

GOVERNMENT OF RAJASTHAN
Education (Gr. 4) Department

F3 (32) Edu-4/2009

Jaipur,dated.....

NOTIFICATION

In exercise of the powers conferred by sub-section (3) and (4) of section 29 of the Shri Jagdish Prasad Jhabarmal Tibrewala University, Chudela (Jhunjhunu) Act, 2009 (Act No. 5 of 2009), the Government of Rajasthan hereby approves the following Statute of Shri Jagdish Prasad Jhabarmal Tibrewala University, Chudela (Jhunjhunu), and publish finally approved Statutes as required by sub-section (5) of section 29 of the said Act, namely:-

STATUTES
OF

SHRI JAGDISHPRASAD JHABARMAL TIBREWALA UNIVERSITY,
CHUDELA (JHUNJHUNU), 2013

In exercise of powers conferred by sub-section (1) and (2) of section 29 of the Shri Jagdish Prasad Jhabarmal Tibrewala University, Chudela (Jhunjhunu) Act, 2009 (Act No. 5 of 2009), the Board of Management of Shri Jagdish Prasad Jhabarmal Tibrewala University, Chudela (Jhunjhunu) hereby makes the following Statutes, namely:-

CHAPTER - I
PRELIMINARY

1. Short title and commencement. –

- (1) These Statutes may be called Statutes of Shri Jagdish Prasad Jhabarmal Tibrewala University, Chudela, (Jhunjhunu), 2013.
- (2) They shall come into force from the date of their publication in the Official Gazette by the State Government.

2. Definitions. - In these Statutes, unless the context otherwise requires,-

- (a) “Act” means the Shri Jagdish Prasad Jhabarmal Tibrewala University Chudela, (Jhunjhunu) Act, 2009 (Act No. 5 of 2009);

- (b) “Authorities of the University” means authorities specified in section 21 of the Act and includes authorities declared by these States; and
- (c) “Schedule” means Schedule appended to these Statutes.

CHAPTER-2
CONSTITUTION, POWERS AND FUNCTIONS OF THE AUTHORITIES
PART I
BOARD OF MANAGEMENT

- 3. Tenure of nominated members.** – The tenure of membership of members in each category referred to in clauses (c), (d), (e) and (g) of sub-section (1) of section 22 of the Act shall be for three years from the date of nomination. However, the persons so nominated shall be eligible for re-nomination for further terms.
- 4. Powers, Functions and Meetings.** – (1) In addition to the powers and functions specified in section 22 of the Act, the Board of Management shall have the following powers and functions, namely:-
- (a) to hold, control, and administer the property, assets and funds of the University;
 - (b) to accept, on behalf of the University, donations, bequests, or gift of moveable or immoveable property;
 - (c) to manage and invest moneys belonging to, or kept in trust with, the University;
 - (d) to borrow money for the purposes of the University with the approval of the Sponsoring Body;
 - (e) to enter into, comply with, vary, enforce, or cancel contracts;
 - (f) to take/authorise whatever measures necessary to protect and defend the interests of the University in any legal or other proceedings by or with third parties;
 - (g) to authorize opening, operation and closure of accounts with banks and other financial institutions and signing of any financial documents and contracts on behalf of the University;
 - (h) to determine the form of Common Seal of the University and make provisions for safe custody and use thereof;

- (i) to prepare fee structure for various Programmes of Study or for other academic activities for the approval of the committee constituted for the purpose as specified under section 33 of the Act, from time to time, and make regulations thereof;
- (j) to ensure standards of excellence in teaching, examinations and research and take all necessary measures thereof, in consultation with the Academic Council;
- (k) to determine the various categories of teachers, officers and other staff of the University as well as their terms and conditions of service;
- (l) to make/ authorize/ approve all appointments of Officers, teachers, and other employees of the University unless otherwise provided in the Act;
- (m) to appoint Emeritus Professors, Professors of Eminence, and such other distinguished categories of Professors, Senior Fellows, Special Fellows, Adjunct Professors, Visiting Professors and Visiting Instructors and lay down criteria and terms and conditions of service, in consultation with the President;
- (n) to constitute standing/special committees consisting of one or more of members of the Board of Management, or persons outside the University, and to mandate such bodies to perform functions in respect of matters within the powers and functions of the Board of Management;
- (o) to establish norms relating to consultancy undertaken by or within the University in any field of expertise of its teaching faculty;
- (p) to establish and administer centres of the University or programmes of study of the University, both inside and outside the State of Rajasthan, subject to relevant laws;
- (q) to establish and administer distance education programmes for the State of Rajasthan and other parts of India, subject to relevant laws;
- (r) to enter into collaboration agreements with other universities, including foreign universities, and/or educational institutions to augment the activities of the University, including programmes of exchange of students and teachers, sharing of credits, and holding of joint workshops and programmes of joint research, facilitation of access to each other's facilities and to institute double/triple/jointly- organise academic degrees under such agreements as per the standards recognized by the regulatory bodies in India; and

- (s) to take all measures necessary and convenient to enable the University to exercise its powers and perform its functions, pursuant to section 5 of the Act, and in furtherance of the objects of the University as embodied in the Preamble to the Act, as the Board of Management may deem appropriate.
- (2) (a) The Member –Secretary shall, under the direction of the Chairperson give a notice of not less than ten days, of a meeting of the Board:
- Provided that if the date fixed for the meeting is changed, fresh prior notice of ten days shall not be necessary.
- (b) The Member –Secretary shall issue, at least seven days before the date of meeting, the agenda showing the business to be brought before the meeting. The Member –Secretary shall endeavor to ensure and get confirmed the receipt of the same by every member by telephone or e-mail at least two days prior to the date of meeting.
- (3) (a) The Chairperson may, at his discretion, convene an urgent meeting of the Board at the shortest notice, normally not less than two days.
- (b) The Member –Secretary shall, along with the notice of such urgent meeting, send a statement of business to be transacted at the meeting to all concerned at least one day in advance by messenger/fax/e-mail and shall endeavor to get confirmed the receipt by all normally at least twelve hours before the meeting.
- (c) Such urgent meeting, if convened, shall be treated as a meeting as envisaged under sub-section (3) of section 22 of the Act.
- (4) (a) Any member who wishes to move a proposal to be included in the agenda of a meeting shall forward a copy of the proposal to the Member –Secretary so as to reach him not later than seven days before the date fixed for meeting.
- (b) The Member –Secretary shall place all such proposal received from the members of the Board for inclusion on the agenda of a meeting before the Chairperson as are admissible. A proposal shall be admissible only if it-
- (i.) deals with only one matter and is precise and positive in form;
 - (ii.) deals with a matter which falls within the power of the Board;
 - (iii.) does not contain arguments, inference, ironical expression or defamatory statements, including those which are likely to amount to contempt of court, or breach of privilege of any house (s), nor it refers to the character or conduct

of any person except the cases of termination from service on disciplinary grounds;

(iv.) does not refer to a matter which is under adjudication by a court of law; and

(v.) does not raise substantially the same question as that raised in a motion moved and decided in the Board during the twelve months preceding the date of the meeting at which it has to be moved.

(5) (a) If the quorum is not present within thirty minute after the appointed time for a meeting, the meeting shall be signed by the Chairperson.

(b) If at any point of time during the progress of meeting any member calls attention to the number of member present, the Chairperson shall, within a reasonable time, count the number of the member present, and, if a quorum is not present he shall adjourn the meeting. Any such adjournment shall be recorded by the Member –Secretary and shall be signed by the Chairperson.

(c) The requirement of the quorum shall not apply to an adjourned meeting.

(6) At an adjourned meeting, no business other than that on the agenda of the original meeting shall be taken up for consideration.

(7) The Chairperson shall be the sole judge of any point of order raised in the meeting.

(8) Every question shall be decided by a majority of votes of the members present and voting. In the case of equality of votes, the Chairperson shall have a casting vote in addition to his vote as a member.

