellor shall be final.

(10) Withdrawal of Nomination papers-A candidate may withdraw his nomination from contesting an election by sending a registered letter of withdrawal duly signed by him and attested either by a first class Magistrate or

Dean, Associate Dean, Director of the University or any Gazetted Officer, to the Returning Officer by the date and time fixed for the purpose. A withdrawal once made cannot be cancelled.

(11) Final list of candidates-After the time for withdrawal of nominations has lapsed, the Returning Officer shall notify the final list of candidates validly nominated by affixing the same on the notice board of the University Office.

(12) No election if only one candidate-If only one candidate is validly nominated and has not withdrawn his candidature he shall be declared to be duly elected without the taking of any poll.

(13) Taking the Poll-(i) If the number of candidates contesting is more than the seats vacant, a poll shall be taken.

- (ii) The recording of votes shall be by two methods-
 - (a) by post.
 - (b) in person through polling booths.

Note:- Recording of votes through polling booths shall be for electors whose addresses as recorded in the register of registered graduates are in the towns where polling booths are established by the Vice-Chancellor. In other places, i. e., the places where polling booths have not been established the votes shall be recorded by post.

- (iii) The Returning Officer shall appoint Presiding Officers of these polling booths and issue instructions to these Presiding Officers for the conduct of election and to

ensure the safety of the ballot papers, ballot boxes and their transit.

(iv) The following procedure shall be followed in respect of the polling to be conducted at the polling booths :

(a) The elector shall receive the ballot paper in Form 6 of the Schedule II containing the number of duly nominated candidates in alphabetical order with their academic degrees, titles, and addresses. The ballot papers shall be sealed with the University seal after noting on its counterfoil the number of the elector on the register of Registered Graduates and the counterfoil shall be retained by the Returning Officer.

(b) The elector shall put a cross mark on the ballot paper against the name of the candidate for whom he intends to vote.

(c) The elector after receiving the ballot paper shall not leave the room of the Returning Officer or of the Presiding Officer of the polling booth without depositing the ballot paper in the ballot box.

(d) The ballot boxes shall be closed immediately the time fixed for election has expired and no elector shall be permitted to deposit his ballot paper after that time.

(e) The ballot boxes shall be brought to the University office immediately after the day of election and shall be kept in the custody of the Returning Officer.

(v) The following procedure shall be followed in respect

of the postal ballots:—

- (a) The Returning Officer shall send intimation of the persons validly nominated for election, together with other details, in form 3 of Schedule II under registered cover to every elector, resident in India on the address given in the register of the registered graduates. This shall be accompanied by voting paper in Form 6 of Schedule II containing the number of duly nominated candidates in alphabetical order with their academic degrees title and addresses and a covering letter in form 4
- (b) The voting paper shall be sealed with the University seal after noting on its counterfoil the number of the elector on the register of Registered Graduates and the counterfoil shall be retained by the Returning Officer.
- (c) No election shall be invalid by reason of non-receipt of any notice or because an elector has failed to receive the ballot paper or has not received it in time to return it to the Returning Officer by the time mentioned in Schedule I
- (d) An elector who has inadvertently dealt with his voting paper or covering letter in such a manner that it cannot be properly used or has lost his voting paper or covering letter may after satisfying him of the loss of the voting paper or the covering letter as the case may be, obtain another voting paper or covering letter in place of the spoilt or lost paper.
- (e) The spoilt voting paper or the covering letter together with their counterfoils shall be marked as cancelled and the new one supplied together with its counterfoil shall be marked as duplicate.

(f) The elector shall put a cross mark on the ballot paper against the name of the person for whom he intends to vote.

(g) An elector shall sign his covering letter in the presence either of a Dean or a Director or a Magistrate of the rank not lower than that of a Magistrate First class or a subordinate Judge or any gazetted officer.

(h) An elector in military service may sign his covering letter in the presence of the Officer Commanding or Adjutant of his Unit.

(i) The elector shall then put the covering letter along with the enclosed envelope containing his voting paper, in a second envelope in Form 5 (none of the two envelopes to bear any kind of mark outside) and forward the same in a registered cover addressed to the Returning Officer so as to reach him not later than the date and hour notified for the closing of the ballot.

Provided that no count will be taken of the voting paper in the closed envelope unless the covering letter, which accompanies it bears on it the signature and the serial number of the elector and is countersigned and authenticated by the authority in whose presence the elector had signed his covering letter, who shall authenticate the covering letter with his signature and designation.

(j) The Returning Officer shall as soon as possible after the receipt of such envelopes deposit them in the ballot box. Any envelope received after the day and time

fixed for the closing of the ballot or otherwise than by registered post shall be treated as invalid.

(k) If any of the persons mentioned above who is vested with the authority to countersign and authenticate the covering letters is himself seeking election as a member of the Board from the registered graduates constituency he shall not countersign or authenticate covering letter of the voters.

(vi) Ballot boxes containing ballot papers received by registered post or through the polling booths and before the date notified for closing of ballot shall be opened on the date and the time fixed for the counting of votes.

(vii) Ballot paper covers shall be rejected if :—

(a) The envelope contains no covering letter outside the ballot paper cover; or

(b) the covering letter does not bear on it the signature and the serial number of the elector, is not countersigned and authenticated in the manner indicated above, or

(c) the envelopes containing the voting paper bear any kind of mark outside; or

(d) the ballot paper is placed outside the ballot paper cover; or

(e) if the envelope containing the ballot paper is received at any time later than the closing of the ballot; and

(f) if the ballot paper cover is received otherwise than by registered post.

(viii) When the ballot paper cover is rejected under the circumstances mentioned in sub-clause (vii) above the ballot paper kept therein shall also be deemed to have been rejected;

(ix) Without prejudice to the provision contained in the foregoing sub-clause the ballot papers received by post or through polling booths, shall be rejected if :—

(a) The voter has signed his name or written any word or made any mark on the ballot paper by which it becomes recognisable; or

(b) no vote is recorded thereon; or

(c) the number of voter recorded by the elector exceeds one.

Explanation—Any defacement of the cross-mark on the voting paper which makes it doubtful whether the mark is as it was originally made or which shows that there has been an attempt to alter suppress or erase it, or the placing of the crossmark in such a way as to render it doubtful to which candidate it is intended to apply, shall render the ballot paper invalid.

(x) As soon as the scrutiny of the ballot paper covers or the ballot papers is over, the ballot papers shall be counted by the Returning Officer during such time as may be announced by him

(xi) A candidate or his authorised agents who must be voters shall be allowed to be present at the time of counting of votes.

Provided that the number of authorised agents including the candidates shall not exceed the number of counting seats.

(14) Declaration of Results—(i) The candidate receiving the highest number of votes shall be declared duly elected. When one or more than one candidates have secured equal number of votes, the final selection shall be made by drawing lots.

(ii) Vice-Chancellor shall then take action to obtain the Chancellor's order appointing him as a member of the Board and communicate the same to him.

(15) Election Petitions—The election of a returned candidate conducted in accordance with the procedure herein mentioned may be questioned by an election petition on one or more of the following grounds, namely:—

- (i) That on the date of election the returned candidate was not qualified to be chosen to fill the seat, or
- (ii) That any corrupt practice mentioned below has been committed by the returned candidate or his counting agent or any other person with the consent of the returned candidate or his counting agent.

Explanation :-

For the purpose of this sub-clause any of the following acts shall be deemed to be the corrupt practice for the purpose of election under these Statutes; namely,

- (a) Bribery i. e. any gift, offer or promise by the candidate or by any other person of any gratification to any person whomsoever with the object directly or indirectly, of inducing a person to stand as or not to stand as or to withdraw from being a candidate or to vote or refrain from voting at an election;

- (b) Undue influence, i. e. any direct or indirect interference on the part of a candidate with the free exercise of any illegal right; and
 - (c) Systematic appeal by a candidate to vote on grounds of caste, race or religion.
 - (iii) That any ballot paper has been wrongly rejected or has not been rejected which ought to have been rejected under the provisions of the Statutes;
 - (iv) That the result of the election, in so far as it concerns the returned candidate has been materially affected
 - (a) By the improper receipt of, refusal or rejection of any vote or the receipt of a vote which is void; and
 - (b) By any non-compliance with the provisions of the Act or any Statutes made thereunder.
 - (v) That in fact the petitioner or some other candidate has received a majority of valid votes or that he ought to have been declared elected.
- (16) Who shall hear petitions :- (i) The election petition shall be heard by a committee consisting of the Vice-Chancellor and two members of the Board nominated by the Board. The Vice-Chancellor shall be ex-officio Chairman and in his absence the other members present shall elect one of them as Chairman of the committee.
- (ii) The decision of the committee shall be final and shall not be liable to be questioned in any court of law.
- (iii) In the case of difference of opinion the decision of the majority shall prevail.

Provided that two members shall form quorum of the committee, and provided further that in case of difference of opinion between these two members the decision of Vice-Chancellor or in his absence, the member who acts as the chairman, shall prevail and shall be final.

(17) Presentation of Petition :- (i) An election petition shall be presented within 30 days from the date on which the result of the election in question is announced by the Returning Officer.

(ii) The election petition may be presented in person or sent by registered post, to the Vice-Chancellor, by any candidate at such election or by any elector.

(18) Parties to the petitioner,-A petitioner shall join as respondents to his petition : -

(a) Where the petitioner, in addition to claiming a declaration that the election of the returned candidate is void, claims a further declaration that he himself or some other candidate has been declared duly elected, all the contesting candidates other than the petitioner, and where no such further declaration is claimed, the returned candidate.

(b) Any other candidate against whom allegation of any corrupt practices are made in the petition.

(19) Contents of petition-An election petition shall:-

(a) Contain a concise statement of the material facts on which the petitioner relies;

(b) Set forth full particulars of any corrupt practice that the petitioner alleges; including the names of the

parties alleged to have committed such corrupt practices and the date and places of commission of each such practice; and

(c) Shall be signed by the petitioner in the presence of a Dean, Associate Dean, Director, or a Magistrate of the rank not lower than that of the Magistrate First class or a subordinate Judge or any other Gazetted Officer.

(20) Procedure-The committee shall adopt the following procedure in hearing the election petition :—

(i) All questions of facts involved shall be proved by evidence to be recorded by the Chairman under his directions and in his presence.

(ii) Any appearance, application or fact in connection with the election petition may be made or done by the party in person or by his counting agent who is not a legal practitioner, and whose authority has been filed before and approved by the Chairman of the committee. No witness or other person shall be required to state for whom he voted at the election.

(iii) The Chairman of the Committee mentioned in clause (16) above shall, as soon as may be, cause a copy of the election petition together with a copy of the schedules or annexures there to be served on such respondent at the expenses of the petitioner.

(iv) All election petitions in respect of the same election may, in the discretion of the Committee be tried separately or in one or more groups.

(v) Each party to the election petition shall prove his case by producing witnesses.

Provided that the Chairman of the Committee may, in his discretion refuse to examine any witness, if he is of opinion that his or her evidence is not material for the decision of the petition or that the party for producing such witness is doing so on frivolous grounds or with a view to delay the proceeding.

(vi) The reasonable expenses of the witnesses shall be paid by the party producing them and shall if the Committee so directs be or the part of the costs.

(vii) The Committee may adjourn the hearings of the election petition on sufficient cause, on such conditions as it may think fit.

(21) Security for Costs : A person filling the election petition shall deposit in the University office a sum of Rs. 100.-in favour of the Chairman of the Committee as security for the costs of the petition. The committee may also direct the petitioner or any other party to the petition to deposit such further security for cost as it may direct, and if the petitioner or the party fails to comply with this order within the time mentioned therein, the petition or the defence of the party concerned would be dismissed or struck off as the case may be, and the amount already deposited by way of security if any, shall stand forfeited to the University.

(22) Withdrawal of the Petition : An election Petition may

be withdrawn only by leave of the Committee, provided that the petitioner shall pay the reasonable cost of the respondent, as the committee may direct.

(23) Petition when to be dismissed : The committee shall dismiss an election petition which does not comply with the provisions to clause (17), (18), and (21)

(24) Abatement of Petitions : An election Petition shall abate on the death of the returned candidate or of the sole petitioner

(25) Decisions of the Committee : (i) The Committee shall declare void the election of a returned candidate on any of the grounds specified in clause (15)

(ii) The Committee while declaring the election of the returned candidate to be void and may also declare that the petitioner or any other candidate, as the case may be has been duly elected;

provided that the petitioner has, in addition to calling in question the election of the returned candidate, has claimed a declaration that he himself or any other candidate has been duly elected.

(26) Effect of the Orders of the Committee : Whereby any order of the Committee, the election of a returned candidate is declared void:—

(i) acts and proceedings of the meetings in which that candidate has before the date of the order, participated as a member of the Board, shall not be invalid by reason of

that order nor shall such a candidate be responsible to any liability or penalty on the ground of such participation.

(ii) fresh election shall take place according to these statutes.

(27) Miscellaneous : (i) The Returning Officer shall retain until the expiry of six months from the date of the election all the papers connected with election in a sealed cover to be sealed in the presence of a committee consisting of the two members of the Board to be nominated by the Vice-Chancellor and shall then, subject to any direction to the contrary, made by the Vice-Chancellor, cause them to be destroyed.

(ii) The Vice-Chancellor shall be competent if an emergency arises :-

(a) to assume the powers of the Returning Officer and function as such either by himself or by deputing any other person when in the course of the conduct of any election the Returning Officer cannot carry out his duties; and

(b) to postpone with the prior consent obtained by a resolution of 1/3rd of the members of the Board and if there be no Board, by the consent of the Chancellor, the dates fixed in the programme for transaction of business connected with election at any intermediate stage.

II. ELECTION OF ONE REPRESENTATIVE EACH OF THE FACULTY OF SCIENCE OF THE VARIOUS UNIVERSITIES IN RAJASTHAN

(1) For the purpose of clause (iii) of part III of sub-

section (i) of Section 19 of Act, the Registrar of the University of Udaipur shall address the Registrars of the various Universities of Rajasthan as established by law, requesting them to conduct the election by ballot or by such other method as may be approved by the Vice-Chancellors of the Universities concerned, to elect one representative of each of the Faculty of Science of the University concerned to be the representative member of the Board.

(2) The Registrar of the University concerned shall communicate to the Registrar of the University of Udaipur the name of the person so elected, and the Vice-Chancellor shall, upon the receipt of this communication, take action to obtain Chancellor's order appointing the duly elected member of the Board and communicate the same to him.

16. Nomination of one representative from the Rajasthan Branch of the All India Womens' Conference
The following procedure shall be adopted for the nomination of one representative from the Rajasthan Branch of All India Women's Conference:—

(1) Formation of a Panel : The Rajasthan Branch of the All India Women's Conference shall select and recommend three women who possess a recognised Degree or Diploma and have some experience in teaching, extension or research in Home Science and forward the panel of their names to the Registrar.

(2) Nomination by the State Government : The Registrar shall then forward the list to the State Government, out of which one woman shall be nominated by The State Government.

(3) Appointment of the Nominee : The Vice-Chancellor shall then take action to obtain Chancellor's order appointing her as a member of the Board and communicate the same to her.

Provided that no outgoing representative of the Rajasthan Branch of All India Womens' Conference shall serve for more than 2 consecutive terms.

17. Nomination of two Progressive Farmers : The following procedure shall be adopted for the nomination of two progressive farmers as required by clause (iv) of Part IV of subsection (1) of section 19 of the Act.

(1) Election of Nominees (i) For the purpose of section 19 (1), IV (iv) of the Act, each Zila Parishad of the State of Rajasthan shall elect one nominee in the manner following.

(ii) Election shall be done by simple majority voting.

(iii) The date of election shall be duly notified by the Zila Parishad at least 15 days in advance.

(iv) Nomination shall be invited by him so as to reach him one week before the date notified for election.

(v) Nomination shall be duly proposed and seconded by members of the Zila Parishad and shall contain the consent of the person nominated under his own signature which shall be duly attested by a member of the Zila Parishad or by a Government Officer of the gazetted rank.

(2) Eligibility : (i) A nominated person shall satisfy the conditions laid down in section 19 (1) IV (iv) of the Act.

(ii) A nominee should possess a recognized Degree or Diploma.

(iii) He should have actively engaged himself in some trade or business directly concerned with the development of Agriculture in the State of Rajasthan.

(iv) Preferably, he must have travelled or attended abroad Seminars or Conferences etc. outside or inside the country for a number of years.

(3) Maintenance of the Panel of Elected Nominees :

(i) Each Zila Parishad shall send a name of its nominee so elected to the Registrar of the University who shall maintain the panel of these nominees.

(ii) When a vacancy arises the Registrar, after getting the panel verified by the Zila Parishads shall forward the Panel to the State Government for nominating two persons from those on the Panel.

(iii) As and when a nominee of the Zila Parishad ceases to be a member of the Zila Parishad, the Pramukh of the Zila Parishad concerned shall notify the same to the Registrar of the University and shall proceed to elect another nominee in place of the one who has ceased to be a member of the Zila Parishad concerned in the manner prescribed above and shall forward the name of the nominee so elected to the Registrar of the University.

(iv) The Registrar shall then forward the revised panel to State Government for nominating one person from those on the revised panel.

(4) Nomination by the State Government : After the panel or the revised panel of the nominees of the Zila Parishads is received, the State Government shall nominate the required number of persons from the panel and forward the name/names of the nominee/nominees to the Registrar.

(5) The Vice-Chancellor shall then take action to obtain Chancellor's order appointing the nominee/nominees as a member/members of the Board and communicate the same to him/them.

Provided that no outgoing progressive farmer shall serve the Board for more than two consecutive terms.

18 Nomination of one Representative of the Co-operative Societies : The following procedure shall be observed for the nomination of one representative of the Co-operative Societies.—

(i) Election of nominees : Each Apex Co-operative Organisation in the State of Rajasthan shall elect one nominee in the manner following:—

(i) The date of election shall be duly notified by the Chairman of the Executive Committee at least 15 days in advance.

(ii) Nomination shall be invited by him so as to reach him one week before the date notified for the election.

(iii) The nomination shall be duly proposed and seconded by a member of the Apex Co-operative Organisation and shall contain the consent of the person nominated un-

der his own signature which shall be duly attested by any member of the Apex Co-operative Organisation or by a Government Officer of the gazetted rank.

(iv) The election shall be done by the Executive Committee of each Apex Co-operative Organisation by simple majority voting.

2. Eligibility-(i) The nominee should hold a recognised Degree or Diploma.

(ii) He should have had active participation in co-operative movement, i. e., co-operative farming or in running or managing service co-operatives in the State of Rajasthan.

3. Panel of the Elected Nominees (i) Each Apex Co-operative Organisation shall send the name of its nominee so elected to the Registrar of the University who shall maintain the panel.

(ii) When the vacancy arises, the Registrar shall forward the panel to the State Government for nominating one person from among the panel, after he has got the Panel verified from the Chairman of the Executive Committee of the Apex-Co-operative Organisations.

(iii) As and when a nominee of the Apex Co-operative Organisation ceases to be a member of the said Organisation, the Chairman of the Executive Committee concerned shall notify the same to the Registrar and shall proceed to elect another nominee in place of the nominee who has ceased to be a member in the manner prescribed above and forward the name of the person so elected to the Registrar.

4. Nomination by the State Government :- After the panel or the revised panel of the nominees of the Apex Co-operative Organisations is received, the State Government shall nominate the required number of persons from the panel and forward the name/names of the nominee/nominees to the Registrar.

5. Appointment of the Nominee :- The Vice-Chancellor shall then take action to obtain Chancellor's order appointing the nominee/nominees as members of the Board and communicate the same to him/them.

Provided that no outgoing representative of the Co-operative Societies shall serve for more than two consecutive terms.

19. Term of office of the members of the Board, other than Ex-officio Members :-(1) In accordance with section 19 (6) of the Act of the following members of the first Board shall serve for the periods specified against each :

Representative Members :

1. One representative of the Rajasthan Board of Institute of Engineering 2 Years
2. Two registered graduates of the University (including graduates of the various colleges which have been incorporated in the University) 6 Years
3. One representative each of the Faculty of Science of the University of Rajasthan and of every other University in the State established by law. 4 Years

4. One Principal/Head of Colleges elected by the Principals/Heads of such Colleges from amongst themselves. 2 Years
5. Four persons elected by Academic Council from amongst its members. 2 Years
6. Two persons elected by teachers other than the Heads of University Departments and Principal/Heads of Colleges from amongst themselves. 6 Years

Nominated Members :

1. One Scientist who has achieved distinction in Agriculture or Animal Science, nominated by the State Government. 6 Years
2. One nominee of the Indian Council of Agricultural Research. 6 Years
3. One representative nominated by the State Government from the Rajasthan Branch of the All India Womens' Conference having knowledge of and experience in Home Science. 2 Years
4. Two persons, both being progressive farmers and one at least being actively associated with farmers' organisations in the State, to be nominated by the State Government from out of a panel of persons selected by the Zila Parishads in the State In the prescribed manner provided that no Zila Parishad shall select more than one person for the purpose. 4 Years

5. One person representing co-operative societies, to be nominated by the State Government from out of a panel of persons selected by the Apex Co-operative organisations in the State in the prescribed manner provided that no Apex Co-operative Organisations shall select more than one person for the purpose, 4 Years
6. Two members, not below the rank of the Head of the following Departments to be nominated by the State Government by rotation :—
- (a) Medical
 - (b) Industries and Commerce
 - (c) Forests
 - (d) Public Works
 - (e) Mines & Geology
 - (f) Development and Planning, and
 - (g) Law and Judicial including Legal Affairs
- 4 Years
7. two persons who have rendered distinguished service to the cause of education, nominated by the Chancellor. 6 Years
8. one member of the State Legislature nominated by the Speaker, provided he is not already a member of the Board. 2 Years
- (2) If at any time a representative or a nominated member under Part III of sub-section (1) of section 19, or under Clauses (iii), (iv) and (v) of Part IV of sub-section

- (1) of section 19 of the Act, ceases to be a member of the body or ceases to serve the body from which he had been selected or elected, he shall ipsofacto cease to be a member of the Board. He as well as the body shall then inform the Registrar accordingly.
- (3) All vacancies either casual or by retirement of the members of the Board, other than ex-officio members, shall be filled in by appointment by the Chancellor, after election or selection in the manner prescribed by these Statutes, by the same body or authority which elected or selected the outgoing member :
 Provided that the newly elected or selected member shall serve the Board for the residue of the term of the outgoing member in whose place he had been so appointed.
- 20. Meetings of the Board :** (1) The Registrar shall act as the Secretary of the Board.
- (2) At the Annual Meeting of the Board the Annual Report of the University, including the following shall be considered :
- (a) A review of the progress made in different spheres of the activities of the University ;
 - (b) A statement of the receipts and disbursement;
 - (c) The strength of the academic and administrative and other staff and position and remuneration of the members of the said staff on the 31st March;
 - (d) The strength of the students in various classes in each College/School with specialisation;
 - (e) An estimate of the receipts and expenses for the next following year; and

(f) The Balance Sheet and Audit Report.

(3) Concurrence of a majority of all the members of the Board shall be necessary to remove an officer or a teacher whose appointment vests with the Board.

21. Continuance in office of the Members of the First Board : Subject to the provisions of statute 19, the members and the Chairman of the first Board constituted under subsection (3) of section 19 of the Act, who shall be holding office on the date of the commencement of these Statutes, shall continue to hold office till such time as the members of the Board are appointed by selection or election according to those Statutes, notwithstanding the fact that they have not been appointed by selection or election according to these Statutes.

ACADEMIC COUNCIL

22. Manner of election of a member under section 21 (g) of the Act : (1) No member shall be eligible to be elected to the Academic Council unless he is a permanent teacher of any College/Campus/School of the University and has 8 years teaching and/or research, extension experience and is not below the rank of a Lecturer. At least one of these members to be elected under these provisions shall be the Head of a Department.

(2) Members shall be elected from amongst the teachers of each College, Campus, School by the Staff Council concerned in its meeting called for the purpose.

(3) Members elected shall not serve for more than 2 consecutive terms at a time.

(4) The election procedure shall be prescribed by the regulations framed in accordance with the provisions of the Act.

23. Meeting of the Academic Council : (1) The Academic Council shall hold at least 2 regular meetings during the academic year on dates to be fixed by it. The Annual meetings shall be held near the Annual Convocation. Special meetings may be called at any time by the Vice-Chancellor.

(2) A special meeting of the Academic Council shall also be convened upon a notice in writing by not less than 1/3rd of the total members of the Academic Council delivered to the Secretary of the Academic Council.

(3) All questions to be considered in a meeting of the Academic Council shall be decided by a majority of votes of the members present.

(4) The Chairman of the Academic Council shall be entitled to vote on any question and, if the votes be equally divided, he shall have a second or casting vote.

(5) The quorum for any regular or special meeting of the Adademic Council shall consist of 1/3rd of the total membership of the Academic Council.

(6) A written notice of the regular, annual or special meeting stating time and place of the meeting alongwith the Agenda thereof, shall be sent by the Secretary of the Academic Council to all the members at least 10 days, 8 days or 7 days respectively before any such meeting is called.

(7) Notice of a motion or resolution to be included in the Agenda of a meeting of the Academic Council must be given to the Registrar not less than 14 clear days before the meeting.

(8) Notice of a motion or resolution to be included in the supplementary Agenda of meeting of the Academic Council must be in the hands of the Registrar not less than 5 clear days before the meeting.

(9) Notwithstanding anything contained in these statutes Chairman of the Academic Council may allow a motion of amendment of which due notice as required by these statutes has not been given.

24. Continuance in office of the existing members of the Academic Council : Members of the Academic Council who shall be holding office on the date of coming into force of these statutes, shall continue to hold office till such time as the members are appointed by selection or election according to these Statutes, notwithstanding the fact that they have not been appointed by election or selection according to these Statutes.

BOARDS OF STUDIES

25. Eligibility for the Membership : No member shall be eligible to be elected to any Board of Studies unless he is a permanent teacher having 6 years teaching experience and is not below the rank of a lecturer.

26. Manner of election : (i) The Staff Council shall elect 2 members from among the teachers of the College

or Campus or School in its meeting called for the purpose.

(2) The members are elected shall not serve for more than 2 consecutive terms at a time.

(3) The manner of election shall be prescribed by the regulations to be framed under the Act.

27. Meeting of the Board of Studies : (1) Each Board of Studies shall meet regularly at such time and place as may be notified by the Secretary of the Board of Studies concerned.

(2) All questions to be considered in a meeting of any Board of studies shall be decided by a majority of the votes of the members present.

(3) The Chairman of the Board of Studies shall be entitled to have a vote on any question and if the votes be equally divided he shall have a second or casting vote.

(4) The quorum for any regular or special meeting of any Board of Studies shall consist of 1/2 of the total membership.

28. Continuance in office of the members of the Boards of Studies : The members of the Boards of Studies, who shall be holding office on the date of the commencement of these Statutes shall continue to hold office till such time as the members are appointed by the selection or election according to these Statutes notwithstanding the fact that they have not been appointed by election or selection according to these Statutes.

COUNCIL OF DEANS

29. Meeting of the Council of Deans : (1) The Council of Deans shall meet at such time and place as may be specified in the notice to be issued by the Secretary thereof.

(2) The Comptroller shall act as the ex-officio Secretary of the Council of Deans.

(3) The Registrar shall also attend the meetings of the Council of Deans but shall have no right to vote.

(4) All questions to be considered in a meeting of the Council of Deans shall be decided by a majority of votes of the members present.

(5) The Chairman of the Council of Deans shall be entitled to vote on any question, and, if the votes be equally divided, he shall have a second or casting vote.

(6) The quorum in a regular or special meeting of the Council of Deans shall consist of 3 members.

STAFF COUNCIL

30. Meeting of the Staff Council : (1) A staff Council of each College/Campus or School shall meet at such time and place as may be specified in the notice to be issued to the members by the Secretary thereof.

(2) All questions to be considered in a meeting of the Staff Council shall be decided by a majority of the votes of members present.

(3) The Chairman of the Staff Council shall be entitled to vote on any question and if the votes be equally divided he shall have a second or casting vote.

(4) The quorum for any regular or special meeting of the Staff Council shall consist of 1/2 of the total membership.

CHAPTER—IV

THE DESIGNATION, APPOINTMENT, POWERS, DUTIES AND SERVICE CONDITIONS OF THE OFFICERS OF THE UNIVERSITY,

DESIGNATION OF OFFICERS

31. Librarian to be an Officer of the University :

In pursuance of sub-clause (ix) of clause (a) of section 9 of the Act, Librarian of the University is hereby declared to be an Officer of the University.