(9) The decision taken regarding any subject at a meeting shall be recorded by the Member – Secretary immediately and read over to the Board for approval.

(10) A member who dissents from a decision of the Board and expresses a desire to give a note of dissent shall always be brief and be confined to the main point at issue. Personal reference of any kind as also attributing of motives shall invariably be avoided. The dissenting note given by a member shall be circulated along with proceeding of the meeting.

PART II

ACADEMIC COUNCIL

5. Composition of the Academic Council. –

(1)The Academic Council shall consist of the following persons, namely:

(a)President, as its Chairman;

- (b) The Pro-President;
 - (c) The Deans of Faculties;
 - (d) The Directors of Academic & Research
 - (e) Heads of Departments;
 - (f) One teacher from each Institute nominated by the President, in consultation with the Chairperson;
 - (g) One Professor, one Associate Professor and one Assistant Professor from each Institute, in addition to the persons appointed under sub-clause (c) to hereof, nominated by the President, on the basis of seniority, and by rotation;
 - (h) Such number of external experts, as may be co-opted by the President; and
 - (i) Controller of Examinations as *ex officio* member without a right to vote.
- (2) All nominated members shall hold their membership for a period of two years.

6. Meetings. –

- (1) The Registrar shall be the Member Secretary to the Academic Council and shall attend its meetings without right to vote.
- (2) One-fourth of the voting members of the Academic Council shall constitute the quorum.
- (3) The Academic Council shall meet at least two times in a calendar year.
- (4) The Academic Council may adopt its own rules of procedure for scheduling and conduct of its meetings.

7. Committees. –

- (1) The Academic Council may constitute one or more Standing or Special Committees to assist it in performance of its functions.
- (2) The Academic Council may, on the recommendation of the President, constitute an Inter-sessional Standing Committee for Academic Affairs, comprising the President, the Pro-President and a nominee of the Chairperson and the said Committee shall assist the President on all matters within the scope of powers and functions of the Academic Council.
- (3) All decisions/actions taken by the President on the basis of recommendations of the Standing Committee for Academic Affairs shall be placed before the next meeting of the Academic Council for its ratification.

8. Powers and Functions of the Academic Council. – In addition to the powers and functions prescribed in section 23 of the Act, the Academic Council shall have the following powers and functions, namely:-

- (a) to report the Board of Management on any matter referred to it by the Board of Management;
- (b) to take measures for general regulation and control of academic programmes of the University;
- (c) to take measures to ensure excellence in standards of teaching, examination and research;
- (d) to make recommendations to the Board of Management for the establishment/expansion of and/or alteration to various Departments, Institutes of higher learning, Specialized Laboratories, Libraries and Museums, howsoever designated;
- (e) to formulate, revise, or redefine the academic fields of study or subjects, allocated to, a Department or any unit of an academic programme;
- (f) to encourage periodic review of the syllabi, teaching materials, and methods of teaching and assessment of performance of student, and library resources;
- (g) to recommend the Board of Management the draft Ordinances or Regulations for various academic programmes of the University specifying the eligibility and other conditions of admission of students to various programmes of study, duration of such programmes, norms for the conduct of such programmes, including instructional methods, evaluation of students, declaration of results, and award of Degrees, Diplomas and Certificates;
- (h) to recommend the Board of Management procedure for conferment of Honorary Degrees, and to consider proposals for conferment of such degrees;
- (i) to determine equivalence of degrees/ diplomas/ certificates/marks-sheets obtained from other universities or educational institutions, with the eligibility standards of the University;
- (j) to make arrangements for conducting the examinations, including their venues and schedules;

- (k) to recommend the Chairperson through the President the list of examiners for each programmes of study, and, where appropriate, a list of external examiners;
- (l) to consider and take decisions on the recommendations of the Board of Advanced Studies and Research constituted under Statute 9;
- (m) to make recommendations to the Board of Management, through the Chairperson, on creation, abolition of teaching posts, their reallocation or re-designation;
- (n) to make proposals to the Board of Management for institution of fellowships, scholarships, freeships and other fee exemptions, medals and other awards;
- (o) to promote and support research within the University, and to require periodic reports thereon;
- (p) to promote publications by the teachers, including publication of Journals and other publications by and in the name of the University;
- (q) to submit an annual report of its activities to the Chairperson; and
- (r) to take all such measures as are necessary and convenient for the fulfillment of the objects, powers and functions of the University in respect of its academic activities.

PART III

BOARD OF ADVANCED STUDIES AND RESEARCH

9. Board of Advanced Studies and Research. –

- (1) There shall be a Board of Advanced Studies and Research, hereinafter referred to as the BASR, of the University which shall consist of the following members:-
 - (a) President;
 - (b) Pro-President;
 - (c) Director Research and Director Academics;
 - (d) Deans of Faculties; and
 - (e) Two senior teachers nominated by the Chairperson as members for a period of two years.
- (2) The BASR shall meet at least once in each Semester. It may lay down its own rules of procedure for its meetings, including rules for participation of special invitees without a right to vote.
- (3) The President shall preside over the meetings of the BASR. In the absence of the President, the Pro-President shall preside.

- (4) The BASR shall regulate and oversee the formulation and conduct of all Post-Graduate, Doctoral and Post-Doctoral instruction and all research programmes of the University, in accordance with the directions of the Academic Council.
- (5) The BASR shall consider and may approve recommendations of the Boards of Studies of Institute on all academic matters within the scope of Clause (4) hereof.
- (6) The BASR shall formulate procedure for consideration and approval of proposals for registration for M.Phil / Ph.D. and other doctoral degrees, and for all other matters concerning the supervision and evaluation of research work under such postgraduate and doctoral programmes, and recommend them to the Academic Council.
- (7) The BASR may authorize the President to act on recommendations made by examiners on M. Phil dissertations and Ph.D. thesis, in accordance with the procedure laid down in this behalf by relevant Ordinances or Regulations made under these Statutes.
- (8) The BASR may recommend to the Academic Council criteria for formulation and execution of research proposals by teachers and/or scholars attached to the University.
- (9) The BASR shall submit its periodic reports to the Academic Council.
- (10) The BASR may make recommendations to the Academic Council on all matters within its scope of its functions.

PART IV

INSTITUTES OF STUDIES

10. Establishment of Institute of Studies. –

Pursuant to Clauses (a) and (j) of section 5 of the Act, the Board of Management, in consultation with the Academic Council, may establish Institute of Studies and appoint a Professor as Director to head each Institute.

11. Departments. –

- (1) Each Institute may comprise of Departments, and/or other academic units, as the Board of Management may, in consultation with the President, determine.
- (2) Each Department shall consist of; -
 - (a) A Head of the Department or a person for the time being in-charge of the Department, appointed by the President in consultation with the Chairperson;
 - (b) Teachers assigned to the Department;

- (c) Such Honorary/Adjunct/Visiting/ Emeritus Professors/ Faculty Supervisor attached to the Department by the Board of Management, upon the recommendation of the Academic Council;
- (d) Persons (howsoever designated) appointed to conduct or assist in teaching or research in the Department; and
- (3) The powers and functions of the Head of a Department or a person in- charge of a Department shall be prescribed by the Board of Studies of the Institute, under the direction of the Academic Council.