APPOINTMENT OF OFFICERS

32. Merit the sole consideration of appointment :

All appointments of the officers of the University shall be made strictly on the basis of their merit.

APPOINTMENT OF THE REGISTRAR, COMPTROLLER ESTATE OFFICER, THE DEAN OF STUDENT WELFARE AND THE LIBRARIAN OF THE UNIVERSITY

33. Manner of Appointment of these Officers :

The following procedure shall be adopted in making the appointment of these officers :—

(1) When a vacancy is to be filled, the Vice-Chancellor shall appoint a selection Committee of 5 persons at least three of whom shall be from amongst the officers of the University, and that one of such persons shall be an Educ-

ationist, financial expert, an expert Civil Engineer, or a person possessing special knowledge of the subject concerned in the case of appointment of the Registrar, Comptroller, Estate Officer, Dean of Student Welfare and the Librarian of the University, respectively. The Vice-Chancellor shall appoint the Chairman of this Committee and the Registrar shall be the Secretary of the Committee except when he himself is a candidate. In that case, the Vice-Chancellor shall appoint another officer of the University to act as the Secretary of this Committee.

(2) The Secretary shall proceed :—

- (i) to advertise the vacancies in the manner prescribed;
- (ii) to procure suggestions from such members of the staff of the University as may be deemed appropriate, and
- (iii) to contact other appropriate institutions and agencies for suggestions.

(3) After the applications and suggestions mentioned in clause (2) above have been received, the Secretary shall prepare a list of all names for scrutiny.

(4) This list shall then be placed before the Selection Committee for scrutiny.

(5) The list shall then be screened by the Selection Committee which shall recommend at least 3 names from the list in order of preference to the Vice-Chancellor, unless the number of eligible candidates is less than 3.

(6) The Selection Committee shall then confer with the Vice-Chancellor and discuss with him its recommendations.

(7) The Vice-Chancellor may ask the selection Committee to consider additional prospects of the candidates recommended or engage in further deliberations.

(8) When a list has been finally accepted by the Vice-Chancellor, he may arrange for informal interviews with one or more of the prospective appointees, as he may deem fit.

(9) The Vice-Chancellor shall submit a single recommendation for the approval of the Board.

(10) The Board shall either approve the recommendation or in case the Board refuses to approve the recommendation the Vice-Chancellor shall in due course present another recommendation;

Provided that where it is not possible to recruit a person in the aforesaid manner the Vice-Chancellor may appoint an officer temporarily by promotion or selection through advertisement till a candidate duly recommended by the Selection Committee is appointed.

APPOINTMENT OF DEANS AND ASSOCIATE DEANS OF COLLEGES AND CAMPUSES AND DIRECTORS OF SCHOOLS

34. Manner of Appointment : The following procedure shall be adopted for the appointment of these officers :-

(1) When a vacancy is to be filled, the Vice-Chancellor shall appoint a Selection Committee of 5 members, composed of 3 Heads of Departments of the College or

Campus or School in which the vacancy exists and 2 members from outside such college or campus or school :

Provided that the Vice-Chancellor may make temporary or officiating appointment not exceeding beyond the academic session in which the appointment is made, without constituting such a Selection Committee and adopting the procedure herein after mentioned ; and

Provided further that where it is not possible to constitute such a committee as aforesaid the Vice-Chancellor shall constitute an ad-hoc committee with the approval of the Board, and such committee shall proceed to make recommendations in manner laid down in these Statutes.

(2) The Committee mentioned in sub-clause (1) above shall elect its own Chairman.

(3) The Registrar shall act as the Secretary of the said Committee.

(4) The Registrar shall proceed :-

- (i) to advertise the vacancies in the manner prescribed.
- (ii) to procure suggestions from such members of the staff of the College or Campus or School concerned as deemed fit, and
- (iii) to contact other appropriate institutions, agencies for suggestions, e. g., Indian Council of Agricultural Education, Indian Council of Agricultural Research and appropriate department of State Government, other Colleges and Universities, etc.

(5) On receipt of the applications and suggestions mentioned in clause (4) above, the Registrar shall prepare a list of all names for scrutiny.

(6) This list shall then be screened by the Selection Committee which shall recommend at least 3 names from the list in order of preference, unless the number of eligible candidates is less than 3 to the Vice-Chancellor.

(7) The Selection Committee shall then confer with the Vice-Chancellor and discuss with him its recommendations.

(8) The Vice-Chancellor may ask the Selection Committee to consider additional prospects of the candidates recommended or engage in further deliberations.

(9) When a list has been finally accepted by the Vice-Chancellor he may arrange for informal interviews with one or more of the prospective appointees.

(10) The Vice-Chancellor shall submit a single recommendation for the approval of the Board

(11) The Board shall either confirm the recommendation or in case the Board refuses to confirm the recommendation, the Vice-Chancellor shall in due course, present another recommendation in the manner indicated above.

APPOINTMENT OF DIRECTOR OF AGRICULTURAL EXPERIMENT STATION AND DIRECTOR OF EXTENSION EDUCATION

(35) **Manner of Appointment :** (1) The following procedure shall be adopted for the appointment of these officers:-

(2) When a vacancy is to be filled, the Vice-Chancellor shall ask the Registrar to proceed :

- (i) to invite applications through advertisement in the manner prescribed ;
- (ii) to procure suggestions from such members of the staff of the University as deemed fit, and

(iii) to contact other appropriate institutions and agencies for suggestions, e. g. Indian Council of Agricultural Education, Indian Council of Agricultural Research and the appropriate Departments of the State Government, other Colleges and Universities, etc.

(3) When the applications and suggestions mentioned in clause (2) above have been received, the Registrar shall prepare a list of all names for scrutiny, which shall then be placed before the Council of Deans by him.

(4) When the list has been scrutinised by the Council of Deans it may arrange for informal interviews with one or more of the prospective appointees.

(5) The Council shall submit a single recommendation for the approval of the Board.

(6) The Board shall either approve the recommendation or in case the Board refuses to approve the recommendation, the Council of Deans shall, in due course, present another recommendation in the manner indicated above.

Provided that where it is not possible to recruit a person in the aforesaid manner, the Vice-Chancellor may appoint an Officer temporarily by promotion or selection through

gh advertisement for a period not exceeding 6 months till a candidate duly recommended by the Council of Deans in the manner indicated above is appointed.

(7) On the approval of recommendation of the Council by the Board, the Vice-Chancellor shall make the appointment.

POWERS AND DUTIES OF THE OFFICERS OF THE UNIVERSITY

36. Powers and duties of Vice-Chancellor :(1) In addition to the powers conferred and duties imposed upon the Vice-Chancellor by or under the Act, the Vice-Chancellor shall have the following powers :

- (i) to appoint Examiners on the recommendations of the Examiners Committee.
- (ii) to appoint Tabulators and Checkers.
- (iii) to declare the result of various examinations conducted by the University on the advice of the Results Committee appointed by the Academic Council.
- (iv) to appoint teachers and officers of the University temporarily or officially as provided in the Statutes.
- (v) to constitute such ad-hoc Committees as he deems necessary;
- (vi) to sanction recurring and non-recurring expenditure chargeable to contingency;
- (vii) to countersign T. A. bills of the officers of the University;

(viii) to appoint employees of the University against sanctioned posts in scales of pay up to the maximum of Rs. 700/- per mensem and

(ix) to grant leave of any kind to all officers, teachers and other employees of the University.

(2) The Vice-Chancellor shall be entitled to be present at and address any meeting of any authority of the University but shall not be entitled to vote thereat unless he is a member of the authority concerned.

(3) All powers relating to the administration and maintenance of discipline in the University shall rest with the Vice-Chancellor.

37. Powers and duties of Registrar : In addition to the powers conferred and duties imposed upon the Registrar by or under the Act the Registrar shall :—

(1) act as the Secretary of the Board and the Academic Council and issue notices and maintain the minutes of all meetings of the Board and Academic Council.

(2) conduct all official correspondence on behalf of the Board and the Academic Council.

(3) attend the meetings of the Council of Deans.

(4) be responsible for the admission of the students to the University.

(5) have charge of registration of students of the University & maintain a register of all degrees and diplomas conferred by the University.

(6) prepare and maintain a register of registered gr-

aduates of the University under section 34 (K) of the Act.

(7) execute all processes connected with the election of members of the Board by registered graduates of the University under section 19 (I) III (ii) of the Act.

(8) supply to the Chancellor copies of the agenda of the meetings of the Board, Academic Council and Council of Deans as soon as they are issued and the minutes of the meetings ordinarily within a month of each meeting.

(9) take steps to fill in the vacancies as soon as they are notified to him in accordance with the provisions laid down in Act, and Statutes ;

(10) arrange to obtain the names of the nominees of the Zila Parishad and Apex-Co-operative Organisations for the maintenance of an up-to-date panel as required in these Statutes.

(11) incur expenditure chargeable to contingencies as under :-

(i) Non—recurring expenditure up to Rs. 5,000/- in each case, or up to such limits as may be specified by the Board by order in writing in this behalf;

(ii) Recurring expenditure up to Rs 1,200/- per annum in each case or within such limits as may be determined by the Board by order in writing with full powers in regard to printing of Question Papers and incurring expenditure thereof.

(12) Deleted

(13) to countersign T. A. bills and to sanction absence of duty of all the employees working under him.

(14) secure signature of all the contracts of employment, maintain a file of such contracts and make a copy available to each employee.

53. Powers and Duties of the Comptroller : In addition to the powers conferred and duties imposed upon the Comptroller by or under the Act, the Comptroller shall :-

1. act as the ex-officio Secretary of the Council of Deans.

2. issue notices and maintain the minutes of all the meetings of the Council of Deans.

3. conduct the official correspondence of the Council of Deans.

4. advise in regard to the financial policy of the University and take measures to develop its resources.

5. receive all contributions, grants, gifts, and endowment made in favour of or for the purposes of the University.

6. purchase all materials and properties required by the University and its various units except as otherwise provided by the Act, Statutes or regulations.

7. place the financial position of the University before the Board at its meeting.

8. ensure that :—

(i) the accounts of the University are properly kept and audited;

- (ii) the budget of the University is prepared and submitted to the Vice-Chancellor and that the financial sanctions are obtained in time; and
- (iii) the income and fees due to the University are collected and the salaries and other amounts due to the staff and others are paid promptly.
9. execute all contracts on behalf of the University.
10. devise and instal suitable system of accounting and business procedure and keep an Accounts-Manual for use in all University offices.
11. develop and operate an internal audit system so that records of all offices and employees responsible for the receipt or expenditure of money for keeping accounts or for custody of property may be verified by the Audit.
12. prescribe the financial forms to be used throughout the University.
13. Deleted.
14. maintain employment records of all members of the staff of the University.
15. to countersign T. A. bills and sanction absence of duty of all the employees working under him.
16. sign cheques for payment and sanction pay and allowances of all the officers, teachers and other employees of the University.
17. perform such other duties as may be required from time to time by the Board or Vice-Chancellor.
18. attend the meetings of the Board of Control.

19. Attend the meetings of the Academic Council; and
20. Conduct the official correspondence of the Finance Committee.

21. Issue notices and maintain the minutes of all the meetings of the Finance Committee.

39. Powers And Duties of the Dean of Student Welfare : In addition to the powers conferred and the duties imposed upon the Dean of Student Welfare by or under the Act, the Dean, Student Welfare shall—

1. be the Chairman of the :—
 - (i) University Students welfare Board,
 - (ii) University Board of Sports, and
 - (iii) University News Board;
2. be responsible for student discipline;
3. formulate the rules for the control of housing and hostel for students including the Selection and appointment of Wardens, supervision over the mess and control of sanitary arrangements and medical facilities;
4. exercise general control over extra-curricular activities including sports, students union, excursions and such other activities and frame rules for the said purposes;
5. communicate with guardians of the students concerning the welfare of students;
6. obtain travel facilities for holidays;
7. make arrangements for scholarships; stipends and such other assistance for the students;
8. in consultation with the Director of Agricultural Exper-

- iment Station and the Director of Extension Education; prepare a programme for employment of students in the Experiment Station and the Extension Field and put it up to the Vice-Chancellor for approval;
9. explore the possibilities of finding suitable employment for students and arrange their interviews with prospective employers;
 10. Direct a programme of students counselling;
 11. with respect to the employees working under him exercise powers of drawing, disbursing and collecting as well as those of appointing authority including countersigning T. A. bills, sanctioning of leave, and
 12. perform such other duties as may be assigned to him from time to time by the Vice-Chancellor.

40 Powers and duties of the Estate Officer :

The Estate Officer shall in discharge of his functions and duties under section 14 (3) of the Act be responsible for the following:—

1. execution and maintenance of the University buildings, Roads, Fencing, Play-grounds, Parks and lands other than the land comprising the Agricultural Farms;
2. construction and maintenance of utility services;
3. maintenance of Fire Protection Services;
4. maintenance of architectural and constructional services of the University;
5. all repairs and constructions of the University buildings:

6. preparation of the annual budget of the University for construction and maintenance of the buildings and periodical reports showing the progress of works under construction;
7. maintenance of accounts relating to the works in his charge informs prescribed by the Comptroller;
8. allotments and maintenance of the quarters and accommodation for the staff of the University;
9. with respect to the employees working under him, exercise the powers of drawing, disbursing and collecting moneys, including powers of countersigning bills and granting leave.
10. and shall perform such other duties as may be assigned to him by the Vice-Chancellor.

41. Powers and Duties of the Dean/Associate Dean of College/Campus and Director of a School.

(1) The Dean/Associate Dean of the College/Campus or a Director of the School shall be the Chief Executive officer of the College/Campus or School and shall be responsible to the Vice-Chancellor for its administration.

(2) In the absence of the Dean/Associate Dean of the College/Campus or the Director of the School, for a period not exceeding 6 months a Head of the Department nominated by the Dean and approved by the Vice-Chancellor shall act as the Dean/Associate Dean or Director.

(3) Without prejudice to the powers conferred and duties imposed by or under the Act, on the officers mentioned in subclause (1) above, these officers shall :—

- (i) be responsible for the organisations and conduct of teaching, research and extension work of the Department comprised in the College/Campus or School and for that purpose he shall co-operate with the appropriate Director of School to pass such orders as might be necessary in consultation with the Heads of the Departments concerned;
- (ii) look into and be responsible for the due observance of the statutes and other regulations relating to the College/ Campus or School;
- (iii) preside over meetings of the Staff Council of the College/Campus/School;
- (iv) make reports to the Vice-Chancellor on the work of the College/Campus/School;
- (v) formulate and present to the Board of Studies concerned policies for their consideration, without prejudice to the right of any member to present any matter to the Board of Studies concerned;
- (vi) supervise and control the registration of the students in the College/Campus/School,
- (vii) be responsible to the Vice-Chancellor for the proper progress of the studies at the College/Campus/School and for the educational use of buildings and premises assigned to the College/Campus/School and for the general equipment thereof as distinct from that of the separate departments;
- (viii) serve as the medium of communication for all official business of the College/Campus/School with other authorities of the University, the students and the public.

(ix) normally represent the College/Campus/School in conferences and he may also designate additional representatives from amongst the staff of the College/Campus/School;

(x) prepare the budget of the College/Campus/School with the approval of the Staff Council;

(xi) with respect to the employees working under him, exercise powers of drawing, disbursing and collection of moneys under the relevant Statutes or regulations and

(xii) countersign T. A. bills and sanction leave of the employees working under him.

42. Powers and Duties of the Director of Agricultural Experiment Station : (1) The Director of Agricultural Experiment Station shall be the over all in-charge of all the research programmes in the University. He shall be responsible for the management of the Agricultural Experiment Station as provided in sub-section (1) of section 26 of the Act. He shall co-ordinate all research in the University in co-operation with the Deans or the Directors of the respective Colleges and Schools. While his dealings would be mainly with the staff concerned with research in the Colleges and the Schools, and while he would be responsible to the Deans and the Directors of the colleges and the Schools respectively, for the initiation and the formulation of the research pro-
gramme of their respective institutions. He will have direct access to the Vice-Chancellor and shall be responsible to

him for the effective co-ordination of the research activities of the University as a whole.

(2) He shall arrange for the allotment of lands and provide other facilities for experiment to the appropriate Departments concerned and shall be responsible for the administration of the farms and for the successful implementation of approved programmes.

(3) There shall be an Associate Director attached to each College, Campus and the School. The Associate Director shall be a person technically qualified in the academic discipline of the College/Campus/School to which he is attached.

(4) The Associate Director shall hold charge of and manage various sub-stations of the Agricultural Experiment Station of the University.

(5) All the Associate Directors shall work under the guidance of and be responsible to the Director of Agricultural Experiment Station.

(6) All research programmes be conducted by the staff and students in the various Department and Divisions of the College/Campus and Schools. The staff located at the various substations shall be on the rolls of the different Colleges, Campuses, and schools in the Departments or divisions pertaining to their discipline.

Research Advisory Committee-Composition and Function :

(7) There shall be a Research Advisory Committee consisting of:

- (i) The Vice-Chancellor, as the Chairman,
- (ii) The Deans, Associate Deans and Directors,
- (iii) A representative of the Rajasthan State Farmers' forum;
- (iv) Director of Agriculture, Rajasthan or his representative;
- (v) Director of Animal Husbandry, Rajasthan or his representative;
- (vi) Director of Extension Education; and
- (vii) Dean of Post-graduate Studies; and
- (viii) Director of Agricultural Experiment Station to act as Secretary.

(8) The Committee shall advise the University regarding :—

- (a) Suitability of various research projects ;—
- (b) Acceptance of research grants and conditions attached to them;
- (c) Allocation of funds for research; and
- (d) Any other matter affecting research.

(9) The Committee shall make its recommendations to the Academic Council.

10. The Director of Agricultural Experiment Station with respect to the employees working under his administrative and financial control have the power to—

- a. countersign T.A. Bills.
- b. grant leave to the employees.

43. Powers and duties of the Director of Extension Education—(1) The Director of Extension Education

shall be over all incharge of all extension education activities of the University. In addition, he shall be the academic head of extension education activities of the University. His duties among others shall be :—

- (a) The determination of over all policies, philosophy and functions of the extension education programme to meet the needs and interests of the rural population of Rajasthan.
- (b) The maintenance of proper relationship between an organisation and groups concerned directly or indirectly with the extension of knowledge to the rural population.
- (c) To hold charge of and be responsible for the organisation and management of such centres or institution of extension education or training as the University may establish or acquire at the main Campus or anywhere else in Rajasthan.
- (d) To arrange for the pre-service and in-service training and orientation of personnel engaged in extension work in Rajasthan.
- (e) To organise and render adequate counselling service to farmers and for the personnel engaged in extension work in Rajasthan; and
- (f) To establish and maintain an adequate system of record keeping, reporting and evaluation so that the needs of the rural population in terms of extension education be continuously and accurately assessed, reviewed, and casted.

(2) There shall be an Associate Director of Extension Education to each College/Campus/School. The Associate Director shall be a person technically qualified in the academic discipline of the College/Campus/School to which he is attached. He shall be appointed by the Vice-Chancellor on the recommendations of the Council of Deans and approved by the Board.

(3) All the Associate Directors shall work under the guidance of and be responsible to the Director of Extension Education.

(4) There shall be an Extension Education Specialist in each Department or Division of every College/Campus/School. The Extension Education Specialist shall hold an academic rank in the Department or Division of the College/Campus/School to which he is attached.

(5) It shall be permissible to employ the extension education specialists on a combination appointment basis so that they devote part of their time to teaching and research and part of their time to Extension work.

(6) There shall be a number of Extension Education Specialists located in the field as determined by the Academic Council. The Specialist shall be on the roll of the Colleges/Campuses/Schools in the Departments or Divisions pertaining to their discipline.

(7) All Extension Specialists shall work under the guidance of and be responsible to the Director of Extension Education directly or through the Associate Director.

(8) Extension Education Specialists employed on co-combination appointment basis shall be responsible to the various officers of the University in respect of and to the extent to which their employment in various types of work is concerned.

(9) The Extension Education Specialist shall be selected by the Director of Extension Education and appointed by the Vice-Chancellor.

(10) There shall be an Extension Education Advisory Committee consisting of:—

- (i) The Vice-Chancellor, as Chairman,
- (ii) Development Commissioner, Rajasthan or his representative,
- (iii) a representative of the Rajasthan State Farmers' Forum,
- (iv) The Director of Agriculture, Rajasthan, or his representative,
- (v) The Director of Animal Husbandry, Rajasthan or his representative,
- (vi) Director of Primary and Secondary Education or his representative,
- (vii) The Deans, Associate Deans and Directors of School,
- (viii) The Director of Agricultural Experiment Station and
- (ix) The Director of Extension Education as Secretary.

(11) The Extension Education Advisory Committee shall advise the University regarding :

- (a) Co-ordination of the University Extension Edu-

cation programme, with the State and national programme.

- (b) Location, number and areas of specialisation of Extension Education Specialists in the field,
- (c) Allocation of funds for Extension Education activities, and
- (d) Ways and means of increasing the effectiveness of the University extension programme.

(12) The Extension Education Advisory Committee shall make its recommendation to the Academic Council.

(13) Director of Extension Education shall have full access to the Vice-Chancellor and shall be directly responsible to him for effecting close co-ordination of the extension education activities of the University with the Department of Agriculture, Animal Husbandry, Development and Co-operation.

(14) The Director of Extension Education shall with respect to the employees working under him exercise the powers of drawing, disbursing and collecting moneys and shall have the power to :

- (a) countersign T. A. bills, and
- (b) grant leave to the employees.

44. Powers and Duties of the Librarian : (1) The Librarian of the University shall be responsible to the Vice-Chancellor for all matters concerning the University Library

(2) It shall be the duty of the University Librarian to maintain all the Libraries of the University Campuses and to organise their services in the manner most beneficial to the

needs of teaching, research, and extension.

(3) He shall make an annual report to the Vice-Chancellor on the condition and needs of the University Library.

(4) He shall prepare the annual budget for the University Library.

45. Other Administrative and Financial Powers :

Except in so far as provided in these Statutes, the Officers of the University shall exercise such other administrative and financial powers as may be prescribed by the regulations to be framed by the Board hereafter.

46. SERVICE CONDITIONS OF OFFICERS :

The Service conditions of the Officers of the University shall be regulated by the following :

PART I

GENERAL CONDITIONS

1. The categories & grades of the posts under the University shall be as specified by the competent authority from time to time.
2. Qualifications for appointment to various posts in the University shall be as may be determined by the competent authority from time to time.
3. (a) Recruitment on various posts shall be made according to the manner as may be laid down.
 (b) No persons may be appointed for a period exceeding one year without a medical certificate of fitness by the Medical Officer appointed by the

University. Form of medical certificate of fitness shall be as may be prescribed by the Committee.

4. Where the officer has been dismissed, removed or reduced from any class, category or grade in the service, no vacancy caused thereby shall be substantively filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal, removal or reduction is decided and except in conformity with such decision or until the time allowed for preferring an appeal has expired, as the case may be.
5. The absence of an officer including probationer from duty whether on leave or on foreign service or on deputation and who holds a lien on a post, shall not if he is otherwise fit, render him ineligible on his return, for appointment to a permanent or officiating vacancy in the class, category, grade or post which may fall vacant during his absence.
6. (i) An Officer appointed to a permanent post after the commencement of these rules shall remain on probation on such post for a period of one year provided that the appointing authority may extend, in any individual case, the period of probation by six months at a time but not exceeding one year in all. The intention of extending their terms of probation shall be intimated by the appointing authority to the officer concerned in writing one month before the date of expiry of the probation period.

- (ii) Where the work of an officer who is appointed as a probationer in the University is not satisfactory during the period of extension or it has not been satisfactory during the entire period of probation, the appointing authority may (a) in the case of a person appointed to higher post revert him to the post held by him immediately before such appointment, and (b) in the case of a person appointed by direct recruitment, terminate his service without notice.
 - (iii) Every Officer appointed to a permanent post under the University shall, on satisfactorily completing his period of probation be eligible for confirmation on that post.
 - (iv) No officer shall be confirmed on any post unless :
 - (a) such post is permanent and no one else holds a lien on that post, and
 - (b) the service of the officer under the University is found satisfactory by the appointing authority.
7. Unless an officer's service has been terminated during the probation period, the Head of the Office or the Institution under whom the officer is working shall send to the appointing authority, at least two months before the date of expiry of the probationary period, a report about the work and conduct of the officer appointed on probation, with a definite recommendation for his confirmation in service or otherwise.

8. If an officer who is not confirmed in service wishes to resign from service, he shall give one month's notice in writing to the appointing authority. If the officer fails to give such notice, the University shall be entitled to recover one month's salary from him in lieu of notice.
9. If the University decides to relieve an officer not confirmed in service, one month's notice shall be given to him or in lieu of notice shall be paid pay of one month :

Provided that no notice of discontinuance shall be necessary in case of (i) appointments for specific periods and (ii) appointments against leave vacancies.

10. A permanent officer shall be required to give three months notice in case he desires to be relieved from service or he shall pay to the University three months' salary in lieu of such notice, unless otherwise directed by the Competent authority.
11. If the University desires to relieve an officer who is confirmed in service a notice to that effect shall be served on him three months before the date on which he is relieved. In the absence of such notice, the University shall pay him three month's salary.

NOTE :- Termination of service by notice in case of permanent Officer shall be resorted to only when that particular activity post of the University ceases to exist. Service of an officer may be

terminated on account of unsatisfactory work, misconduct etc. only after fulfilling the conditions laid down under the clauses contained in Part-VII.

12. An officer before leaving the University service shall handover the charge of his post to a duly authorised officer and shall return to the University all books, apparatus, furniture and other materials issued to him for his personal or official use and shall pay up in full all outstanding dues on account of occupation of residential quarters, water/electric charges, loans and advances if any. In case of default the Head of the Institution in which he is employed shall recover the amount due to him on account of the above items from his dues payable to him.
13. Wilful absence from duty may be treated as misbehaviour for the purpose of these statutes. Absence without leave, moreover, amounts to interruption in service involving forfeiture of past service, unless on satisfactory reasons being furnished, the absence is commuted into extraordinary leave by the sanctioning authority.
14. Service Records : (a) The Heads of Offices/Institutions shall maintain a service book of each officer in the form as may be prescribed by the Committee.
 (b) Entry in the service book of an officer shall be authenticated by an officer authorized in this behalf by the Vice-Chancellor.
15. Self-assessment reports:—University shall maintain a

record of self-assessment reports received from officers every year. The self-assessment report will contain achievements of an officer in different spheres of work connected with the University. The form and the detailed procedure in which the self-assessment reports are to be received shall be prescribed by the Committee.

16. a In the event of death of a University officer while in service, lump sum amount equal to the amount of leave salary admissible in respect of privilege leave that may be due to the deceased University officer on the date of death not exceeding 120 days privilege leave may be paid to the widow/children of the deceased university officer.

(b) Subject to provisions of paragraph (a) above, a lump sum payment may also be allowed to the nominee or in his absence the legal heir of a University officer who dies in any of the following circumstances :

- (i) While availing of refused leave the lump sum payment shall be restricted to the amount of refused leave not actually of availed due to death.
- (ii) While on re-employment immediately after retirement if he did not avail of refused leave during the period of re-employment till death.
- (iii) The provisions of this Statute shall not apply to those who are on deputation/retired Government Servants, re-employed in the University/appointed on contract basis.

17. Unless and otherwise distinctly provided for, an officer will be at the disposal of the University whenever required, without claim for additional remuneration.
18. Permission for undertaking work and acceptance of fee :
 - (i) An officer of the University may be permitted to perform the specified service or series of services for a private person or body or for a public body and to receive a remuneration therefore, if this can be done without detriment to his legitimate duties and responsibilities of the concerned officer of the University. No officer of the University shall undertake work for a private or public body or a private person, or accept a fee therefore without the sanction of the Committee.
 - (ii) Unless the Committee by special order or otherwise directs, one third of any fee in excess of Rs. 400/- or, if a recurring fee, or Rs. 250/- a year paid to an officer shall be credited to general revenues of the University.
 - (iii) This rule does not apply to fees received by officers from universities or other examining bodies in return for their services as examiners.
 - (iv) Non-recurring or recurring fees shall be dealt with separately and should not be added, for the purpose of crediting one-third to general revenues under this clause.
19. Power to Delegate :—The Committee may declare any

of its officers as competent authority and delegate to them, subject to any condition which it may impose, any power under these statutes.

20. The terms and conditions including emoluments and allowances of an officer taken on deputation by the University shall be such as may be decided by the loaning authority in agreement with the University.

PART-II

PAY AND ALLOWANCES

22. Scale of Pay : The scales of pay of the posts in a cadre/cadres of the officers in University shall be such as may be prescribed from time to time by the Committee.
22. Initial Pay : Unless the appointing authority decides otherwise, an officer shall, on his appointment to a post on a time scale of pay, draw pay at the minimum of the time scale or such initial pay as recommended by the Selection Committee.
23. Pay during the course of training : If an officer of the University is deputed for training by the University, he shall draw such pay which he would have drawn had he not been deputed for training.

Every such officer shall be required to execute, before proceeding on training, a bond in the form prescribed by the committee to serve the University after completion of the training for a period mentioned below :-

| Period of Training | Period to serve the University for which bond is to be executed. |
|--|--|
| Exceeding 3 months but upto six months | One year |
| Exceeding six months but upto one year | Two years |
| Exceeding one year but upto 2 years. | Three years. |

(a) If a University officer is deputed for training and the period of training is treated as duty, he shall be entitled to compensatory allowance at the following rates:-

- (i) For the first 3 months, At the rate of the halting allowance admissible at the place of training.
- (ii) For a period exceeding 3 months. At the rate of the halting allowance admissible at the place of training subject to a maximum of Rs. 35/-p.m.

(b) In case where a University officer is sent or deputed to undergo a regular course of study or training within the state or outside the state which results in acquiring of a degree or diploma from a University or any other autonomous institution or college etc., the Compensatory allowance under this Statute shall not be admissible irrespective of whether the period of training is treated as duty or not.

24. Fixation of pay when pay of post is revised : Whenever the pay scales of a post is revised, the pay of an employee, unless provided otherwise specifically in the pay revision orders shall be fixed at a stage equal to the stage of the pay last drawn by him and if there is no such stage at the next lower stage plus personal pay equal to the difference to be absorbed in future increments; provided that he may at his option retain his old pay scale until the date on which he has earned his next or any subsequent increments in the old scale, or until he vacates his post or ceases to draw pay on that time scale. The option once exercised shall be final.

25. Fixation of pay for in-service candidate on appointment to a higher post :

(a) When a University officer holding a post in a substantive temporary or officiating capacity is posted by a competent authority on a higher post in a substantive, temporary or officiating capacity, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing the actual pay drawn by him in the lower post by one increment at the stage at which such pay is drawn. This would, however, not be applicable in those cases where specific recommendation is made by a Selection Committee and approved by the Vice-Chancellor.

(b) Where the pay of an officer is fixed under clause 25 (a) above, the next increment shall be granted on the date he would have drawn his increment had he continued in the lower post, provided that where the pay is fixed at the minimum of the time scale and the pay so fixed exceeds the pay drawn in the lower post by the amount equal to the amount of the next increment in the lower post plus the first amount of increment in the higher post, the next increment shall be admissible after completion of service for the full incremental period counting for increment under Clause (27).

26. Increments :- (a) An increment shall ordinarily be drawn as a matter of course unless it is withheld by the competent authority, if the conduct of the officer has not been good or his work has not been found satisfactory.

(b) Where an efficiency bar is prescribed in the time scale, the increment next above the bar shall be given to an officer with specific sanction of the appointing authority.

*7. Service counting for increments :- The following service shall count for increments on the time scale of post :-

- (a) Duty on post or any other post of the same or higher grade, whether continuous or not;
- (b) Time spent as joining time from one post to another.

- (c) Duty on an equivalent or higher post in foreign service;
- (d) Duty on temporary post and on probation, and
- (e) leave other than extra ordinary leave.

Provided that the Committee may direct by a special order relating to an individual case that extra ordinary leave shall count for increments for any of the following reasons :

- (i) Any cause beyond the University employee's control.
 - (ii) Prosecution of higher studies beyond the stage of Master's level in Arts, Science, Commerce and Law.
 - (iii) Prosecution of higher technical or scientific study beyond the stage of Bachelor's degree in Engineering and Veterinary Science and Master's degree in Agriculture and Home Science.
28. Date of increment : The increment of University officer may be admitted from the 1st of month in which it would fall due under the operation of the normal rules and orders regulating increments.
29. Pay during suspension : (a) An officer under suspension shall be entitled during the period of suspension to draw a subsistence allowance at an amount equal to the half pay which is admissible and allowances as based on such pay.
- (b) An officer who has been dismissed, removed or compulsorily retired or suspended when reinstated

the authority competent to order the reinstatement shall consider and make specific orders.;

(i) regarding the pay and allowances to be paid to the officer for the period of his absence from duty or for the period of suspension.

(ii) Whether or not the said period shall be treated as period spent on duty.

(c) When the competent authority holds that the officer has been fully exonerated or the suspension was not justified the officer shall be given the full pay and allowance to which he would have been entitled, had he not been suspended.

(d) In other cases, the officer shall be given such proportion of such pay and allowances as competent authority may determine.

30. No payment of subsistence allowance shall be made unless an officer furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

31. Grant of leave during suspension :- Leave may not be granted to a University officer under suspension. However, permission to leave headquarter may be given in cases of serious illness in the family etc. by the competent authority for reasonable period keeping in view the state of the enquiry and the possible effect of officer's absence on its progress. An officer under suspension shall be required to mark his attend-

ance daily at the place as may be directed by the competent authority,

32. Merit pay : The Committee may at its discretion allow merit pay to an office in accordance with the rules framed by the committee.

33. Special pay and honorarium : (i) The competent authority may sanction special pay to an officer in consideration of (a) the specially arduous nature of duties or (b) a special addition to the work of responsibilities.

(ii) The Vice-Chancellor may grant an officer an honorarium as remuneration for work performed which is occasional in character and either so laborious or of such special merit as to justify such honorarium.

34. Drawal of pay : (i) An officer shall be entitled to draw the pay of the post to which he is appointed from the date on which he takes over charge of the post.

(ii) Pay in respect of any month shall become payable on or immediately after the first working day of the following month.

35. Pay and allowances for holding additional charge of a post :

(i) An officer holding one post placed in charge of an equal or higher post may be allowed pay in the basic post plus 1/10 of the minimum of the scale of pay applicable to the additional post, if the period of holding additional charges not less than 30 days.

- (ii) No allowance will be admissible when an officer holding one post and is placed in charge of the current duties of a lower post.
- (iii) An officer holding one post placed in charge of a post of status equal to his own basic post, or higher than his basic post, may be allowed allowance upto 1/5 of the minimum of the scale of the additional post, if the period of holding additional charge is not less than 60 days.
- (iv) The allowances permitted under clause (iii) will not be admissible beyond six months.

36. Compensatory allowances : An officer will be eligible to house rent allowance, dearness allowance, travelling allowance and other allowances as sanctioned by the committee according to the rules in force from time to time.

37. Rent free accommodation : The Vice-Chancellor may from time to time specify the posts, the holders of which may be provided with the rent free accommodation where such accommodation is made available.

PART - III

LEAVE

38. Right to leave : (a) Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the authority empowered to sanction leave.
- (b) When an officer is recalled to duty before the

expiry of his leave, he shall be entitled to travelling allowance to the headquarter but will get leave salary upto the date he joins his post.

39. Commencement and termination of leave : Leave begins from the date on which it is actually availed of and ends on the day one resumes duty.

40. Combination of holidays with leave : Sundays, other holidays and vacation may be prefixed or suffixed to leave subject to any limit of absence on leave prescribed under each kind of leave.

41. Address while on leave : Every officer proceeding on leave shall record on his application for leave, the address at which the letters will find him during leave. Subsequent changes in address during leave, if any, should likewise be intimated to the competent authority.

42. Grant of leave beyond the date of retirement : No leave shall be granted beyond the date on which an officer must compulsorily retire, provided that the authority empowered to grant leave may allow an officer who had been refused in writing the leave applied for by him earlier, either wholly or partially on account of exigencies of service, the whole or any portion of the leave so refused even though it extends to a date beyond the date on which such an employee must compulsorily retire, subject to a maximum limit of 120 days.

43. Joining the duty on return from leave on medical grounds : An officer who has been granted leave on medical grounds shall be required to produce a medical certificate of fitness from the authorised medical attendant as defined in Udaipur University Medical Attendance Rules before resuming duty. A competent authority may also require an officer to produce a medical certificate when the ground of leave applied for is his own illness.
44. Rejoining of duty before the expiry of the leave : Except with the permission of the competent authority, no officer on leave shall ordinarily join duty before the expiry of the period of leave sanctioned to him.
45. Application for leave : Leave other than study leave and casual leave shall be applied for in the prescribed form, at least three weeks in advance before it is availed of except in special cases of emergency and on satisfactory reasons. Officers proceeding on leave other than C. L. exceeding 30 days shall obtain prior order from the competent authority to join the post after expiry of the said leave. Such a request should be made at least seven days in advance.
46. Increment during leave : If the increment falls due during leave other than casual leave, the effect of increase of pay will be given from the date an officer resumes duty without prejudice to the normal date of his increment.

47. Absence after the leave : An officer who remains absent after the expiry of his leave shall not be entitled to any leave salary unless such absence has been regularized by the competent authority, wilful absence from duty will be treated as an act of misconduct and has to be dealt to be as such. Absence without leave, moreover, amounts to interruption in service involving forfeiture of past service, unless on satisfactory reasons being furnished, the absence, is converted to extra ordinary leave by the sanctioning authority.
48. Leave account : A leave account will be maintained for each officer in a prescribed form.
49. Admissibility of leave to temporary officer made permanent: If temporary officer is, without interruption of duty, appointed substantively to a permanent post, his leave account will be credited with the amount of leave he would have earned by his previous duty if he had performed it while holding a permanent post substantively and debited with the amount of leave actually taken during his temporary service.
50. (i) No officer shall be granted leave of any kind for a continuous period exceeding 5 years
(ii) Where an officer does not resume duty after remaining on leave for a continuous period of five years or where, after the expiry of his leave remains absent from duty otherwise than on foreign service, for any period which together with the period of leave granted to him exceeds five years,

he shall, unless the committee in view of exceptional circumstances of the case otherwise determines, be deemed to have resigned and shall accordingly cease to be in University service.

51. Casual leave : (i) The amount of casual leave granted to an individual in a year (1st July to 30th June) shall not exceed 15 days, provided that in the case of an officer joining service during the course of a year, it will be granted as under :—

- (a) upto 5 days for service of 3 months.
 - (b) up to 10 days for service of more than 3 months but less than 6 months, and
 - (c) upto 15 days for service of more than 6 months.
- (ii) Casual leave may be granted in one or more instalments, but shall not ordinarily exceed 10 days at a time. Casual leave shall not be combined with any other kind of leave but it may be taken in combination with University holidays, provided that period of total absence does not exceed 15 days.
- (iii) Special Casual Leave : The Vice-Chancellor may by a general or special order grant special casual leave to an officer for the specific purposes.

Note:-Sunday or other University holidays falling within the period of casual leave shall not be counted as casual leave.

52. Leave on full pay : (i) An officer shall earn leave on

full pay to the extent of 1/11th of the period spent on duty, provided that he shall cease to earn leave when the leave earned on full pay exceeds 180 days.

- (ii) The maximum amount of leave on full pay that can be granted to an officer at a time subject to title, shall be 120 days. Leave on full pay may be granted for a period of 150 days, if any portion thereof is spent outside India, provided that when leave on full pay exceeding 120 days is so granted, the period of such leave spent within India shall not, in aggregate, exceed 120 days.
- (iii) The maximum amount of leave on full pay that can be granted to an officer at a time subject to title shall be 180 days when he is undergoing treatment for T. B. or Leprosy, or cancer or mental disease in a recognized sanitorium or a hospital.

53. Leave on half pay : (i) An officer shall earn leave on half pay at the rate of 20 days for each completed year of service (ii) The half pay leave due may be granted to an officer on medical certificate or on private affairs.

54. Commuted leave : Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to an officer subject to following conditions :

- (i) Commuted leave during entire service shall be limited to 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 privilege leave and commuted leave taken in conjunction shall not exceed 240 days, provided that no commuted leave may be granted unless the authority competent to sanction leave has reason to believe that the University officer shall return to duty on its expiry.
- (iv) The total duration of P. L. and commuted leave taken in conjunction by an officer who is undergoing treatment for tuberculosis, leprosy, cancer mental disease in a recognised sanitorium/hospital shall not exceed 300 days

55. Maternity leave : (i) Maternity leave may be granted to a female officer on full pay for a period 90 days from the date of commencement or to the extent of not exceeding 42 days from the date of confinement, whichever is earlier. Maternity leave may also be granted in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed 42 days and the application for leave is supported by a certificate from the authorised medical attendant as defined in Udaipur University Medical Attendance Rules.

(ii) It may be combined with leave of any other kind but any leave applied for in continuation of former may be granted only if the request is supported by

a medical certificate from the authorised medical attendant.

- (iii) Maternity leave will not be admissible to a female officer for more than three occasions in the entire period of her service in the University or elsewhere.

Note :-A female officer who has availed of the maternity leave for more than three occasion before these rules came into force, shall not be entitled to any maternity leave under these Statutes.

- (iv) Maternity leave is also admissible to a temporary female officer provided she has been in continuous service of the University for not less than one year before the commencement of the leave applied for.

56. Leave to take up employment elsewhere :-

- (i) When an officer is permitted to take up employment by the Committee outside the University, the pay of which is not debitable the University he may, at the discretion of the committee, be granted leave without pay for one year and be allowed to retain the lien on the permanent post held by him in the University for a corresponding period, provided that the person concerned has completed at least 5 years of permanent service in the University and provided further that in case an officer has rendered 10 years of permanent service in the University, he may be sanctioned 2 years leave without pay at

the discretion of the committee and allowed to retain lien for the corresponding period on the post held by him in the University.

Note:— For the purpose of this clause, temporary service rendered by an officer will also be taken into account in calculating the period if it is followed by permanent appointment without any break in service.

- (ii) An officer seeking leave under the above provision must return to the University service on the expiry of the leave failing which he will be deemed to have ceased to be in the University employment.
 - (iii) The period of leave under this clause shall not be counted for the purposes of increment.
57. Extraordinary leave:—(i) Extraordinary leave shall be without pay and allowances and may be granted under special circumstances:—
- (a) When no other leave is admissible, or
 - (b) When other leave is admissible but the officer concerned applied in writing for the grant of Extraordinary leave.
- (ii) The period of extraordinary leave shall not count for increment except as otherwise provided for.
 - (iii) Except in case of a permanent officer, the duration of extraordinary leave on any one occasion shall not exceed.
 - (a) Three months for those who have not completed three year's service

- (b) Six months, in the case of an officer who has completed three years or more of continuous service on the date of commencement of the leave admissible to him under the Statute and his application for such leave is supported by a Medical Certificate.
- (c) Eighteen months when an officer is suffering from tuberculosis or leprosy or cancer or mental diseases and is undergoing treatment in a recognised clinic or under a specialist.
- (iv) The extraordinary leave for the purpose of prosecuting studies certified to be in public interest shall not exceed two years during the whole period of service.

58. Hospital Leave:—(i) Hospital leave may be granted to an officer for medical treatment for illness or injury, if such illness or injury is directly due to risk incurred in the course of official duty. This leave will be available to such officers only whose duties expose them to such illness or injury.
- (ii) Hospital leave may be granted on full pay or half pay as the Committee may consider necessary.
- (iii) Hospital leave may be combined with any other kind of leave which may be admissible provided that total period of leave after such combination shall not exceed 180 days.
59. Special Disability Leave :—(i) This may be granted to

an officer whether permanent or temporary who is disabled by injury caused in, or in consequence of performance of his duties.

- (ii) The period of leave granted shall be such as is certified by a authorised medical attendant of the University as defined in the University Medical Attendant rules to be necessary and shall in no case exceed 24 months in the entire period of service.
- (iii) Special disability leave may be combined with leave of any other kind and shall be counted as duty.
- (iv) Special disability leave may also be granted to an officer who is disabled by an injury caused by a violent action or criminal assault in due performance of his duties.
- (v) Leave salary during the period of special disability leave shall be :
 - (a) Full pay for the first 4 months, and
 - (b) Half pay for the remaining period.
- 0. Quarantine Leave:—Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the family or in the house hold of any officer. Quarantine leave may be granted on the certificate of the Medical or Public Health Officer for a period not exceeding 21 days or in exceptional cases 30 days.

Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave. An officer on this leave is not treated as absent from duty and his pay is not affected.

61. Study Leave:- (i) Study leave may be granted to an officer who is a recognised so as to enable him to undertake higher studies or specialised training in the subject having a direct and close connection with his sphere of duties and thus increase his usefulness to the University.

(ii) Study leave is admissible to a permanent recognised officer who has served the University continuously for a period of 5 years or more. A permanent officer who has put in more than 3 years continuous service in the University may also be considered for the grant of study leave in exceptional circumstances provided that if such an officer is granted study leave the provisions of sub-clause (ix) of this clause shall not apply to him and the study leave shall be without pay and allowances.

NOTE:- For the purpose of this sub-clause, temporary service rendered shall also be taken into account in calculating the period of 5 years or more if followed by permanent appointment without any break in service.

(iii) Not more than 10% of the recognised officer will be on study leave at any one time except when

In special circumstances the Committee may otherwise decide.

- (iv) All applications for study leave shall be submitted in the prescribed form once in a year in the month of March.
- (v) Study leave shall not ordinarily be admissible to an officer who has attained the age of 45 years.
- (vi) Study leave shall be admissible to an officer ordinarily upto a maximum period of 3 years only during his entire period of service in the University, provided that in the case of a recognised officer who wishes to go on study leave for Post-doctoral or other special research work for a period not exceeding six months at a time the total period of study leave taken during the entire period of his service in the University shall not exceed five years.
- (vii) Study leave shall be admissible more than once subject to the provision mentioned in sub-clause (vi) provided that there is an interval of atleast 5 years between the date of resumption of duty on return from the first study leave and date of application for the second study leave.
- (viii) Study leave may be combined with such other leave as one is entitled to. In no case should the grant of this leave, in combination with leave other than Extraordinary leave or leave on medical certificate, involve an absence of over 36 months.

- (ix) An officer on study leave shall be entitled to leave salary equal to half pay and other allowances as admissible on such pay.
- :
- (x) Any one who avails himself of study leave shall bind himself by signing a bond prescribed by the Committee that on his return after the expiry of the said leave, he shall continue to serve the University for a minimum period of 2 years if the study leave sanctioned was up to one year, for 3 years if the study leave was for more than one year but not exceeding 2 years and for 5 years if the study leave exceed two years on the salary and in the grade which he enjoyed at the time of his proceeding on study leave, increased by normal increments due during the period of leave. In case during this period he desires to leave the University, he may be allowed to do so provided he refunds the whole amount received by him from the University as Study Leave Pay & allowances except when in the opinion of the Committee which shall be recorded in writing, wider public interest is involved.
- (xi) Study leave shall count as service for increment and for the benefit of the provident fund and gratuity but not for earning any other kind of leave. The benefit of increment (s) falling during the period of study leave shall be operative only after the person has resumed his duty.
- (xii) It shall be the duty of the person who is on study leave to submit at the end of every six months a

report of his work through his Officer Incharge of the training to the person under whom he is working.

61. A Leave not due :—(1) Leave "not due" may at the discretion of the sanctioning authority, be granted on half pay to an officer in permanent employment, only on medical certificate for a period of not exceeding 180 days during his entire service. Such leave will be debited against the half pay leave which the officer may earn subsequently.

(ii) An officer to whom leave "not due" is granted shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him as salary for the period not so earned, leave 'not due' shall not be granted unless sanctioning authority is satisfied that as far as can reasonably be foreseen, the officer will return to duty on the expiry of the leave and earn the leave granted.

62. Academic Leave :—(i) Academic leave of absence from duty upto a limit of 15 days in an academic year may be sanctioned by the competent authority for the following purposes:—

1. To conduct an examination of a University or of a Statutory Board.
2. To deliver academic lectures.
3. To attend meetings of the Committees, Boards, Faculties and other academic bodies of a University or of a Statutory Boards.

4. To inspect academic institutions attached to a University or to a Statutory Board.
5. To attend meetings of the Selection Committees of the Public Service Commission and other Universities.
6. Any other purpose which is deemed by the Vice-Chancellor to be a academic nature.
(ii) Academic leave can be availed of only with the prior permission of the competent authority.

Notes : 1 During the first year of service the grant of academic leave will be regulated as follows :

- (a) upto 5 days for service of 3 months or less
- (b) upto 10 days for service exceeding 3 months but not exceeding 6 months.
- (c) upto 15 days for service exceeding 6 months

2. Sundays or University Holidays falling in between the period of academic leave will not be debitible to the academic leave account.
3. The sanctioning authority may, at its discretion, permit combination of academic leave with holidays and casual leave.

63. Deputation Leave : (i) Deputation leave on full pay may be granted for:—
- (a) attending conferences, congresses and conventions recognised by the University in India or abroad on behalf of the University;
 - (b) delivering lectures in Institutions and Universities in India or abroad at the invitation of such Institu-

tions or Universities recognised by the University,

(c) Working on delegations or committees appointed by the Government or by any other agency recognised by the University, and

(d) attending such short term courses as the committee may approve as useful for the University where the person does not receive any salary or honorarium

(ii) Deputation leave may be granted for such period and subject to such terms and conditions as may be determined by the committee in each case. If the concerned teacher receives any honorarium or remuneration and the period of deputation leave is more than a month such leave be sanctioned on half salary only.

(iii) The Vice-Chancellor may sanction deputation leave not more than 15 days at a time once in an academic year. If the period of deputation leave is for more than 15 days, sanction of the Committee will be necessary.

PART IV

JOINING TIME

64. (i) Joining time may be granted to an officer to enable him :

- (a) to join a new post to which he is appointed while on duty in his old post or directly on relinquishing the charge of that post.
 - (b) To join a new post on return from leave on full pay.
 - (c) to join a new post when he had not sufficient notice of his appointment on new post, on return from any other kind of leave other than casual leave and academic leave.
- (ii) If an officer is transferred while on leave, full joining time is admissible irrespective of the date of receipt of order. If an officer joins before the expiry of such leave with prior permission the period of leave not availed of shall be cancelled.
- (iii) Joining time is admissible if an officer has been awaiting posting orders under orders of competent authority on the expiry of leave or otherwise at the place of last duty, provided he is specifically authorised to avail joining time.
65. (i) Six days are allowed as joining time for preparation where change of station is involved and in addition, a period to cover the actual journey calculated as follows :

| | |
|--|------------------|
| For the portion of the journey which he travels or might travel. | One day for each |
|--|------------------|

- | | |
|--|---|
| a) By motor car or Bus plying for public hire | 300 Kms. |
| (b) By rail | 500 Kms |
| (c) In any other way | To be decided by the competent authority, |
- (ii) A day is allowed for any fractional portion. Travel by road not exceeding 8 Kms. to or from a Railway Station at the beginning or end of the journey does not count for joining time.
- (iii) A Sunday does not count as a day for the purpose of calculating joining time but other holidays count.
- (iv) Joining (Journey) time will be calculated by the route which travellers ordinarily use, irrespective of the route of actual travel.
- (v) On appointment or transfer to a new post while in transit, joining (journey) time begins on the day following the day of the receipt of orders but a second period of six days for preparation shall not be allowed in such cases
66. (i) If charge is to be made over at a place other than the headquarters of an officer, joining time is calculated from the place where he hands over the charge.
- (ii) If an officer takes leave during transit, the period which has elapsed since handing over charge of

his old post shall be included in his leave.

- (iii) When an officer is on leave, joining time shall be calculated from the old station or from the place where he received the orders whichever entitled him to lesser joining time.
- (iv) An officer during joining time shall be treated as on duty and shall be entitled to be paid at the rate of pay of his old post or of the new post whichever is less.
- (v) An officer returning from extraordinary leave shall not be entitled to joining time.

67. Joining time can be extended upto 30 days in the following cases :

- (i) When an officer is unable to use the ordinary mode of travelling or has spent more time, with due diligence on his part on the journey than is allowed.
 - (ii) For University convenience or for saving of expenditure.
 - (iii) When rules have in a particular case operated harshly.
68. When an officer does not join his post after the expiry of the joining time it will amount to wilful absence for duty and shall not be entitled to get pay or leave salary from the date of handing over charge of the old post.

PART V
FOREIGN SERVICES

69. The Committee shall have full discretion in the matter of permitting an officer in accepting an invitation from another University or any other agency or organisation including State or Central Government requesting for placing his services for a specified or unspecified period, at the disposal of any such body.

- (ii) All invitation shall be extended, received and/or accepted through the University.
- (iii) If the committee deputes an officer to work in another institution or organisation including central and State Governments, he will ensure that the emoluments (Salary and allowance) and other service conditions of the officer so deputed are not to his disadvantage.

70. (i) During the period of deputation the officer will be allowed to subscribe to his provident fund account and in that event the University shall also contribute its share at the rate that the officer would have earned by service had he not been deputed. The amount of contribution by the University shall be received from the foreign employer of the employee every month.
- (ii) The officer will be permitted to earn his annual grade increment during the period of his deputation.

PART VI

CONDUCT RULES

71. (i) An officer shall attend regularly and punctually the officer or the institution in which he is posted or assigned duty according to the timings fixed for his duties.
- (ii) During the hours fixed for his duties, he shall devote himself diligently to his work, and give full co-operation in all university work.
- (iii) He shall carry on his work with accuracy and reasonable speed.
- (iv) He shall act with due courtesy with whom he has to come in contact in the course of his duties.
- (v) He shall respect all lawful orders from his superiors and carry them out faithfully.
- (vi) He shall see that the University property, articles, apparatus money etc. in his charge are used with reasonable care, and proper precautions are taken against any possible damage to them or loss to the University.
- (vii) He shall take care to see that the contents of University papers, correspondence, files etc. of a confidential nature are not divulged to an unauthorised person directly or indirectly.
- (viii) He shall not bind either in person or by agent in any auction of the University articles or property

or to offer any tenders for any supply to the University or for carrying out and work of the University.

- (ix) Whether on duty or on leave or under suspension, he shall not apply for any other employment or accept any other employment or outside work with or without remuneration or enroll himself for higher studies in any educational institution without the previous permission of the competent authority.
- (x) Whether on duty or on leave or under suspension, he shall not without the previous permission of the Vice-Chancellor engage in any trade or carry on whether directly or indirectly business or undertaking or use his position as a University employee to help such business or undertaking.
- (xi) Unless generally or specially empowered in this behalf he shall not communicate directly or indirectly to outside persons or associations or to the press any documents or information which has come to his possession in the course of his duties or has been prepared or selected by him in the course of these duties, whether from official sources or otherwise.
- (xii) He shall not give evidence in his official capacity without the previous permission of the Vice-Chancellor.
- (xiii) He shall not take part in or subscribe in aid of or

ist in any way in any movement, organisation or activity which tends to directly or indirectly create communal disharmony religious hatred, and other activities intended to subvert the Government established by law in the country or state.

- (xiv) No officer who has wife/husband living shall contract another marriage (Without first obtaining the permission of the Vice-Chancellor), notwithstanding that such subsequent marriage is permissible under the personal law, for the time being applicable to him.
- (xv) He shall perform his academic duties such as preparation/lectures, demonstrations, assessment, guidance, invigilation etc. work diligently and sincerely,
- (xvi) He shall not show gross partiality in assessment of students, deliberately over making/under making or attempts at victimisation on any grounds.
- (xvii) He shall not excite students against other students, colleagues or administration. This does not interfere with the right of a teacher to express his difference on principles in Seminars or other places where students are present.

PART VII

PENALTIES, APPEALS AND REVIEW

72. Suspension (i) The appointing authority or any other authority empowered by the Committee/Vice-Chancellor in that behalf may place any officer under suspension.

- (a) Where disciplinary proceedings against him are contemplated or are pending; or
 - (b) Where a case against him in respect of any criminal offence has resulted in arrest or conviction,
 - (ii) An officer who is detained in custody whether on a criminal charge or otherwise for a period exceeding fortyeight hours, shall be deemed to have been suspended with effect from the date of his detention, on order of the appointing authority and shall remain under suspension until futher orders.
 - (iii) Where the penalty of dismissal, removal or compulsory retirement from service imposed upon an officer under suspension is set aside, in appeal, or on review under these rules and the case is remitted for further enquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
 - (iv) An order of suspension made or deemend to have been made under this rule may, at any time, be revoked by the authority which made or is deemed to revoke by the authority which made or deemed to have made it or by any superior authority.
73. Penalties : The following penalties may, for good and sufficient reasons, which shall be recorded, be imposed on an officer.