12. Boards of Studies of Institute. –

- (1) There shall be a Board of Studies for each Institute , comprising of such number of members as the President may, in consultation with the Chairperson, nominate from time to time, including the following, namely:-
 - (a) The Director of a Institute, as Chairman;
 - (b) The Dean of the Faculty of which the Institute is a part;
 - (c) A teacher of the Institute, nominated by the President;
 - (d) An Associate Professor and an Assistant Professor of the Institute, nominated by the President; and
 - (e) Not less than two experts from outside the University, to be nominated by the President in consultation with the Chairperson.
- (2) The tenure of all nominated members of a Board of Studies (other than those who are members *ex officio*), shall be three years.
- (3) Meetings of a Board of Studies shall be held under the direction and control of the Chairperson.
- (4) Subject to the control and direction of the Academic Council, the Board of Studies of a Institute shall have the following powers and functions, namely:-
 - (a) to regulate the teaching and research work in the various disciplines assigned to the Institute with a view to ensuring standards of excellence;
 - (b) to promote interdisciplinary teaching and research between the various Departments within the Institute and in coordination with other Institutes;
 - (c) to consider the programmes of study and research of the various Departments of the Institute;

- (d) to develop programmes of study and research at Institute level, and/or at inter Institute level, wherever possible;
- (e) to develop, periodically review, and recommend to the Academic Council programmes of study and research, and syllabi for different examinations, in consultation with various Departments of the Institute;
- (f) to consider and recommend to the Board of Advanced Study and Research of the University proposals for registration of research topics for the M.Phil/Ph.D. programmes of the Institute;
- (g) to consider reports and proposals from the various Departments of the Institute, including those on creation, abolition or reallocation of academic posts and forward them to the Academic Council with its own recommendations;
- (h) to develop and recommend to the Academic Council, schemes and methods for improvement of standards of teaching and research; and
- (i) to consider/take action on any matter referred to the Board of Management by the Academic Council or by the Board of Advanced Study and Research.

CHAPTER - 3

APPOINTMENT, TERMS AND CONDITION OF SERVICE, POWERS AND FUNCTION OF OFFICERS OF THE UNIVERSITY

13. Chairperson. –

- (1) The Chairperson of the University shall be appointed in accordance with the provisions of section 12 of the Act.
- (2) The Chairperson shall perform his duties in an honorary capacity. However, he may be paid such honorarium not less than the salary of the President and all other terms and conditions of service of his appointment shall be as applicable to the President.
- (3) In addition to the powers and functions prescribed in section 12 of the Act, the Chairperson shall have the following powers and functions, namely:-
 - (a) All such powers and functions as may inhere in him by virtue of his being the head of the University; and

- (b) Such other powers and functions as may be assigned to him by the Board of Management, from time to time.
- (4) When any exigency arises, and the Chairperson is of the opinion that it is not possible or convenient, under the circumstances, to convene a meeting of the Board of Management at short notice, he may take any appropriate decision or action as he may deem fit and necessary in the best interests of the University.
- (5) In pursuance of any decisions or actions specified in clause (4), or for purposes of immediate implementation thereof, the Chairperson shall have full powers to issue any order or instruction to all or any of the Authorities, officers, teachers; other academic staff, other employees, ministerial staff, and/or students of the University and such Authority, officer, teacher, other academic staff, employee, ministerial staff, and/or student and they shall be bound to comply with such order or instruction forthwith. The Chairperson may, at any time, amend or revoke any order or instructions issued by him:
- Provided that such amendment or revocation of order or instructions shall not affect the continuance of proceedings initiated against any persons during the emergency.
- (6) The Chairperson shall, as soon as practicable, convene an emergency meeting of the Board of Management and submit a detailed report on the situation under clause (4).
- (7) The Chairperson shall furnish to the Board of Management such further information as the Board may call for upon receipt of his report under clause(6)
- (8) The Chairperson shall report all actions or decisions taken in pursuant to clause(4)and (5) to the Board of Management for ratification.

14. President. –

- (1) The President shall be appointed in accordance with section 13 of the Act.
- (2) Only a distinguished scholar or a person with substantial experience in Academic Administration shall be appointed as President. The President shall be entitled to receive the basic pay and all other entitlements and privileges as specified in Schedule I to the Statutes.
- (3) Whenever the office of the President falls vacant for any reason other than the Expiry of the first term of appointment of the incumbent, the Board of Management may, in the interests of the University, assign the responsibilities

of the President to the Pro President, until a suitable person, appointed as the President, assumes office as such.

(4) The President shall have the overall supervision and control of all activities in the University, and shall exercise powers and perform functions on all matters incidental thereto. These powers and functions shall, in appropriate cases, include the following, namely:-

- (a) to investigate into any incident involving a member of the University, including student;
- (b) to institute/authorize institution of inquiries into incidents, situations or affairs of the University;
- (c) to call for information from any officer, teacher, member of ministerial staff, or student of the University;
- (d) to give directions to any student, teacher, officer, or any other employee of the University;
- (e) to require submission of reports from all bodies / committees / councils/boards of the University constituted under these Statutes;
- (f) to establish wide review, from time to time, the disciplinary jurisdiction and control of the Office of the President over all students and all employees of the University;
- (g) to develop plans and schemes aimed at ensuring excellence in the standards of academic activities of the various academic bodies in the University;
- (h) to recommend the Chairperson on all matters relating to holding of any annual and special convocation, or special meeting in honour of any distinguished individual or for commemoration of any event;
- (i) to make proposals to the Board of Management in respect of the University activities, and powers and functions of all bodies, officers, teachers and other employees of the University; and
- (j) to take all measures necessary and convenient to give effect to the foregoing powers and functions, in consultation with the Chairperson.

- (5) On administrative matters, and on matters of academic affairs that require consultation with or decision by the Board of Management, the President shall act, after consultation with the Chairperson.
- (6) The President may seek the assistance of the Pro-President in exercise of his powers and in performance of his functions.

15. Pro-President. –

- (1) The Pro-President shall be appointed in accordance with section 14 of the Act.
- (2) The Chairperson, in consultation with the President, shall consider a panel of eminent Professors from within or outside the University, and select one of them for appointment as Pro-President.
- (3) The Pro-President shall be entitled to receive the salary and all other entitlements specified in Schedule II to these Statutes.
- (4) The Pro-President shall assist the President in exercise of his powers and performance of his functions.
- (5) In the absence of the President or when he is unable for any reason to exercise the powers and perform the functions of the President, the Chairperson may authorize and empower the Pro-President to exercise the powers and perform the functions of the President, until such time as he may deem appropriate.
- (6) In the absence of the President, the Pro-President shall preside over meetings of University authorities, whose Chairman the President is.

16. Provost –

- (1) The Provost shall be appointed by the President, in accordance with section 15 of the Act.
- (2) The President may, in consultation with the Board of Management, select and appoint a senior teacher of the University to function as Provost in an honorary capacity, for a period of three years.
- (3) The Board of Management may fix an appropriate honorarium to be paid to the Provost. A rent-free accommodation and other facilities necessary for performance of his functions shall also be provided to him.
- (4) The Provost shall ensure discipline in the University and shall, in consultation with the President, establish appropriate norms and procedures thereof.

- (5) Without prejudice to sub-section (2) of section 15 of the Act, the President may prescribe additional powers and functions to the office of the Provost.
- (6) The President may, from time to time, authorize the Provost with any special responsibilities, as he may deem appropriate. The Provost may hold special or general inquiries in to any situation involving the conduct of any employee or student of the University causing or likely to cause breach of the peace and order in the University campus.
- (7) The President shall, in consultation with the Chairperson, make provision for the necessary administrative support for the office of the Provost.

17. Proctor. –

- (1) The Proctor shall be appointed by the President in accordance with section 16 of the Act.
- (2) The President may, in consultation with the Board of Management, select and appoint a senior teacher of the University to function as Proctor in an honorary capacity, for a period of three years.
- (3) The Board of Management may fix an appropriate honorarium to be paid to the Proctor. A rent-free accommodation and other facilities necessary for performance of his functions shall also be provided to him.
- (4) The Proctor shall be responsible for the maintenance of discipline among the students and shall, in consultation with the President, establish appropriate norms and procedures thereof.
- (5) Without prejudice to sub-section (2) of section 16 of the Act, the President may prescribe additional powers and functions to the office of Proctor.’
- (6) The President may, from time to time, authorize the Proctor with any special responsibilities, as he may deem appropriate. The Proctor may hold special or general inquiries in to any situation involving the conduct of any student of the University causing or likely to cause breach of the peace and order in the University campus.
- (7) The President may, as he may deem appropriate, require the Proctor to work in harmony with the Provost, and determine the norms of such working relationship.