MINOR PENALTIES

- (i) Censure.
- (ii) Withholding of increments or promotion.
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of the rules of the University or orders or directions of superior authorities.

MAJOR PENALTIES

- (iv) Reduction to a lower grade or post or to a lower stage in a time scale of pay.
- (v) Compulsory retirement.
- (vi) Removal from the service which shall not be a disqualification for future employment.
- (vii) Dismissal from service which shall be a disqualifications for future employment.

Explanation :

The following shall not amount to penalty within the meaning of this rule, namely :

- (i) Stoppage of an officer at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar,
- (ii) Non-promotion of an officer whether in a substantive or officiating capacity, after consideration of his case for appointment to a grade or post to which the employee is eligible.

- (iii) Reversion of an employee, appointed on probation to any other grade or post, to his permanent grade or post, during or at the end of the period of probation in accordance with the terms of his appointment, or the rules and orders governing such probation.
- (iv) Reversion which does not amount to reduction of an officer officiating in a higher grade or post to a lower grade or post, on the ground that the officer is considered to be unsuitable for such higher grade or post on any administrative grounds unconnected with his conduct.
- (v) Replacement of the services of an officer whose service has been borrowed from outside authority, at the disposal of such authority.
- (vi) Compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement.
- (vii) Termination of the services :
 - (a) of an officer appointed on probation during or at the end of the period of his probation, in accordance with the terms of his appointment and orders governing such probation; or
 - (b) of a temporary officer in accordance with the rules made in this behalf by the University.
 - (c) of an officer engaged under an agreement, in accordance with the terms of such agreement.

74. Disciplinary authorities : (i) The appointing authority may impose on an officer any of the penalties specified in Clause (73)
- (ii) A competent authority as detailed by the Committee may impose on an officer any of the penalties specified in subclause (i), (ii) and (iii) of Clause 73.
75. Authority to institute proceedings : The appointing authority or a competent authority empowered by him by a general or special order may institute disciplinary proceedings against an officer.
76. Procedure for imposing major penalties ; (i) No order imposing on an officer any of the penalties specified in sub-clauses (iv) to (vi) of Clause-73 shall be passed except after an enquiry held, as far as may be in the manner hereinafter prescribed.
- (ii) The disciplinary authority shall frame definite charges on the basis of the allegations on which the enquiry is proposed to be held. Such charges together with the statement of allegations on which they are based, shall be communicated in writing to the officer, and he shall be required to submit, within, such time as may be specified by the disciplinary authority, a written statement indicating whether he admits the truth of all or any of the charges, what explanation or defence, if any, he has to offer and whether he desires to be heard in person.

Provided that it shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statement or allegations made by the person charged in the course of his defence.

- (iii) The officer shall, for preparing his defence, be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may be refused if, for reasons to be recorded in writing, in the opinion of the disciplinary authority such records are not relevant for the purpose or it is against University/Public interest to allow him access thereto.

The enquiry authority shall return a findings of guilt in respect of those articles of charges which the officer pleads admitted.

- (iv) If the delinquent officer who has not admitted any of the articles of charge in the written statement of defence or has not submitted any written statement of defence appears before the Enquiring Authority such Authority shall ask him whether he admits charges or has any defence to make and if he admits to any of the articles of charge, the Enquiring Authority shall record the plea, sign the record and obtain the signature of the delinquent officer thereon.

- (v) The disciplinary authority may nominate any person to present the case in support of the charges before the authority enquiring into the charges (he-

rein after referred to as the Enquiring Authority). The delinquent officer may present his case with the assistance of any other officer or teacher of the University, but may not engage a legal practitioner unless the disciplinary authority having regard to the circumstances of the case, so permits.

Explanation :—For the purpose of this sub-clause a Public Prosecutor, or an Asstt.. Public Prosecutor, shall be deemed to be a legal practitioner.

- (vi) (a) Where the delinquent employee has pleaded not guilty to the charges, at the commencement of the enquiry, the Enquiring Authority shall ask the Presenting Officer appearing on behalf of the Disciplinary Authority to submit the list of witnesses and documents within 10 days, who shall also simultaneously send a copy of the same to the delinquent officer. The Enquiring Authority on receipt of such list shall summon the relevant evidence as per the list and record the evidence giving opportunity to the Presenting Officer, and also to the delinquent officer or his assisting teacher whosoever may be present, for cross-examine the witnesses on any points, on which they have been cross-examined, but not on any new matter, without the leave of the Enquiring Authority. After the close of the prosecution evidence the delinquent officer shall be called upon to submit the list

of the witnesses and the documents within 10 days which he would like to produce in his defence. The Enquiring Authority after considering the relevancy of the witness and the documents shall summon only the relevant witnesses and the documents and record the evidence thereof while giving opportunity to the Presenting officer for cross-examination/re-examination to the parties and then close the evidence. The Enquiring Authority shall consider the relevancy of the witnesses and the documents called for by both the parties and in case of his refusal to summon any witnesses or documents, he shall record the reason in writing. The Enquiring Authority may also put such questions to the parties as it thinks fit in the interest of justice. An opportunity for hearing the arguments shall be given to the parties.

- (b) The Enquiring Authority may, for good and sufficient reasons to be recorded in writing, recall witnesses for examination in cases being conducted by him.
- (c) The Enquiring Authority shall give a notice within 10 days of the order or within such further time not exceeding 10 days as the Enquiring Authority may allow, for the discovery or production of any documents which are in the possession of the University but

not mentioned in the list referred to in sub-clause vi (a) of this clause.

Note :— The delinquent officer shall indicate the relevancy of the documents required by him to be discovered or produced by the University.

The Enquiring Authority shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept with a requisition for the production of the document by such date as may be specified in such requisition :

Provided that the Enquiry Authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case.

On receipt of the requisition, every authority having the custody or possession of the requisitioned documents shall produce the same before the Enquiring Authority :

Provided that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest or security of the University, it shall inform the Enquiring Authority accordingly and the

Enquiring Authority shall, on being so informed, communicate the information to the delinquent officer and withdraw the requisition made by it for the production or discovery of such documents.

(vii) At the conclusion of the enquiry, the enquiring Authority shall prepare a report of the enquiry, recording its findings on each of the charges together with reasons therefore. If in the opinion of such authority the proceedings of the enquiry establish charges different from those originally framed, it may record findings on such charges provided that findings on such charges shall not be recorded unless the delinquent officer has admitted the facts constituting them or has had an opportunity of defending himself against them.

(viii) The record of the enquiry shall include:—

- (a) The charges framed against the officer and the statement of allegations furnished to him;
- (b) His written statement of defence, if any;
- (c) The oral evidence taken in the course of his enquiry;
- (d) The documentary evidence considered in the course of enquiry;
- (e) The order if any made by the disciplinary authority and the Enquiring Authority in regard to the enquiry; and

- (f) A report setting out the findings on each charge and reasons therefor.
- (ix) (a) The disciplinary authority shall, if it is not the Enquiring Authority, consider the record of the enquiry and record its findings on each charge.
(b) The disciplinary authority may, while considering the report of the Enquiring Authority for just and sufficient reasons to be recorded in writing remand the case for further de novo enquiry in case it has reason to believe that the enquiry conducted has been laconic in some respect or the other.
- (x) If the disciplinary authority having regard to its findings on the charges is of the opinion that any of the penalties specified in sub-clauses (iv) to (vii) of Clause 73 should be imposed, it shall -
 - (a) furnish to the officer a copy of the report of the Enquiring Authority and, where the disciplinary authority is not the Enquiring Authority, a statement of its finding together with brief reasons for disagreement, if any, with the findings of the Enquiring Authority; and
 - (b) give him a notice stating the penalty proposed to be imposed on him and calling upon him to submit within a specified time such representation as he may wish to make on the proposed penalty, provided that such representation shall be based on the evidence adduced during the enquiry.

(xi) If the disciplinary authority having regards to its findings is of the opinion that any of the penalties specified in sub-clauses (i) to (iii) of Clause 73 should be imposed, it shall pass appropriate orders in the case.

(xii) Orders passed by the disciplinary authority shall be communicated to the officer who shall also be supplied with a copy of the report of the Enquiring Authority and, where the disciplinary authority is not the Enquiring Authority, a statement of its findings together with brief reasons for disagreement, if any, to him.

77. Procedure for imposing minor penalties :—(i) No order imposing any of the penalties specified in sub-clauses (i) to (iii) of Clause 73 shall be passed except after—

(a) the officer is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and had been given an opportunity to make any representation he may wish to make.

(b) Such representation, if any, is taken into consideration by the disciplinary authority.

(ii) The record of proceedings in such cases shall include :—

(a) a copy of the statement of allegations communicated to him;

(b) a copy of the intimation to the officer of the proposal to take action against him;

- (c) his representation, if any;
- (d) the orders of the case together with reasons therefor.

78. Joint enquiry—(i) Where two or more officer are concerned in any case, the committee may make an order directing that disciplinary action against all of them may be taken in a common proceeding.
- (ii) In case of joint departmental enquiry, any one or more delinquent officer/s fail/ fails to appear without sufficient cause on the date fixed for the hearing of which he had the notice, the Enquiring Authority may proceed with the enquiry in the absence of such delinquent officers.

79. Special procedure in certain cases-Notwithstanding anything contained in these rules :—

- (i) Where a penalty is imposed on a delinquent officer on the ground of conduct which has led to his conviction on a criminal charge; or
- (ii) Where the disciplinary authority is satisfied for reasons to be recorded in writing that is not reasonably practicable to follow the procedure prescribed in the said rules; or
- (iii) Where the disciplinary authority is satisfied that in the interest of the security of the University, it is not expedient to follow such procedure; the disciplinary authority may consider the circumstances of the case and pass such orders as it deems fit.

80. Appeals :

- (i) Appeals against the orders of suspension and imposing penalty .A delinquent officer may appeal to the Vice-Chancellor against an order suspension or against an order imposing any of the penalties specified in Clause 73 passed by the disciplinary authority or any other authority empowered by the Vice-Chancellor. Provided that in case the Vice-Chancellor is the disciplinary authority, the appeal shall be to the Committee.
- (ii) In the case of an order which as appealable, the authority passing the order shall, within a reasonable time, give a certified copy of the order free of cost to the person against whom the order is passed.
- (iii) No appeal under these statute shall be entertained unless it is submitted within a period of 20 days from the date on which the appellant receives a copy of the order appealed against:

Provided that the Appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

81. Form and contents of appeal - (i) Every person submitting an appeal shall do so separately and in his own name;

(ii) The appeal shall be addressed to the Authority to whom the appeal lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.

82. Submission of appeals- Every appeal shall be submitted through proper channel to the authority which made the order appealed against;

Provided that a copy of the appeal may be submitted direct to the appellate authority.

83. Withholding of the appeal - (i) The authority which made the order appealed against may withhold the appeal if;

(a) It is an appeal against an order from which no appeal lies.

(b) It does not comply with any of the provisions contained in Clause (81)

(c) It is not submitted within period specified in Clause (80) (iii) and no cause is shown for delay.

(ii) Where an appeal is withheld, the appellant shall be informed of the fact and the reasons therefor.

(iii) A list of the appeals withheld by any authority shall be submitted to the appellate authority at the end of every quarter together with the reasons for withholding them.

84. Transmission of Appeal- (i) The authority which made

the order appealed against shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld, together with its comments thereon and the relevant records.

(ii) The authority to which the appeal lies may direct transmission to it of any appeal withheld under Clause 83 and thereupon such appeal shall be transmitted to the authority withholding the appeal and the relevant records.

85. Consideration of Appeal-(i) In an appeal against an order of suspension the appellate authority shall consider whether having regard to the circumstances of the case the order of suspension is justified or not and confirm or revoke the order accordingly.

(ii) In the case of an appeal against order imposing any of the penalties specified in Clause (73) the appellate authority shall consider :

(a) Whether the procedure prescribed in these rules has been complied with and if not, whether such non compliance has resulted in violation of any provisions or in failure of justice.

(b) Whether the facts on which the order was passed have been established.

(c) Whether the facts established afford sufficient justification for making an order, and

(d) Whether the penalty imposed is excessive, adequate or inadequate provided that (i) the appellate

authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose, (ii) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty; and (iii) if the enhanced penalty which the appellate authority proposes to impose is of the penalties specified in sub-clause (vii) to (vi) of Clause (73) and an enquiry has not already been held in the case, the appellate authority shall itself hold such enquiry or direct that such enquiry to be held and thereafter on consideration of the proceedings of such enquiry and after giving the appellant an opportunity of making any representation which he may wish to make against any such penalty pass such order as it may deem fit.

86. Implementation of order in appeal - The authority which made the order appealed against shall give effect to the order of appellate authority.

87. Revision and Review:- (i) Notwithstanding any thing contained in these rules:-

The Vice-Chancellor; or

The appellate authority, within six months of the orders proposed to be reviewed may at any time either on its own mention or otherwise call for the records of any enquiry and review an order made under these

clauses for which an appeal lie but for which no appeal has been preferred or for which no appeal lies and may—

- (a) confirm, modify or set aside the order; or
- (b) confirm, reduce, enhance or set aside the penalty imposed by the order or impose any penalty where no penalty has been imposed ; or
- (c) remit the case to the authority which made the order or to any other authority directing such authority to make such further enquiry as it may consider proper in the circumstances of the case; or
- (d) pass such order as it may deem fit;

Provided that no order imposing or enhancing any penalty shall be made by any reviewing authority unless the officer concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in sub-clause (iv) to (vii) of Clause (73) or enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in these clauses, no such penalty shall be imposed except after an enquiry in the manner laid down and after giving a reasonable opportunity to the officer concerned of showing cause against the penalty proposed on the evidence adduced during the enquiry.

- (ii) An application for review shall be dealt with in the same manner as if it was an appeal under these clauses.

88. CHANCELLOR'S POWER TO REVIEW : Notwithstanding anything contained in these clauses the Chancellor may within three years from the date of special order sought to be reviewed on his own motion or otherwise, after calling for the records of the case, review any order made under these clauses and where considered necessary :-

- (a) confirm, modify or set aside, the order;
- (b) impose any penalty or set aside reduce, confirm or enhance the penalty imposed by the order
- (c) remit the case to the authority which made the order or to any other authority directing such further action or enquiry as he considers proper in the circumstances of the case; or
- (d) pass such orders as he deems fit :

Provided that :

- (i) an order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.
- (ii) if the Chancellor proposes to impose any of the penalties specified in sub-clauses (iv) to (vii) of Clause (73) in case where an enquiry has not

been held, he shall, direct that such enquiry be held and thereafter on consideration of the proceeding of such enquiry and after giving the officer an opportunity of making any representation which he may wish to make against such penalty, pass such orders as he may deem fit.

CHAPTER V

TEACHERS OF THE UNIVERSITY

47. Classification of Teachers : Teachers as defined in Section 2 (i) of the Act shall include the following :

1. Teachers appointed :

- i. Professors (including equivalent post in Research and Extension.).
- ii. Associate Professor (including equivalent post in Research and Extension.)
- *iii. Associate Readers
- iv. Assistant Professors (including equivalent post in Research and Extension)
- v. Lecturers (including equivalent posts in Research and Extension)
- vi. Instructors

2. Teachers Recognised :

- i. Deans/Directors
- ii. Associate Directors
- iii. Associate Deans

N. B. Recognised teachers shall hold the academic rank as given in (1) above as determined by the Executive Committee.

* Dying cadre

(2) The list showing the equivalent posts of Teachers in 'Research' and 'Extension Education' is given hereunder. For future, the nomenclature of such equivalent posts may be determined by the Academic Council.

EQUIVALENT POSTS :

RESEARCH

PROFESSOR : (1500-2500)

(Jt. Director (Research) Sr. Pulse Breeder, Sr. Cotton Botanist, Scientist I).

ASSOCIATE PROFESSOR : (1200-1900)

Maize Breeder, Sorghum Breeder, Horticulturist, Horticulture Specialist, Plant Geneticist, Crops Specialist, Millet Breeder, Wheat Specialist, Economic Botanist, Barley Breeder, Sunflower Botanist, Paddy Specialist, Plant Breeder, Agronomist, Entomologist, Nematologist, Bacteriologist, Viralologist, Plant Pathologist, Soil Scientist, Soil Physicist, Soil Chemist, Animal Geneticist, Research Engineer, Agril. Engineer, Biochemist, Insect Taxonomist, Insect Toxicologist, Scientist II, Research Officer.

ASSTT. PROFESSORS : 700-1600

Asstt. Economic Botanist, Asstt. Botanist, Asstt. Breeders, Asstt. Agronomists, Asstt. Entomologists, Asstt. Residue Analyst, Jr. Nematologist, Asstt. Nematologist, Asstt. Chemist, Asstt. Biochemist, Asstt. Ag. Chemist, Asstt. Statistician, Asstt. Fodder, Agronomist Wheat Botanist, Asstt. Director (Statistics) Statistician, Asstt. Research Farm Officer, Jr. Engineer, Jr. Soil Physicist,

Asstt. Horticulturist, Asstt. Plant Pathologist, Field Officer
 Asstt. Veg. Breeder, Asstt. Veg. Agronomist, Asstt. Veg.
 Bacteriologist, Asstt. Nutritionist, Fodder Agronomist, Asstt.
 Microbiologist, Veterinary officer Farm Manager-Cum AR-
 FO, Asstt Gynacologist Agril. Engineer, Jr. Physiologist, Jr.
 Plant Pathologist Jr. Entomologist, Asstt. Research Officer,
 Subject matter specialist.

LECTURER : RESEARCH ASSISTANT

EXTENSION EDUCATION

ASSOCIATE PROFESSOR (1200-1900) :

District Training Officer, Research Officer, Training
 Organizer.

ASSISTANT PROFESSOR (700-1600)

Assistant Director, Assistant Training Officer, Training
 Officer, Extension Specialist, Exhibition Officer, Assistant
 Editor, Agricultural Engineer, Agronomist, Agricultural Infor-
 mation Officer, Farm Management Specialist, Subject Ma-
 tter specialist, Training Associate.

LECTURER :

Extension Assistant, Junior Training officer, Junior
 Specialist.

48. Qualifications of Teachers : The basic qualifi-
 cations of the teachers shall be prescribed by the Academic
 Council.

49. Manner of Appointment : 1. All appointments
 of the teachers in University shall be made strictly on the
 basis of merit.

2. No person shall be appointed as a teacher in the University except on the recommendation of the Selection Committee herein constituted for the purpose.

(3) The Selection committee shall consist of:—

- (i) Vice-Chancellor, as Chairman.
- (ii) The Dean or the Associate Dean, as the case may be, or, in the case of teachers for the School of Basic Sciences and Humanities, its Director :
- (iii) the Head of the Department; and
- (iv) experts, not exceeding two nominated by the Vice-Chancellor from out of a panel of persons recommended by the Academic Council.

(4) The Registrar shall act as the Secretary of the Selection Committee.

(5) When a vacancy or vacancies is/are to be filled, the Dean/Associate Dean/Director concerned shall intimate the same to the Registrar.

(6) The Registrar shall then proceed :—

- (i) To invite applications through advertisement,
- (ii) To procure suggestions from such members of the staff as deemed fit, and
- (iii) To contact other appropriate institutions, agencies and outstanding experts for suggestions as for example Indian Council of Agricultural Research, the appropriate Departments of the State Government and other Colleges and Universities.

(7) On receipt of the applications and suggestions mentioned in clause (6) above, the Registrar shall prepare a list of all names for scrutiny.

(8) This list shall then be placed before a screening Committee appointed by the Vice-Chancellor,

(9) When the list has been scrutinised by the Screening Committee it will prepare a list of candidates to be called for interview or considered in absentia by the Selection Committee.

10. The Selection Committee shall then interview the candidates and recommend for each type of vacancy a panel, if available, of suitable candidates in order of preference to be considered by the Board for appointment. The Selection Committee may recommend the grant of such advance increments up to five above the minimum of the scale of the post as deemed proper in certain cases. The Board will strictly adhere to the order of preference. For any deviation from the order, the Board will have to record reasons in writing.

Provided that in case appointment of an Assistant Professor is not possible in the aforesaid manner and exigencies of work demand it, the senior most person in the next lower cadre in the department concerned may be temporarily appointed by the Vice-Chancellor to a vacancy in the higher cadre on officiating basis till the vacancy is filled in the aforesaid manner, provided he possesses the prescribed minimum qualifications.

The panels will remain valid for not more than six

months for appointment in a vacancy.

(11) The Deans/Directors/Associate Deans are authorised to invite applications through advertisement and to make appointments to the post of Lecturers (including equivalent posts in Research and Extension) with the approval of the Vice-Chancellor on the recommendation of a Selection Committee consisting of ;—

i. The Dean/Director/Associate Dean concerned
(Chairman)

ii. Head of the Department concerned.

iii. Project Leader (if the post is under project)

iv. One expert

for a period which the Dean/Director/Associate Dean may think proper.

50. SERVICE CONDITIONS : The service conditions of the teachers of the University shall be regulated by the following

PART-1

General Conditions

1. The categories and grades of the posts under University shall be as specified by the competent authority from time to time.
2. Qualifications for appointment to various posts in the University shall be as may be determined by the competent authority from time to time.

3. (a) Recruitment on various posts shall be made according to the manner as may be laid down.
- (b) No person may be appointed for a period exceeding one year without a medical certificate of fitness by the Medical Officer appointed by the University. Form of medical certificate of fitness shall be as may be prescribed by the Committee.
4. Where the teacher has been dismissed, removed or reduced from any class, category or grade in the service, no vacancy caused thereby shall be substantially filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal, removal or reduction is decided and except in conformity with such decision or until the time allowed for preferring an appeal has expired, as the case may be.
5. The absence of a teacher including probationer from duty, whether on leave or on foreign service or on deputation and who holds a lien on a post, shall not, if he is otherwise fit, render him ineligible on his return, for appointment to a permanent or officiating vacancy in the class, category, grade or post which may fall vacant during his absence.
6. (i) A teacher appointed to a permanent post after the commencement of these rules shall remain on probation on such post for a period of one year provided that the appointing authority may extend, in any individual case, the period of probation by

six months at a time but not exceeding one year in all. The intention of extending their terms of probation shall be intimated by the appointing authority to the teacher concerned in writing one month before the date of expiry of the probation period.

- (ii) Where the work of a teacher who is appointed as a probationer in the University is not satisfactory during the period of extension or it has not been satisfactory during the entire period of probation, the appointing authority may; (a) in the case of a person appointed to higher post revert him to the post held by him immediately before such appointment, or (b) in the case of a person appointed by direct recruitment, terminate his service without notice.
 - (iii) Every teacher appointed to a permanent post under the University shall, on satisfactorily completing his period of probation, be eligible for confirmation on the post.
 - (iv) No teacher shall be confirmed on any post unless :
 - (a) such post is permanent and no one else holds a lien on that post, and
 - (b) the service of the teacher is found satisfactory by the appointing authority.
7. Unless the teacher's service has been terminated during the probation-period, the Head of the Office or the Institution whom the teacher is working shall send to

the appointing authority, at least two months before the date of expiry of the probationary period, a report about the work and conduct of the teacher appointed on probation, with a definite recommendation for his confirmation in service or otherwise.

8. If a teacher who is not confirmed in service wishes to resign from service, he shall give one month's notice in writing to the appointing authority. If the teacher fails to give such notice, the University shall be entitled to recover one month's salary from him in lieu of notice.
9. If the University decides to relieve a teacher not confirmed in service, one month's notice shall be given to him or in lieu of notice shall be paid pay of one month :

Provided that no notice of discontinuance shall be necessary in case of (i) appointments for specific periods and (ii) appointments against leave vacancies.

10. A permanent teacher shall be required to give 3 months notice in case he desires to be relieved from service or he shall pay to the University three months' salary in lieu of such notice, unless otherwise directed by the competent authority.
11. If the University desires to relieve a teacher who is confirmed in service, a notice to that effect shall be served on him three months before the date on which he is relieved. In the absence of such notice, the University shall pay him three months' salary.

NOTE:— Termination of service by notice in case of permanent teacher shall be resorted to only when that particular activity post of the University ceases to exist. Services of a teacher may be terminated on account of unsatisfactory work, misconduct etc. only after fulfilling the conditions laid down in part-VII

12. A teacher before leaving the University, shall hand over the charge of his post to a duly authorised teacher and shall return to the University all books, apparatus, furniture and other materials issued to him for his personal or official use and shall pay up in full all outstanding dues on account of occupation of residential quarters, water/electric charges, loans and advances, if any. In case of default the Head of the Institution in which he is teacher shall recover the amount due to him on account of the above items from his dues payable to him.
13. Wilful absence from duty may be treated as misbehaviour for the purpose of these statutes. Absence without leave, moreover, amounts to interruption in service involving forfeiture of past service, unless on satisfactory reasons being furnished, the absence is commuted into extraordinary leave by the sanctioning authority.
14. Service Records : (a) The Heads of offices/Institutions shall maintain a service book of each employee the form as may be prescribed by the Committee.
 (b) Entry in the service book of a teacher shall be

authenticated by an officer authorized in this behalf by the Vice-Chancellor.

15. **Self-assessment reports** :- University shall maintain a record of self-assessment reports received from teachers every year. The self-assessment report will contain achievements of a teacher in different spheres of work connected with the University. The form and the detailed procedure in which the self-assessment reports are to be received shall be prescribed by the Committee.
16. (a) In the event of death of a University teacher while in service, a lump sum amount equal to the amount of leave salary admissible in respect of privilege leave that may be due to the deceased University teacher on the date of death not exceeding 120 days privilege leave may be paid to the widow/children of the deceased university teacher.
- (b) Subject to provisions of paragraph (a) above, a lump sum payment may also be allowed to the nominee or in his absence the legal heir of a University teacher who dies in any of the following circumstances :
 - (i) While availing of refused leave The lump sum payment shall be restricted to the amount of refused leave not actually availed of due to death.
 - (ii) While no-re-employment immediately after retirement if he did not avail of refused leave during the period of re-employment till death.

- (c) The provisions of this Statute shall not apply to those who are on deputation/retired Government Servants, re-employed in the University/appointed on contract basis.
17. Unless and otherwise distinctly provided for, a teacher will be at the disposal of the University whenever required, without claim for additional remuneration.
18. (i) Unless the contrary appears from the context vacation counts as duty and not as a leave.
- (ii) The committee may specify the categories of teachers two shall be treated on vacation.
- (iii) The period of vacation shall be of two months duration and shall be specified in the academic calender.
- (iv) A teacher appointed on a temporary post shall be eligible for summer vacation salary as follow :-
- (a) If joined duty between 1st July and 31st Aug. Full salary for Summer Vacation.
 - (b) If joined duty between 1st September and 31st December... — Half salary for Summer vacation.
 - (c) If joined duty after 31st December No salary for Summer vacation.

Provided that for (a) & (b) it would be necessary for the teacher to serve continuously till the beginning of Summer Vacation. However, temporary teachers could be detained in Summer Vacation on the recommendation of

Dean/Assoc. Dean/Directors that the services of such teachers would be needed at the beginning of the next session. In such cases the salary to the teacher would be paid of the post which he was holding at the time of commencement of vacation.

19. Permission for undertaking work and acceptance of fee:

- (i) A teacher of the University may be permitted to perform the specified service or series of services for a private person or body or for a public body and to receive a remuneration therefor, if this can be done without detriment to his legitimate duties and responsibilities of the concerned teacher of the University. No teacher of the University shall undertake work for a private or public body or a private person, or accept a fee therefor without the sanction of the Committee.
- (ii) Unless the Committee by special order or otherwise directs, one third of any fee in excess of Rs. 400/- or, if a recurring fee, or Rs. 250/- a year paid to a teacher shall be credited to general revenues of the University.
- (iii) This rule does not apply to fees received by teachers from universities or other examining bodies in return for their services as examiners,
- (iv) Non-recurring or recurring fees shall be dealt with separately and should not be added, for the purpose of crediting one-third to general revenues under this clause.

20. Powers to Delegate;—The Committee may declare any of its officers as competent authority and delegate to them, subject to any condition which it may impose, any power under these statutes.
20. (A) The terms and conditions including emoluments and allowances of a teacher taken on deputation by the University shall be such as may be decided by the loaning authority in agreement with the University.