- (8) The President shall, in consultation with the Chairperson, make provision for the necessary administrative support for the office of the Proctor.

18. Deans of Faculties. –

- (1) A Dean shall be appointed for each Faculty by the President in accordance with section 17 of the Act.
- (2) The President may, in consultation with the Chairperson, determine the number of Faculties, and the number or categories of disciplines/Institute to constitute each Faculty for purposes of academic administration and for appointing a Dean for each such Faculty. He may likewise appoint a Professor as the Dean of a Faculty, who shall hold the position in an honorary capacity for a period of three years.
- (3) The Board of Management may fix an appropriate honorarium to be paid to the Dean of a Faculty, in addition to other facilities necessary for performance of his functions.
- (4) The Dean of each Faculty shall convene the meetings of the heads of the Institute of each Faculty of which he has the charge, as and when required, in consultation with the President.
- (5) The Dean shall formulate policies and development programme of the Faculty and present them before the Academic Council, with the approval of the President.
- (6) The Dean shall coordinate the functioning of the various disciplines/Institute under his charge, and assist the President in implementing the policies and directions of the Chairperson, the Board of Management and the Academic Council.
- (7) The Dean or his nominee shall attend all meetings of all Boards of Study of the Institute forming part of the Faculty and report to the President.
- (8) Without prejudice to sub-section (2) of section 17 of the Act, the President may prescribe additional powers and functions to the office of the Dean.
- (9) The Dean shall preside over the meetings of his Faculty. In the absence of the Dean, the meetings of the Faculty shall be presided over by the senior most Director of a Institute within the Faculty.
- (10) The President shall, in consultation with the Chairperson, make necessary provision of administrative support for the office of the Dean of each Faculty.

19. Registrar. –

- (1) The Registrar of the University shall be appointed by the Chairperson in accordance with section 18 of the Act and the Guidelines issued by the University Grants Commission, from time to time.
- (2) The Chairperson may, in consultation with the Board of Management, appoint a Professor of the University to function as Registrar in an honorary capacity, so that the functions of the Registrar are not hampered during the process of selection of the Registrar.
- (3) The Board of Management may fix an appropriate honorarium to be paid to the Registrar, not lower than the norms prescribed, from time to time, by the Guidelines of the University Grants Commission for the post of Registrar. A rent-free accommodation and other facilities necessary for performance of his functions shall also be provided to him.
- (4) The Registrar shall arrange for secretarial and other administrative assistance to all University bodies, established under the Act and these Statutes. He/she shall prepare draft minutes of meetings of these bodies and submit them to the President/Pro President for approval, and thereafter circulate them among the members of the respective bodies.
- (5) The Registrar shall assist the President and Pro-President whenever his assistance is required by them.
- (6) The Registrar shall assist in coordination of activities of various Institutes.
- (7) The Registrar shall sign/execute contracts and other legal documents on behalf of the University, subject to the directions of the Chairperson.
- (8) Upon the direction or with the prior approval of the Chairperson, the Registrar may, initiate any legal proceedings on behalf of the University or take all necessary action to protect the interests of the University in any legal proceedings instituted by or on behalf of the University as well as in any legal proceedings instituted against the University, in furtherance of these functions:-
 - (a) Subject to sub-clause (c) of this clause, the Registrar shall represent the University in all proceedings instituted on behalf of or against the University;

- (b) the Registrar may, upon the direction or with the prior approval of the Chairperson, appoint any Advocates or legal consultants, sign Vakalatnamas or other agreements on behalf of the University, disburse all or any fees or remunerations there under;
 - (c) the Registrar, upon the direction or with prior approval of the Chairperson, sign, verify and file all necessary papers before concerning Court / Tribunal / Authority / Arbitrator etc., co-ordinate with Advocates or other legal consultants, and when necessary, represent and/or appear before any Court, Tribunal, Arbitrator or Government Authorities on behalf of the University to give evidence on oath or otherwise and do all acts, deeds, things as may be necessary as per the legal advise to prosecute or defend the matter to protect the interest of the University and report to the Registrar and Chairperson;
 - (d) The Registrar, upon the direction or with prior approval of the Chairperson, appoint/authorise any officers who may be given special charge of all or any matters referred to under this clause and/or who may be authorized by the Chairperson to perform all such actions as the Registrar may himself be authorised to perform under sub-clause (c); and
 - (e) The Registrar or any officer so authorized under sub-clause (d) shall perform all such actions as may be directed by the Chairperson for the protection and in defense of the interests of the University in any legal or other proceedings instituted by or against the University.
- (9) The Registrar shall hold the custody of the Common Seal and the records of the University, subject to the directions of the Board of Management and the Chairperson.
- (10) The Registrar shall render all assistance to the Proctor in management of the affairs of the hostel administration, under the direction of the President.

20. Chief Finance and Accounts Officer. –

- (1) The Chief Finance and Accounts Officer shall be appointed by the President on the recommendation of the committee referred to in clause (2) in accordance with the provisions of section 19 of the Act.

- (2) The selection of Chief Finance and Accounts Officer shall be made by a Selection Committee consisting of the President, a nominee of the Chairperson, and three external experts in financial and accounting affairs. A person to be appointed as Chief Finance and Accounts Officer shall be qualified and experienced in institutional financial and accounting affairs. The appointment shall be for a period of three years, and the person so appointed may be eligible for reappointment for another term.
- (3) The terms and conditions of service of the Chief Finance and Accounts Officer shall be such as specified in the Guidelines issued by the University Grants Commission, from time to time. The Chief Finance and Accounts Officer shall be paid such salary as prescribed in the Guidelines of the University Grants Commission.
- (4) The President may, in consultation with the Sponsoring Body, appoint a suitable person to function as Chief Finance and Accounts Officer in an honorary capacity, so that the functions of the Chief Finance and Accounts Officer are not hampered during the process of selection of Chief Finance and Accounts Officer. The Board of Management may fix an appropriate honorarium to be paid to the Chief Finance and Accounts Officer. A rent-free accommodation and other facilities necessary for performance of his functions shall also be provided to him.
- (5) The Board of Management may require the Chief Finance and Accounts Officer to perform the following functions, namely:-
 - (a) to supervise and control the keeping of accounts and account records of the University and its associated bodies (if any), and in particular, the University's Endowment Fund, General Fund and such other funds as may be required to be administered by the University;
 - (b) to prepare and submit to the Chairperson quarterly, half yearly and annual cash flow projections and status of accounts for these periods for the consideration of the Board of Management;
 - (c) to prepare and submit to the Board of Management, through the Chairperson, the annual budget and statement of accounts of the University;
 - (d) to examine ways and means to augment the finances of the University, and to rationalize expenditure, and submit proposals thereon to the Chairperson;

- (e) to institute a system of periodic internal audit of accounts of the University and to facilitate such external audit, as may be required by the Chairperson;
- (f) to set up, in consultation with the Chairperson, a viable inventory mechanism for the property, and other physical assets of the University;
- (g) to prepare and submit to the Board of Management, through the Chairperson, annual reports on the finances and accounts of the University; and
- (h) to function under the general supervision and direction of the Chairperson, President and the Board of Management.

21. Director Research and Director Academics. –

The Director Research and Director Academics shall be appointed in accordance with section 20 of the Act.