PART II

PAY AND ALLOWANCES

21. Scale of Pay : The scales of pay of the posts in a cadre /cadres of teachers in University shall be such as may be prescribed from time to time by the Committee.
- 2 . Initial Pay : Unless the appointing authority decides otherwise a teacher shall, on his appointment to a post on a time scale of pay, draw pay at the minimum of the time scale or such initial pay as recommended by the Selection Committee.
23. Pay during the course of training : If a teacher of the University is deputed for training by the University, he shall draw such pay which he would have drawn had he not been deputed for training. Every such teacher shall be required to execute before proceeding on training, a bond in the form prescribed by the committee to serve the University after completion of the

training for a period mentioned below:—

| <i>Period of Training</i> | <i>Period to serve the University for which bond is to be executed.</i> |
|--|---|
| Exceeding 3 months but upto Six months | One Year |
| Exceeding six months but upto one year | Two years. |
| Exceeding one year but upto 2 years. | Three years. |

(a) If a University teacher is deputed for training and the period of training is treated as duty, he shall be entitled to compensatory allowance at the following rates :

- (i) For the first 3 months, At the rate of halting allowance admissible at the place of training.
- (ii) For a period exceeding 3 months, At the rate of halting allowance admissible at the place of training subject to a maximum of Rs. 350/- p. m.

(b) In cases where a University teacher is sent or deputed to undergo a regular course of study or training within the state or outside the State which results in acquiring of a degree or diploma from a University or any other autonomous institution or College etc., the Compensatory allow-

ance under this Statute shall not be admissible irrespective of whether the period of training is treated as duty or not.

24. Fixation of a pay when pay of post is revised : Whenever the pay scales of a post is revised, the pay of an employee, unless provided otherwise specifically in the pay revision orders shall be fixed at a stage equal to the stage of the pay last drawn by him and if there is no such stage, at the next lower stage plus personal pay equal to the difference to be absorbed in future increments; provided that he may at his option retain his old pay scale until the date on which he has earned his next or any subsequent increments in the old scale, or until he vacates his post or ceases to draw pay on that time scale. The option once exercised shall be final.
25. Fixation of pay for in-service candidate on appointment to a higher post :

- (a) When a University teacher holding a post in a substantive, temporary or officiating capacity is posted by a competent authority on a higher post in a substantive, temporary or officiating capacity, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing the actual pay drawn by him in the lower post by one increment at the stage at which such pay is drawn. This would, however, not be applicable in those

cases where specific recommendation is made by a Selection Committee and approved by the Vice-Chancellor.

- (b) Where the pay of an employee is fixed under Clause 25 (a) above, the next increment shall be granted on the date he would have drawn his increment had he continued in the lower post, provided that where the pay is fixed at the minimum of the time scale and the pay so fixed exceeds the pay drawn in the lower post by the amount equal to the amount of the next increment in the lower post plus the first amount of increment in the higher post, the next increment shall be admissible after completion of service for the full incremental period counting for increment under Clause (27)
- 26. Increments : (a) An increment shall ordinarily be drawn as a matter of course unless it is withheld by the competent authority, if the conduct of the employee has not been good or his work has not been found satisfactory.
- (b) Where an efficiency bar is prescribed in the time scale, the increment next above the bar shall be given to a teacher with specific sanction of the appointing authority.
- 27. Service counting for increments : The following service shall count for increments on the time scale of post :

- (a) Duty on post or any other post of the same or higher grade, whether continuous or not;
- (b) Time spent as joining time from one post to another,
- (c) duty on an equivalent or higher post in foreign service,
- (d) duty on temporary post and on probation, and
- (e) leave other than extra ordinary leave.

Provided that the Committee may direct by a special order relating to an individual case that extra ordinary leave shall count for increments for any of the following reasons.

- (i) Any cause beyond the University employee's control.
- (ii) Prosecution of higher studies beyond the stage of Master's level in Arts, Science, Commerce and Law.
- (iii) Prosecution of higher technical or scientific study beyond the stage of Bachelor's degree in Engineering and Veterinary Science and Master's degree in Agriculture and Home Science.

28. Date of increment : The increment of University teacher may be admitted from the 1st of the month in which it would fall due under the operation of the normal rules and orders regulating increments.
29. Pay during suspension : (a) A teacher under suspension shall be entitled during the period of suspension

to draw a subsistence allowance at an amount equal to the half pay which is admissible and allowances as based on such pay.

(b) A teacher who has been dismissed, removed or compulsorily retired or suspended, when reinstated, the authority competent to order the reinstatement shall consider and make specific orders.

(i) regarding the pay and allowances to be paid to the teacher for the period of his absence from duty or for the period of suspension.

(ii) Whether or not the said period shall be treated as period spent on duty.

(c) When the competent authority holds that the teacher has been fully exonerated or the suspension was not justified the teacher shall be given the full pay and allowance to which he would have been entitled, had he not been suspended.

(d) In other cases, the teacher shall be given such proportion of such pay and allowances as competent authority may determine.

No payment of subsistence allowance shall be made unless the teacher furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

Grant of leave during suspension : Leave may not be granted to a University teacher under suspension. However, permission to leave halfquarter may be given in case of serious illness in the family etc. by

the competent authority for reasonable period keeping in view the state of the enquiry and the possible effect of the teacher's absence on its progress. A teacher under suspension shall be required to mark his attendance daily at the place as may be directed by the competent authority.

32. Merit Pay : The Committee may at its discretion allow merit pay to a teacher in accordance with the rules framed by the Committee,
33. Special pay and honorarium : (i) The Competent authority may sanction special pay to a teacher in consideration of (a) the specially arduous nature of duties or (b) a special addition to the work or responsibilities.
 (ii) The Vice-Chancellor may grant a teacher an honorarium as remuneration for work performed which is occasional in character and either so laborious or of such special merit as to justify such honorarium.
34. Drawal of Pay : (i) A teacher shall be entitled to draw the pay of the post to which he is appointed from the date on which he taken over charge of the post.
 (ii) Pay in respect of any month shall become payable on or immediately after the first working day of the following month.
35. Pay and allowances for holding additional charge of a post
 (i) A teacher holding one post placed in charge of an

equal or higher post may be allowed pay in the basic post plus 1/10 of the minimum of the scale of pay applicable to the additional post, if the period of holding additional charge is not less than 30 days.

- (ii) No allowance will be admissible when a teacher holding one post and is placed in charge of the current duties of a lower post,
- (iii) A teacher holding one post placed in charge of a post of status equal to his own basic post, or higher than his basic post, may be allowed allowance upto 1/5th of the minimum of the Scale of the additional post, if the period of holding additional charge is not less than 60 days,
- (iv) The allowances permitted under clause (iii) will not be admissible beyond a period of six months.

36. Compensatory allowances : The teacher will be eligible to house rent allowance, dearness allowance; travelling allowance, and other allowances as sanctioned by the committee according to the rules in force from time to time
37. Rent free accommodation : The Vice-Chancellor may from time to time specify the posts, the holders of which may be provided with the rent free accommodation where such accommodation is made available.

PART V

LEAVE

38. Right to leave : - (a) Leave cannot be claimed as a matter of right and when the exigencies of service so

demand, leave of any description may be refused or revoked by the authority empowered to sanction leave.

(b) When a teacher is recalled to duty before the expiry of his leave, he shall be entitled to travelling allowance to the headquarter but will get leave salary upto the date he joins his post.

39. Commencement and termination of leave : Leave begins from the date on which it is actually availed and ends of the day one resumes duty.

40. Combination of holidays with leave : Sundays, other holidays and vacation may be prefixed or Suffixed to leave subject to any limit of absence on leave prescribed under each kind of leave.

41. Address while on leave : Every teacher proceeding on leave shall record on his application for leave, the address at which the letters will find him during leave. Subsequent changes in address during leave, if any, should likewise be intimated to the competent authority.

42. Grant of leave beyond the date of retirement : No leave shall be granted beyond the date on which a teacher must compulsorily retire, provided that the authority empowered to grant leave may allow a teacher who had been refused in writing the leave applied for by him earlier, either wholly or partially on account of exigencies of service, the whole or any portion of the leave so refused even though it extends to a date beyond the date on which such

an employee must compulsorily retire, subject to a maximum limit of 120 days.

43. Joining the duty on return from leave on medical grounds : A teacher who has been granted leave on medical grounds shall be required to produce a medical certificate of fitness from the authorised medical attendant as defined in Udaipur University Medical Attendance Rules before resuming duty. A competent authority may also require a teacher to produce a medical certificate when the ground of leave applied for is his own illness.
44. Rejoining of duty before the expiry of the leave : Except with the permission of the competent authority, no employee on leave shall ordinarily join duty before the expiry of the period of leave sanctioned to him.
45. Application for Leave : Leave other than study leave and casual leave shall be applied for in the prescribed form, at least three weeks in advance before it is availed of except in special cases of emergency and on satisfactory reasons. Teachers proceeding on leave other than C L exceeding 30 days shall obtain prior order from the competent authority to join the post after expiry of the said leave. Such a request should be made at least seven days in advance.
46. Increment during leave : If the increment falls due during leave other than casual leave, the effect of increase of pay will be given from the date the teacher

resumes duty without prejudice to the normal date of his increment.

47. Absence after the Leave : A teacher who remains absent after the expiry of his leave shall not be entitled to any leave salary unless such absence has been regularized by the competent authority. Wilful absence from duty will be treated as an act of misconduct & has to be dealt as such. Absence without leave, moreover, amounts of interruption in service involving forfeiture of past service, unless on satisfactory reasons being furnished, the absence is converted to extra ordinary leave by the sanctioning authority.
48. Leave Account : A leave account will be maintained for each teacher in a prescribed form.
49. Admissibility of leave to temporary teacher made permanent : If a temporary teacher is, without interruption of duty, appointed substantively to a permanent post, his leave account will be credited with the amount of leave he would have earned by his previous duty if he had performed it while holding a permanent post substantively and debited with the amount of leave actually taken during his temporary service.
50. (i) No teacher shall be granted leave of any kind for a continuous period exceeding 5 years.
(ii) Where a teacher does not resume duty after remaining on leave for a continuous period of five years or where, after the expiry of his leave remains ab-

sent from duty otherwise than on foreign service, for any period which together with the period of leave granted to him exceeds five years, he shall, unless the committee in view of exceptional circumstances of the case otherwise determines, be deemed to have resigned and shall accordingly cease to be in University service.

51. Casual Leave : (i) The amount of casual leave granted to an individual in a year (1st July to 30th June) shall not exceed 15 days, provided that in the case of teacher joining service during the course of a year, it will be granted as under :—

- (a) Upto 5 days for service of 3 months.
 - (b) Upto 10 days for service of more than 3 months but less than 6 months, and
 - (c) Upto 15 days for service of more than 6 months.
- (ii) Casual leave may be granted in one or more instalments, but shall not ordinarily exceed 10 days at a time. Casual leave shall not be combined with any other kind of leave but it may be taken in combination with University holidays, provided that period to total absence does not exceed 15 days.
- (iii) **Special Casual Leave :** The Vice-Chancellor may by a general or special order grant special casual leave to an employee for the specific purposes.

Note : Sunday or other University holidays falling

within the period of casual leave shall not be counted as casual leave.

52. Leave on full pay : (i) A teacher shall earn leave on full pay to the extent of 1/11th of the period spent on duty, provided that he shall cease to earn leave when the leave earned on full pay exceeds 180 days; provided further that in case of a teacher who avails of vacation shall earn leave on full pay at the rate of 3 days for each completed year of service.
- (ii) A teacher who is prevented from availing vacation in part or whole shall earn compensatory leave in lieu thereof.
- (iii) The maximum amount of leave on full pay that can be granted to an employee at a time subject to title, shall be 120 days. Leave on full pay may be granted for a period of 150 days, if any portion thereof is spent outside India, provided that when leave on full pay exceeding 120 days is so granted, the period of such leave spent within India shall not, in aggregate, exceed 120 days.
- (iv) The maximum amount of leave on full pay that can be granted to a teacher at a time subject to title shall be 180 days when he is undergoing treatment for T. B. or Leprosy, or cancer or a mental disease in a recognised sanitorium or a hospital.
53. Leave on half pay : (i) A teacher shall earn leave on

half pay at the rate of 20 days for each completed year of service.

(ii) The half pay leave due may be granted to employee on medical certificate or on private affairs.

54. Commuted Leave : Commuted leave not exceeding half the amount of half pay due may be granted on medical certificate to an employee subject to following conditions :

(i) Commuted leave during 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 privilege leave and commuted leave taken in conjunction shall not exceed 24 days, provided that no commuted leave may be granted unless the authority competent to sanction leave has reason to believe that the University employee shall return to duty on its expiry.

(iv) The total duration of P. L. and commuted leave taken in conjunction by a teacher who is undergoing treatment for tuberculosis, leprosy, cancer or mental disease in a recognised sanitorium/hospital shall not exceed 300 days.

55. Maternity Leave (i) Maternity leave may be granted to a female employee on full pay for a period of 90

days from the date of commencement or to the extent of not exceeding 42 days from the date of confinement, whichever is earlier, Maternity leave may also be granted in cases of miscarriage, including abortion, subject to the condition that the leave applied for does not exceed 42 days and the application for leave is supported by a certificate from the authorised medical attendant as defined in Udaipur Medical University Attendance Rules.

- (ii) It may be combined with leave of any other kind but any leave applied for in continuation of the former may be granted only if the request is supported by a medical certificate from the authorised medical attendant.
- (iii) Maternity leave will not be admissible to a female employee for more than three occasions during the entire period of her service in the University or elsewhere.

Note :—A female employee who has availed of the maternity leave for more than three occasion before these rules came into force, shall not be entitled to any maternity leave under these Statutes.

- (iv) Maternity leave is also admissible to a temporary female teacher provided she has been in continuous service of the University for not less than one year before the commencement of the leave applied for.

56. Leave to take up employment elsewhere:—

(i) When a teacher is permitted to take up employment by the Committee outside the University, the pay of which is not debitible to the University, he may at the discretion of the Committee, be granted leave without pay for one year and be also allowed to retain the lien on the permanent post held by him in the University for a corresponding period, provided that the person concerned has completed at least 5 years of permanent service in the University, and provided further that in case the teacher has rendered 10 years of permanent service in the University, he may be sanctioned 2 years leave without pay at the discretion of the committee and allowed to retain lien for the corresponding period on the post held by him in the University.

NOTE:— For the purpose of this clause, temporary service rendered by a teacher will also be taken into account in calculating the period if it is followed by permanent appointment without any break in service.

- (ii) A teacher seeking leave under the above provision must return to the University service on the expiry of the leave failing which he will be deemed to have ceased to be in the University employment.
- (iii) The period of leave under this clause shall not be counted for the purposes of increment.

57. Extraordinary Leave : (i) Extraordinary leave shall be without pay and allowances and may be granted under special circumstances :—

- (a) when no other leave is admissible, or
- (b) when other leave is admissible but the employee concerned applied in writing for the grant of Extraordinary leave.
- (ii) The period of extraordinary leave shall not count for increment except as otherwise provided for.
- (iii) Except in case of a permanent teacher, the duration of extraordinary leave on any one occasion shall not exceed :
 - (a) Three months for those who have not completed three years' service,
 - (b) Six months, in the case of a teacher who has completed three years or more of continuous service on the date of commencement of the leave admissible to him under the Statute and his application for such leave is supported by a Medical Certificate.
 - (c) Eighteen months when a teacher is suffering from tuberculosis or leprosy or mental diseases and is undergoing treatment in a recognised clinic or under a specialist.

The extraordinary leave for the purpose of prosecuting studies certified to be in public interest shall not exceed two years during the whole period of service.

58. Hospital Leave : (i) Hospital leave may be granted to a teacher for medical treatment for illness or injury,

if such illness or injury is directly due to risk incurred in the course of official duty. This leave will be available to such employees only whose duties expose them to such illness or injury.

(ii) Hospital leave may be granted on full pay as the Committee may consider necessary.

(iii) Hospital leave may be combined with any other kind of leave which may be admissible provided that total period of leave after such combination shall not exceed 180 days.

59. Special Disability Leave :- (i) This may be granted to a teacher whether permanent or temporary who is disabled by injury caused in, or in consequence of performance of his duties.

(ii) The period of leave granted shall be such as is certified by a authorised medical attendant of the University as defined in the University Medical Attendance rules to be necessary and shall in no case exceed 24 months in the entire period of service.

(iii) Special disability leave may be combined with leave of any other kind and shall be counted as duty.

(iv) Special disability leave may also be granted to a teacher who is disabled by an injury caused by a violent action or criminal assault in due performance of his duties.

(v) Leave salary during the period of special disability leave shall be :

(a) Full pay for the first 4 months, and

(b) Half pay for the remaining period.

60. Quarantine Leave:— Quarantine leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the family or in the house-hold of any teacher Quarantine leave may be granted on the certificate of the Medical or Public Health Officer for a period not exceeding 21 days or in exceptional cases 30 days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave. A teacher on this leave is not treated as absent from duty and his pay is not affected.

61. Study Leave :— (i) Study leave may be granted to an teacher so as to enable him to undertake higher studies or specialised training in the subject having a direct and close connection with his sphere of duties and thus increase his usefulness to the University.

(ii) Study leave is admissible to a permanent teacher who has served the University continuously for a period of 5 years or more than 3 years continuous service as a teacher in the University may also be considered for the grant of study leave in exceptional circumstances provided that if such a teacher is granted study leave the provisions of sub-clause(ix) of this clause shall not apply to him and the study leave shall be without pay and allowances

NOTE :-For the purpose of this sub-clause, temporary service rendered by an teacher shall also be taken into account in calculating the period of 5 years more if followed by permanent appointment without any break in service.

- (iii) Not more than 10% of the teachers will be on study leave at any one time except when in special circumstances the Committee may otherwise decide.
- (iv) All applications for study leave shall be submitted in the prescribed form once in a year in the month of March.
- (v) Study leave shall not ordinarily be admissible to an employee who has attained the age of 45 years.
- (vi) Study leave shall be admissible to an employee ordinarily upto a maximum period of 3 years only during his entire period of service in the University, provided that in the case of teacher who wishes to go on study leave for Post-doctoral or other special research work for a period not exceeding six months at a time the total period of study leave taken during the entire period of his service in the University shall not exceed five years.
- (ii) Study leave shall be admissible more than once subject to the provision mentioned in sub-clause (vi) provided that there is an interval of atleast 5

years between the date of resumption of duty or return from the first study leave and date of application for the second study leave.

- (viii) Study leave may be combined with such other leave as an teacher is entitled to. In no case should the grant of this leave, in combination with leave other than Extraordinary leave or leave on medical certificate, involve an absence of over 36 months. Provided that in case of teacher it may extend to 60 months.
- (ix) An employee on study leave shall be entitled to leave salary equal to half pay and other allowances as admissible on such pay.
- (x) Any one who avails himself of study leave shall bind himself by signing a bond prescribed by the Committee that on his return after the expiry of the said leave, he shall continue to serve the University for a minimum period of 2 years if the study leave sanctioned was upto one year, for 3 years if the study leave was for more than one year but not exceeding 2 years and for 5 years if the study leave exceed two years on the salary and in the grade which he enjoyed at the time of his proceeding on study leave, increased by normal increments due during the period of leave. In case during this period he desires to leave the University, he may be allowed to do so provided he refunds the whole amount received by him from the University as Study Leave Pay & allowances except when in the

opinion of the Committee which shall be recorded in writing, wider public interest is involved.

- (xi) Study leave shall count as Service for increment and for the benefit of the provident fund and gratuity but not for earning any other kind of leave. The benefit of increment (s) falling during the period of Study Leave shall be operative only after the person has resumed his duty.
- (xii) It shall be the duty of the person who is on study leave to submit at the end of every six months a report of his work through his officer Incharge of the training to the person under whom he is working.

Leave not due :- (i) Leave "not due" may at the discretion of the sanctioning authority, be granted on half pay to a teacher in permanent employment, only on medical certificate for a period not exceeding 180 days during his entire service. Such leave will be debited against the half pay leave which the teacher may earn subsequently.

- (ii) A teacher to whom leave "not due" is granted shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him as salary for the period not so earned. Leave 'not due' shall not be granted unless sanctioning authority is satisfied that as far as can reasonably be fo-

reseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

61. Academic Leave :- (i) Academic leave of absence from duty upto a limit of 15 days in an academic year may be sanctioned by the competent authority for the following purposes :—

1. To conduct an examination of a University or a Statutory Board.
 2. To deliver academic lectures.
 3. To attend meetings of the Committees, Boards, Faculties and other academic bodies of a University or of a Statutory Board.
 4. To inspect academic institutions attached to a University or to a Statutory Board.
 5. To attend meetings of the Selection Committees of the Public Service Commission and other Universities.
 6. Any other purpose which is deemed by the Vice-Chancellor to be of academic nature.
- (ii) Academic leave can be availed of only with the prior permission of the competent authority.

Notes :- 1. During the first year of service the grant of academic leave will be regulated as follows :-

- (a) upto 5 days for service of 3 months or less.

(b) upto 10 days for service exceeding 3 months but not exceeding 6 months.

(c) upto 15 days for service exceeding 6 months.

2. Sundays or University Holidays falling in between the period of academic leave will not be debitible to the academic leave account.
3. The sanctioning authority may, at its discretion, permit combination of academic leave with holidays and casual leave.

62. Deputation Leave :-(i) Deputation leave on full pay may be granted for :—

- (a) attending conferences, congresses and conventions recognised by the University, in India or abroad on behalf of the University;
- (b) delivering lectures in Institutions and Universities in India or abroad at the invitation of such Institutions or Universities recognised by the University.
- (c) Working on delegations or committees appointed by the Government or by any other agency recognised by the University, and
- (d) attending such short term courses as the committee may approve as useful for the University whe-

re the person does not receive any salary or honorarium.

- (ii) Deputation leave may be granted for such period and subject to such terms and conditions as may be determined by the Committee in each case. If the concerned teacher receives any honorarium or remuneration and the period of deputation leave is more than a month such leave be sanctioned of half salary only
- (iii) The Vice-Chancellor may sanction deputation leave not more than 15 days at a time once in an academic year. If the period of deputation leave is for more than 15 days, sanction of the Committee will be necessary.

63. Compensatory leave : (i) Leave on full pay shall be admissible to a teacher in respect of any year in which he is prevented from availing of the full vacation with the prior permission of the Vice-Chancellor in such proportion of 30 days as the number of days of vacation not taken bears to full vacation.

- (ii) A teacher who claims leave under the above clause shall forward a certificate to the Registrar's office for record immediately at the close of the vacation stating that he was on duty from to.....
... of the yearunder orders of.....
..... No. dated such a certificate shall specify the nature of the work and shall be signed by the

teacher and countersigned by his immediate superior officer.

- (iii) Compensatory leave shall not be allowed to such category of teachers who are in receipt of allowance during vacation for holding non-vacational administrative appointments.

PART IV

JOINING TIME

- 64. (i) Joining time may be granted to a teacher to enable him :-
 - (a) to join a new post to which he is appointed while on duty in his old post or directly on relinquishing the charge of that post.
 - (b) To join a new post on return from leave on full pay.
 - (c) to join a new post when he had not sufficient notice of his appointment to new post, on return from any other kind of leave other than casual leave and academic leave.
- (ii) If a teacher is transferred while on leave, full joining time is admissible irrespective of the date of receipt of orders. If a teacher joins before the expiry of such leave with prior permission the period of leave not availed of shall be cancelled.

- (iii) Joining time is admissible if a teacher has been awaiting posting orders under orders of competent authority on the expiry of leave or otherwise at the place of last duty, provided he is specifically authorized to avail joining time,

65. (i) Six days are allowed as joining time for preparation where change of station is involved and in addition, a period to cover the actual journey calculated as follows :—

| | |
|--|--|
| For the portion of the journey which he travels or might travel. | One day for each |
| (a) By motor car or Bus plying for public hire | 300 kms. |
| (b) By rail | 600 kms. |
| (c) In any other way | To be decided by the competent authority. |

(ii) A day is allowed for any fractional portion. Travel by road not exceeding 8 kms. to or from a Railway Station at the beginning or end of the journey does not count for joining time.

(iii) A Sunday does not count as a day for the purpose of calculating joining time but other holidays count.

(iv) Joining (Journey) time will be calculated by the route which travellers ordinarily use, irrespective of the route of actual travel.

- (v) On appointment or transfer to a new post while in transit, joining (journey) time begins on the day of the receipt of orders but a second period of six days for preparation shall not be allowed in such cases.
66. (i) If charge is to be made over at a place other than the headquarters of a teacher joining time is calculated from the place where he hands over the charge.
- (ii) If a teacher takes leave during transit, the period which has elapsed since handing over charge of his old post shall be included in his leave.
- (iii) When a teacher is on leave, joining time shall be calculated from the old station or from the place where he received the orders which ever entitled him to lesser joining time.
- (iv) A teacher during joining time shall be treated as on duty and shall be entitled to be paid at the rate of pay of his old post or if the new post whichever is less.
- (v) A teacher returning from extraordinary leave shall not be entitled to joining time.
 Joining time can be extended upto 30 days in the following cases :
67. (i) When a teacher is unable to use the ordinary mode of travelling or has spent more time, with due diligence on his part on the journey than is allowed.

- (ii) For University convenience or for saving of expenditure.
 - (iii) When rules have in a particular case operated harshly.
68. When a teacher does not join his post after the expiry of the joining time it will amount to wilful absence for duty and shall not be entitled to get pay or leave salary from the date of handing over charge of the old post.

PART V

FOREIGN SERVICES

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- 69. (i) The Committee shall have full discretion in the matter of permitting a teacher in accepting an invitation from another University or any other agency or organisation including State or Central Government requesting for placing his services for a specified or unspecified, period, at the disposal of any such body.
 - (ii) All invitation shall be extended, received and accepted through the University.
 - (iii) If the committee deputes a teacher to work in another institution or organisation including central and State Governments, he will ensure that the emoluments (salary and allowance) and other service conditions of the post so deputed are not to his disadvantage.

70. (i) During the period of deputation the teacher will be allowed to subscribe to his provident fund account and in that event the University shall also contribute its share at the rate that the teacher would have earned by service had he not been deputed. The amount of contribution by the University shall be received from the foreign employer of the employee every month.
- (ii) The teacher will be permitted to earn his annual grade increment during the period of his deputation.

PART VI

CONDUCT RULES

71. (i) A teacher shall attend regularly and punctually the office or the institution in which he is posted or assigned duty according to the timings fixed for his duties.
- (ii) During the hours fixed for his duties, he shall devote himself diligently to his work, and give full co-operation in all university work
- (iii) He shall carry on his work with accuracy and reasonable speed.
- (iv) He shall act with due courtesy with whom he has to come in contact in the course of his duties.
- (v) He shall respect all lawful orders from his superiors and carry them out faithfully.

- (vi) He shall see that the University property, articles, apparatus, money etc. in his charge are used with reasonable care, and proper precautions are taken against any possible damage to them or loss to the University.
- (vii) He shall take care to see that the contents of University papers, correspondence, files etc. of a confidential nature are not divulged to an unauthorised person directly or indirectly.
- (viii) He shall not bind either in person or by agent in any auction of the University articles or property or to offer any tenders for any supply to the University or for carrying out any work of the University.
- (ix) Whether on duty or on leave or under suspension, he shall not apply for any other employment nor accept any other employment or outside work without remuneration or enroll himself of higher studies in any educational institution without the previous permission of the competent authority.
- (x) Whether on duty or on leave or under suspension, he shall not without the previous permission of the Vice-Chancellor engage in any trade or carry on, whether directly or indirectly business or undertaking or use his position as a University employee to hold such business or undertaking.

- (xi) Unless generally or specially empowered in this behalf he shall not communicate directly or indirectly to outside persons or associations or to the press any documents or information which has come to his possession in the course of his duties or has been prepared or collected by him in the course of these duties, whether from official sources or otherwise.
- (xii) He shall not give evidence in his official capacity without the previous permission of the Vice-Chancellor.
- (xiii) He shall not take part in or subscribe in aid of or assist in any way in movement, organisation or activity which tends to directly or indirectly create communal disharmony, religious hatred, and other activities intended to subvert the Government established by law in the country or state.
- (xiv) No teacher who has wife/husband living shall contract another marriage (without first obtaining the permission of the Vice-Chancellor) notwithstanding that such subsequent marriage is permissible under the personal law, for the time being applicable to him.
- (xv) He shall perform his academic duties such as preparation/lectures, demonstrations, assessment, guidance, invigilation etc. work diligently and sincerely.