- (1) The Chairperson may, in consultation with the Board of Management, appoint Professors of the University to function as Director Academics and Director Research in an honorary capacity so that the functions of the Director Research and Director Academics are not hampered during the process of selection of the Director Research and Director Academics.
- (2) Only a distinguished scholar and a person of eminence in Research and Academic administration shall be appointed as Director Research and Director Academics. The Board of Management may fix an appropriate honorarium to be paid to the Director Research and Director Academics as applicable to Professor.
- (3) The Director Research and Director Academics shall have the supervision related to research and academic respectively in the university and shall perform functions on all matters regarding academic and research work after prior approval of President.

CHAPTER - 4
TERMS AND CONDITION OF SERVICE, DUTIES AND FUNCTIONS OF OTHER
OFFICERS OF THE UNIVERSITY

22. Other Officers. –

- (1) The Board of Management shall periodically appoint a Committee consisting of the President, the Pro-President, the Registrar and two nominees of the Chairperson, which shall, taking into account the various requirements of the University, make recommendations regarding creation of number and categories of posts required for proper functioning of the University. The Committee shall lay down, in detail, the basic qualifications required for and the powers and functions of each such post.
- (2) All appointments on such posts may be on ad hoc, contract or regular basis. The persons appointed on the contract basis shall be governed by the terms of the contract.
- (4) The University may also engage service providers. Such service providers or persons employed by them shall not be deemed to be the employees of the University.

23. Mode of appointment to administrative or ministerial posts.

- (1) The Board of Management shall constitute a Selection Committee for selection of candidates for administrative or ministerial posts.
- (2) The Selection Committee shall consist of the Registrar and not more than three experts in the field of University administration nominated by the Chairperson from amongst the names recommended by the Board of Management.
- (3) The Registrar, under the instructions of the Chairperson, shall invite applications by issuing advertisement, from persons possessing requisite qualifications for the concerned post and the Selection Committee shall conduct interviews. The Selection Committee shall recommend a panel of names in order of merit to be appointed for the relevant administrative or ministerial post to the Board of Management.

- (4) The Board of Management shall, on receipt of panel of names of persons recommended by the Selection Committee, appoint such persons, as it may deem fit, to the advertised administrative or ministerial post.
- (5) The terms and conditions of service of these officers/officials shall as far as possible be in accordance with the Guidelines laid down by the University Grants Commission and other Regulatory Bodies, as applicable.

24. Teachers and Other Academic Staff. –

- (1) There shall be the following categories of teachers:
 - (a) Professors;
 - (b) Associate Professors; and
 - (c) Assistant Professors.
- (2) There shall be following categories of teachers of Physical Education:
 - (a) Director of Physical Education;
 - (b) Deputy Director of Physical Education; and
 - (C) Assistant Director of Physical Education.
- (3) The categories of teachers, other teaching and research staff, their designations, respective eligibility criteria/ qualifications, selection processes, terms and conditions of service, and duties and functions of each category of teachers shall be in accordance with the Guidelines laid down in Schedule III to these Statutes.
- (4) The Board of Management may require the teachers to perform, in an honorary capacity, duties in relation to the University activities, in addition to those that they are required to perform as teachers in their respective disciplines.
- (5) Subject to clause (1) and (2), the Board of Management may establish or abolish posts for different categories of teachers from time to time, on the basis of recommendations of the Academic Council.
- (6) Subject to clause (1) and (2), the Board of Management may likewise establish or abolish posts for different categories of research fellows/scholars/ associates, and technical staff, and determine the eligibility criteria and selection process:
Provided that the eligibility criteria, selection process and other terms and conditions shall always take into account the norms laid down by the University Grants Commissions and other Regulatory Bodies, as applicable.

25. Library and its staff. –

- (1) There shall be following categories of posts in the University Library:
 - (a) Librarian;
 - (b) Deputy Librarians; and
 - (c) Assistant Librarians.
- (2) The categories of Library staff, their designations, respective eligibility criteria/qualifications, selection processes, terms and conditions of service, duties and functions shall be such as specified in Schedule III to these Statutes.
- (3) The Board of Management shall, in consultation with the Academic Council, and in accordance with the Guidelines laid down by the University Grants Commission and other Regulatory Bodies, make Ordinances or Regulations, as it may deem appropriate, for the following purposes:
 - (a) to establish one or more University libraries, with adequate staff, lying down the qualifications and procedures for their recruitment, and determine their terms and conditions of service;
 - (b) to prescribe norms for the functioning of the University libraries, ensuring their access to its students, teachers and other persons, including norms to impose penalties for violation of rules relating to late deposit, destruction, or defacement of borrowed books, and other use of the libraries and their facilities; and
 - (c) to lay down norms relating to acquisition, from time to time, of books, journals, newspapers and other teaching and research materials, and their display and storage.

26. Laboratories and their staff. –

The Board of Management shall, in consultation with the Academic Council, and in accordance with any Guidelines laid down by the relevant Regulatory Bodies, make Ordinances or Regulations, as it may deem appropriate, for the following purposes, namely:-

- (a) to establish one or more University laboratories, whether attached to a Institute or to a Department or otherwise, with adequate staff, laying down

- the qualifications and procedures for their recruitment, and determine their terms and conditions of service;
- (b) to prescribe norms for the functioning of the laboratories, ensuring their access to its students, teachers and researchers, including norms to impose penalties for violation of rules on the use of the laboratories and attached facilities, if any;
 - (c) to lay down norms on acquisition and maintenance, from time to time, of laboratory equipment, and chemical and other materials for experiments and their installation/ storage; and
 - (d) to prescribe appropriate safety norms for the laboratories, their equipment and material.

CHAPTER – 5

GRIEVANCE REDRESSAL AND RESOLUTION OF DISPUTES

27. Grievance Redressal and Disputes Settlement Mechanisms. –

- (1) The President may, in consultation with the Chairperson, appoint a senior teacher as the Dean of Students Welfare to oversee the welfare of the students. The President may, likewise, appoint another teacher to assist the Dean in performance of his functions. The Dean of Students Welfare shall have the over-all charge of all extramural activities of the students. He shall be assisted by such staff as may be deemed appropriate by the Chairperson.
- (2) Grievances or complaints, if any, from students shall be heard by the Dean of Students Welfare and he may make appropriate recommendations to the President.

- (3) The Board of Management shall establish appropriate grievance redressal mechanisms for dealing with grievances or complaints, if any, from teachers, senior officers, and other employees of the University. For this purpose, there shall be a Grievance Cell directly under the President.
- (4) If any dispute is not resolved by negotiation or mediation, it shall be resolved by arbitration by an independent advocate appointed by the University for the purpose. Either party to the dispute shall be entitled to give notice to the other party to refer the dispute for arbitration. The arbitrator shall comply with the principles of natural justice in performance of his duties. The award of the arbitrator shall be final and binding.
- (5) In respect of any in-house proceedings on grievances, complaints or disputes, no outside individual or agency shall be entitled to have access.

CHAPTER – 6
FEE STRUCTURE, FREESHIPS, SCHOLARSHIPS, FELLOWSHIPS,
STIPENDS, LOANS AND REVISION OF FEES

28. Fee Structure, Freeships, Scholarships, and Loans.-

- (1) The University shall, charge fee for various programmes of study in accordance with the provision of section 33 of the Act.
- (2) The University may revise its fee structure from time to time in accordance with the provision of section 33 of the Act.
- (3) The Board of Management may, on the recommendation of the Chairperson, establish schemes for award of full or partial freeships or scholarships to deserving students.
- (4)The Board of Management may, on the recommendation of the President, establish schemes for award of fellowships and stipends to deserving students and visiting scholars.
- (5) The Board of Management may, on the recommendation of the President, establish schemes for grant of loans for educational purposes to deserving students.
- (6) The Board of Management may, on the recommendation of the President, establish schemes for award of publication grants to enable Ph.D. students to publish their Ph.D. theses, to enable University teachers to publish their research work.
- (7) In performance of the above functions, the Board of Management may, through the President, seek from the Academic Council its views thereon from time to time, as the Board may deem appropriate.