- (xvi) He shall not show gross partiality in assessment of students, deliberately over marking/under marking or attempts at victimisation on any grounds.
- (xvii) He shall not excite students against other student colleagues or administration (this doesnot interfere with the right of a teacher to express his difference on principles in Seminars or other places where students are present).

PART-VII

Penalties, Appeals and Review

- 7 . Suspension (i) The appointing authority or any other authority empowered by the Committee/Vice-Chancellor in that behalf may place any teacher under suspension.
- (a) Where disciplinary proceedings against him are contemplated or are pending; or
 - (b) Where a case against him in respect of any-criminal offence has resulted in arrest or conviction.
- (ii) A teacher who is detained in custody whether on a criminal charge or otherwise for a period exceeding fortyeight hours, shall be deemed to have been suspended with effect from the date of his detention, on order of the appointing authority and shall remain under suspension until further orders.

- (iii) Where the penalty of dismissal, removal or compulsory retirement from service imposed upon a teacher under suspension is set aside, in appeal or on review under these rules and the case is remitted for further enquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

 - (iv) An order of suspension made or deemed to have been made under this rule may, at any time, be revoked by the authority which made or is deemed to revoke by the authority which made or deemed to have made it or by any superior authority.
73. Penalties :—The following penalties may, for good and sufficient reasons, which shall be recorded, be imposed on a teacher.
- Minor penalties
- (i) Censure.
 - (ii) Withholding of increments or promotion.
 - (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of the rules of the University or orders or directions of superior authorities.
- Major Penalties
- (iv) Reduction to a lower grade or post or to a lower stage in a time scale of pay.
 - (v) Compulsory retirement.

- (vi) Removal from the service, which shall not be an disqualification for future employment.
- (vii) Dismissal from service which shall be a disqualification for future employment.

Explanation :—

The following shall not amount to penalty within the meaning of this rule, namely :—

- (i) Stoppage of a teacher at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar.
- (ii) Non-promotion to an-teacher whether in a substantive or officiating capacity, after consideration of his case for appointment to a grade or post to which the employee is eligible.
- (iii) Reversion of an employee, appointed on probation to any other grade or post, to his permanent grade or post, during or at the end of the period of probation in accordance with the terms of his appointment, or the rules and orders governing such probation.
- (iv) Reversion which does not amount to reduction of a teacher officiating in a higher grade or post to a lower grade or post, on the ground that the teacher is considered to be unsuitable for such grade or post or on any administrative grounds unconnected with his conduct.

(v) Replacement of the services of a teacher whose service has been borrowed from outside authority at the disposal of such authority.

(vi) Compulsory retirement of an employee in accordance with the provisions relating to his super annuation or retirement.

(vii) Termination of the services :—

(a) of a teacher appointed on probation during or at the end of the period of his probation, in accordance with the terms of his appointment and orders governing such probation; or

(b) of a temporary teacher in accordance with the rules made in this behalf by the University,

(c) of a teacher engaged under an agreement, in accordance with the terms of such agreement.

74. Disciplinary authorities :— (i) The appointing authority may impose on a teacher any of the penalties specified in Clause (73).

(ii) A competent authority as detailed by the Committee may impose on a teacher any of the penalties specified in sub-clause (i), (ii) and (iii) of Clause 73.

75. Authority to institute proceedings :—The appointing authority or a competent authority empowered by him by a general or special order may institute disciplinary proceedings against a teacher.

76. Procedure for imposing major penalties :– (i) No order imposing on a teacher any of the penalties specified in sub-clauses (iv) to (vii) of Clause - 73 shall be passed except after an enquiry held, as far as may be in the manner hereinafter prescribed.
- (ii) The disciplinary authority shall frame definite charges on the basis of the allegations on which the enquiry is proposed to be held. Such charges together with the statement of allegations on which they are based, shall be communicated in writing to the teacher, and he shall be required to submit, within such time as may be specified by the disciplinary authority, a written statement indicating whether he admits the truth of all or any of the charges, what explanation or defence, if any, he has to offer and whether he desires to be heard in person :

Provided that it shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statements or allegations made by the person charged in the course of his defence.

- (iii) The teacher shall, for preparing his defence, be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may be refused if, for reasons to be recorded in writing, in the opinion of the disciplinary authority such records are not relevant for

the purpose or it is against University/Public interest to allow him access thereto.

The enquiry authority shall return a findings of guilt in respect of these articles of charges which the teacher pleads admitted.

- (iv) If the delinquent teacher who has not admitted any of the articles of charge in the written statement of defence or has not submitted any written statement of defence appears before the Enquiring Authority such Authority shall ask him whether he admits charges or has any defence to make and if he admits to any of the articles of charge, the Enquiring Authority shall record the plea, sign the record and obtain the signature of the delinquent teacher thereon.
- (v) The disciplinary authority may nominate any person to present the case in support of charges before the authority enquiring into the charges (hereinafter referred to as the Enquiring Authority). The delinquent teacher may present his case with the assistance of any other officer or teacher of the University, but may not engage a legal practitioner unless the disciplinary authority, having regard to the circumstances of the case, so permits.

Explanation :—For the purpose of this sub-clause a Public Prosecutor, or an Asstt. Public Prosecutor, shall be deemed to be a legal Practitioner.

(vi) (a) Where the delinquent employee has pleaded not guilty to the charges, at the commencement of the enquiry, the Enquiring Authority shall ask the Presenting Officer appearing on behalf of the Disciplinary Authority to submit the list of witnesses and documents within 10 days, who shall also simultaneously send a copy of the same to the delinquent employee. The Enquiring Authority on receipt of such list shall summon the relevant evidence as per the list and record the evidence giving opportunity to the Presenting Officer, and also to the delinquent employee or his assisting teacher whosoever may be present, for cross-examination. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter, without the leave of the Enquiring Authority. After the close of the prosecution evidence the delinquent employee shall be called upon to submit the list of the witnesses and the documents within 10 days which he would like to produce in his defence. The Enquiring Authority after considering the relevancy of the witness and the documents shall summon only the relevant witnesses and the documents and record the evidence thereof while giving opportunity to the Presenting Officer for cross-examination

/re-examination to the parties and then close the evidence. The Enquiring Authority shall consider the relevancy of the witnesses and the documents called for by both the parties and in case of his refusal to summon any witnesses or documents, he shall record the reason in writing. The Enquiring Authority may also put such questions to the witnesses of the parties as it thinks fit in the interest of justice. An opportunity for hearing the arguments shall be given to the parties.

- (b) The Enquiring Authority may, for good and sufficient reasons to be recorded in writing, recall witnesses for examination in cases being conducted by him.
- (c) The Enquiring Authority shall give a notice within 10 days of the order or within such further time not exceeding 10 days as the Enquiring Authority may allow, for the discovery or production of any documents which are in the possession of the University but not mentioned in the list referred to in sub-clause vi (a) of this clause.

NOTE :— The delinquent teacher shall indicate the relevancy of the documents required by him to be discovered or produced by the University.

The Enquiring Authority shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept with a requisition for the production of the document by such date as may be specified in such requisition.

Provided that Enquiry Authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case.

On receipt of the requisition, every authority having the custody or possession of the requisitioned documents shall produce the same before the Enquiring Authority.

Provided that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest or security of the University, it shall inform the Enquiring Authority accordingly and the Enquiring Authority shall, on being so informed, communicate the information to the delinquent teacher and withdraw the requisition made by it for the production or discovery of such documents.

(vii) At the conclusion of the Enquiry, the Enquiring Authority shall prepare a report of the Enquiry, recording its findings on each of the charges together with reasons therefore. If in the opinion of such authority the proceedings of the enquiry establish charges different from those originally framed, it may record findings on such charges provided that findings on such charges shall not be recorded unless the delinquent teacher has admitted the facts constituting them or has had an opportunity of defending himself against them.

(viii) The record of the inquiry shall includes :

- a. The charges framed against the teacher and the statement of allegations furnished to him.
- b. His written statement of defence, if any;
- c. The oral evidence taken in the course of his enquiry;
- d. The documentary evidence considered in the course of inquiry;
- e. The order if any made by the disciplinary authority and the Enquiring Authority in regard to the enquiry; and
- f. A report setting out the findings on each charge and reasons therefore.

(ix) (a) The disciplinary authority shall, if it is not the Enquiring Authority, consider the record of the inquiry and record its findings on each charge.

- (b) The disciplinary authority may while considering the report of the Enquiring Authority for just and sufficient reasons to be recorded in writing remand the case for further *de novo* inquiry in case it has reason to believe that the inquiry conducted has been laconic in some respect or the other.
- (x) If the disciplinary authority having regard to its findings on the charges is of the opinion that any of the penalties specified in sub-clause (iv) to (vii) of Clause 73 should be imposed, it shall—
 - (a) furnish to the teacher a copy of the report of the Enquiring Authority and where the disciplinary authority is not the Enquiring Authority, a statement of its finding together with brief reasons for disagreement, if any, with the findings of the Enquiring Authority; and
 - (b) give him a notice stating the penalty proposed to be imposed on him and calling upon him to submit within a Specifid time such representation as he may wish to make on the proposed penalty,

provided that such representation shall be based on the evidence adduced during the enquiry.

- (xi) If the disciplinary authority having regard to its

findings is of the opinion that any of the penalties specified in sub-clause (i) to (iii) of clause 73 should be imposed, it shall pass appropriate orders in the case.

(xii) Orders passed by the disciplinary authority shall be communicated to the employee who shall also be supplied with a copy of the report of the Enquiring Authority and, where the disciplinary authority is not the Enquiring Authority, a statement of its findings together with brief reasons for disagreement, if any, to him.

77. Procedure for imposing minor penalties :—(i) No order imposing any of the penalties specified in clauses (i) to (iii) of clause 73 shall be passed except after—

- (a) the employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and had been given an opportunity to make any representation he may wish to make.
- (b) Such representation, if any, is taken into consideration by the disciplinary authority.
- (ii) The record of proceedings in such cases shall include :—
 - (a) a copy of the statement of allegations communicated to him.
 - (b) a copy of the intimation, to the teacher of the proposal to take action against him,

- (c) his representation, if any
- (d) the orders of the case together with reasons therefor.

78. Joint enquiry— (i) Where two or more employees are concerned in any case, the committee may make an order directing that disciplinary action against all of them may be taken in a common proceeding.

(ii) In case of joint departmental enquiry, any one or more delinquent teacher fail/fails to appear without sufficient cause on the date fixed for the hearing of which he had the notice, the Enquiring Authority may proceed with the enquiry in the absence of such delinquent teachers.

79. Special procedure in certain cases—Notwithstanding anything contained in these rules :—

- (i) Where a penalty is imposed on a delinquent teacher on the ground of conduct which has led to his conviction on a criminal charge, or
- (ii) Where the disciplinary authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said rules, or
- (iii) Where the disciplinary authority is satisfied that in the interest of the security of the University, it is not expedient to follow such procedure.

the disciplinary authority may consider the

circumstances of the case and pass such orders as it deems fit.

80. Appeals :

- (i) Appeals against the orders of suspension and imposing penalty. A delinquent employee may appeal to the Vice-Chancellor against an order of suspension or against an order imposing any of the penalties specified in Clause 73 passed by the disciplinary authority or any other authority empowered by the Vice-Chancellor. Provided that in case the Vice-Chancellor is the disciplinary authority, the appeal shall be to the committee.
- (ii) In the case of an order which is appealable, the authority passing the order shall, within a reasonable time, give a certified copy of the order free of cost to the person against whom the order is passed.
- (iii) No appeal under these rules shall be entertained unless it is submitted within a period of 20 days from the date on which the appellant receives a copy of the order appealed against;

Provided that the Appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

1. Form and contents of appeal-(i) Every person submitting an appeal shall do so separately and in his own name

- (ii) The appeal shall be addressed to the Authority to whom the appeal lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
82. Submission of appeals—Every appeal shall be submitted through proper channel to the authority which made the order appealed against;
- Provided that a copy of the appeal may be submitted direct to the appellate authority.
83. Withholding of the appeal—(i) The authority which made the order appealed against may withhold the appeal if :
- (a) It is an appeal against an order from which no appeal lies.
 - (b) It does not comply with any of the provisions contained in Clause 81.
 - (c) It is not submitted within period specified in Clause 80 (iii) and no cause is shown for delay.
- (ii) Where an appeal is withheld, the appellant shall be informed of the fact and the reasons therefor.
- (iii) A list of the appeals withheld by any authority shall be submitted to the appellate authority at the end of every quarter together with the reasons for withholding them.
84. Transmission of Appeal— (i) The authority which

made the order appealed against shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld, together with its comments thereon and the relevant records.

(ii) The authority to which the appeal lies may direct transmission to it of any appeal withheld under Clause 83 and thereupon such appeal be transmitted to the authority withholding the appeal and the relevant records.

85. Consideration of Appeal — (i) In an appeal against an order of suspension, the appellate authority shall consider whether on having regard to the circumstances of the case the order of suspension is justified or not and confirm or revoke the order accordingly.

(ii) In the case of an appeal against an order imposing any of the penalties specified in clause (73) the appellate authority shall consider :—

(a) Whether the procedure prescribed in these rules has been complied with and if not, whether such non compliance has resulted in violation of any provisions or in failure of justice.

(b) Whether the facts on which the order was passed have been established.

(c) Whether the facts established afford sufficient justification for making an order, and

(d) Whether the penalty imposed is excessive, adequate or inadequate provided that (i) the app-

llate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose, (ii) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty; and (iii) if the enhanced penalty which the appellate authority proposes to impose is of the penalties specified in sub-clauses iv to vii of Clause 73 and an inquiry has not already been held in the case, the appellate authority shall itself hold such inquiry or direct that such inquiry to be held and thereafter on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against any such penalty pass such order as it may deem fit.

86. Implementation of order in appeal-The authority which made the order appealed against shall give effect to the order of appellate authority.

87. Revision and Review —(i) Notwithstanding anything contained in these rules :—

The Vice-Chancellor; or

The appellate authority, within six months of the orders proposed to be reviewed may at any time either on its own motion or otherwise call for the

records or any inquiry and review an order made under these rules for which an appeal lie but for which no appeal has been preferred or for which no appeal lies and may—

- (a) confirm, modify or set aside the orders; or
- (b) confirm, reduce, enhance or set aside the penalty imposed by the order or impose any penalty where no penalty has been imposed; or
- (c) remit the case to the authority which made the order or to any other authority directing such authority to make such further enquiry as it may consider in the circumstances of the case; or
- (d) pass such order as it may deem fit;

Provided that no order imposing or enhancing any penalty shall be made by any reviewing authority unless the employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in sub-clauses (iv) to (vii) of Clause 73 or enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in these clauses, no such penalty shall be imposed except after an enquiry in the manner laid down and after giving a reasonable opportunity to the employee concerned of showing cause against the penalty proposed on the evidence adduced during the enquiry.

- (ii) An application for review shall be dealt with in

the same manner as if it was an appeal under these rules.

88. CHANCELLOR'S POWER TO REVIEW : Notwithstanding anything contained in these rules, the Chancellor may within three years from the date of special order sought to be reviewed on his own motion or otherwise, after calling for the records of the case, review any order made under these rules and where considered necessary :-

- (a) confirm, modify or set aside, the order;
- (b) impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order
- (c) remit the case to the authority which made the order or to any other authority directing such further action or inquiry as he considers proper in the circumstances of the case; or
- (d) pass such orders as he deems fit :

Provided that :

- (i) an order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.
- (ii) if the Chancellor proposes to impose any of the penalties specified in sub-clauses (iv) to (vii) of Clause (73) in case where an inquiry has not been held, he shall, direct that such enquiry be

held and thereafter on consideration of the proceeding of such inquiry and after giving the teacher an opportunity of making any representation which he may wish to make against such penalty, pass such orders as he may deem fit.

CHAPTER VI

CONSTITUTION OF PENSION, GRATUITY INSURANCE, AND PROVIDENT FUND FOR THE BENEFIT OF OFFI- CERS; TEACHERS AND OTHER EMPLOYEES

51. Application : The statutes in this Chapter shall apply to every wholetime officer, teacher or employee who is appointed by the University or in the case of State Government employee who has opted for University service and who holds a substantive appointment in the University. A person whose services have been lent to the University by the Government or who is on leave or on deputation from a Government post on agreed terms and conditions will not be eligible to benefits under these statutes unless he is appointed as an employee of the University.

52. Pension and Gratuity : An employee of the State Government who has opted to serve the University and who was eligible for pension under the State Government Service Rules on the date of option shall be entitled to benefits of the pension as under :—

(1) A person who has put in 25 years service or more shall remain on deputation to the University till the date of his superannuation according to State Government rules, unless he is reverted earlier from the University to the State Government. On retirement he shall be granted pension by the State Government according to the Rajasthan Service Rules.

(2) Leave Salary to the extent of leave at the credit of the employee on the date of deputation will be paid by the State Government to the University.

(3) The University shall pay the pension contribution for the period of remaining on deputation.

(4) A person who has put in less than 25 years service shall be entitled to any of the following alternative benefits.

(i) He may be granted proportionate pension according to the Rajasthan Service Rules in force. The pension will only be allowed to be drawn on his attaining the age of superannuation. In case a person is eligible to gratuity only, his gratuity amount will be credited to his Provident Fund account of the University as opening balance.

(ii) The Government shall credit to the contributory Provident Fund of the employee with the University as opening balance on the date from which a person is transferred to the University and he opts to be the University employee, the amount equal to 8 per cent of his monthly pay with simple interest at the rate of 2 per cent per annum.

Provided that the benefits under these Statutes will be made available when an employee is permanently absorbed in the University Service.

53. Insurance : (1) Only such an employee of the University who was formerly insured by the Insurance Department of the Government of Rajasthan under the Rajasthan State Insurance Rules, during the tenure of his se-

rvise under the State Government shall be eligible to the benefits of Insurance under these Statutes.

(2) It shall be at the discretion of the insured employee to continue to maintain his policy by payment of premiums regularly. The premiums may be paid direct into the treasury by means of challans creditable to the appropriate head or it shall be recoverable by the Comptroller from the salary of the employee concerned and remitted to the Treasury for being credited to the appropriate head.

(3) The insured employee will be governed by the Rajasthan State Insurance Department Rules and Regulations as may be applicable to the Rajasthan Government Servant from time to time.

54. Provident Fund : (1) There shall be established a Provident Fund to be called Udaipur University Provident Fund but hereinafter to be referred to as the Provident Fund for the benefit of the permanent employees of the University.

(2) The management of the Provident Fund shall vest in the Executive Committee, which may, from time to time make regulations or issue such general or special directions as may be consistent with the statutes as to (a) the conduct of the business of Fund and (b) any matter relating to the Fund, or its management or the privileges of the depositors not herein expressly provided for, or vary or cancel any regulations made or directions given.

Provided that there shall be a Provident Fund Committee consisting of the Vice-Chancellor, the Registrar,

the Comptroller and in addition, two members to be appointed by the Executive Committee, two subscribers to the Provident Fund to be nominated by the Vice-Chancellor for the purpose of advising the Executive Committee in matters relating to investments, payments and other matters in respect of Provident Fund.

(3) Conditions of subscriptions :

"Every employee of the University holding a permanent appointment or appointed for a fixed period of not less than three years or who has put in one year's continuous temporary service with the University shall be entitled or required to subscribe to the Provident Fund except those employees who were entitled to pension benefits in the Government before transfer provided this will not apply to employees under a temporary scheme unless there is a provision for provident fund under the scheme itself."

- (ii) Persons appointed on probation to a substantive appointment will be entitled to subscribe to the Provident Fund but if their services are terminated before their confirmation they will not be entitled to receive any portion of the University contribution or the interest thereon.
- (iii) No employee of the University shall be entitled to the benefits of the Provident Fund whose services in the University entitle him to a pension or on whose account the University contributes to his pension or who

has been appointed by the University on a consolidated salary on special terms.

- (iv) Every employee of the University entitled to the benefits of the Provident Fund shall be required to sign a written declaration in the prescribed form that he has read these Statutes and agrees to abide by them.

(4) Nominations :

- (i) Each subscriber shall file in the office of the University a declaration in Form 7 signed by him and attested by 2 witnesses stating the name or names of the persons whom he desires that in the event of his death or becoming an insane the whole or any part of the accumulations standing to his credit shall be paid or the manner in which such accumulations shall be disposed of.
- (ii) The subscriber may add to or change his nominee or nominees by a written application duly witnessed by any two persons and presented to the Comptroller.
- (iii) A register of the nominee or nominees of the subscriber, including all changes in or additions to the said nominees shall be kept by the Comptroller.
- (iv) If a subscriber nominates more than one person he shall specify in the nomination the amount for share payable to each of the nominees in such a manner as to cover the whole of the amount that may stand to his credit in the provident Fund at any time.
- (v) A subscriber may, at any time, cancel nomination by

sending a notice in writing to the Comptroller.

Provided that a subscriber shall along with such notice send a fresh nomination in accordance with the provisions of these Statutes.

(vi) A subscriber may provide in the nomination :—

(a) In respect of any specified nomination, that in the event of his pre-deceasing the subscriber the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination.

Provided that such other person or persons shall, if the subscriber has other members of his family, be such member or members.

(b) That the nomination shall become invalid in the event of a happening of contingency specified therein.

Provided that if, at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring family.

Provided further that if, at the time of making nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nomination under part a) of sub-clause (vi) shall become invalid in the event of his subsequently acquiring other member or members of his family.

(vii) Immediately on the death of a nominee in respect of whom any special provision has been made in the nomination under part (a) of sub-clause (vi) above or on

Amendments in Statute 54(5) and 54 (6)
(Effective w. e. f. 1.12.79)

Statute 54 (5)

The rate of subscription shall be 9% of the basic pay and the amount calculated on this basis shall be deducted from the monthly pay of each employee. Provided that a subscriber may at his option, subscribe at a rate higher than 9% of his basic pay and the amount calculated on this basis will be deducted from the monthly salary of the subscriber.

Statute 54 (6)

The University shall in the case of each subscriber make a monthly contribution at the rate of 11% of his basic pay in the case of employees drawing a basic pay upto Rs. 1000/- . In case of those drawing more than Rs. 1000/- p. m., the University contribution shall be at the rate of 9%.

The above amendments have been made by the V. C., under Section 12 (6) of the Udaipur University Act 1962 vide order No. F. M/81/458-658 dt. 17th Jan. 1981.

the occurrence of any event by reason of which the nomination becomes invalid in pursuance of part (b) of sub-clause (vi) above or the provisions thereto, the subscriber shall send to the Comptroller a notice in writing cancelling the nomination, together with fresh nomination made in accordance with the provisions of these Statutes.

(viii) Every nomination made by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Comptroller.

(5) The rate of subscription shall be $8\frac{1}{3}\%$ of the basic pay and the amount calculated on this basis shall be deducted from the monthly pay of each employee. Provided that a subscriber may at his option, subscribe at a rate higher than $8\frac{1}{3}\%$ of his basic pay and the amount calculated on this basis will be deducted from the monthly salary of the subscriber.

Note : No subscription or contribution shall be made to the Provident Fund by or for the benefit of an employee who is on leave without pay.

(a) It shall be a policy effected by the subscriber himself on his own life and shall (unless it is a policy expressed on the face of it to be for the benefit of his wife, or of his wife and children or any of them) be such as may be legally assigned by the subscriber himself to the University.

(b) A policy on the joint lives of the subscriber and his wife shall be considered a policy on the life of the subscriber himself.

(c) A policy which has been assigned to the subscriber's wife shall not be accepted, unless either the policy is first reassigned to the subscriber or both the subscriber and his wife join in an appropriate assignment.

(d) The policy may not be effected for the benefit of any beneficiary other than the wife of the subscriber or the wife and children or any of them.

(e) A subscriber shall be liable to refund any amount withdrawn towards the payment of insurance premium if the Executive Committee later on has any reasons therefore, with interest thereon at the rate allowed on the P. F. account and the amount so recovered from the emoluments of the subscriber shall be placed to the credit of subscriber in the fund.

(6) The University shall in the case of each subscriber make a monthly contribution at the rate of 10% of his basic pay in the case of employees drawing a basic pay upto Rs. 500/- In case of those drawing more than Rs. 500/- p.m. the University contribution shall be at the rate of 8½%

Provided that in the case of the teacher who is on study leave and subscribes the full amount to his Provident Fund at the prescribed rate the University shall also make full contribution at the prescribed rate irrespective of the amount of salary actually drawn by the teacher during the period of study leave.

(7) The amount liable to be subscribed or contributed shall be expressed in full rupees. When the calculation

involves paise amounting to less than fifty paise, the paise shall be ignored and if the amount is fifty paise or more, full rupee shall be calculated.

- (8) (i) The subscription paid by a subscriber and the contribution paid by the University shall be entered monthly in a separate account for each subscriber.
- (ii) The investment of the amount to the credit of subscriber shall be permissible in Government Securities or Unit Trust Certificates or in a fixed deposit with a scheduled bank approved by the Executive Committee. The F. D. Receipt and the securities purchased shall be in the joint names of the Comptroller and the Registrar and shall be kept in the custody of the Comptroller.
- (iii) The balance of the P. F. Account at the credit of the subscribers shall be deposited by the University in the Post Office Savings Bank or Scheduled Banks, or invested in Government Securities as may be approved from time to time by the Provident Fund Committee.
- (iv) Interest at the rates determined for the purpose by the Provident Fund Committee, from time to time shall be credited to each subscriber's account, at the close of the financial year Total Interest earned shall be so distributed.
- (v) A statement of the total amount at the credit of each subscriber shall be furnished to him once at the beginning of each year.
- (vi) The P. F. Committee may on conditions hereinafter

enumerated, permit the payment of premium on life insurance policy or policies on the life of a subscriber out of the Provident Fund account.

- (9) A subscriber at the termination of his service shall be entitled to receive the amount which accumulates to his credit.

Provided that the University shall be entitled to recover as the first charge from the amount for the time being at the credit of any subscriber a sum equivalent to the amount of outstanding dues of the University or any loss or damage at any time sustained by the University by reason of his dishonesty or negligence, but not exceeding in any case the total amount of contribution credited in his account by the University and of any interest which has accrued to such contribution.

- (10) On a subscriber's death or insanity the amount at his credit shall be paid to the person or persons duly nominated by him, or, when no such nomination is made, to his legal heir or heirs.

In case the amount at the credit of the subscriber is less than Rs. 500/- the Executive Committee may order the payment on satisfactory proof of the claimant title without production of a succession certificate.

- (11) (i) Withdrawal from the Provident Fund shall not be allowed until the retirement or termination of subscriber's service or death or insanity provided that a temporary withdrawal from the Fund out of his own subscript-

ion may be sanctioned by the Vice-Chancellor or duly authorised officer as a special case to a subscriber in the following cases :-

- (a) Illness of the applicant and such members of his family as are dependent on him for livelihood and maintenance.
- (b) For going abroad for reasons of health of the applicant, his wife/husband, children, dependent on him/her.
- (c) To pay obligatory expenses in connection with marriages, funerals or other ceremonies, which by virtue of the religion of the subscriber the applicant is required to perform.
- (d) To meet the cost of his defence where the applicant is prosecuted by the University in a court of law in respect of any alleged official misconduct on his/her part.
- (e) To pay arrears of Income-tax, Government dues and decree passed by the Court on production of necessary demand notice or document,
- (f) To build or purchase a house for his residential purposes including the cost of plot of land or to repay any outstanding loan expressly taken for this purpose before the date of receipt of the application for withdrawal but not earlier than twelve months of the date, or to reconstruct or to make additions or alterations to a house already owned or purchased or acquired by him.
- (g) For education of self and dependents for academic

technical, professional courses.

(h) For purchase of conveyances according to status of the subscriber.

(i) For any other expenses of urgent necessity to be decided by the Vice-Chancellor.

(ii) An advance shall not exceed the following ceiling limits :—

(a) When sanctioned for any of the objects mentioned in sub clauses (a), Three months basic pay of the subscriber.

(c), (d), (e) and (i) of clause (1)

(b) When sanctioned for objects mentioned in sub-clauses (b), (f), (g), (h), of clause (1) Twelve months basic Pay of the subscriber.

(iii) Recoveries towards the amount advanced shall be made in monthly instalments not exceeding twenty four in respect of advance sanctioned for the objects mentioned in sub-clauses (a), (c), (d), (e), (g) and (i) of clause (1) and not exceeding 72 monthly instalments in respect of advance sanctioned for any of the objects mentioned in sub-clause (b), (f), and (h) of clause (1)

(iv) Recovery of advance shall be made from the salary of a subscriber and shall commence on the first occasion, after the advance is made, on which the subscriber draws salary for a full month provided

no recovery shall be made from a subscriber when he is on leave otherwise than on full salary.

(v) A second advance shall not be granted till the repayment in full of the previous advance.

(12) Provident Fund to be free from certain debts etc :— any sum standing to the credit of any subscriber of the Fund at the time of his death, termination of his services or insanity and payable to him or to any dependent of the subscriber or to such persons as may be authorised by law to receive payment on his behalf shall, subject to any deductions authorised by the Statutes, vest in the dependent and shall be free from any debt or other liability incurred by the deceased or incurred by the dependent before death or insanity of the subscriber.

Note : The word "Subscription" wherever it occurs in this Statute, means the amount paid by the subscriber and the word "Contribution" means the amount contributed by the University.

CHAPTER VII

INSTITUTION OF DEGREES, DIPLOMAS AND OTHER ACADEMIC HONOURS, AND CONFERMENT OF HONORARY DEGREES

55. Grant of Degrees :— The University shall subject to the conditions to be laid down by the Academic Council and approved by the Board, grant the following Degrees, and Post graduate Degrees and Diplomas, namely.

Degrees

1. B. Sc. (Agriculture)
2. B. Sc. (Dairy Technology)
3. B. Sc. (Poultry Science)
4. B. Sc. (Agricultural Education)
5. B. Sc. (Food Technology)
6. B. E. (Agriculture)
7. B. Sc. (Home Science)
8. B. V. Sc. & A. H.
9. B. A. (Pass)
10. B. A (Honours)
11. B. Sc. (Pass)
12. B. Sc. (Honours)
13. B. Com. (Pass)
14. B. Com. (Honours)
15. B. Ed.
16. LL. B.
17. B. Lib. Sc. (Bachelor of Library Sceince)
18. B. Sc. Home Sc. (Honours)

POST-GRADUATE DEGREES

1. M. Sc. (Agriculture)
2. M. Sc. (Dairying)
3. M. E. (Agriculture)
4. M. Sc. (Home Science)
5. M. Sc. (Animal Husbandry)
6. M. V. Sc.
7. M. A.
8. M. Sc.
9. M. Com.
10. M. Ed.
11. LL. M.
12. M. O. L.
13. Ph. D.
14. D. Lit.
15. D. Sc.

DIPLOMAS

- (i) J. D. C. (Junior Diploma Course)
- (ii) Diploma (Post-Graduate) in Sheep Husbandry
- (iii) I. D. D. (D. T.)
- (iv) I. D. D. (D. H.)
- (v) Diploma in Labour Law, Labour welfare and Personnel Management

56. Conferment of Honorary Degrees :—

(1) The University may confer the following Degrees, *Honoris Causa* in the prescribed form on persons who, by

virtue of their eminence and attainments or contributions to the cause of learning, education, and science or their established position in the scientific or literary world, are fit and proper persons to receive such degrees :—

- (i) D. Lit.
- (ii) D. Sc.
- (iii) LL. D.

(2) There shall be a Standing Committee for the conferment of Honorary Degrees consisting of the following namely :—

- (i) The Vice-Chancellor
- (ii) The Chief Justice of the High Court of Rajasthan, and
- (iii) The Chairman of the faculty concerned.

(3) No honorary degree, diploma or other academic distinctions shall be conferred on any person unless the proposal for the conferment thereof has been,

- (a) originally made by the said Committee
- (b) approved by the Executive Committee
- (c) passed by the Board of Control; and
- (d) confirmed by the Chancellor;

Provided that in cases of emergency, such proposal may be confirmed by the Chancellor on the recommendation of the said Committee, if the recommendation has been approved by the Executive Committee.

(4) All degrees, Post-Graduate Degrees, Diplomas and Honorary Degrees, as aforesaid shall be conferred by the University at a Convocation or in absentia.

(5) The Convocation for conferring the aforesaid Degrees shall be held at least once every year on a date to be fixed by the Chancellor in consultation with the Board.

57. Withdrawal of Degrees etc. :- The Academic Council may by resolution passed with the concurrence of not less than 2/3rd of the members voting, withdraw any degree; post-graduate degree, diploma or any honorary degree or any other academic distinction conferred by the University.

Provided that no such resolution shall be moved without giving an opportunity of showing cause against the proposed withdrawal to the candidate concerned.

CHAPTER VIII

DEPARTMENTS

58. (i) Department to be Primary Units :-

Each Department of the University or the College /Campus thereof as well as of the School shall be the primary academic and administrative unit. It shall carry on the programme of instruction, research and where appropriate extension in that particular field of knowledge.

(ii) Departmental Committees :-

a) Each Department shall have a departmental committee consisting of all Professors, Associate Professors and Asstt. Professors located at the campus in the Department, not exceeding 9, by seniority. The Head of the department shall be the Chairman of the Committee.

b) The Departmental Committee shall function under the overall supervision and guidance of the Dean/Asso. Dean/Director concerned.

"The proceeding of the Departmental Committee will be forwarded by the Head of the Department to him for approval."

c) Following shall be the functions of the Committee:

- i) to chalk out teaching, research and extension (wherever necessary) programmes.

- ii) to assign specific responsibilities to the members of the Department.
- iii) to suggest improvements and modifications in the contents of courses offered by the Deptt. to the Committee of Courses.
- iv) to prepare plans for the development of the Department.
- v) to prepare departmental budget for submission to the Dean/Associate Dean/Director as the case may be.
- vi) to allot funds and provide facilities to the members of the Department to enable them to perform/discharge their assigned duties/responsibilities.
- vii) to review the report of each member of the department on planning and implementation of his research, teaching and extension education programmes.

On all matters aforesaid, decision of the Departmental committee, shall be by majority.

- (d) If a Departmental Committee does not function satisfactorily and the Head of the Institution is satisfied that an impasse has come about in the functioning of the Departmental Committee whereby the work of the Department is suffering he may recommend to the Vice-Chancellor suspension

of the same for a period not exceeding 6 months at a time. During the period of suspension, the Head of the Department shall carry out the functions of the Committee under the direct supervision and guidance of the Dean/Associate Dean/Director concerned till the Departmental Committee is reconstituted.

59. Establishment, Amalgamation etc. of the Departments :—

(1) Without prejudice to the powers of the Academic Council herein before mentioned, the establishment, abolition amalgamation sub-divisions of the Department shall be determined by the Academic Council on the recommendation of the Board of Studies.

(2) The Rajasthan College of Agriculture, Udaipur, S.K.N. College of Agriculture, Jobner, and College of Veterinary and Animal Science, Bikaner, shall comprise such Departments, as were functioning immediately before the constitution of the University and which have been transferred to the University.

60. Head of the Department :

(1) The Head of the Department shall be responsible to the Dean/Associate Dean of the College/Campus or the Director of the School as the case may be, for the organisational operation, general administration and discipline in his department. He shall also be responsible for the care and maintenance of the property of the Department.

- (2) The Head of the Department shall be responsible for carrying out the decisions of the committee in respect of matters specified in Statute 58(ii).
61. **Manner of appointment of the Heads of the Departments.**
- A-Appointment of Heads of Departments in Colleges/
Schools other than that constituted under Agriculture
- (1) The Head of the Department shall be appointed from amongst the Professors or Associate Professors or Asstt. Professors having ten years of experience of teaching and/or research in any university or college by rotation for a term of three years.
- (*) a] Any person who has already functioned as Head of the Department for three years shall not be eligible for reappointment until the panel of eligible members of the Department with requisite experience aforesaid is exhausted and those persons who are already working as Heads of the Departments on 1-1-76 and have not completed the term of three years shall cease to hold office at the expiry of said term.
- b] Those who have already functioned as Head of the Department for three years or more (under any appointment whatsoever shall cease to hold office on the 31st December, 1975 and any eligible person out of a panel of three prepared in order of seniority as referred to in sub-clause

(i) shall be selected as provided in Section 25 (7) of the Act, for appointment by the Board (Executive Committee).

- (3) In any department where there is no eligible person with the requisite experience to be appointed as the Head of the Department, the Dean/Associate Dean/Director of the College/School concerned shall also act as Head of the Department.
- (4) Pending the appointment of the Head of the Deptt. or during his absence on leave the Vice-Chancellor may ask any eligible member of the Department to discharge as a temporary measure the function of the Head of the Department.

B— Appointment of Head of the Department in Colleges/Schools constituted under Agriculture :

1. A Head of the Department shall be appointed for a term of three years. In case his work is satisfactory, he will be eligible for reappointment.
2. The Head of the Department shall be appointed from amongst the Professors in the Department by the Committee on the recommendation of the Dean as provided in Section 25 (7) of the Act provided if there are no Professors in the Department, the appointment shall be from among the Associate Professors in the Department.
3. If the Dean and the Vice-Chancellor are satisfied that the work of the Professor or the Associate

Professor, as the case may be, is not satisfactory another persons from among the Professor or the Associate Professor shall be appointed in the manner as provided in Clause B (2) above.

4. Where in a department, there are no Professor or Associate Professor, the charge of the department shall be with the Dean of the College.
5. Pending the Appointment of the Head of the Deptt. or during this absence on leave the Vice-Chancellor may ask any eligible member of the Department to discharge as a temporary measure the function of the Head of the Deptt."

CHAPTER IX

HOSTELS

62. Establishment of Hostels:- (i) The Board shall, on the recommendations of the Vice-Chancellor, establish hostels for all students of the University.

(2) On making the recommendation, the Vice-Chancellor shall consult the Council of Deans on the proposal of the Dean of Student Welfare for the establishment of Hostels for the students of the University.

63. Residence of Students:- (i) The students of the University shall reside at one of the following places:-

- (i) A University Hostel
- (ii) A hostel approved by the University;
- (iii) A lodging approved by the University, and
- (iv) In their own houses with their parents or under a proper guardian.

(2) The alternatives mentioned in (ii), (iii) and (iv) shall be allowed till such time only as the University is not able to provide accommodation to the students in its own Hostel.

(3) The following facilities shall be made available to the students at every Hostel maintained or approved by the University.

- (i) Hygienic and sanitary conditions of living,
- (ii) Facilities for physical exercise,

- (iii) Facilities for medical inspection and assistance, and
- (iv) Proper messing arrangements.

(4) No student of the University shall be permitted to reside outside the hostel maintained by the University except with the permission of the Vice-Chancellor on the recommendation of the Deans/Associate Deans/Directors.

64 Abolition of hostels:- The Board may, with the approval of the Council of Deans, abolish any hostel maintained by the University or may with the approval of the Council of Deans withdraw the approval of any hostel which it has approved.

CHAPTER X

FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES

- 65. Institution of Fellowship etc.** (1) The proposals with regard to the institution of fellowships, scholarships, medals and prizes shall be moved either by the Board on its own initiative or be initiated by the appropriate Board of studies and shall be provided for in the respective budgets of the Colleges/Campuses/school by the Deans/Associate Deans/Directors.
- (2) After the proposals have been approved by the Board they shall be awarded in accordance with the statutes to be framed under clause (v) of section 34 of the Act.

CHAPTER XI

REGISTERED GRADUATES

66. Registration of Graduates :- (1) The Registrar shall prepare and maintain a register of registered graduates in accordance with the provisions of these statutes.

(2) The following persons shall be eligible for registration as graduates of the University :-

(i) Any person who holds or is deemed to be holding any of the degrees referred to in Chapter VII.

(ii) Any person who has graduated from the Rajasthan College of Agriculture, Udaipur, S. K. N. College of Agriculture, Jodhpur, or College of Veterinary and Animal Science, Bikaner, or any other College constituent of or affiliated to the University of Rajasthan prior to the establishment of the University of Udaipur and who intends to be a registered graduate of the University, provided that such Colleges are now constituent of or associated with the University of Udaipur.

67. Procedure for the Registration of Graduates:
The following procedure shall be adopted for the registration of graduates :

(1) The Registrar shall cause a notice in Form 11 to be issued in such manner as may be decided by the Board notifying the date of election and calling upon the registered graduates to co-operate in the preparation and revision of the register of graduates. A copy of the notice shall also be pasted outside the Registrar's Office,

(2) Any of the graduates mentioned in statute 65(2) above who wishes to have his name entered in the register shall fill up a form of application in Form 12 obtainable from the Registrar and shall forward the same to him along with the first annual fee or Rs. 10/- or the composite fee of Rs. 100/- for life by prescribed date.

(3) All applications for fresh enrolment shall be received by the prescribed date each year after which date no such application shall be entertained.

(4) On receipt of the applications, the Registrar, if he finds that the applicant is duly qualified to be registered and owes no money to the University, shall cause the name of the applicant to be entered on the register.

(5) No graduate shall be enrolled during a period of 90 days immediately preceding the election of a member of the Board from amongst the registered graduates.

68. Procedure for the Revision of the Register :-

The register prepared initially in accordance with the provisions laid down above, shall be revised each year in accordance with the same procedure subject, however, to the following further provisions :—

(1) The Registrar shall issue a notice in Form 13 under postal Certificate communicating to each defaulter his registered number, the amount due from him and the date by which he should make the payment and year with his name to be retained on the register of graduates. This notice shall be accompanied by a printed statement in Form

14 on which the registered graduate shall send intimation of his having sent the required fees.

(2) If the fee is sent by the Money Order the registered graduate doing so shall give his registered number in the coupon of the Money Order. If he fails to do so, the officer of the University shall not be responsible for the wrong posting of the fee in the registers.

(3) In case the fee is paid to University Cashier at the counter, it shall be accompanied by a statement of Form 14, giving particulars regarding the name and registered number, of the remitter. If such a statement is not produced the University office shall not be responsible for the wrong posting of the fee in the registers.

(4) Copies of the existing registers of graduates shall, subject to their being in stock, be made available to the registered graduates by the fixed dates each year on payment of such fee per copy as may be prescribed by the Board.

(5) The Registrar shall publish the existing register of graduates by causing a copy of it to be affixed outside his office.

(6) The preliminary revised register of graduate shall, subject to its being in stock, be made available on payment of such fee per copy as may be prescribed by the Board. A copy of this Register shall be pasted outside the Registrar's Office.

(7) All claims of entry in the register and objections thereto shall be received and scrutinised by the Registrar.

(8) The Registrar shall be the revising authority and his decision, if not objected to forthwith at the time of announcement either in writing or by getting it recorded, shall be final.

(9) If any objection is taken to the decision of the Registrar in the manner indicated above, it shall be decided by a Committee consisting of 3 members to be nominated by the Board annually for the purpose. This Committee shall elect its own Chairman at the meeting. The decision of the majority shall be final and the Chairman shall have no casting vote. This Committee shall decide objections, if any, on the day following the disposal of the claims and objections by the Registrar. If there is a tie, the decision of the Registrar shall stand.

(10) The final register of graduates shall, bear the date of its publication.

(11) The registered graduates shall notify to the Registrar every change in their address, if any, by the date prescribed. No addition or alteration in the address shall be made in the register thereafter.

(12) The final Register of Graduates shall, subject to its being stocked, be made available to the registered graduates on payments of such fee as may be prescribed by the Board.

69. Fees for Registration : (1) A person eligible for being registered as a graduate of the University under these statutes shall pay at the time of making an appli-

cation for registration a fee of Rs10/- for one year, and thereafter the same fee annually by the prescribed date or the composite fee of Rs. 100/-for life.

(2) The fees payable annually under clause (1) above shall cover a period from 1st April in the year in which it is paid till 31st day of March in the year next following.

(3) A registered graduate shall be entitled to have his name borne on the register for life by paying the balance of the composite fee of Rs. 100/- for life.

(4) The name of any person which has been noted in the register shall be removed from the Register if the amount of the prescribed annual fee be not paid by the 31st day of March in any year.

Provided that the same shall be re-entered on payment of arrears alongwith a re-entry fee of Rs. 2/- for each year of default;

Provided further that in the year of election no fee or re-entry fee shall be received and no entry shall be made by the Registrar in the register of registered graduates later than 3 'O' clock on 89th day before election.

70. Rights of the Registered Graduates : (1) A registered graduate who has conformed to the provisions made in these statutes shall be entitled to vote and/or stand as candidate at the election of a member of the Board provided under sub-section (I) III (ii) of section 19 of the Act.

(2) A registered graduate shall also be entitled to the following privileges in University :-

- (i) He shall be supplied on his request free of charge but subject to its being in stock one copy of the annual University Report.
- (ii) When the University has arranged for Extension Lectures at any Station notice of invitation may be sent to the registered graduates in that station.

CHAPTER XII

Admission and Enrolment of Students.

71. Admission of students :—(1) Admission requirements for entrance into the University including admission to advanced training and the continuance of students as such shall be laid down by the Academic Council on the recommendation of the Board of Studies.

(2) The number of students to be admitted each year in various College/Campuses/Schools shall be approved by the Academic Council on the recommendation of the Boards of Studies.

(3) Applications for admission to the various Colleges or Schools shall be received by the Registrar not later than the prescribed date and in forms approved for the purpose.

72. Maintenance and Discipline etc :— The privilege of continuing as a student in the University shall be held only by keeping up a certain level of academic performance, class attendance, and requirements of discipline as may be prescribed by the Academic Council in consultation with the Boards of Studies and regular payment of the dues of the University.

CHAPTER XIII

UNIVERSITY FUND

73. **University Fund** :— The University shall establish, maintain and administer a fund to be called the University Fund.

74. **Moneys, forming part of the Fund** :— The following moneys shall form part of, and be paid into University Fund namely :

- (1) any contribution or grant by the State Government,
- (2) any contribution or grant by the Central Government directly received by the University,
- (3) income accruing to the University from all sources including income from fees, fines and charges,
- (4) trusts, bequests, donations, endowments and other grants, if any, made in favour of the University
- (5) such other money as may be prescribed by the Statutes/Regulations to be forming part of the University Fund, and
- (6) Funds borrowed on the security of the University properties with the concurrence of the State Government for the purposes of the University.

75. **Administration of the Fund** :— (1) The Board shall be the competent authority to administer the University Fund.

(2) The Board shall invest moneys from the University Fund, and shall also advance loans to the employees and officers of the University or the University Co-operative Societies out of the University Fund.

(3) The Board shall authorise out of the University Fund withdrawal to meet expenditure and disbursement as appropriated in the budget.

76. Delegation of Powers : The Board may delegate powers to incur expenditure out of the University fund to the Finance Committee or such officers or employees of the University as may be provided in the regulations.

77. Account of the University Fund : Moneys belonging to the University Fund shall be kept in the Personal Deposit Account and one or more Scheduled Banks.

78. Application of the University Fund : (i) Moneys shall be withdrawn from the University Fund only if required for immediate disbursement of expenditure and such disbursement or expenditure, is authorised by the Statutes and is provided for in the budget and is in accordance with special or general rules governing the expenditure, which are for the time being in force.

(2) No expenditure or liabilities involving an expenditure from the University Fund shall be incurred until the expenditure has been sanctioned by the competent authority to which powers have been duly delegated in this behalf by the Board, and further that the expen-

diture has been provided for in the budget of the University.

(3) Moneys shall not be removed from the University Fund for investment without the sanction of the Board or that of the subordinate authority to which powers may be delegated by the Board. The Finance Committee shall be eligible to invest moneys upto Rs. 1,00,000 in each case.

(4) Withdrawal of funds with a view to avoid lapse of budget grants and placing such moneys out of the University Funds is forbidden.

79. Records of University Fund : (1) All transactions pertaining to the University Fund shall be brought to the account without delay.

(2) Revenues forming part of the University Fund shall be promptly and correctly assessed and collected by the authorities of the University and credited to the University Fund, in the appropriate records maintained thereof.

80. Internal Checks : Internal checks shall be conducted from time to time to guard against irregularities, waste and loss of moneys belonging to the University Fund.

81. Control over Expenditure : A high standard of financial propriety and strict economy at every stage shall be maintained and relevant financial rules and regulations shall be observed by the authorities of the University and their subordinates.

82. Deposits : Deposits in the University Fund shall be made by the Comptroller or Deans/Associate Deans/Directors of Colleges/Campuses/Schools on behalf of the University. No moneys belonging to the University Fund shall be kept out of the Fund.

83. Mode of withdrawal : Moneys shall not be withdrawn from the University Fund except by presentation of bills in the prescribed form and manner by the authority declared competent to present bills, as may be provided in the regulation. Bills shall be presented to the Comptroller. Withdrawals from the University Fund shall be made either jointly by the Registrar and Comptroller or singly by the Comptroller through cheques.

84. Audit : (1) There shall be a detailed and regular audit of accounts of the University Fund as laid down in Section 40 of the Act except the Accounts in respect of confidential printing work (Printing of question papers of University Examinations)

(2) The accounts of the confidential printing work (Printing of question papers of University Examination) shall be submitted to the Vice-Chancellor by the Officer Incharge-Registrar/Dy. Registrar. The Vice-Chancellor will certify these accounts and a certificate from him in this behalf shall be shown to audit.

CHAPTER XIV

MISCELLANEOUS

85. Powers to remove difficulties : For the purpose of removing any difficulty in the application of these Statutes to any matter set out in clauses (a) to (m) of section 34 of the Act, the State Government may by order, publish in the official Gazette from time to time :—

- (i) direct that these Statutes shall have effect subject to such adaptations, alternations and modifications as may be so specified in the order.
- (ii) give such directions as appear to it to be necessary for the removal of any difficulty that may arise in applying these Statutes, and
- (iii) make such other temporary provisions for the purposes aforesaid as may be specified in the order.

Provided that no order under this Statute shall be made after the expiry of six months from the commencement of these Statutes.

86. Constitution and Composition of the Board of Control : In addition to the ex-officio members listed under section 19 (I) (II) of the Udaipur University Act, 1962, the Associate Dean, the Director of the School of Basic Sciences and Humanities, the Director of Agricul-

tural Experiment Station and the Director of Extension Education are hereby declared to be the ex-officio members of the Board of Control under sub-clause (XIX) of 19 (I) (II) of the Udaipur University Act, 1962.

87. UNDER SECTION 25 (5) of the Udaipur University Act, 1962, the following Departments, as approved by the Academic Council under Statute 59 (1) are hereby established :

1. College of Agriculture

1. Agronomy
2. Horticulture
3. Statistics
4. Genetics and Plant Breeding
5. Plant Physiology
6. Plant Pathology
7. Ag. Chemistry and Soil Science
8. Ag. Zoology and Entomology
9. Animal Production
10. Dairy Science
11. Ag. Economics
12. Extension Education
13. Bio-Chemistry
14. Nematology
15. Limnology and Fisheries
16. Micro-biology
17. Agricultural Meteorology
18. Farm Forestry

2. College of Veterinary and Animal Science

1. Anatomy
2. Physiology and Bio-chemistry
3. Pharmacology
4. Animal Nutrition
5. Animal Breeding and Genetics
6. Live Stock Production and Management
7. Extension Education
8. Veterinary Microbiology
9. Veterinary Pathology
10. Parasitology
11. Surgery and Radiology
12. Medicine (Clinical and preventive)
13. Obstetrics and Gynaecology
14. Agronomy

3. School of Basic Sciences and Humanities :

1. English
2. Hindi
3. Political Science
4. Economics
5. Sociology
6. History
7. Geography
8. Philosophy
9. Drawing and Painting
10. Sanskrit
11. Urdu
12. Mathematics

13. Psychology
14. Physics
15. Chemistry
16. Botany
17. Zoology
18. Geology
19. Commerce
20. Library Science
21. Jainology and Prakrit

4. College of Technology and Agricultural Engineering :

1. Farm Machinery and Power Engineering including Agricultural Engineering at Jobner.
2. Soil and Water Conservation Engineering
3. Processing and Food Engineering
4. Civil Engineering
5. Mechanical Engineering.
6. Electrical Engineering
7. Mining

5. College of Home Sciences :

- [i] Foods & Nutrition
- [ii] Child development & Family Relation.
- [iii] Home Management
- [iv] Clothing & Textile
- [v] Home Science education.

6. College of Law : (i) Law

88. Under section 18 of the Udaipur University Act, 1962, the University Employees shall be eligible to receive remuneration in connection with the examination work and for such other works as may be determined by the Executive Committee.

89. Under Section 34 (r), the number and emoluments of teachers of the University and the preparation and maintenance of a record of their services and activities; shall be prescribed by the Executive Committee.

90. Under Section 34 (s), the fees which may be charged by the University for any purpose shall be determined by the Executive Committee.

91. Under Section 34 (t), the conditions subject to which persons may be recognised as qualified to give tutorial instructions shall be determined by the Executive Committee on the recommendations of the Academic Council.

92. Under Section 34 (u), the remuneration and allowances, including travelling and daily allowances, to be paid to persons employed in the business of the University shall be prescribed by the Executive Committee.

93. The Faculties and the Committees of Courses to be authorities of the University.

In addition to authorities mentioned in sub-clause (i) to (iv) of clause (b) of section 9 of the Act, the Faculties and the Committees of Courses, are hereby declared to be authorities of the University under sub-clause (v) thereof.

94. Under Section 2 (e) of the Act and Statute 11

(2) the following faculties are established.

1. Agriculture
2. Veterinary and Animal Science
3. Agricultural Engineering and Technology
4. Humanities
5. Social Sciences
6. Science
7. Commerce
8. Law
9. Education
10. Home Science ; and
11. Such other faculties as may be prescribed by the Statutes.

95. (1) The faculties shall consist of the following :

(i) Chairman of the faculty

(ii) (a) The Heads of the Departments in the University in the subjects assigned to the Faculty.

(b) Three members elected from each campus by persons of the status of Professors, Associate Professors and Associate Readers in extension teaching, and research other than heads and associate heads from among themselves in subjects assigned to the Faculty.

(iii) All heads of the departments within the faculty in the colleges affiliated up to the degree standard, provided they have at least 8 years experience of teaching degree classes in a subject of the faculty.

- (iv) Not more than 4 teachers appointed by the Vice-Chancellor from among the subjects assigned to the faculty.
 - (v) Members co-opted by the faculty concerned from among persons who are not teachers in the University of Udaipur or in any of its affiliated colleges. A number of such members not exceeding three; and,
 - (vi) The conveners of the committees of courses in the faculty who are not otherwise included under the foregoing clauses.
- (2) The term of members elected/appointed/nominated under statute 95 [ii], [b] [iv] and [v] shall be three years.
- 96. Chairman of Faculties :**
- (1) There shall be a Chairman of each faculty who shall be appointed by the Vice-Chancellor in following order of preference :
- (i) Deans/Directors to be the chairman of the faculty to which the subject which they profess is assigned.
 - (ii) University Professors;
 - (iii) Principals of Post-Graduate Colleges;
 - (iv) University Associate Professors.
 - (v) Principals of Degree Colleges.
- (2) The Chairman shall hold office for a term of three years.

97. Functions of the Chairman of Faculties :

1. The Chairman of a Faculty shall be responsible for the due observance of the Statutes, regulations relating to that faculty.
2. The Chairman shall preside over the meeting of the faculty and shall record its proceedings.
3. The Chariman shall have a right to be present and speak at the meeting of the Committees of Courses relating to his faculty but not to vote thereat unless he is a member thereof.
4. The Chairman of faculties shall attend the meetings of Academic Council.

98. Functions of the Faculties :

1. The faculties shall have all powers and perform the duties of the Board of Studies as mentioned in the Act and the statutes and the regulations made thereunder.
2. It shall also have the following functions.
 - [i] to Co-ordinate work in the subject assigned to the faculty;
 - [ii] to deal with any matter referred to it by the Academic Council or the Executive Committee;
 - [iii] to remit matter to Committees of Courses;
 - [iv] to consider any matter within its purview referred to it by the Committees of Courses;
 - [v] to hold meetings with the sanction of the

Vice-Chancellor with any other faculties or faculty; such joint meeting to be convened by the Vice-Chancellor and to be presided over by him or by a Chairman of the faculty;

- [vi] to recommend to the Academic Council what Committee of Courses should be instituted and the strength of such Committees;
- [vii] to discharge other functions as may be prescribed by the Statutes.

(3) Meetings of the faculties shall be held when convened by the Chairman or by the Registrar on his behalf. Half the number shall constitute the quorum.