CHAPTER-7

CONTROLLER OF EXAMINATIONS

29. Appointment, Powers and Functions of Controller of Examinations. –

- (1) The President in consultation with the Academic Council shall appoint a Controller of Examinations.
- (2) The Controller of Examinations shall have the following powers and functions, namely:-
 - (a) to oversee all arrangements concerning holding of examinations in the University;
 - (b) to coordinate in setting of question papers by the course instructors;
 - (c) to arrange moderation of question-papers and evaluation of answer books, where necessary;
 - (d) to arrange for printing and safe-keeping of the question papers;
 - (e) to regulate the conduct of examinations;
 - (f) to ensure expeditious evaluation of answer scripts;
 - (g) to prepare and publish the results;
 - (h) to ensure secrecy, safety and security of all documents relating to the examinations, including the question-papers and the answer-scripts;
 - (i) to report the President on the conduct of examinations and publication of results as frequently as necessary; and
 - (j) to do all things necessary and convenient for the efficient functioning of the office of the Controller of Examinations.
- (3) The Controller of Examinations shall take all measures necessary to ensure impartial, safe and secure conduct of the entire examination process from preparation of question-papers to the declaration of results.
- (4) Subject to this Statute, the Academic Council shall, with the prior approval of the Board of Management, make appropriate regulations to establish an independent

regulatory mechanism for the conduct of all University examinations under the control of the Controller of Examinations, and award of degrees, diplomas, and certificates.

CHAPTER-8

ACCOUNTING POLICY AND FINANCIAL PROCEDURE

30. Accounting Policy and Financial Procedure. –

- (1) The Board of Management shall make Regulations to lay down the accounting policy and the financial procedure of the University, and establish appropriate system of audit.
- (2) The Chief Finance and Accounts Officer shall ensure implementation of the above accounting policy and financial procedure, and assist the Chairperson in developing an appropriate system of internal and external audit.

CHAPTER – 9

RESPONSIBILITY TO IMPLEMENT STATUTES

31. Responsibility of Chairperson and Board of Management to implement Statutes.-

- (1) The Chairperson and the Board of Management shall have the responsibility to implement the provisions of the Act, these Statutes and Ordinances.
- (2) The Chairperson and the Board of Management may take all such measures and decisions and issue appropriate directions to implement the Act, these Statutes, Ordinances and Regulations made there under, as they may deem fit in the best interests of the University.
- (3) The Chairperson and the Board of Management may issue directions, general or specific, to any other Authority established under the Act or these Statutes for

removal of any difficulties in interpretation or application of these Statutes, or Ordinances or Regulations made there under.

- (4) The Board of Management shall, in conformity with the provisions of the Act, take immediate steps to make Ordinances or Regulations to regulate matters provided there under and for the conduct of business of the University bodies.

CHAPTER – 10

PROVISIONS REGARDING ADMISSION POLICY

32. Admissions. - (1) Admissions of students in the University shall be on the basis of merit on the qualifying examination, their merit/ standing in the entrance tests, and personal interview. However, the admission in technical/ professional courses shall be given only through entrance examinations conducted by the Government or the University or the Association of private Universities.

(2) Reservation of seats in admission shall be provided as per policy of the State Government, from time to time.

SCHEDULE I

[SEE STATUTE 14(2)]

TERMS AND CONDITION OF SERVICE OF PRESIDENT

1. The President shall be paid such fixed salary as shall be determined by the University Grants Commission, from time to time.
2. He/she shall be provided with an official rent-free residence which shall be fully furnished/ unfurnished as per the preference of the President. The term “fully furnished” includes essential furniture commensurate with the status of a President, including electricity, water and telephone free of charges.
3. He/she shall be provided with an official, chauffeur driven car for official use.
4. He/she shall be entitled to the benefits of Leave, Medical and other benefits according to the University Regulations for the time being in force.
5. He/she shall be entitled to the travelling or halting allowance as may be prescribed by the University, from time to time.
6. He/she shall be entitled to such other allowances as defined in the University Regulations, from time to time.
7. He/she shall be entitled to such other facilities as may be provided, from time to time.

SCHEDULE II

[SEE STATUTE 15(3)]

TERMS AND CONDITION OF SERVICE OF PRO-PRESIDENT

1. The Pro-President shall be paid such fixed salary as shall be determined by the University Grants Commission, from time to time.
2. He/she shall be provided with an official rent-free residence which shall be fully furnished/ unfurnished as per his/her preference. The term “fully furnished” includes essential furniture commensurate with the status of a Pro-President, including electricity, water and telephone free of charges.
3. He/she shall be entitled to the benefits of Leave, Medical and other benefits according to the University Regulations for the time being in force.
4. He/she shall be entitled to the travelling or halting allowance as may be prescribed by the University, from time to time.
5. He/she shall be entitled to such other allowances as defined in the University Regulations, from time to time.
6. He/she shall be entitled to such other facilities as may be provided, from time to time.

SCHEDULE III
[SEE STATUTES 24 (3)and 25(2)]

**GUIDELINES ON PAY SCALES, MINIMUM QUALIFICATIONS FOR
APPOINTMENT OF TEACHERS & OTHER MEASURES FOR THE
MAINTENANCE OF STANDARDS, 2013.**

1. Pay scales and pay fixation formula. – The basic scales of pay adapted for teachers and equivalent positions in the Library and Physical Education cadres in University shall be such as notified by the University Grants Commission (UGC), from time to time.

2. Recruitment and qualifications. –

- (1) The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors shall be on the basis of merit through all India advertisement and selections by duly constituted Selection Committees as per the guidelines prescribed herein. The composition of such committees shall be as prescribed herein.
- (2) The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Assistant Directors of Physical Education Deputy Directors of Physical Education, Directors of Physical Education, Assistant Librarians, Deputy Librarians, Librarians shall be those as prescribed by the University Grants Commission.
- (3) The minimum requirements for the appointment of Assistant Professors shall be (i) a good academic record, 55% of the marks at the master's level and (ii) qualifying in the National Eligibility Test, or an accredited test.

Note:- (1) Holders of Ph.D. degrees (Ph.D. degree through a process of admission, registration, course work and external evaluation as have been/or may be laid down by UGC through its regulations, and so adopted by the University) shall alone be exempted from NET. NET shall also not be required for such Masters Programmes in disciplines for which NET is not conducted.

- (2) Reference to Ph.D. in these Statutes shall mean a reference to a doctoral degree from a University following the guidelines prescribed by University Grants Commission (UGC) regarding registration process, course work, and evaluation process. This requirement will not, however, be applied to Ph.D degrees obtained prior to 2009.
- (3) The 55% marks in Master's level shall be mandatory for those entering the system from outside and those at the entry point of Assistant Professors, Assistant Librarians, and Assistant Director of Physical Education.
- (4) A relaxation of 5% may be provided, at the graduate and master's level for the SC/ST category for the purpose of eligibility and for assessing good academic record during direct recruitment of teaching positions.
- (5) A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19th September, 1991.
- (6) Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized University shall also be considered eligible.
- (7) The Ph.D. shall be a compulsory requirement for the designation of Professor, Librarian and Physical Education Director.
- (8) Ph.D. shall be a compulsory requirement for all candidates applying for direct recruitment as Associate Professor /Deputy Librarian/ Deputy Director of Physical Education.

3. Direct recruitment. – (1) **Professor:** - Essential qualifications for appointment as a Professor shall be as follows, namely:-

- (i) An eminent scholar with Ph.D. qualification and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/ policy papers in reputed journals and books published by established publishers;
- (ii) A minimum of 12 years of teaching experience in University/college, and/or experience in research at the University/National Level institutions, including experience of guiding candidates for research at doctoral level; and

(iii) Contribution to educational and innovation, design of new curricula and courses, and technology - mediated teaching learning process or a professional who has had considerable practical experience and has made mark in his professional career.