99. The Committee of Courses :

1. There shall be a Committee of Courses for each subject or group of subjects. The number of Committees of Courses in each faculty as also the number of members of each Committee shall be determined by the Academic Council on the recommendation of the faculty concerned.

2. The Committee of Courses shall be constituted by the faculty concerned for a period of 3 years.

3. The members of a committee shall not exceed :

- (i) 7 in the case of a committee dealing upto the postgraduate study; and
- (ii) 5 in other cases.

(4) There shall be at least one and not more than two external members on each committee constituted of

5 or less than 5 members and at least two and not more than 3 external members on each committee constituted of more than 5 members.

(5) In case of a committee dealing up to the Post-graduate study, there shall be at least 3 internal members who shall be Heads of the Post-graduate departments or Post-graduate teachers to the extent the number of such heads is less than 3 in the University or any affiliated colleges or approved institutions.

(6) Each committee shall have a convener appointed by itself in the following order of preference from among its internal members viz.

- a) University Professor
- b) Heads of University Departments
- c) Principals of Post-graduate Colleges being Heads of Deptt.
- d) Principals of Degree Colleges being Heads of Deptt.

N.B. Internal Member means the member who is a teacher in the University, affiliated colleges or an approved institution ; and 'External member' means one who is not 'internal member'.

100. Function of the Committees of Courses :

1. The Committee of Courses shall recommend courses of studies and curricula in their respective subjects and shall advise on all matters relating thereto referred to them by the Executive Committee or the Academic Council or the faculty concerned.

2. A committee of courses may bring to the notice of the Academic Council or the Executive Committee the matters connected with examinations in its subject or subjects and may also address the faculty concerned on any matters connected with the improvement of courses therein.

3. Any two committees of courses may, with the consent of the Vice-Chancellor and shall at the request of the Academic Council or the Executive Committee jointly meet and act in concurrence and render a joint report upon any matter which lies within the province of both. In such cases, the joint meeting shall elect its own chairman from among the two conveners. The quorum of a joint meeting of the committee must include a full quorum of each committee represented, no member present being counted on more than one separate quorum.

4. The Committees of Courses shall prepare panel of examiners in their respective subjects in accordance with the qualifications laid down by the Academic Council.

5. Complaints received in connection with the question papers would be considered by the committee of Courses.

101. Dean and the Council of Post-Graduate Studies ;

1. There shall be a council called the Council of post-graduate Studies in the University composed of such members elected, possessing such powers, and discharging such functions as hereinafter outlined.

The said Council is hereby declared to be an authority of the University under clause V of Section 9 (b) of Act.

2. Composition of the Council :

The said Council shall be composed of—

- (a) A Dean called 'the Dean for Post-graduate studies.'
- (b) Such member or members noted against each disciplinary areas delineated in "a" to "i" below :

| Disciplinary Areas | (No. of Members) |
|--------------------|------------------|
|--------------------|------------------|

| | |
|----------------------|---|
| (a) PLANT SCIENCES : | 2 |
|----------------------|---|

| | |
|-------------------------------------|--|
| Agricultural Chemistry and Soils | |
| Horticulture | |
| Agronomy | |
| Plant Pathology | |
| Agricultural Botany-Plant Breeding. | |

| | |
|-------------------------|-------------------|
| (b) ANIMAL SCIENCES : 3 | (2 for Veterinary |
|-------------------------|-------------------|

| | |
|--------------------|-------------------|
| Animal Husbandry | college and 1 for |
| Veterinary Science | Ag. Colleges) |
| Dairy Science | |

| | |
|-------------------------|---|
| (c) PHYSICAL SCIENCES : | 2 |
|-------------------------|---|

| | |
|-------------|--|
| Mathematics | |
| Chemistry | |
| Statistics | |
| Geography | |
| Physics | |
| Geology | |

| | |
|---------------------------|---|
| (d) BIOLOGICAL SCIENCES : | 2 |
|---------------------------|---|

| | |
|---------------------------------|--|
| Agricultural Zoology-Entomology | |
|---------------------------------|--|

| | |
|---|---|
| Zoology | |
| Botany | |
| (e) SOCIAL SCIENCES | 2 |
| Political Science | |
| Sociology | |
| Economics | |
| Law | |
| Agril. Economics | |
| Commerce | |
| Social Work | |
| Rural Sociology | |
| Psychology | |
| (f) HUMANITIES : | 2 |
| English | |
| Hindi | |
| Sanskrit | |
| Urdu | |
| History | |
| Philosophy | |
| Drawing & Painting | |
| (g) EDUCATION : | 2 |
| General Education | |
| Extension Education | |
| (h) AGRICULTURAL ENGINEERING | 1 |
| (i) HOME SCIENCE | 1 |
| 3. Membership to the Council is open to only those teachers who are primarily engaged in post-graduate teach- | |

ing and/or research in that discipline and possess a doctorate degree or 10 years teaching experience and/or research experience in any branch of postgraduate discipline already delineated.

4. Those teachers alone who meet the qualification requirements to be laid down by the Council of Post-graduate Studies, for teaching Post-graduate classes or guiding research, shall be eligible to vote for electing members.
5. The Vice-Chancellor shall constitute the first Council by nominating members from each of the disciplinary area delineated in 'a' to "i" from among teachers, who are primarily engaged in independent Post-graduate teaching and/or guiding research in that discipline and possess a doctorate degree or 10 years experience in teaching Post-graduate classes and/or guiding research.
6. The term of the office of one of the members nominated from disciplinary areas "a" to "g" shall be one year and that for other members shall be two years, after which the members shall be elected for two years but, no member will continue for more than two consecutive terms.
7. The Vice-Chancellor shall ensure, as far as possible, that in nominating members to the Council, all the colleges imparting Post-graduate instructions and Research, get a representation of at least one member in the Council.

8. The Dean of Post-Graduate Studies shall be responsible to the Vice-Chancellor. He shall be the chairman of the Post-Graduate Council and shall be responsible for the administration of Post-Graduate Studies.
9. That the Dean for the Post-Graduate Studies is hereby declared to be an officer of the University under Section 9 (a) C. XI of the University Act.

102. Powers and Duties of the Dean and Post-Graduate Council :

1. The Dean of Post Graduate Studies in collaboration with the Post-Graduate Council shall exercise overall review and supervision of Post-Graduate Programmes, provide leadership in developing new programmes and improve standards for Post-Graduate degrees.
2. The Dean of Post-Graduate Studies and the Post-Graduate Council have the following specific responsibilities :
 - a. Establish the standards for the qualifications of teachers doing Post-Graduate teaching and for teachers acting as research supervisors for Post-graduate students.
 - b. Establish the standards for post-graduate courses in the various disciplines.
 - c. Prescribe requirements for entrance, residence, majors and minors, language, examinations and thesis for advanced degrees.
 - d. Establish the standards for the scholastic performance of Post-graduate students.

- e. Keep adequate records of all graduate students so that both the Dean and the student know at all times his status towards fulfilling the requirements of his post graduate degree.
 - 3. Programmes of Post-Graduate studies will be developed under the direction of the Dean of Post-graduate studies and Heads of the Department concerned working within the framework of the purely administrative policies of the Deans and Directors of the Colleges in which the Departments are located.
 - 4. To review the recommendations of the Committees of Courses and the Faculties regarding Post-graduate instruction and examinations to assure they meet the standards established by Post-Graduate Council.
 - 5. To remit, when necessary, unresolved matters regarding Post-graduate instruction and examination to the appropriate Committees of Courses and Faculties.
 - 6. Recommendations regarding all matters relating to Post-graduate instruction and examination will be made to the Academic Council. The Academic Council will in turn not consider any matter pertaining to Post-Graduate instruction unless the same has the approval of the Post-Graduate Council.
 - 7. The Dean of Post-graduate Studies shall attend the meetings of the Academic Council.
- Manner of appointment of the Dean Post-Graduate Studies.**
102. A The Dean of post-graduate studies will be

appointed by the Executive Committee on the recommendation of the Vice-Chancellor in rotation from among the Professors. The term of appointment shall be for two years and the Dean shall receive such honorarium as the Executive Committee decides.

103. The date of Compulsory retirement of all permanent whole time employees of the University shall be the day when they attain the age of sixty years. An employee however, may be retained by the Executive Committee on the recommendation of the Vice-Chancellor in service after the date of compulsory retirement in very special circumstances which must be recorded in writing and such an extension be given for not more than one year at a time subject to the maximum of three years, provided the Officer concerned remains fit for duty.

104. The date of compulsory retirement of a permanent whole time teacher in a college associated with the University is the date on which he attains the age of sixty years. A teacher may be retained in service after the age of compulsory retirement, in very special circumstances, which must be recorded in writing and such an extension be given with the prior approval of the Vice-Chancellor for not more than one year at a time subject to the maximum of 3 years provided the teacher remains fit for duty.

105. A part time appointment of the officers mentioned in sub-clause (iii) to (xi) of clause (a) of Section 9 of the Act may be made as laid down in Section 17 of the Act by the Executive Committee on the recommendation of

the Vice-Chancellor for a period not exceeding two years on an honorarium to be determined by the Executive Committee.

106. As per provisions 25 (1) (a) of the Udaipur University Act 1962 a College of law is established.

107. Emoluments and other conditions of service of the Vice-Chancellor.

1. He will be paid salary of Rs. 2500/- per month,
2. He will be provided with fully furnished residence free of rent,
3. He will be entitled to benefits of leave, University Provident Fund and other compensatory allowances like T. A. Medical, etc. according to the rules in force and rules as may be prescribed by competent authority.

SCHEDULE-I

[See clause (1) of Statute 15 (1)]

Chart of dates in Connection with election of members of Board of Control by Registered Graduates.

| S. No. | Subject | Interval proposed for various events |
|--------|---|--|
| 1. | Date of issuing notice notifying election programme | 120 days before the date for election. |
| 2. | Date of issuing notice to defaulters. | 120 days before the date fixed for election. |
| 3. | Date of exhibiting or escorting Electoral Rolls. | 120 days before the date fixed for election. |

| 1 | 2 | 3 |
|-----|---|--|
| 4. | Date of payment of annual fee. | 90 days before the date of election. |
| 5. | Last date of receiving application for fresh enrolment. | 90 days before the date of election. |
| 6. | Supplements to the Electoral Rolls to be made available. | 75 days before the date of election. |
| 7. | Last date for receiving claims and objections. | 60 days before the date of election. |
| 8. | Scrutiny of claims and objections by Returning Officer | 55 days before the date of election and if necessary on subsequent days. |
| 9. | Last date for intimation regarding change of address. | 55 days before the date of election. |
| 10. | Meeting of Committee to consider objection raised with regard to Returning Officer's decision. | The day following the disposal of claims and objections. |
| 11. | Date on which final Electoral Rolls be made available. | 45 days before the date of election. |
| 12. | Notice inviting nominations (copy also to be pasted on public Notice Board in the University office). | 44 days before the date of election |

| 1 | 2 | 3 |
|-----|--|--|
| 13. | Last date for receiving nomination forms. | Not later than 3 o'clock of 29th day before election. |
| 14. | Last date of receiving deposit. | Before 3 o'clock of the afternoon of the 29th day before the date of election. |
| 15. | Date of posting list of candidates proposed and seconded. | 28 days before the date of election. |
| 16. | Date of scrutiny of nomination papers and preparing a list of validly nominated candidates | 26 days before the date of election. |
| 17. | Date of withdrawal of candidates. | Before 3 o'clock of the 21st day before the date of election. |
| 18. | Date of despatch of voting papers | Thirteen days before the date fixed for election. |

SCHEDULE II

FORM I

(See clause (6) of Statute 15)

Notice

It is hereby notified that election to the Board of control under section 19 (1) III (ii) of the University of Udaipur Act, 1962, will be held on _____ date to fill up the vacancy.

Nominations on the prescribed Form 2 obtainable from the Registrar, on an identical form should be forwarded to the Registrar by name under a registered cover so as to reach him not later than 3 O'Clock of the _____

Registrar,
UNIVERSITY OF UDAIPUR
UDAIPUR

Dated — — 198 .

FORM 2

(See clause 6 (ii) of Statute 15)
UNIVERSITY OF UDAIPUR

Nomination Paper

| | |
|--|--|
| Name of candidate with his academic degrees and titles | Address (with number of the candidate in the electoral roll, if any) |
|--|--|

Station _____

Name of the proposer with address _____

Name of the Seconder with address _____

Date _____

Number of the proposer in the electoral roll, if any _____

Number of the seconder in the electoral roll, if any _____

Date _____ Signature of the proposer _____

Date _____ Signature of the seconder _____

CONSENT OF THE CANDIDATE

I hereby declare that I agree to serve as a member of the Board of Control of the University of Udaipur, if elected.

Date _____ Signature of the candidate _____

FORM 3

(see clause 13 (v) (a) of Statute 15)

UNIVERSITY OF UDAIPUR

Letter of Intimation

To. _____

Sir/Madam,

1. Your Registered No. is..... One copy of the Statute relating to election of the members of Board of Control by Registered Graduates is attached herewith.

2. The persons whose names are printed on the ballot paper sent herewith have been nominated as candidates for election as Registered Graduates. Should you desire to vote at this election you will: -

(a) fill up and sign the covering letter,

(b) mark your vote in the column provided for the purpose in the ballot paper as directed on the ballot paper.

(c) enclose the ballot paper in the ballot paper cover and strike it; and

(d) put the ballot paper cover and the covering letter in the envelope addressed to me and return the same to me by registered post so as to reach me not later than.... PM on the .. day of ...

3. The ballot papers shall be rejected if:—

(a) the envelope enclosing the ballot paper cover and the covering letter is (i) not sent by registered post, or (ii) is received later than the hour fixed for closing of ballot; or.

(b) the envelope contains no covering letter outside the ballot paper cover; or

(c) the covering letter does not bear on it the signature and the serial number of the elector is not countersigned and authenticated as provided in the Statute; or

(d) the envelope containing the voting paper bears any kind of mark outside; or

(e) the ballot paper is placed outside the ballot paper cover; or

(f) the ballot paper is invalid.

4. The ballot paper will be invalid:—

(a) on which a voter signs his name or writes any word or make any mark by which it becomes recognisable; or

(b) on which no vote is recorded; or

- (c) on which more votes than one are recorded; or
- (d) which is void for uncertainty.

Any defacement of the cross mark on the voting paper which makes it doubtful whether the mark is as it was originally made or there has been any attempt to alter, suppress or erase it shall make the voting paper invalid.

5. The scrutiny and counting of votes will begin on the date of election, i. e. _____

Registrar,

University of Udaipur

Dated _____

FORM 4

(See clause (13) (v) (a) of Statute 15)

UNIVERSITY OF UDAIPUR

Election of _____ Registered Graduate by

Serial No. Regd. Graduate No. in the vo-

ter's list _____

UNIVERSITY OF UDAIPUR

(University Seal)

COVERING LETTER TO BE SIGNED BY AN ELECTOR

Dear Sir,

I enclose herewith a closed envelope containing my Ballot paper for the election of Registered Graduate by _____

Yours Faithfully,

(Signature of elector)

Registered Graduate No.... ...

Serial No.... ...

Station

Certified that the Elector has signed the covering letter in my presence and that he is personally known to me (or has been identified by some person who is personally known to me).

Signature & Seal of
Office

FORM 5

(See clause (13) (v) (i) of Statute 15)

UNIVERSITY OF UDAIPUR**FACE OF OUTER ENVELOPE**

Election of Registered Graduate by.....

To,

(Name of Registrar)

Registrar,
University of Udaipur,
UDAIPUR

From,

Voter's Name and Address _____

Registered Graduate No. _____

FORM 6

(See clause (13) (iv) (a) of Statute 15)

UNIVERSITY OF UDAIPUR

FACE OF BALLOT PAPER

(Ballot paper for election of Registered Graduate)

BALLOT PAPER

| S. No. | Name of candidates with academic degrees, titles and address | Marks showing voter's choice |
|--------|--|------------------------------|
|--------|--|------------------------------|

Please see directions on the back to be printed on the back of the ballot paper.

DIRECTIONS FOR THE GUIDANCE OF THE VOTERS

1. The number of vacancies to be filled is one.
2. Place a cross mark thus X against the name of the candidate for whom you wish to vote.
3. If you spoil this ballot, return it to the Returning Officer and get another from him.

FORM 7

FORM OF DECLARATION

(*For...,Subscriber)

I hereby declare that in the event of my death or on my becoming insane, the amount to my credit in the Provident Fund shall be distributed among the persons mentioned below in the manner shown against their names :-

| Name and address of the nominee or nominees | Relationship with the subscriber | Whether major or minor (if minor) state date of birth | Amount of share of deposit |
|---|----------------------------------|---|----------------------------|
|---|----------------------------------|---|----------------------------|

1.

2.

3.

4.

Dated _____ 198 .

Two witnesses to signature to subscriber :

1. Name _____

Occupation _____

Address _____

2. Name _____

Occupation _____

Address _____

Signature and Designation of Subscriber

*Here state married or unmarried.

FORM 8

(See Statute 57 (4))

FORM SHOWING THE CREDIT OF THE SUBSCRIBER
TO THE UNIVERSITY PROVIDENT FUND

Month of _____

| | | |
|------------------------------------|----------------------------|------------------|
| Account No. as in the pass book | Name of the subscriber. | His subscription |
|------------------------------------|----------------------------|------------------|

1.

2.

3.

| | | | |
|-------------------------------|------------|---------|---------|
| Contribution by University | Withdrawal | Refunds | Remarks |
|-------------------------------|------------|---------|---------|

4.

5.

6.

7.

Comptroller,

University of Udaipur,

UDAIPUR

FORM 9

[See Statute 54 (7)]

UNIVERSITY OF UDAIPUR, UDAIPUR
 STATEMENT SHOWING GENERAL STATE OF THE
 PROVIDENT FUND

Name of the Subscriber _____

| | | | |
|------------------------------------|--------------------------|---|-----------------------------------|
| Account No. as in the pass book | Date, Month and year. | His/Her subscription of the Subscriber. | Contribution by the University |
|------------------------------------|--------------------------|---|-----------------------------------|

| | | | |
|------------------------|------------------------|-----------------------------------|----------|
| 1 | 2 | 3 | 4 |
| Account of advances | Account of advances | Total credit of the subscriber | Remarks. |
| | Refunded | | |
| 5 | 6 | 7 | 8 |

FORM 10

Page 1

(See Statute 54 (7))

FORM OF PASS BOOK

Name of the subscriber _____

Present Posting _____

Account Number _____

Register Folio Number _____ Page 2 onwards

| | | | |
|--------------------|--------------|--|------------------|
| Date, month & Year | Subscription | Contribution by the Uni- versity | Withdra- wals |
|--------------------|--------------|--|------------------|

| | | | |
|---------|-----------------------------------|---------|-----------------------------|
| 1 | 2 | 3 | 4 |
| Refunds | Total credit of the subscriber | Remarks | Signature of comptroller |
| 5 | 6 | 7 | 8 |

FORM 11

(See Statute 67 (1))

UNIVERSITY OF UDAIPUR, UDAIPUR

Notice regarding preparation and revision of Register of Graduates,

It has been decided to hold elections under clause (ii) S 19 (1) III (ii) of the University of Udaipur Act, 1962 to fill vacancies among the members of the Board of Control. Registered Graduates are requested to co-operate with the undersigned in the preparation and revision of the Register of Graduates. The existing Register of Graduates is available (i) for inspection by Registered Graduates during office hours on application made to the undersigned and (ii) for purchase on payment of Rs. _____ per copy. The following are the dates fixed for various operation in this connection.

- (a) Last date for payment of annual fee _____
- (b) Last date for receiving application for fresh enrolment _____

- (c) Date on which supplementary Register will be made available _____
- (d) Last date for receiving claims and objection _____
- (e) Date of scrutiny of claims and objection by Registrar _____
- (f) Last date for intimation of change of address _____
- (g) Meeting of the Committee to consider objection raised to Registrar's decision _____
- (h) Date on which final Register will be made available _____

Registrar

UNIVERSITY OF UDAIPUR

UDAIPUR

(Station)

FORM 12.

[See Statute 67 (2)]

Serial No. _____ Registered Graduate No. _____

UNIVERSITY OF UDAIPUR

Application form for enrolment

of Registered Graduates

The Registrar,

UNIVERSITY OF UDAIPUR.

Sir,

I (name in block letters) _____ son/daughter
 of (in block letters) _____ University Registered No. _____

_____ have the honour to request you to re-enrol/enrol my
 name on the Register of Graduates of the University of
 Udaipur. The required particulars are given below :

Date - - - - - 198 _____ Signature _____

Full Address _____

| Name of Examination Year passed | Roll No. | Divi- sion | or in the case of private candidate | Name of College* admission to District | Year of degree |
|---------------------------------------|----------|---------------|---|---|-------------------|
|---------------------------------------|----------|---------------|---|---|-------------------|

| | | | | | |
|----|----|----|----|----|----|
| 1. | 2. | 3. | 4. | 5. | 6. |
|----|----|----|----|----|----|

Bachelor's Degree

Master's Degree

Doctor's Degree

If already registered at Udaipur, Registered No.
 and year of enrolment

Money Order Receipt/Postal Order No. and date
 on which the fee of Rs. was remitted to
 this University.

CERTIFICATE OF VERIFICATION OF FEE BY ACCOUNTS BRANCH.

The fee of Rs _____ has been received vide this Office
 Receipt No. _____ dated _____ 198

Accounts clerk

TO BE FILLED IN BY THE UNIVERSITY OFFICE

Certified that the applicant passed the _____ Examination of the University of Udaipur or Rajasthan University, Jaipur in the year _____ and was admitted to Degree on _____ as per report of the Certificate Section or he has been enrolled as a Registered Graduate, Udaipur.

The applicant is eligible/not eligible for enrolment/re-enrolment as a registered graduate.

Checked.

Assistant Head Assistant (General)

Enrol. Dealing Official
 Deputy Registrar (Admn). Assistant Registrar (Coordination)

*Mention the exact date, month and year when the Degree was actually taken.

(To be filled in by the office)

Registered Graduate can be despatched. No _____
 date _____

Head Assistant (General)

FORM 13

(See Statute 68 (1))

UNIVERSITY OF UDAIPUR

Notice Under Postal Certificate

1. A sum of Rs being/including the annual fee for the year is due from you in order to retain your name on the Register of Graduate.
2. You are requested to remit this sum to this office by the either by Money Order or by payment to the Cashier at the University Office counter (cheques are not accepted) and inform this office on Form 3 (which means the attached reply paid post card) of your having done so.
3. If the fee is paid to the Cashier at the counter, it should be accompanied by a form (available from this office) containing particulars about your name and Registered Graduate Number.
4. In case the fee is not paid at the counter, but is sent by Money order, kindly quote your Registered Graduate Number in the coupon of the Money Order.
5. If the instructions at (3) and (4) above are not complied with, the office shall not be responsible for wrong posting of the fee in the Register.
6. Your Registered Graduate No. is

Registrar,

University of Udaipur,

UDAIPUR

Date 198

FORM 14

(See Statute 68 (3))

STATEMENT OF PAYMENT

The Registrar,

University of Udaipur,

UDAIPUR

Dear Sir,

1. I have paid to the Cashier of the University office counter a sum of Rs.... being including the annual fee for the year in order to retain my name on the Register of Graduates. The sum may be credited to my account and receipt there-of sent to me at the following address :-

Registered Graduate No. _____

Address _____

Dated - - - 19-

FORM 15

(See Statute 50 (3))

UNIVERSITY OF UDAIPUR

FORM OF AGREEMENT FOR SERVICE FOR
UNIVERSITY TEACHERS

Memorandum of agreement made this the - - - day of
one thousand nine hundred and - - - between;

Shri/Kumari/Smt. _____(hereinafter called the 'Teacher' of the first part and Udaipur University being a body corporate constituted under Act No. _____ or 19 _____ hereinafter called the University of the second part,

It is hereby agreed as follows:—

1. That the University hereby appoints Shri/Kumari/ Shrimati _____ to be a member of the teaching staff of the University with effect from the date the said _____ takes charge of the duties of his/her office and the said _____ hereby accepts the engagement, and undertakes to take such part and perform such duties in the University as may be required by and in accordance with the Act, Statutes and regulations of the University, whether the same relate to organisation of instruction, or teaching or research or extension or the examinations of students, or their discipline or their welfare and generally to act under the direction of the authorities of the University.

Provided that the teacher shall be on probation for a period of _____ months and shall be confirmed in this appointment on the expiration of that period unless not later than one month before the expiration thereof the University inform him/her in writing of its intention not to confirm him/her.

2. That the said _____ shall be a wholetime teacher of the University and unless the contract is terminated by the Executive Committee or by the teacher as hereinafter provided shall continue in the service of the University until he/she completes the age of sixty provided that, on the recommendation of the Vice-Chancellor, the Executive Committee may extend his/her term of appointment

for a period not exceeding three years if it is satisfied that such extension is in the interest of the University.

3. That the University shall pay the said _____ during the continuation of his/her engagement hereunder as a remuneration for his/her services a salary of Rs. _____ per mensem, rising by annual increments of Rs. _____ to a maximum salary of Rs. _____ per mensem.

Provided that wherever, there, is any change in the nature of the appointment or the emolument or the emoluments of the teacher particulars of the change shall be recorded in Schedule I annexed hereto, under the signature of both parties and the terms of this agreement shall apply mutatis mutandis to the new post and the terms and conditions attached to that post.

Provided further that no increment shall be withheld or postponed save by a resolution of the Executive Committee on reference by the Vice-Chancellor to it, and after the teacher has been given sufficient opportunity to make his written representation.

4. That the said _____ agree to be bound by the Statutes and regulations from time to time in force in the University, and in particular by those relating to Provident Fund. Provided that no change in the Statutes and regulations in this regard shall be deemed to have adversely affected the teacher.

5. That the teacher shall devote his/her wholetime to the service of the University and shall not, without the

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 Universities or Public Service Commissions and where the permission of the Vice-Chancellor has been obtained to any other examination work, nor shall the prohibition be applicable to any literary work or publication.

6. (i) Notwithstanding anything hereinbefore contained the Executive Committee of the University shall be entitled summarily to determine the engagement of the teacher on the ground of misconduct in accordance with the provisions hereinafter set forth.

(ii) The Vice-Chancellor may, when he deems it necessary, suspend the teacher on the ground of misconduct. When suspends the teacher, he shall report it to the next meeting of the Executive Committee.

(iii) The Executive Committee shall investigate all matters reported to it by the Vice-Chancellor about misconduct of the teacher where he has been suspended or not. The Executive Committee may appoint a Committee for the purpose. The teacher shall be notified in writing of the charges against him and shall be given not less than three weeks time to submit his explanation in writing.

The Executive Committee may hear the teacher and take such evidence as it may consider necessary. The

Executive Committee may determine the engagement of the teacher where it deems that the misconduct of the teacher deserves to be dealt with in that manner after it has considered the explanation, and the evidence if any/or the report of the Committee, If one has been appointed.

(iv) Where the termination of service on ground of misconduct is after suspension by the Vice-Chancellor as aforesaid the termination of service may be from the date of suspension if the Executive Committee so directs.

7. The engagement under these presents shall not save as aforesaid be determined by the Executive Committee except by a resolution passed by a vote which should bear the concurrence of a majority of all the members of the Executive Committee. The resolution shall state the reasons for the termination. Before a resolution under this clause is passed, the Executive Committee shall give notice to the teacher of the proposal to determine the engagement and not less than three weeks time to make such representation, as the teacher may like to make. Every resolution terminating the service under this clause shall be passed only after consideration of the representation, if any of the teacher. The teacher whose services are terminated under these clause shall be given not less than three months notice from the date on which he is notified of the resolution of the termination of service or not less than three months' salary in lieu of notice.

8. The teacher may, at any time, terminate his/her engagement by giving the Executive Committee three months' notice in writing or by payment of an amount equal to three months salary in lieu of notice.

Provided that if the teacher has executed a Bond in respect of prosecution of further studies or training, the terms and conditions contained in the Bond shall apply.

9. On the termination of this engagement from whatever cause, the teacher shall deliver upto the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her.

SCHEDULE I.

Name of teacher in Full _____

Address _____

Designation _____

Salary Rs. _____ in the grade of _____

Note:—The changes in grade, salary or designation should be briefly described.

Change in designation or grade

Signature of the teacher

Date of approval of

Executive Committee

Date from which change takes effect.

Signature of Officer
for University