(2) Associate Professor:-Essential qualifications for appointment as an Associate Professor shall be as follows, namely:-

- (i) Good academic record with a Ph.D. degree in the concerned or allied disciplines;
- (ii) 55% of the marks, or equivalent grade wherever grading system is followed at the Master's degree level. A minimum of eight years of experience of teaching and / or of research in a regular position equivalent to that of Assistant Professor in a University /College or Accredited Research Institution with evidence of published work with a minimum of 5publications as books and/or research/policy papers in reputed journals or books published by established publishers; and
- (iii)Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process with evidence of having guided doctoral candidates and research students.

(3)Assistant Professor:-Essential qualifications for appointment as an Assistant Professor shall be as follows, namely:-

1. Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication:

- (i) Good academic record with at least 55% of the marks or equivalent grade where grading system is practiced at the Master's degree level in the relevant subject from an Indian University, or an equivalent degree from an accredited foreign University;
- (ii) Besides fulfilling the above qualifications, the candidate should have cleared the National Eligibility Test (NET) conducted by the University Grants Commission(UGC),Council of Scientific and Industrial Research(CSIR) or similar test accredited by the University Grants Commission (UGC). (NET shall not be required for such Masters Programmes in disciplines for which NET is not conducted; and
- (iii)Holders of Ph.D. degrees (Ph.D. degree though a process of admission, registration, course work and external evaluation as have been/or may be laid

down by University Grants Commission (UGC) through its regulations, and so adopted by the University) shall be exempted from NET.

1. Performing Arts:

- (i) Good academic record with at least 55% of the marks, or its equivalent grade for 55% where grading system is practiced at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University; and
- (ii) Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the University Grants Commission (UGC), the Council of Scientific and Industrial Research (CSIR), or similar test accredited by the University Grants Commission (UGC).

OR

A traditional or a professional artist with a highly commendable professional achievement in the concerned subject as evidenced by awards, honors and recognitions.

(4) Librarian, Deputy Librarian and Assistant Librarian:-

(a) University Librarian: Essential qualifications for appointment as a University Librarian shall be as follows; namely:-

- (i) Master's degree in Library Science /Information Science with at least 55% of the marks or its equivalent grade for 55% where grading system is practiced;
- (ii) A Ph.D. degree in the above discipline and / or allied discipline with a Consistently good academic record;
- (iii) A minimum of 13 years of teaching/librarian experience of which at least 5 years experience as a Deputy Librarian in a University Library or 10 years' experience as Assistant Librarian in the University or as College Librarian;
- (iv) Evidence of innovative library service and organization of published work and ICT modernization of library; and
- (v) Evidence of published work with a minimum of 10 books and / or publications in reputed journals and books.

(b) University Deputy Librarian: Essential qualifications for appointment as a University Deputy Librarian shall be as follows, namely:-

- (i) Master's degree in Library Science/Information Science/Documentation Science with at least 55% of the marks or its equivalent grade for 55%, where grading system is practiced;
- (ii) A Ph.D. degree in the above discipline or allied discipline with a consistently Good academic record;
- (iii) A minimum of 10 years of teaching/ Library experience with at least 5 years as an Assistant University Librarian / College Librarian;
- (iv) Evidence of innovative library services, organization and computerization of library; and
- (v) Evidence of published work with a minimum of 10 publications in reputed journals and / or books.

(c) University Assistant Librarian: Essential qualifications for appointment as a University Assistant Librarian shall be as follows, namely:-

- (i) Master's degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% of the marks or its equivalence in a grade of 55% where grading system is practiced and a consistently good academic record with knowledge on computerization of library;
- (ii) Qualifying in the National Eligibility Test (NET) in Library Science conducted for the purpose by the University Grants Commission (UGC) or any other agency approved by the University Grants Commission (UGC). [Holders of Ph.D. degrees (a Ph.D. degree though a process of admission, registration, course work and external evaluation as have been/or may be laid down by University Grants Commission(UGC) through its regulations) and so adopted by the University] shall be Exempted from NET.

(5) Director of Physical Education, Deputy Director of Physical Education and Assistant Director of Physical Education:-

(a) University Director of Physical Education: Essential qualifications for appointment as a University Director of Physical Education shall be as follows, namely:-

- (i) Ph. D. in physical education;

- (ii) A total of 13 years of Physical education/ Sports experience of at least 5years as University Deputy Director of Physical Education or ten years as University Assistant Director of Physical Education/ College Director of Physical Education.
 - (iii) Evidence of organizing competitions and conducting a minimum often coaching camps; and
 - (iv)Evidence of having produced good performance teams/athletes at Inter-University/Combined University and at higher level etc and of having guided Ph.D./M. Phil. candidates for research. Evidence of Published work with a minimum of 15 books and / or publications in reputed journals and / or books.
- (b) University Deputy Director of Physical Education:** Essential qualifications for appointment as a University Deputy Director of Physical Education shall be as follows, namely:-
- (i) Ph.D. in Physical Education. In addition, shall also possess at least 55% of the marks or an equivalent grade at the Master's Degree level wherever grading system is followed;
 - (ii) A total of 10 years' teaching/ Physical education/sports experience of which 5years as University Assistant Director of Physical Education/College Deputy Director of Physical Education;
 - (iii)Evidence of having organized competitions and conducted a minimum of FIVE coaching camps of at least two weeks' duration;
 - (iv)Evidence of having produced good performance teams/athletes for competitions like State / National / Inter-University / Combined University, etc;
 - (v) Passed the physical fitness test; and
 - (vi)Evidence of published work with a minimum of 5 books and publications in reputed journals and /or books.
- (c) University Assistant Director of Physical Education:** Essential qualifications for appointment as a University Assistant Director of Physical Education shall be as follows namely:-
- (i) Master's degree in Physical Education (two years course) or Master's degree in Sports Science with at least 55% of the marks or its equivalence in a grade point scale with a consistently good academic record.

(ii) Record of having represented the University / College at the Inter University/Inter-College competitions or the State and/ or National Championships.

(iii) Qualifying in the National Eligibility Test (NET) in Physical Education conducted for the purpose by the University Grants Commission (UGC) or any other agency approved by the University Grants Commission (UGC). Holders of Ph.D. degrees (Ph.D. degree though a process of admission, registration, course work and external evaluation as have been/or may be laid down by University Grants Commission (UGC) through its regulations, and so adopted by the university) shall be exempted from NET.

(6) Physical Fitness Test Norms:-

Norms for men

12 minutes run/walk test

Up to 30 years - Up to 40 years - Up to 45 years - Up to 50 years

1800 mtrs - 1500 mtrs. - 1200 mtrs. - 800 mtrs.

Norms for women

8 minutes run / walk test

Up to 30 years - Up to 40 years - Up to 45 years - Up to 50 years

1000 mtrs - 800 mtrs.- 600 mtrs. - 400 mtrs.

4. Selection Committees and Guidelines on Selection Procedures. –

(1) Selection of Professor;

(a) Selection Committee for selection of Professor shall comprise the following namely:-

- (i) The Chairperson to be the Chairman of the Selection Committee;
- (ii) President;
- (iii) Three experts in the concerned subject/field out of the panel of names recommended by the Chairperson drawn from the panel of subject experts approved by the Board of Management;
- (iv) Dean of the faculty, wherever applicable; and

(v) Head of the Institute:

Provided that at least four members, including at least two outside subject experts shall constitute the quorum.

(b) The process of selection shall involve inviting the bio-data with the Performance Appraisal from the respective Universities and reprints of five major publications of each candidate. These shall be provided to the subject experts for assessment before the interview for their Evaluation; and

(c) The evaluation by the subject experts under sub-clause (b) shall be given weightage equal to the interview performance.

(2) Selection of Associate Professor:

(a) The composition of the Selection Committee for the post of Associate Professor shall be similar to that for the post of Professor under sub-clause(a) of clause(1).

(b) The process of selection shall involve inviting the bio-data with the Performance Appraisal from the respective universities and reprints of three major publications of each candidate. These shall be provided to the subject experts for assessment before the interview.

(c) The evaluation by the subject experts under clause (6) shall be given weightage equal to the interview performance.

(3) Selection of Assistant Professor:

The composition of the Selection Committee for the post of Associate Professor shall be similar to that for the post of Professor under sub-clause (a) of clause (1).

(4) The Academic Performance Evaluation in the process of selection of candidates for Professor, Associate Professor, or Assistant Professor shall, inter alia, include the following criteria:

(a) Aptitude for teaching, research and administration;

(b) Ability to communicate clearly and effectively;

(c) Ability to plan, analyze and discuss curriculum development, research problems and college development/administration;

(d) Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture; and

(e) Analysis of the merits and credentials of the candidates on the basis
Of the Performance Appraisal Scoring System.

(5) Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except that the concerned expert in Physical Education or Sports Administration or Library Science, as the case may be, shall be associated with the Selection Committee as subject experts.

5. Selection Procedures. –

(1) The overall selection procedure shall incorporate transparent and credible methodology of analysis of the merits and credentials of the applicants on the basis of:

(a) Academic Performance;

(b) Performance of the candidate in giving a seminar or lecture in a classroom situation or group discussion; and

(c) Capacity to technology orientation as applicable to teaching and research.

(2) The selection process, in addition to the process outlined in clause (1), may in appropriate cases include making the candidates to give a seminar or a demonstration lecture on a given subject before the Selection Committee in both direct recruitment and promotions under the Career Advancement Scheme (herein referred to as CAS), wherever selection committees are prescribed.

(3) The selection process for posts involving different nature of responsibilities in Certain disciplines/areas, such as Performing Arts, Physical Education and Library, greater emphasis may be laid for the nature of responsibilities expected of each of these posts.

(4) In order to avoid delays in holding Selection Committees in various positions under CAS, the University may start the process at least three months before a teacher becomes eligible for promotion. The concerned teacher may also initiate the process

- by submitting the Performance Appraisal form duly supported by all credentials required as per Guidelines 4 and 5.
- (5) The norms of Selection Committees and Selection Procedures and other requirements for selection either through direct recruitment or through CAS shall be the same.
 - (6) Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appointing authority. While negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the relevant Institute and other specific factors. However, discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education, unless so recommended by the Selection Committee.

6. Pay-scales. –

- (1) Basic Pay Scales of all permanent teachers, officers and other employees of the University shall be such as those specified by the University Grants Commission from time to time.
- (2) Teachers, officers and other employees appointed ad hoc or for a specific period May receive emoluments as may be agreed upon between them and the appointing authority:
Provided that the appointing authority shall ensure that they possess minimum qualifications and /experience as prescribed by the University Grants Commission, from time to time.
- (3) The teachers, officers and other employees appointed under clause (2) may be considered for permanent positions, if they are so selected in compliance with Guidelines 4 and 5.

7. Incentives for Ph.D. / M.Phil. and other higher qualification. –

- (1) Two advance increments may be admissible at the entry level of recruitment as Assistant Professor/Assistant Librarian/ Assistant Director of Physical Education to persons possessing the degree of Ph.D. awarded in the relevant discipline by the

University following the process of admission, registration, course work and external evaluation as prescribed by the University Grants Commission.

- (2) M.Phil. degree holders at the time of recruitment to the post of Assistant Professor may be granted one advance increment.
- (3) Teachers/Assistant Librarians/Assistant Directors of Physical Education who complete their Ph.D. Degree while in service may be granted two increments:
Provided that such Ph.D. is in the relevant discipline and has been awarded by a University complying with the process prescribed by the University Grants Commission for enrolment, course work and evaluation, etc.
- (4) Teachers/ Assistant Librarians/ Assistant Directors of Physical Education who acquire M.Phil. Degree or a post graduate degree in a professional course recognized by the relevant Statutory Body/Council, while in service, may be granted one advance increment.

8. Other Terms and Conditions. –

(1) Increments:

- (a) Each annual increment shall be as prescribed in the applicable Pay Scale.
- (b) There shall be a review of performance of the employees before grant of each increment. The employee shall have a right to be heard.

(2) Allowances:

Allowances such as Dearness Allowance, Special Compensatory Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, etc. applicable to teachers and Library and Physical Education Cadres, shall be such as fixed by the University, taking into account the practices of other similarly placed universities in the State.

9. Counting of past services. – Previous service, whether national or international, without any break as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratory or other scientific Organizations such as the Council of Scientific and Industrial Research (CSIR), Indian Council of Agricultural Research (ICAR), Defense Research and Development Organization (DRDO), University Grants Commission (UGC), Indian Council of Social

Science Research(ICSSR),Indian Council of Historical Research (ICHR), etc., should be counted for placement of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature:

Provided that the essential qualifications and responsibilities of the post previously held on a permanent basis were not lower than the qualifications prescribed herein for such post or for post equivalent thereto.

10. Period of probation and confirmation. –

- (1) The minimum period of probation shall be two year extendable by a maximum period of one more year in case of unsatisfactory performance.
- (2) The confirmation at the incumbent at the end of two year shall be subject to the approval from the Board of Management.
- (3) Probation and confirmation rules are applicable only at the initial stage of recruitment, not for promotions.

11. Creation & filling up of teaching posts. –

- (1) Teaching posts in the University shall be created in a pyramidal order. As far as possible, for each post of Professor, there should be two posts of Associate Professors and three posts of Assistant Professors, per Institute/department.
- (2) The University shall establish sufficient number of teachers' positions to carry out the teaching responsibilities in each Institute/Department.

12. Appointments on contract basis. –

- (1) The teachers shall as far as possible be appointed to substantive posts. However, the University may, on an urgent basis, authorize appointment of teachers on contract basis, when it deems it necessary and urgent:

Provided that such appointments shall as far as possible be in accordance with the selection norms and procedures laid down herein.

- (2) The fixed emoluments paid to such contract teachers should not as far as possible be less than the monthly pay of a regularly appointed teachers of equivalent post.

13. Teaching days. –

- (1) The University shall observe at least 180 working days, i.e., there shall be a minimum of 30 weeks of actual teaching in a 6-day week of the remaining period, 12 weeks maybe devoted to admission and examination activities, and non instructional days (e.g. for sports, college day, etc), 8 weeks for vacations and 2weeks may be attributed to various public holidays.
- (2) 1/3 of the period of work during vacation will be credited as Earned Leave.

14. Workload. –

- (1) The workload of the teachers in full employment shall not be less than 40 hours week for 30 working weeks (180 teaching days) in an academic year. It shall be necessary for the teacher to be available for at least 5 hours daily in the University.
- (2) Direct teaching hours shall be as follows:
 - (a) Assistant Professor 16 hours
 - (b) Associate Professor & Professor 14 hours
- (3) A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in research, extension and administration. A minimum of 6hours per week may have to be allocated for research activities of the teacher.

15. Leave rules:

The leave rules of equivalent cadres/grades in the State Government may be applicable to the permanent employees of the University.

16. Service agreement and Performance reports. –

- (1) At the time of recruitment in Universities and colleges. A service agreement shall be signed between the University and the teacher concerned and a copy shall be deposited with the Registrar.
- (2) The University shall maintain a Service Book for each teacher or other employee, Self- appraisal or any other performance report shall form a part of the service record.

17. Code of Professional ethics. – The University shall evolve its own professional ethics after full discussion in the Academic Council and incorporate the same in Its Regulations, for strict observance by the academic staff.

By order of the Board of Management of the Shri Jagdish Prasad Jhabarmal Tibrewala University, Chudela, (Jhunjhunu)

Registrar

By order of the Governor

(RAJEEVA SWARUP)

Principal Secretary, Higher Education